

FAQ: Field Trip Process for Food and Nutrition Services

- 1. Can teachers attach roster of classroom to order lunches instead of typing or handwriting in student name and ID#?**

Answer: Yes, BUT teachers still need to fill out the Brown Bag Lunch Order FORM B with ALL required information (school name, teacher's name, grade or room # etc.) AND make sure to mark any students requesting soy butter sandwiches or need a special meal accommodation. DO NOT just send a roster without FORM B and required information. Missing information will delay ordering process.

- 2. Do student names need to be checked off on the roster and returned back to cafeteria staff at the end of field trip if Method 2 is chosen for lunch pick up?**

Answer: Yes, this record is a federal requirement in order for school districts to receive reimbursement.

- 3. Is pick up time required to note on Brown Bag Lunch Order Form?**

Answer: Yes, lunch orders are made the morning of or are delivered from Central Kitchen. Please allow kitchen managers to plan ahead of time to prepare lunches for pick up and to have ALL written information on Lunch Order Form to prevent a delay.

- 4. Can Office Managers scan multiple lunch order requests in one email for multiple field trips?**

Answer: No, each lunch order must be attached to one email with school's name and date of field trip in order for Food and Nutrition Services to track down each order individually. Multiple orders in one email will be lost during the ordering process.

- 5. Can Office Managers scan multiple lunch order requests from different teachers for one field trip date?**

Answer: No, teachers are responsible for filling out their classroom and student information. In addition, each attachment must be easily tracked by email so that no school lunch requests are missed.

- 6. How soon does the lunch order request need to be sent in to Food and Nutrition Services?**

Answer: 3 weeks prior to the field trip date. Food needs to be ordered in advance to ensure all bagged lunches will be available to each student. It is also helpful for cafeteria assistants to be aware of field trips to adjust the number of hot lunches served that day to reduce food waste.