

FIELD TRIP ORDER FORM



FILL OUT THE FORM BELOW TO ORDER BAG LUNCHES FREE OF CHARGE!

Please give this form to your Cafeteria staff

Attention: 2 weeks advance notice is required to process the request, otherwise request will be denied per the Child Nutrition Services policy.

Today's date: _____

SCHOOL: _____ TEACHER/CLASSROOM#: _____

EVENT DELIVERY DATE & TIME: _____

Number of Bag Lunches needed: _____

Teachers will need to take a count of the students requesting lunches and provide this count on the line above. **Forward this order form to your Cafeteria.** The bag lunches will be available for pick-up from your school Cafeteria on the day of the field trip. Arrangements for accepting the meals will be made between the teacher and the cafeteria staff.

Lunch includes:

Sun Butter & Grape Jelly Sandwich

Fresh Veggies

Fresh Fruit / Juice

Milk (optional)

Bag lunches will be transported in an insulated bag; after the field trip, please return the bag with leftover meals (if any) and **please include a list of students that have received a meal for our record**, all lunches are free of charge.

FIELD TRIP PROCEDURE



Please notify your school site Child Nutrition staff of ALL Field Trips, whether field trip meals are ordered, or not. Please help Child Nutrition by letting us know beforehand of those dates that student participation may be down as students are off campus. We do not want to prepare food that will not be needed and will be wasted.

FAQ's:

Who may have a meal?

All students going on the field trip should be asked if they would like to have a bagged lunch from the Cafeteria. Fremont USD participates in the NSB/NSLP and a meal must be offered each school day to students. Each lunch will contain a sandwich, fresh veggies, fresh fruit / juice and milk. Milk must be offered but not required to be taken by the students at lunch. Sack lunches are placed in a transport bag and kept at required temperature.

How to order meal for field trip?

Teachers will need to complete a Field Trip Order Form and forward to the school Cafeteria **2 weeks prior** to the event to ensure product availability.

How do we account for field trip meals?

Field trip lunches are provided at the school site where they are given to each student before leaving on the field trip. At the Cafeteria point of sale, the students identify themselves and the cafeteria staff account for the meal in the student's meal account.

If the cafeteria staff is not on duty when the students leave for the field trip, a class roster needs to be used to mark students that accept a meal during the meal time; the roster shall be returned to the cafeteria staff the same day. The cafeteria account for the meal in the student's meal account based on the provided roster.

Please Note:

- **Field trip lunches need to be ordered 2 weeks prior to the event to ensure product availability.**
- **All transport bags should be returned to the site kitchen the same day of the field trip together with the marked roster.**
- Please work with your Cafeteria staff directly. If further assistance is needed, please contact the Child Nutrition Services office at: 510-659-2587.