



DEPARTMENT OF FOOD AND NUTRITION SERVICES

FIELD TRIP LUNCH REQUEST PROCEDURES

Michigan requires all K-12 school districts to participate in the National School Meals Program. All students should be given the opportunity to have a meal prepared for them when they are out of the building on a school day.

AT LEAST 3 WEEKS BEFORE THE FIELD TRIP DATE

Notify Amanda Patton about the details of your upcoming trip. Share the trip details at amanda.patton@okemosk12.net or 5017. The earlier the better!

- trip date
- destination
- school name
- bus departure and return times
- # of classes going and teachers' names

AT LEAST 2 WEEKS BEFORE THE FIELD TRIP DATE

You will receive an order form to distribute to your students. Completed forms need to be scanned and sent to Amanda Patton two weeks prior to your trip date. Once the forms are received, Food Services will send the trip leaders a receipt that lists which students will be receiving lunch on the day of the trip. Any student not included on the receipt will need to bring a lunch from home on the day of the trip.

ON THE DAY OF THE FIELD TRIP

Food Services will deliver coolers to the bus loop or other requested delivery location. Refrigerated items will be sorted by type (as best as possible) within coolers. Non-refrigerated items will be bagged up together outside of the coolers. There will be a copy of the receipt with the coolers.

LUNCHTIME DURING THE FIELD TRIP

Students must take all of the included items for their lunch. Trip leaders will need to complete the Field Trip Accounting Form to check off the amount of lunches served and to list the names of any students who did not show up for the trip OR students who took one of the extra lunches because they forgot to bring theirs. This form must be scanned and sent back to amanda.patton@okemosk12.net within 48 hours of the trip in order to accurately record meal claims.

AFTER THE FIELD TRIP

Coolers must be emptied at the field trip location and returned to the bus clear of any trash, forms, or uneaten foods. The bus drivers will unload the empty coolers at the high school at the end of the day.