

Pleasanton Unified School District  
Child Nutrition Services (CNS)  
Field Trip Lunch Guidelines

Please offer **all** students going on field trip a sack lunch from CNS. Mark off each student that pre-orders a lunch on an attendance/participation roster.

Provide the central kitchen production supervisor, Pamela Boggs via email ([pboggs@pleasantonusd.net](mailto:pboggs@pleasantonusd.net)) with the attendance/participation roster which includes the student ID #'s one week prior to the field trip, at a minimum to ensure product availability and to allow sufficient time for preparation.

CNS will prepare the lunches for each student and have them available for pick-up at the front office on the morning of the field trip.

CNS will use the roster to enter the lunches into the system for each student and their account will be charged according to their meal eligibility status.

Title 7, Code of federal Regulations (7CFR), Section 245.8 prohibits CNS from publicizing eligible children's names in order to prevent overt identification.

CNS recognizes it can be challenging for teachers without this information. We are here as a resource to assist in any way we can. Please reach out to CNS with any questions or suggestions you may have for improvement.