



San Mateo-Foster City School District
Child Nutrition Services
Field Trip Bag Lunch Request

Lunch must be available to ALL students on ALL school days, even when they are on a field trip. All students may participate in field trip bag lunch provided through Child Nutrition Services.

Meals are provided at no cost to all students.

Bag lunch requests must be received 10 working days in advance (1 month in advance if 50 or more meals are requested) using the Field Trip Bag Lunch Request Form. E-mail the bag lunch request to the Central Kitchen (email: group.centralkitchen@smfc.k12.ca.us). Bag lunches will be available at the school site for pick-up on the day of the field trip.

To ensure school district reimbursement (mandatory):

- On the date of the field trip, go to the cafeteria, and bring your copy of the form to pick up the bag lunches. Federal Regulation require a record of which students received a bag lunch.
 - On the day of the field trip, either the students must pick up their bag lunches in the cafeteria (please confirm with the site Child Nutrition Team Member that they are scheduled to be onsite at the time of bag lunch pick up, or if not on site arrangements can be made for pick up)

OR

- The person distributing the bag lunches at the field trip site must put a check mark next to each student's name on the printed Bag Lunch Request form for each student who received a bag lunch. The completed form then **must** be returned to the Child Nutrition Team Member the following day of the field trip. Failure to submit the check list will result in the school being billed at the USDA free meal reimbursement rate for all meals.

Cancellation: please send a cancellation e-mail to the Central Kitchen (group.centralkitchen@smfc.k12.ca.us). You must include your contact information, school name, and the date of the field trip. **Notice of cancellation must be received 72 hours in advance of the scheduled field trip date.** Failure to cancel bag lunch request may result in the school being billed at the USDA free meal reimbursement rate for all meals ordered.

This Institution is an equal opportunity provider.



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 District Child Nutrition Services
 Field Trip Bag Lunch Request Form

Bag lunch request must be received 10 working day in advance. Submit to the Child Nutrition Department (e-mail: group.centrankitchen@smfc.k12.ca.us).

School Name:					
Name and Title of Requestor:					
Room Number:					
Telephone:					
Fax:					
E-mail Address:					
Date and Time of Field Trip:				Breakfast/Lunch or Both:	
How many students will need meal(s):					
Please enter the full name of each student who is ordering a bag lunch. Per Federal Regulations, students MUST be offered a choice of milk, and MUST make their own personal selection. Please mark the student's personal selection of milk. C = fat-free chocolate W = 1% white					
Students Name	C	W	Students Name	C	W
1.			15.		
2.			16.		
3.			17.		
4.			18.		
5.			19.		
6.			20.		
7.			21.		
8.			22.		
9.			23.		
10.			24.		
11.			25.		
12.			26.		
13.			27.		
14.			28.		

Students Name	C	W	Students Name	C	W
1.			20.		
2.			21.		
3.			22.		
4.			23.		
5.			24.		
6.			25.		
7.			26.		
8.			27.		
9.			28.		
10.			29.		
11.			30.		
12.			31.		
13.			32.		
14.			33.		
15.			34.		
16.			35.		
17.			36.		
18.			37.		
19.			38.		