FIELD TRIPS

Field trips can be fun and educational for our students. The extra time and planning needed to provide these learning experiences is well worth the effort.

When planning field trips for your students, please don't forget that your cafeteria staff will need to know well in advance. To serve your students to the best of our ability and maintain the quality of our meals, we ask that your kitchen staff be alerted **two weeks** in advance if a classroom will not be eating in the cafeteria for a day, an extended length of time, or if your students will need sack lunches.

Every day your cafeteria staff carefully forecasts the amount of food they need to prepare. If a class does not come in for lunch… for whatever reason…the food that was prepared for them will go to waste. This is a huge waste of food, money, and labor.

Please follow the instructions on the field trip request form. The additional form is available for teachers to send home.



Field Trip Request Form

Please adhere to the following procedure for submitting sack lunch requests for field trips.

Please complete the form below and turn it into the cafeteria manager/lead two weeks in advance of the field trip.

Sack Lunches may include a Sandwich, Fresh Fruit, Chips, Fresh Vegetable, and Milk.

FEDERAL REGULATIONS REQUIRE THAT WE ACCURATELY IDENTIFY EACH STUDENT WHO RECEIVES A MEAL. YOU MUST FOLLOW ONE OF THESE TWO PROCEDURES:

1. Lunches may be picked up in bulk, and the roster checked off at the field trip location as a student takes a meal. The roster must be submitted to your Cafeteria Lead/Manager directly after the trip.

2. Students are escorted to the cafeteria before leaving on their field trip, and meals are entered into the system as the student picks up their meal.

Date of Field Trip:				**Pick up Time:**
School:				
Requested by:				
Telephone number:				
Student Meals				
Received lunch ✓	**Last Name**	**First Name**	**Student ID #**	**Chocolate or White Milk:**

Nutrition Services Department

To Our Parents:

Your child's teacher has notified Nutrition Services that a special event is planned for their class. For the event, a sack lunch will be required. You may provide a lunch from home, or you may request a sack lunch from the cafeteria. Please notify your child's teacher by _____ if you would like your child to receive a cafeteria sack lunch for this field trip. The teacher will place the order for you. Orders will not be accepted after this date.

Thank you for your help. Lunches, trips, and children go well together.

Please complete the form below and return it to school.

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TEACHER_____ FIELD TRIP DATE_____

_____I will provide lunch and a drink for my child.

_____I want my child to receive a sack lunch from the cafeteria.

Name of student: _____

Student ID Number: _____

Parent signature: _____

