

FIELD TRIP SACK LUNCH ORDER FORM

****Provide written notice to the kitchen 10 days prior for all sack lunch orders****

****Absent Students? Staff at sites are required to contact Crescent Elk Food Service (CEFS) (ext. 324) by 9 AM the morning of the field trip to return any or all ordered sack lunches, in order to avoid being billed for sack lunches not served. The meals must be refrigerated until pick-up****

All field trip sacks contain the following:

- 1 Peanut Butter and Jelly Uncrustable Sandwich
- 1 Fruit (Apple, Orange, or Banana)
- 1 Snack (Cracker or Cookie)
- 1 Milk* (do not order unless the student requests, as unused milk* will be billed to the site)

* CDE no longer allows juice as a substitute for milk

All sack lunches will be delivered with breakfast.

****All returned sack lunches will be picked-up with lunch delivery, and must be refrigerated until such pick-up.**

Educators:

Clerical Assistants:

1. Fill out the box below ("For Educator Use Only").
2. Return this form to the Clerical Assistant that handles your school lunch accounts, along with a list of each student ordering a sack lunch and milk*.
3. The Meal Collection Sheet will be returned with the lunches, the morning of the field trip.
4. The person responsible for the meal collection form must account for the meal served at the point of service by circling "L" on the Meal Collection sheet next to each student as they receive their complete, reimbursable meal (not before or after the meals are distributed).
5. Return completed transport (production) form to CEFS.
6. Return completed Meal Collection and Field Trip Order Form to the Clerical Assistant as soon after the field trip as possible, preferably the same day.

1. Make a copy of this order form for your records.
2. Obtain a list of students ordering sack lunches and milk* from the educator. Create a Meal Collection sheet utilizing the student list.
3. Send this order form and the Meal Collection sheet to the CEFS 10 days prior to field trip.
4. E-Mail or call the kitchen to verify receipt of the order.
5. The day of the field trip, contact CEFS to report the number of sack lunches that will be returned, due to student absences, and put those lunches in the refrigerator.
6. Verify the number of chocolate milks remaining at the school site, after the milk is removed for the field trip, and contact the CEFS if more milk is needed.
7. After the field trip, input your students into the daily meal count report by eligibility status **the day the meal was served**. (Meals may be charged to the site if they do not reach the Food Service office in time to receive reimbursement.)
8. Return the original Field Trip Request Form and the Meal Collection sheet with the rest of your weekly paperwork.
9. Clerical Assistants should obtain a budget number from the educator for any meals and milk* not served which will be billed to the school site.

FOR EDUCATOR USE ONLY:

SCHOOL: _____

TEACHER/GRADE: _____

DATE OF TRIP: _____

NUMBER OF LUNCHES NEEDED: _____

NUMBER OF WHITE MILK NEEDED: _____

NUMBER OF CHOCOLATE MILK NEEDED: _____

SPECIAL LUNCH NEEDS?: _____

(I.E. non-dairy, no high sugar, etc)

FOR FOOD SERVICE USE ONLY:

of sack lunches sent: _____ # of milks sent: _____

Sacks prepared by: _____

Created Invoice for:

___ Unused Meals ___ Unused Milk ___ Paid Students

FOR CLERICAL ASSISTANT USE ONLY:

Unused Meals: _____ # Unused Milks*: _____

Entered in MealTime: ___ Yes ___ No

Paid student accounts charged: ___ Yes ___ No

Budget # (for Unused Meals/Milk*/Paid Students): _____