

## Twin Rivers Unified School District Field Trips

Field trips can be fun and educational for our students. The extra time and planning needed to provide these learning experiences is well worth the effort.

When planning field trips for your students, please don't forget that your cafeteria staff will need to know well in advance. In order to serve your students to the best of our ability and maintain the quality of our meals, we ask that your kitchen staff be alerted two weeks in advance if a classroom will not be eating in the cafeteria for a day, an extended length of time, or if your students will need sack lunches.

Every Day your cafeteria staff carefully forecasts the amount of food they need to prepare. If a class does not come in for lunch...for whatever reason...the food that was prepared for them will go to waste. This is a huge waste of food, money and labor.

**ELEMENTARY** - Please follow the instructions on the field trip request form. The additional form is available for teachers to send home.

**SECONDARY** - Please follow the instructions on the field trip request form.



## Twin Rivers Unified School District Field Trip Request Form

Please adhere to the following procedure for submitting sack lunch requests for field trips:

- All field trip requests must be submitted two weeks in advance.
- Lunches may include sandwich, Fresh Fruit, Chips, Fresh Vegetable and Milk.
- Complete this form and return it to the Head Cook at your site. Electronic rosters may be submitted.
- Include a budget code for your Adult meals and special requests. Meal Prices are as follows, Breakfast - \$2.25, Lunch - \$4.00.

**Federal Regulations require that we accurately identify each student that receives a meal.  
You must follow one of these Two procedures:**

1. Lunches may be picked up in bulk and the roster checked off at the field trip location as a student takes a meal. The roster must be submitted to your head Cook directly after the trip. If a roster is not received, all meals including students and teacher lunches will be billed to your budget code.
2. Students are escorted to the cafeteria prior to leaving on their field trip and meals are entered into the system as the student picks up their meal. Adult meals are paid for at that time or charged to the budget code upon request.

<b>Date of Field Trip:</b>			<b>Pick up Time:</b>		
<b>School:</b>					
<b>Requested By:</b>					
<b>Telephone Number:</b>					
<b>Number of Student Meals -</b>			<b>Number of Adult Meals -</b>		
✓	Last Name	First Name	✓	Last Name	First Name
Budget Code					

Today's Date: \_\_\_\_\_

**Field Trip will not be Confirmed until budget code is received.  
Budget Code is used to ensure roster is returned to Cafeteria Staff.**