

Centinela Valley Union High School District
Food Services Department
FIELD TRIP LUNCH PROCEDURES
2018/2019

Submit to Cafeteria Manager (10) calendar days prior to field trip via e-mail

Date of Field Trip: _____

Teacher / Class #: _____

Total Number of students attending the field trip (please give a number): _____

If Sack lunches are needed:

Date Ordered: _____

Date Needed: _____

Number of sack lunches requested: _____

Time Needed: _____

Sack Lunch Menu:

Peanut Butter & Jelly Uncrustable
Sunflower Kernels
Cheddar Goldfish
¼ cup seasonal vegetable
½ cup Baby Carrots
½ cup seasonal fruit (Whole Fruit)
1% White Milk

Procedure:

- Fill out “FIELD TRIP LUNCH PROCEDURE” and submit to the manager or supervisor via e-mail at least ten (10) calendar days before field trip.
- The USDA requires that certain components be offered to qualify as a reimbursable meal. These requirements will be met in the sack lunch.
- Also, as part of the USDA’s National School Lunch Program (NSLP), the **meals must be verified** when the student takes the sack lunch. This will be accomplished by either the student entering their PIN in the POS before leaving for the field trip, **or the Food Services cashier will provide a class/group roster to the teacher in charge of the fieldtrip who then will check students off the roster with an “X” as they take the complete reimbursable meal.** The students will take the sack lunch with them on the field trip. Food Services can provide boxes to store the sack lunches for the class, **if requested.**
 - Please provide a list of students/ID# requesting a lunch and staple to this form 10 days in advance.
 - If rosters are used, the Food Services cashier will enter meals into the POS; under Nutrikids Program for the appropriate meal type, and follow prompts on bottom.
- Field Trip Rosters are to be submitted to the cafeteria manager with the left over sack lunches by the end of the day to ensure all those meals are properly documented in our point of sale system. I