

Classroom Field Trip Sack Lunch Order Form - Procedures

Nutrition Office: (425) 335-1561 | foodservices@lkstevens.wednet.edu

This and other related forms are located on the district website under Home > Departments > Food & Nutrition Services.

URL: <https://www.lkstevens.wednet.edu/departments/food-nutrition-services>



FIELD TRIP DATE Determined	• HEAD OP: Add field trip date to the master “Elementary Field Trip Sack Lunch Date Request” Google Form.
3-4 WEEKS BEFORE Field Trip	• HEAD OP: Distributes <u>sack lunch required forms</u> to teachers. • TEACHER: Distributes forms home to guardians. • TEACHER: If your class has no sack lunch requests, please indicate so on the form and still turn it in to Head OP to process with Food Services.
1 WEEK (7 DAYS) BEFORE Field Trip	• TEACHER: Provides final Classroom Field Trip Sack Lunch Order form to head OP. • HEAD OP: Emails FoodServices@lkstevens.wednet.edu all classroom orders. • NUTRITION OFFICE: Receive email and reviews each student for ANY SEVERE or RESTRICTED Food Items / Accommodations. • NUTRITION OFFICE: Sends a copy to the Production Kitchen with any student specific Orange Special Diet Tickets. • PRODUCTION KITCHEN: Makes copy of the original for file and plans for meals to be delivered the day before the Field Trip to the school kitchen.
DAY BEFORE Field Trip	• PRODUCTION KITCHEN: Sends sack lunches to the school kitchen. • SCHOOL KITCHEN TEAM: Receives the Field Trip Sack Lunches clearly labeled to the kitchen the day before pick up, so they arrive on time. • SCHOOL KITCHEN TEAM: Sets out the boxes on their center table/island visible for pick up. Note: The food items are shelf stable and do not need to be refrigerated overnight. Any other special arrangements will be communicated to kitchen staff from the Production Kitchen.
DAY OF Field Trip	<i>A copy of the classroom order form will be with the box of lunches ready to go in the school kitchen on the counter.</i> • TEACHER: Will pick up box(es) of sack lunches prior to departure time from the main kitchen. • TEACHER: Will provide any student-specific special sack with an orange ticket that has been labeled for them and other pre-ordered sacks to students. All meals provided to students will be documented on the form.
AFTER Field Trip	• TEACHER: Provides Classroom Form with check marked present or absent back to Head OP and places leftover sacks in the kitchen (<u>not</u> used or served). • HEAD OP: Scans/emails to FoodServices@lkstevens.wednet.edu so the meals can be served correctly in the point of sale system. • NUTRITION OFFICE: Will serve each student meal in our point of sale to the student’s account accordingly on the correct meal service date. • SCHOOL KITCHEN TEAM: Return any leftover sack lunches to the production kitchen. Do not keep items.

Classroom Field Trip Sack Lunch Order Form

Head OP please email to: foodservices@lkstevens.wednet.edu

School:		Teacher:	
Grade:	Total # of Students in Class:	Field Trip Date:	
Form Due Date to Nutrition Office 7 school days before Field Trip:			

Date Nutrition Office sends this form to Production Kitchen:	Date Production Kitchen sends sacks to school:
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Student Name / Sack Lunch Order			Day of Field Trip		After Field Trip
TEACHER fills out and provides to Head OP (Due 7 school days before Field Trip)	NUTRITION OFFICE looks up each student and creates orange ticket for sack lunch		TEACHER fills out as lunches are handed out on field trip		NUTRITION OFFICE serves meals
	Date _____ Initials _____				Date _____ Initials _____
Student Name	Verified	Severe Allergy/Restricted	Present and gave student lunch	Absent and should not be charged	Meals served in Point of Sale
1.	☐		☐	☐	☐
2.	☐		☐	☐	☐
3.	☐		☐	☐	☐
4.	☐		☐	☐	☐
5.	☐		☐	☐	☐
6.	☐		☐	☐	☐
7.	☐		☐	☐	☐
8.	☐		☐	☐	☐
9.	☐		☐	☐	☐
10.	☐		☐	☐	☐
11.	☐		☐	☐	☐
12.	☐		☐	☐	☐
13.	☐		☐	☐	☐
14.	☐		☐	☐	☐
15.	☐		☐	☐	☐
16.	☐		☐	☐	☐