



## Rowland Unified School District



### FIELD TRIP SACK LUNCH ORDERS

Lunch must be available to ALL students on ALL school days, including when students attend a field trip. Students must be informed that they are entitled to receive a school meal. Regardless if sack lunches are needed, schools must notify the Nutrition Services department when students go on a field trip. It is also important to notify the Cafeteria Lead Worker in advance of the field trip so that the number of hot meals produced for the day can be decreased. Your cooperation will help us prevent unnecessary food waste.

#### Instructions for Completing Field Trip Sack Lunch Request:

- **Complete & return the “Field Trip Sack Lunch Order Form” at least 10 days prior to the event.** Nutrition Services needs sufficient time to order food and supplies, and to prepare sack lunches. You may email or fax the completed sack lunch order form to the Food Center; (email: [kdemello@rowlandschool.org](mailto:kdemello@rowlandschool.org); Fax: 626-810-3208).
- **Federal regulations require a record of all students served a sack lunch. Classes going on a field trip must follow the meal counting method listed below:**
  1. **A day before the field trip**, the cafeteria staff will give the classroom teacher a roster with the students’ names.
  2. **On the day of the field trip**, the teacher must mark the students on the roster who have received a sack lunch at the moment they are served. Please keep the food and milk in the bins/coolers provided to you until the students are served their meals.
  3. **Please return the following items to the cafeteria by the end of the day:** Roster, any money received for student meals, any bins and/or coolers borrowed from the cafeteria and any leftover food or milk.

**NOTE:** In the event that meals are not picked up due an error on the school/teacher’s part, and Nutrition Services is not notified in a timely manner, classes originally scheduled to attend the field trip will be served sack lunches.

***Call the Nutrition Services Department at ext. 2897 with any questions or concerns regarding sack lunches.***



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## FIELD TRIP SACK LUNCH ORDER FORM

- You may place your order by emailing or faxing the completed sack lunch order form to the Food Center; (**email:** [kdemello@rowlandschool.org](mailto:kdemello@rowlandschool.org); **Fax:** 626-810-3208).
- **Orders must be submitted at least 10 days prior to the event.**
- Contact Kelly at Ext. 2897 with any questions.

School: \_\_\_\_\_

Day/Date of the Field Trip: \_\_\_\_\_

Destination of Field Trip: \_\_\_\_\_

Teacher: \_\_\_\_\_

Grade: \_\_\_\_\_

Delivery Time: \_\_\_\_\_

Number of Student Lunches: \_\_\_\_\_

Number of Adult Lunches: \_\_\_\_\_

TOTAL LUNCHES: \_\_\_\_\_

**ALL lunches will include a sandwich, dried fruit, fresh fruit, two types of vegetables and a bag of whole grain crackers.**

Check only one (1) sandwich type for the class:

- Turkey and Cheese Sandwich       Peanut Butter & Jelly Jamwich

Indicate below if any student has an allergy or special needs:

**Milk Choice:** Write quantity of milk needed.

\_\_\_\_\_ 1% Low Fat White Milk      \_\_\_\_\_ Fat Free Chocolate Milk

**Condiments:** Check if needed.

- Mustard Packet