



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.



**DEPARTMENT OF
FOOD & NUTRITION SERVICES**

Field Trip Date: _____

Total Lunches Prepared: _____

Field Trip Destination: _____

Site Supervisor Name: _____

Time Meal Service Began: _____

Time Meal Service Ended: _____

Cross off number as each child receives a meal:

- 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18
- 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36
- 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54
- 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72
- 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90
- 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108
- 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126
- 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144
- 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162
- 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180
- 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198

Please LIST THE NAMES of any student(s) who requested a lunch but were absent on the day of the trip:

Please LIST THE NAMES of any student(s) who forgot their lunch and took an extra one:

Site Supervisor Signature: _____

Please scan this form to amanda.patton@okemosk12.net within 48 hours of your trip.



Okemos Public Schools
Department of Food & Nutrition Services
STUDENT Field Trip Lunch Form

All Student Field Trip Lunches are FREE; however, this form must be submitted in order to ensure that your student receives a lunch on the day(s) of the field trip. Lunches will be recorded to student accounts for fiscal reporting.

Student Name: _____ Field Trip Date: _____

Teacher: _____ School: _____

Destination: _____

Please mark your student's selections and return to your student's teacher no later than:

Entree: (Select One)

_____ Turkey, Crackers & Cheese Lunch Kit

_____ Pizza Rounds, Pizza Sauce, & Mozzarella Cheese Lunch Kit

_____ Soy Butter & Grape Jelly Sandwich

Milk: (Select One)

_____ White Milk

_____ Chocolate Milk

_____ Soy Milk

Additional items included for every field trip lunch:

Flavored Applesauce Cup

Seasonal Vegetable

Paradise Punch 100% Juice Box (Fruit & Vegetable Blend)