

Crosby Independent School District  
Child Nutrition Services  
**Field Trip Sack Lunches**

FLOW CHART:

When a school official (teacher/administrator) requests sack lunches for a field trip, the school must **FIRST** fill out the Field Trip Sack Lunch Request Form 2 **WEEKS** in advance (see example).



School official must then email the request form to Evelyn Parra

Evelyn Parra, Dietitian [eparra@crosbyisd.org](mailto:eparra@crosbyisd.org) 281-328-9200 x 1253

It is not necessary for the school official to give a copy to the cafeteria manager; the dietitian will provide a copy to the manager **AFTER** the sack lunch is approved.



Evelyn will then check with the cafeteria manager for supplies.



Evelyn will then e-mail the school official back if we can accommodate their request or not. The cafeteria manager of that school and their supervisor will also be copied in this e-mail.

School official will be reminded that they need to provide coolers for the sack lunches and milk. In addition, the teacher needs to provide the cafeteria manager some type of class rosters the day before the field trip. Depending on the time and the school, the roster can also be marked with the student's choice of either white or chocolate milk, or the students can come through the line and pick up their choice of milk before leaving.



Manager will then need to enter in Meals Plus the preplanned number of Sack Lunches under Sacks/Special Meals, then using their shopping list to order the appropriate items, if needed. Manager prints the production record.



**\*IMPORTANT\*** The day before the field trip or the day of, once the cafeteria manger receives the class roster, they **MUST** look up every student that is getting a sack lunch in the POS to first see if any of the students have an Allergy Note and second to see if each student has enough money or can charge a meal. If a student does have an allergy and the student cannot have a specific item in the sack lunch please let Evelyn know. Also, if a student needs money try to let the teacher/student know the day before.



On the day of the field trip, money should be collected, if any. The cafeteria manager will give the roster back to the teacher with the number of sack lunches ordered and milk choices or the students will come through the line and pick up their milk.



During the field trip as the student receives their sack lunch and their milk choice, the teacher is to mark or check next to the student's names that get each sack lunch.



The school official then **MUST** return the class roster to the cafeteria where a cashier or the manager will ring up the sale by entering only the student account numbers with a mark or a check next to them. **Sack lunches can NOT be rung up in the POS BEFORE 10:00 AM the day the lunches are given.**



Lastly, the manager **MUST** complete the production record and staple it along with the class roster to the back of the regular lunch production record for that day.

Sack Lunch includes:

- "Grab and Go" Lunch Kit contains:
  - WOW Butter and Jelly Sandwich
  - Fresh Apple Slices
  - Fresh Baby Carrots
  - 1% white or fat-free chocolate milk

\* In the event you receive requests for sack lunches for extra sack lunches the morning of the field trip, provide the same menu as listed above. If you do not have enough meal kits, please contact Evelyn for assistance.

Always notify your supervisor after this, so that we know how frequently this occurs.

**Crosby ISD Child Nutrition Services  
Field Trip Sack Lunch Request**

**IMPORTANT: Two weeks advance notice is required in order to insure availability.**

- 1. Cooler(s) for maintaining food safety are the responsibility of the teacher/school requesting meals.**
- 2. Ideally, students should stop by the cafeteria and pick up their own sack lunch before leaving.**
- 3. If students do not pick up their own meal, the school official is responsible for marking a roster and returning it to the cafeteria after the field trip.**

***School:***

***Today's Date:***

***Name:***

***Phone:***

Field Trip Sack Lunch Request	Date of Trip	Grade	Number Ordered
Sack Lunches			
Sack Lunches			
Sack Lunches			
Sack Lunches			
Sack Lunches			
Sack Lunches			
Sack Lunches			
Sack Lunches			

**Submit completed form by e-mail individual listed below.**

E-mail to:

[eparra@crosbyisd.org](mailto:eparra@crosbyisd.org)

***Thank you!***