TAMALPAIS UNION HIGH SCHOOL DISTRICT
STUDENT NUTRITION SERVICES

Field Trip Meals Request Procedures

Student Nutrition Services is happy to be able to provide meals for students and adults who are eating away from campus.

The following procedures are intended to ensure that we provide a timely, safe and quality meal to all students/faculty for each event. All students are eligible for one free breakfast and one free lunch each school day.

- Survey the number of students/staff who will want a sack lunch for the trip. At this stage we do not need confirmation, just interest.
- Complete the request form on the reverse and send it to the Kitchen Manager at least two weeks in advance of the event. (Or email the form/information from the form.)
- The facilitator should update the Kitchen Manager with any changes to the meals requested, including number of students, three school days in advance of the event.
- The Kitchen Manager and staff will prepare fresh meals for the event.
- Meals can be picked up:
    - In bulk, by an adult, at the kitchen the morning of the event. You will need to take a roster of students with you to check off as each receives their meal at lunchtime. The completed roster and all leftover meals are due back to the kitchen staff the next school day.
    - By the students individually. No further paperwork is required.
- The kitchen can provide insulated carriers for meals picked up in bulk or individually.
- Any monies owed for adult/chaperone meals should be paid in advance via SchoolCafe. One meal per meal period is free for all students.

In the event of a cancellation, please inform the Kitchen Manager no later than **48** hours prior to the date of the event.

If you have questions or special requests, please call the Nutrition Services Office at 415-945-1035.

Tamalpais Union High School District

Field Trip Meals Request Procedures

To request meals to be taken off campus, please fill this form out completely, and submit to your Kitchen Manager at least two weeks in advance of the event. Refer to the procedures on the reverse side for more information.

Today's Date: _____ **Date(s) of Event:**_____

Facilitator's Name: _____ **School:** _____

Contact Phone Number/Email: _____

Alternate contact person (day of the event): _____

Type of Event – Please check one event type and tell us the approximate number of meals.

☐ Field Trip/Sporting Event* (check one meal or both, estimate number of meals)

☐ Sack Lunch # meals _____
e.g. turkey and cheese sandwich w/ fruit, vegetable, and milk

☐ Sack Breakfast # meals _____
e.g. bagel, cereal bowl, or fruit muffin w/ cheese, fruit and milk

☐No meals, we're taking _____ students out to lunch/meals provided by group.

We find that it is easiest on the facilitator to have students pick up their own meal(s) during breakfast (8-8:30am) unless the group leaves before 8:30.

*Event meals may not duplicate any meal that students have access to on campus.

Thank you for your order. We will get back to you shortly to confirm that we received your request and arrange further details.
This form does not replace the request process for outside foods/fundraisers on campus.