

FIELD TRIP ORDER FORM



FILL OUT THE FORM BELOW TO ORDER TODAY!

Please give this form to your cafeteria staff

Today's date: _____

SCHOOL: _____ TEACHER/CLASSROOM#: _____

EVENT DELIVERY DATE & TIME: _____

2 weeks advance notice is required to process the request, otherwise request will be denied per the Child Nutrition Office.

Number of Sack Lunches needed: _____

Teachers will need to take a count of the students requesting lunches and provide this count on the line above. **Forward this order form to your Cafeteria.** The bag lunches will be available for pick-up from your school cafeteria on the day of the field trip. Arrangements for accepting the meals will be made between the teacher and the cafeteria staff.

If ordered lunches are not picked up by school staff on the day of the trip, the school will be responsible for payment of \$3.50 per lunch (not used) for Elementary school and \$4.00 per lunch for Secondary school.

Lunch includes:

Sun Butter & Grape Jelly Sandwich

String Cheese

Carrot Sticks

Juice

Milk (must be offered, not required to be taken by the students at lunch)

Sack lunches will be transported in an insulated bag, please return the bag with leftover meals (if any) after the field trip.

FIELD TRIP PROCEDURE



Please notify your school site Child Nutrition staff of ALL Field Trips, whether field trip meals are ordered, or not. Please help Child Nutrition by letting us know when student participation will be down each day, as students are off campus. We do not want to prepare food that will not be needed.

FAQ's:

Who may have a meal?

All students going on the field trip should be asked if they will be bringing their lunch, or if they would like to have a bagged lunch from the cafeteria. Fremont USD participates in the NSB/NSLP and a meal must be offered each school day to students. Each lunch will contain a sandwich, fresh veggies, juice and milk. Milk must be offered but not required to be taken by the students at lunch.

How to order meal for field trip?

Teachers will need to complete a Field Trip Order Form and forward to the school Cafeteria 2 weeks prior to the event to ensure product availability.

How do we account for field trip meals?

Field trip lunches are provided at the school site where they are given to each student before leaving on the field trip. At the cafeteria point of sale, the students identify themselves and the cafeteria staff account for the meal in the student's meal account.

If the cafeteria staff is not on duty when the students leave for the field trip, a class roster is marked when the students accept a meal during the meal time, and the roster is returned to the cafeteria site staff the same day. The cafeteria account for the meal in the student's meal account. Lunches are placed in a transport bag and kept at required temperature.

Please arrange the method to accept the meals with your cafeteria staff.

Please Note:

- Field trip lunches need to be ordered 2 weeks prior to the event to ensure product is available.
- If the ordered lunches are not picked up by school staff on the day of field trip, the school will be responsible for payment of \$3.50 per lunch (not used) for Elementary and \$4.00 for Secondary.
- All transport bags should be returned to the site kitchen the same day of the field trip together with the marked roster.
- Please work with your Child Nutrition Site staff directly. If further assistance is needed, please contact the Child Nutrition Office at: (510) 659-2587.