

School Nutrition Program

Field Trips

The School Nutrition Program encourages the use of our sack lunches for Field Trips. A sack lunch can be provided not only to students but also parents and teachers. In order for us to have enough food and supplies for all requests, we are now requesting a Request for Field Trip Lunches form to be filled out.

Procedures:

- No later than three (3) weeks prior to the field trip the requesting teacher must notify the Cafeteria Manager that lunches are needed.
- The teacher will fill out the Request for Field Trip Lunches form with the date of the trip as well as how many approximate lunches will be needed and any special information.
- No later than three (3) days prior to the trip, the teacher will give the manager a roster of all students requesting a lunch as well as any additional adult teacher or visitor lunches needed.
- Visitors must pay for their lunches prior to the date of the field trip.
- The Field Trip Recipe must be followed.
- The day of the field trip the teacher must send a final roster of lunches and any cash/checks to pay for the lunches if applicable to the cafeteria for entry into the POS system.
- A cooler must be provided by the teacher or cafeteria to hold the lunches and milk until service.
- Any late, special or unusual requests must be approved by the School Nutrition Program Supervisor.

Robertson COUNTY SCHOOL SYSTEM

School NUTRITION DEPARTMENT

TO: Teachers

DATE: _____

FROM: _____

Cafeteria Manager

SUBJECT: **REQUESTS FOR FIELD TRIP LUNCHES**

Please let us help you with your field trips by providing pack and go lunches for your class. As partners in education the cafeteria staff will prepare and pack a nutritionally-balanced lunch and have it ready to go when you are.

In order for us to have enough food and supplies available, and to provide safe meal service to students, your assistance is needed. Service of school meals is regulated by federal law and local health codes. When requesting lunches for students on field trips, please use the following steps to assure the best service is provided to you and your class and all regulations are met.

NO LATER THAN THREE WEEKS PRIOR TO THE FIELD TRIP:

1. Teachers must notify the Cafeteria Manager that field trip lunches are needed. Give an anticipated number of lunches at this time so needed supplies are ordered.

NO LATER THAN THREE DAYS PRIOR TO THE FIELD TRIP:

1. Give the Cafeteria Manager the attached, completed "Request for Field Trip Lunches" roster. Fill in the time you will be picking up the lunch.
2. The roster should list the students name in preferably alphabetical order.
3. Sign and date the roster agreeing that meals will be served to students no later than four hours after pickup (**this is required for the safety of the students.**)
4. Make a copy of the roster as a distribution checklist to be used during the field trip.
5. Remind students that are going on the field trip that they must have money in their lunch account or bring money on the day of the field trip to receive their lunches.
6. Adults on the field trip may purchase a bag lunch- they must order with student lunches and pre-pay or pay on day of pickup

THE DAY OF THE FIELD TRIP:

1. Prior to the pre-arranged pickup time, before boarding the bus, bring your final completed rosters to the cafeteria to pick up lunches. The cafeteria manager or a cashier will enter the pin numbers into the students lunch account for accountability of the meal served.
2. At the pre-arranged pickup time, before boarding the bus, lunches may be picked up in the cafeteria up by an adult.
****Coolers must be provided to pack lunches in for the safety of the students receiving meals in an off campus environment. A cooler is provided by the school an adult will need to sign for the use and return of the cooler to the cafeteria**

Thank you for allowing us to assist in the nutritional needs of the students. Your assistance is appreciated and will prevent delays, ensure the food safety for our students, ensure enough meals are provided, and ensure the federal regulations are met. If you have any questions, please contact me,

Cafeteria Manager

phone # or email address

Robertson County Schools
School Nutrition Program

Field Trip
Request for Lunches

School Name: _____ Grade: _____

Teacher: _____

Date of Field Trip: _____

Approximate number of student lunches requested: _____

Approximate number of teacher or visitor lunches requested: _____

Will a cooler be provided by the teacher? _____

Additional Information/Comments:

"THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER"

Sack Lunch Request Roster –

Class: _____ **Grade:** _____

Student Name _____ Student ID # _____

Student Name _____ Student ID # _____

Student Name _____ Student ID # _____

Student Name _____ Student ID # _____

Student Name _____ Student ID # _____

Student Name _____ Student ID # _____

Student Name _____ Student ID # _____

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Student Name _____ Student ID # _____

Student Name _____ Student ID # _____

Student Name _____ Student ID # _____

Student Name _____ Student ID # _____

****use second copy of form if needed****

Date of Field Trip _____ Time of Pick Up _____

Person Responsible for lunches – Signature _____ Date: _____