

FIELD TRIP LUNCHES

DISTRICT PROVIDED TRANSPORTATION

All field trip lunches must be picked up at the school cafeteria, if district-provided bus transportation is being used. Remember to also call the Transportation Branch to book your trip. You must complete a "Field Trip Request" form.

Field trip lunches are to be ordered by the teacher on a Request for Field Trip Lunches form. The order must be placed two (2) weeks prior to the date of the trip. The completed form must be given to the cafeteria supervisor at least two (2) weeks prior to the trip, who will forward the information on to the Food Services Office. If a student requires special dietary accommodations, the teacher will complete the Special Dietary Accommodations section on the "Request For Field Trip Lunches" form. The student's lunch will be labeled with his/her name and the teacher will need to ensure that the student receives the special meal when distributing meals. The cafeteria staff will obtain meal instructions from the Food Services Office or to accommodate special meal requests. In order to make the accommodation, the student must have a completed medical statement on file with Food Services.

The site cafeteria supervisor must have a complete roster of students participating in the field trip and receiving district-provided lunches. You may want to use Meal Participant Roster form if a classroom roster is not available. Two days before the field trip the teacher is to contact the cafeteria supervisor to confirm the lunch count.

A designated adult must be responsible for checking off the names as students receive their lunches. The roster must be signed by the adult and returned to the cafeteria at the conclusion of the field trip function. **THE TEACHER DOES NOT HAVE TO COLLECT MONEY**

Please remember that we do not want to overtly identify the students or segregate based on the lunch meal. All students can request a field trip lunch. Students are not to be asked to bring lunch from home. For your convenience, we have prepared a form "Student Field Trip Lunch Request" to help determine how many students will need a field trip lunch.

ALL ADULT LUNCHES MUST BE PURCHASED. THE FOOD SERVICES DEPARTMENT CANNOT PROVIDE MEALS AT NO COST TO ADULT CHAPERONS, TEACHERS, OR BUS DRIVERS. PER BOARD APPROVED MEAL PRICING, EACH SCHOOL SITE WILL BE INVOICED FOR MEALS DELIVERED AND NOT SERVED TO A STUDENT. ONLY STUDENT MEALS ARE SUBSIDIZED BY THE UNITED STATES DEPARTMENT OF AGRICULTURE

FIELD TRIP LUNCHES
CITY BUS OR WALKING TRIP

City Bus or Walking Field trip lunches are to be ordered by the teacher on the Request for Field Trip Lunches form. All students must be given the option of ordering the lunch meal from the school cafeteria.

The order must be placed two (2) weeks prior to the date of the trip. The completed form must be given to the cafeteria supervisor at least two (2) weeks prior to the trip, who will forward the information on to the Food Services Office. If a student requires special dietary accommodations, the teacher will complete the Special Dietary Accommodations section on the "Request For Field Trip Lunches" form. The student's lunch will be labeled with his/her name and the teacher will need to ensure that the student receives the special meal when distributing meals. The cafeteria staff will obtain meal instructions from the Food Services Office or to accommodate special meal requests. In order to make the accommodation, the student must have a completed medical statement on file with Food Services.

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SELECT TYPE OF FIELD TRIP:

DISTRICT BUS — BUS WILL PICK UP LUNCHES AT NUTRITION CENTER.

CITY BUS OR WALKING TRIP — MEALS PICKED UP FROM CAFETERIA

SCHOOL NAME _____ ROOM NO. _____ DATE _____

TRIP TO _____ DAY & DATE OF TRIP _____

ESTIMATED NUMBER OF LUNCHES NEEDED: _____ TIME LUNCHES ARE NEEDED _____

PUPILS _____ GRADE _____ ADULTS _____

TIME BUS IS LEAVING SCHOOL _____

DO ANY STUDENTS REQUIRE SPECIAL DIETARY ACCOMODATIONS (CIRCLE ONE)? YES / NO

PLEASE INDICATE THE STUDENT'S NAME(S) AND SPECIAL DIETARY NEEDS BELOW:

STUDENT NAME(S): _____

SPECIAL DIETARY NEED(S) _____

TEACHER'S PRINTED NAME SIGNATURE _____

NUTRITION SERVICES SUPERVISOR:

MEAL COUNT CALLED TO THE PRODCUION KITCHEN

INITIAL _____ DATE _____

TEACHER: PLEASE FOLLOW THE INSTRUCTIONS BELOW

1. Send completed request to the cafeteria supervisor at your school site at least **two weeks prior** to the date of the field trip.
2. Send the "Student Field Trip Lunch Request" home to every parent. This form is also available on the District web site.
3. Give the cafeteria supervisor the final meal count and payment for any adult meals no later than noon two days prior to the trip. Students may receive a meal at no charge.
4. Use an approved roster for claiming field trip meals. Students' names must be checked off on the roster at the time that they receive the meals. Please sign, date and return the roster to the cafeteria supervisor when you return from the field trip.
5. Pick up lunches from the school cafeteria 15 minutes before departure. To ensure that food is kept safe, all meals must stay in the coolers provided until they are served.