

# 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 Del Norte High School Food Service ext. 270. 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 \*\***

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

Sack lunches are to be picked up from DNHS Food Service prior to the field trip.

1. Fill out the box below "Complete Prior to Field Trip".
2. Make a copy of this order form for your records.
3. Create a Meal Collection sheet utilizing the student list.
4. Send this order form and the Meal Collection Sheet to the DNHS Food Service 10 days prior to the field trip
5. The Meal Collection Sheet will be returned with the lunches, the morning of the field trip.
6. E-Mail or call the kitchen to verify receipt of the order.
7. The day of the field trip, pick up lunches from DNHS Food Service and report the number of sack lunches that will be returned, due to student absences, and leave those lunches in the refrigerator.
8. 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).
9. Indicate on Field Trip Order Form whether to charge student accounts or provide a budget number to be billed for Paid & Reduced student meals.
10. Return completed transport (production) form, completed Field Trip Order Form, and completed Meal Collection Sheet as soon as possible after the field trip, preferably the same day to DNHS Food Service. (Meals may be charged to the site if they do not reach Food Service in adequate time to receive reimbursement).

## FOR FOOD SERVICE USE ONLY:

# of sack lunches sent: \_\_\_\_\_

# of milks sent: \_\_\_\_\_

Sacks prepared by: \_\_\_\_\_

Created Invoice for:

\_\_\_ Unused Meals    \_\_\_ Unused Milk  
\_\_\_ Paid & Reduced Students

## COMPLETE PRIOR TO FIELD TRIP:

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)

## COMPLETE AFTER FIELD TRIP:

# Unused Meals: \_\_\_\_\_ # Unused Milks\*: \_\_\_\_\_

Charge Paid & Reduced student accounts:

\_\_\_ Yes    \_\_\_ No

Budget # (for Unused Meals/Milk\*/Paid & Reduced Students): \_\_\_\_\_