

## Request for Field Trip Lunches

School:	Room Number:	Date of Trip:	Trip Destination:
Departure Time from School:		Time Lunches needed:	
Number of Lunches Needed	Students:	Non-students:	
<b>Account Number:</b> Provide an account number in the event charges are incurred. (See item #7 below) _____			
<b>Special Diets:</b> Provide the Nutrition Services Supervisor (NSS) a student list(s) reflecting students who have requested a field trip lunch <b>one week prior to the trip</b> , or check "No special diets" box as applicable. The NSS cannot process this request without one of the two boxes checked.			
<input type="checkbox"/> Student list(s) for those who have requested a lunch will be provided one week prior to the trip.			
<input type="checkbox"/> No special diets are needed.			
Requestor's Name:		Signature:	Date:
Administrator's Name:		Signature:	Date:
NSS Only	<input type="checkbox"/> Student list(s) checked against the Special Diet Roster Initial: _____ Date: _____		
	<input type="checkbox"/> Request and Special Diet Info emailed to Production Center. Initial: _____ Date: _____		

All field trip meals are now delivered to the school cafeteria. Field trip lunches do not require refrigeration; they can be taken in boxes or by each student in individual bags.

### Requirements for school staff:

1. Submit Request for Field Trip Lunches, BD-919, to NSS at least two weeks in advance.
2. Offer field trip lunches to all students; students can decline and bring their own lunch.
3. Provide NSS the list of students who have requested a lunch at least one week prior to the trip.
4. For questions about special diets, please contact the Child Nutrition Specialists:
  - Phone: 562-427-7923
  - Email: [childnutrition@lbschools.net](mailto:childnutrition@lbschools.net)
5. At least 3 days prior to the trip:
  - If lunch count changes are needed, contact the NSS.
  - If non-student meals are requested, collect and provide payment to the NSS.
6. On the day of the trip – Capture lunches served at the point of service by either:
  - a. Bringing students to the cafeteria prior to departure,
    - Students can enter their PIN/ID or use their meal card to receive their meal.
    - No meal roster is needed.
  - b. Obtaining a meal roster or approved alternate document from the NSS.
    - Check off each student who receives a meal at the time of service.
    - Sign, date, and return the rosters to the NSS by the 3<sup>rd</sup> school day upon return.
7. School office will incur meal charges at the current rate for the following:
  - Failure to return the completed meal rosters or approved alternative document timely.
  - Wasted meals due to over-ordering of field trip lunches.
  - Non-compliance with the field trip procedures.

NSS Only	a. Meals Ordered:	Retrieved by Cafe:	Taken on Trip:	b. Served on Trip:	c. Served in Cafeteria:	d. Total Served (b+c):	e. Wasted (a-d):
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