

**FOOD SERVICE DEPARTMENT  
FIELD TRIP NOTIFICATION**

**TWO-WEEK ADVANCED NOTICE FOR FIELD TRIP MEALS**

Please fill out this field trip form and take to the Head Cook of your school if you need meals for students. If meals are not needed please notify the cooks so they do not cook items on that day that will not be served.

DATE OF TRIP: \_\_\_\_\_ **TWO-week advance notice to your kitchen**

NAME OF TEACHER \_\_\_\_\_ Contact # \_\_\_\_\_

**PLEASE CHECK IF MEALS WILL NOT BE NEEDED** \_\_\_\_\_

NUMBER OF STUDENT MEALS NEEDED \_\_\_\_\_ Breakfasts \_\_\_\_\_ Lunches

TIME MEALS WILL BE PICKED UP \_\_\_\_\_

NUMBER OF ADULT MEALS at current adult price \$4.90 \_\_\_\_\_

1. Peanut butter and jelly sandwiches will be provided, unless other arrangements have been made or other item is available. CLEAN coolers with ice will need to be provided for the milk (safety requirement). The teacher ordering the lunches will need to put the milk and meat sandwiches if they were ordered, in the coolers that are kept cool with ice or ice sheets. (We may only have 1-2 coolers available during the spring and they are shared. On emergency situations, you may contact food service at x8093 if you do not have a cooler – please call in advance not the day of.)
2. The number of lunches asked for can be changed the morning of the day before the lunches are taken. If meat sandwiches were ordered, keep in mind that you may get peanut butter sandwiches if the number is higher than the original number given.
3. If the student or adult count changes from the original number asked for, the teacher will need to change the number on this form and initial the change.

**4. Two Options for Meal Count ONLY: Please select Option 1 or 2.**

**Option 1:** The student passes through the Point of Sale/Scanner system and the meal is picked up by the student as the field trip begins and deposited in the prepared cooler.

**Option 2:** The adult will mark each name on a class roster at the time the meal is served to student (tally system). The roster is turned into the kitchen at the end of the field trip or the next day-**THIS IS MANDATORY**. The count from the roster is added to the Point of Sale system and production record only when the roster is turned in by the teacher.. **THIS IS IMPORTANT AS IS REQUIRED BY FEDERAL GUIDELINES.**

If you have any questions please call: Nora Flores, Food Services Director at extension #8093

**FILL OUT IF YOU HAVE A STUDENT THAT HAS ALLERGIES TO ANY FOOD, ALSO LIST FOOD TO BE EXCHANGED. THIS STUDENT WILL HAVE A SEPARATE MARKED SACK LUNCH**

**STUDENT'S NAME** \_\_\_\_\_

**FOOD ALLERGY TO** \_\_\_\_\_

**SUBSTITUTE FOOD** \_\_\_\_\_

**TEACHERS/NURSE SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

ONE COPY FOR COOKS AND ONE COPY FOR TEACHER

Revised 3/2022