



Feeding Hungry Minds

## Field Trip Lunches

*Planning a field trip?*

*Here is some helpful directions on how to request for Field Trip lunches*

### Field Trip Essentials:

- District Permission Slip - *one per student*
- Field Trip Request Form- *one per field trip*
- Student Field Trip Lunch Request - *one per student*
- Classroom Roster for Check off

### **BEFORE THE FIELD TRIP**

1. Notify your Cafeteria worker of your field trip.
2. Obtain the District Permission slip from your school office.
3. Obtain the Student Field Trip Lunch Request form (From Cafeteria) - complete, make a copy for each student, and attach to each permission slip to be sent home.
4. As students return their permission slips and lunch requests, separate the lunch requests to turn into the Cafeteria. If applicable, attach money collected to the students' requests to ensure proper crediting to the student's lunch account.

**\*\*\*Class rosters must be submitted to the cafeteria supervisor at least 2 weeks before the planned field trip**

### **ON THE DAY OF THE FIELD TRIP**

1. Nutrition Services will provide you with lunches and a copy of your class roster with student names highlighted to indicate the students receiving lunches. Take this roster with you on the field trip.
2. When giving out the field trip lunches, check off each highlighted student's name to indicate that he/she received a lunch.
3. When you return to the school site, sign/initial the checked-off roster, and put it into the Cafeteria Supervisor's mailbox.

### **WHY THIS PROCESS?**

Nutrition Service's goals are to provide safe, healthy meals to all students and to provide procedures so that needy students are not overtly identified. By following these guidelines, you are protecting the confidentiality of your students and ensuring that all students are able to participate in lunch, per the State Meal Mandate. You are also decreasing the potential of students going without lunch because it has been "forgotten."



# FIELD TRIP REQUEST FORM

This form must be completed and returned to the school secretary a minimum of 1 month prior to planned trip. (If the Field Trip is overnight, outside of contiguous counties, aboard a boat/plane, or needs a signed contract, it requires School Board approval. Proper back up materials and a Field Trip itinerary must be included with this form. (A minimum of 10 weeks lead time is necessary to allow for School Board approval for this type of extended school-sponsored trip.)

*Teacher/Advisor: Fill out the front portion of this form completely and submit to the school secretary for principal approval.*

Name of School: \_\_\_\_\_

Date Form Submitted to Office: \_\_\_\_\_ Date of Trip: \_\_\_\_\_ \*Overnight Trip: \_\_\_\_\_ (Yes or No)  
\* If yes, please indicate hotel information and number of student school days that will be missed. (Provide that info on page 2.)

Field Trip To: \_\_\_\_\_  
Name Address Phone #

Teacher(s): \_\_\_\_\_ Grade Level(s)/Group \_\_\_\_\_

Educational Purpose of Field Trip: \_\_\_\_\_

Departure Time from School: _____ a.m. / p.m.	Departure Time from Event Location: _____ a.m. / p.m.
Arrival Time at Event Location: _____ a.m. / p.m.	Return Time to School: _____ a.m. / p.m.

Number of Passengers on Bus/Vehicle: Students: \_\_\_\_\_ Chaperones/Adults: \_\_\_\_\_

Please list titles of chaperones - Teacher, Coach, ASB Advisor, Parent, i.e.: \_\_\_\_\_

Note: Student to Chaperone/Adult Ratio is 12 students to 1 adult (overnight/extended trips): Ratio is 40 students to 1 adult (all other).

Special Instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## TEACHER/ADVISOR PROCESS:

- Admission Fee:  No  Yes If Yes, indicate timeline for fees due to vendor: \_\_\_\_\_
- Provide invoice and all supporting materials to school secretary.
- Amount to be collected from each student: \$ \_\_\_\_\_
- A class list or log may be used as the official record to receipt cash and checks. Make two columns on the class list. One for "cash" and one for "checks". All cash and checks must total the amount recorded on the class list.
- Cash and checks must be turned into the office weekly. Do not keep cash in the classrooms over the weekend. The office secretary shall provide a receipt to the faculty member. Your secretary will receipt your deposit and send it to the district office.
- All checks must be payable to the school or PYLUSD. If the check is made payable to PYLUSD, the school's name must be noted on the memo section of the check. We cannot accept checks payable to PTA or the teacher. It is recommended that the student's name be recorded on the check for ease of tracking.
- Provide the school secretary and, if applicable, attendance clerk on the day of trip with a finalized list of the students going on the Field Trip.
- Upon completion of Field Trip, turn in all signed Field Trip Permission Forms (and other applicable forms) to school secretary (to be filed for two years) such as: DMV Risk Management/PYLUSD Rules & School Driver Registration Form; PYLUSD – Auxiliary Event/Program Field Trip Parent Permission; Emergency Medical and Waiver of Claims for Transportation of Students; Waiver of Liability, Assumption of Risk, and Indemnity Agreement; Student Participation in Voluntary Field Trip Parental Permission & Medical Treatment Authorization.
- Make arrangements for any students with special needs (i.e. medication, wheel chair, free & reduced lunch meal, etc.)
- Send a list to health clerk or clerk to pull any medications for students (1 day before the trip).
- Provide an EPI pen to faculty member accompanying the students on the Field Trip.

Principal approval: \_\_\_\_\_

Calendar Clearance:  No  Yes

**SCHOOL ADMINISTRATION PROCESS:**

- Calendar listing.
- Office submits electronic Transportation form to order bus(s):  
Date completed \_\_\_\_\_; confirmation returned from Transportation: \_\_\_\_\_
- Admission Fees: Purchase Requisition submitted electronically (date): \_\_\_\_\_
- Fax all supporting materials to Purchasing: \_\_\_\_\_ (date)
- School Board back-up memos to Ed Services (if applicable): \_\_\_\_\_ (date)
- Field Trip Permission Form (and other forms i.e. DMV/Risk Management/PYLUSD Rules & School Driver Registration Form or Ocean Institute Release of Liability, as applicable) to teacher(s) to give to students to be completed by parents: \_\_\_\_\_ (date)

Class list and permission slips received and filed: \_\_\_\_\_ (date) Initial of site secretary/admin. \_\_\_\_\_

EXTENDED SCHOOL-SPONSORED FIELD TRIP INFORMATION:

Name of Hotel: \_\_\_\_\_ Phone: \_\_\_\_\_

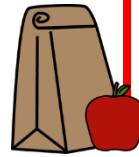
Address: \_\_\_\_\_

City: \_\_\_\_\_

Number of School Days missed: \_\_\_\_\_

# STUDENT FIELD TRIP LUNCH REQUEST

DATE: \_\_\_\_\_



Please, return this notice by:

\_\_\_\_\_ (date)

DEAR PARENT/GUARDIAN OF: \_\_\_\_\_

OUR CLASS HAS A PLANNED FIELD TRIP ON: \_\_\_\_\_ (date)

Please note below if you would like for your student to receive a field trip lunch provided by the school  
(see menu)

## PLEASE CHECK ONE:

\_\_\_\_\_ **YES**, please provide my student a field trip lunch from Nutrition Services. (NOTE: If your student is not qualified for free lunch, the lunch will be charged to your student's meal account)

\_\_\_\_\_ **NO**, thank you. I will pack a lunch for my student.

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

**Thank you,**

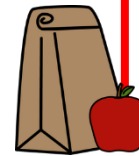
TEACHER: \_\_\_\_\_ ROOM: \_\_\_\_\_

- Whole Grain Crackers
- String Cheese Stick
- Sunflower Kernels
- TreeTop Apple Crisps
- Dried Apple Chips
- Farm & Orchard Paradise Punch
- Vegetable & Fruit Juice Blend
- Milk



# SOLICITUD DE ALMUERZO PARA PASEO ESCOLAR

FECHA: \_\_\_\_\_



(Por favor, devuelva este aviso antes de:

\_\_\_\_\_ (fecha)

ESTIMADOS PADRES/ TUTORES DE: \_\_\_\_\_

NUESTRA CLASE TIENE UN PASEO QUE SE LLEVARA A CABO EL: \_\_\_\_\_ (fecha)

Tenga en cuenta a continuación si desea que su estudiante reciba un almuerzo para el paseo proporcionado por la escuela (mire el menu)

## POR FAVOR, MARQUE UNO:

\_\_\_\_\_ **SI**, porfavor, proporcione a mi estudiante un almuerzo para el paseo de los servicios de nutricion. (Si su estudiante no está calificado para el almuerzo gratis, el almuerzo se cargará a la cuenta de comida de su estudiante)

\_\_\_\_\_ **NO**, gracias. Prepararé un almuerzo para mi estudiante.

FIRMA DEL PADRE/ TUTOR: \_\_\_\_\_

**Gracias,**

MAESTRO(A): \_\_\_\_\_ SALON: \_\_\_\_\_

- Galletas de trigo
- Queso de hebra
- Granos de girasol
- TreeTop Apple Crisps
- Chip de manzana seca
- Farm & Orchard Paradise Punch
- Jugo de vegetales y frutas
- Leche

