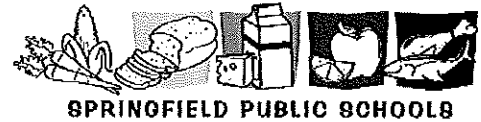


NUTRITION SERVICES



SCHEDULING FIELD TRIP SACK LUNCHES

- A. All students will have the option of receiving sack lunches for field trips.
- B. Submit a completed Field Trip Sack Lunch Request Form to the Kitchen Manager at your school. The form must be submitted with a minimum of ten working days prior to the field trip. This allows adequate time for the manager to order the food and supply items.
- C. The person in charge of the field trip will notify the Kitchen Manager of any absences of students on the morning of the field trip.
- D. If you are transporting lunches off school premises you will need to provide your own portable cold storage units (such as coolers) to keep cold food items at or below 41° for up to 4 hours, to minimize the risk of food-borne illnesses.
- E. The person in charge of the field trip is responsible for insuring that each child receives the full lunch including milk. This person is also responsible for accounting for the student who takes a sack lunch by identifying and marking off each student on the roster. Classroom rosters will be provided by the school Kitchen Manager or by the staff in the Nutrition Services Office (Unless meal is paid by the school regardless of Eligibility approval status).
- F. Rosters will need to be returned to the Kitchen Manager on the same day of the field trip.
 - **PROGRAM PAID MEAL**

General Fund Budget code must be provided before meals are provided. (Note: Kitchen manager must be notified ahead of time of the total number of participating students in order to prepare accordingly.)

 1. If sponsoring program is paying for meals in full, student accounts are not charged for meals. Nutrition Services will bill for all meals prepared at a set rate of \$3.00 each.
 2. If sponsoring program is paying for reduce and paid price for student meals. A roster is required to bill accordingly. Rosters can be provided by the Kitchen Manager or the Nutrition Services Office.
 - **STUDENTS PAID MEAL**

For **Partial Day Field Trips**, students will pick up their meals in the cafeteria at the time identified on the meal order form.

 1. Sack lunches are charged to each individual student's lunch account at their current meal status as the student picks up the meal. This applies for a partial day Field Trip. This does not apply for a full day Field Trip.

NUTRITION SERVICES



SPRINGFIELD PUBLIC SCHOOLS

For **Full Day Field Trips**, meals will be picked up at the cafeteria at the time identified on the meal order form.

2. Sack lunches will need to be picked up by the person in charge of the field trip. This person will need to have portable cold storage units (such as coolers) to keep cold food items at or below 41 degrees. This person will also be responsible for accounting with a roster for the students who take a sack lunch. Any leftover/Unaccounted Sack Lunch Meals will be charged to the Program Sponsor at a set rate of \$3.00 each.

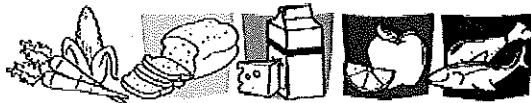
- **ADULT PAID MEAL**

Some programs include paying the sack lunches of adult supervision volunteers. If not, there are two (2) options:

1. Adults who have a district lunch account, the sack lunch will be charged to their accounts; or
2. The adult sack lunches must be paid for in cash at the time of the pickup.

All meals ordered must be accounted for by a student roster or paid for in full by sponsoring program.

NUTRITION SERVICES



SPRINGFIELD PUBLIC SCHOOLS

Field Trip Sack Lunch Request Form

Sack lunches must be ordered **10 working days** in advance of field trip.

Please mark the following box to specify the type of Field Trip

- Program Paid Meal
 - No Roster Needed
 - Roster Needed
- Student Paid Meal
 - Partial Day Field Trip
 - Full Day Field Trip

Please complete the following and return to the cafeteria:

Date Ordered:	_____
School Name:	_____
Event Name:	_____
Person Requesting Meals: (Teacher/Grade)	_____
Bill To:	_____
Account Number to Bill:	_____
Date Needed:	_____
Time Needed:	_____
Number of Sack Lunches Needed:	_____