



## **Field Trip Sack Lunch Guidance**

Field trips can be fun and exciting and taking a school lunch may be needed for your trip. To ensure we are compliant with the ADE and USDA please use this guide to help plan a successful field trip needing school sack lunches.

- Be sure to notify your cafeteria manager 1 week in advance with the Field Trip Lunch Form filled out.
  - This is important in providing you with the best lunches possible and allows the base kitchens to order in the products for your students.
- On the morning of the field trip please come down and pick up your lunches and assorted milks.
  - Yes, the milks must be included to make it a reimbursable meal. Due to the fact that field trip lunches are serve only. Meaning all of the options are included in the sack lunch; fruit, grain, vegetable, protein, dairy.
- You Cafeteria manager will always provide 3 extra lunches. These are “just in case” lunches, if a student was bringing lunch from home and forgot it, a student drops their lunch, etc.
  - If these lunches are not used, then they need to be returned to the kitchen to be recorded as waste on the production record for that day.
  - If an adult / teacher would like to take the meal they are more than welcome but the meal will be charged to the adult at \$3.50.
- When the field trip is complete and you return to school, please take the roster of students who ate lunch to the cafeteria manager and return the cooler.
  - At this time the cafeteria manager must enter the student’s lunches into the system. Never before!
  - The cafeteria manager must save the roster with their production records for that day to remain compliant with the ADE and USDA.

If you have any questions, we are here to help, please contact the foodservice office at:

480.541.1660 or [foodservice@kyrene.org](mailto:foodservice@kyrene.org)

