

Date Received: _____

**Westminster School District
Nutrition Services Department**
(714) 893-3865 x 4699

REQUEST FOR FIELD TRIP SACK LUNCHES

ALL ORDERS MUST BE RECEIVED BY THE NUTRITION CENTER AT LEAST A WEEK IN ADVANCE

NO FIELD TRIP ORDERS AFTER JUNE 1, 2017

Return the Request for Field Trip Sack Lunches to: Nutrition Services Office or Give to the Lunch Cashier in the Cafeteria

Date of Field Trip: _____

School Name: _____

Contact Person: _____

Contact Phone #: _____

Location of Field Trip: _____

Departure Time: _____

Menu*

Turkey & Cheese Sandwich
(Mustard & Mayonnaise Included)
Baby Carrots

Celery

Fresh Fruit or 100% Juice

Choice of 1% White Milk or Non Fat Chocolate Milk

Soy Milk provided for students on pre-approved Special Diet menus

List the following information separately for each class attending the Field Trip:

Room Number	Teacher Name	Number of Student Lunches	Number of Adult Lunches \$3.75 each**	Number of 1% White Milk	Number of Non-Fat Chocolate Milk	<u>Pre-approved Special Diet Menu's</u> (List Student Name & Lunch Number)
TOTAL:						

(Student)

(Adult)

(All)

(All)

Students participating in our meal program will be charged according to their established eligibility.

* Menu may change due to unforeseen circumstances.

**Money for Adult Lunches must be submitted with classroom roster the day before field trip

NUTRITION SERVICES DEPARTMENT USE ONLY

Confirmation of Request: _____ Date: _____
Nutrition Services Supervisor

Final Number of Meals Needed: _____ Date: _____

Westminster School District
Nutrition Services Department

Field Trip Sack Lunch Procedures

By law we must provide lunches for income eligible students; however, to prevent overt identification of these students, we must offer lunches to all students.

Listed below are the procedures to follow for field trip sack lunches:

☉ School Site Responsibilities are all in red

☉ Nutrition Services Department Responsibilities are all in black

Prior to Field Trip: USE ONE FORM PER FIELD TRIP (NOT PER CLASSROOM)

☉ School site should submit the completed field trip form to the Nutrition Services Office at least one week prior to the Field Trip.

☉ Please submit one Field trip form per field trip not one per classroom.

☉ Please include date, time for delivery, school and phone number at the top of the form and each teacher or designee will complete the middle portion with: room number, teacher name, number of students wanting a sack lunch, and their choice of white or chocolate milk (soy milk if the child has a milk intolerance and a Medical Record is on file)

☉ There is a column for adults also wishing to purchase a sack lunch. *Teachers/Adults ordering lunches need to pay \$3.75.*

☉ Please do not collect any money from the students. *The student's accounts will be debited.*

Day of Field Trip:

1. Nutrition Services Delivery Driver will deliver the field trip lunch's individually wrapped and packed in thermal bags on ice sheets to the school office just prior to departure time.
2. The class roster(s) listing all students in the class will be sent in a plastic sleeve along with the thermal bags.
3. As teacher hands out sack lunches, he or she will check off each students name on the roster as they are given a lunch & sign the roster at the end of the meal service indicating that the students checked received a complete lunch.
4. The teacher will then return the completed roster to the plastic sleeve attached to the thermal bag (to be delivered back to the cafeteria)
5. The teacher is responsible for making sure the empty ice chest(s), ice pack(s) and thermal bags are returned to the school cafeteria along with the signed class rosters.
6. The lead cashier will collect & return the completed roster to Nutrition Services Office in the NSO bag the following day.
7. Office Staff will debit the students accounts as applicable on the appropriate date and complete the meal counts on the site production sheet for that day.
8. Truck Drivers are responsible for returning the ice chests and ice packs to the Nutrition Center
9. Note: Lead Cashiers will also not complete the field trip meal section and total meal section of their production records. All other sections of their production records should be completed.