

FIELD TRIP SACK LUNCH ORDER FORM

SACK LUNCH ORDERS MUST BE TURNED IN TO CRESCENT ELK KITCHEN NO LATER THAN 10 DAYS PRIOR TO YOUR FIELD TRIP

All Field trip sacks will contain the following:

- 1 Peanut Butter and Jelly Uncrustable Sandwich***
- 1 Fruit
- 1 Snack Mix
- 1 Milk or Chocolate Milk **ONLY** (Only if student wants)

Take milk from site milk cooler

*Juice **CANNOT** be substituted for milk

**All leftover sack lunches must be put in the refrigerator until picked up

***Special dietary alternatives are available

EDUCATORS:

- 1. Fill out the box below & Meal Collection Form.
- 2. Return this form to Clerical Assistant that handles your school lunch accounts, along with the list of students ordering sack lunches.
- 3. Meal Collection Sheet (attached) must be Completed. Circle either breakfast or lunch for each student receiving a reimbursable meal.
- 4. Production Sheet (Attached) Fill out the total Number of Reimbursable Meals, Actual number handed out, and any leftovers of all items.
- 5. Return completed Field Trip order, Meal Collection and Production Sheet to the Clerical Assistant the day of the field trip.

CLERICAL ASSISTANTS:

- 1. Make a copy of this order form for your records
- 2. Obtain a list of students ordering sack lunches from the educator. Use the Meal Collection sheet to compile a list unless already done.
- 3. Send this order form and Meal Collection Sheet to Crescent Elk Kitchen 10 days prior to trip.
- 4. Call or E-mail the kitchen to verify receipt.
- 5. The day of the Field trip call the kitchen to report the pick up of leftover sacks. Make sure sacks were put in Refrigerator.
- 6. After Field trip, input the students into Mosaic
- 7. Return the original Field Trip Form, Meal Collection Sheet and Production Sheet to Crescent Elk Kitchen. Make sure reduction sheet has been filled out.

EDUCATOR USE ONLY

SCHOOL: _____

TEACHER/GRADE: _____

DATE OF TRIP: _____

NUMBER OF LUNCHES NEEDED: _____

SPECIAL DIETS? Name (s) _____

ie. Non dairy, Allergic

CLERICAL ASSISTANT USE ONLY

Unused Meals: _____

Entered in Mosaic ____ YES ____ NO

NUTRITION SERVICES USE ONLY

of sack lunches packed _____

Prepared and Packed by _____

Please note: Nutrition Services is asking for 24 hours' notice when cancelling field trip lunch requests. We understand that there may be circumstances, such as weather and student absences that cannot be foreseen. Nutrition Services reserves the right to charge a site \$3 per returned meal.