



**Request for Field Trip Lunches**

**Select Type of Field Trip:**

- District or Charter Bus** — Bus must pick up lunches from the Nutrition Center. See Bullet 4 below.
- City Bus or Walking Trip** — Pick up meals from cafeteria on the day of the field trip.
- Getty Bus** — Pick up meals from cafeteria on the day of the field trip.

School Name: \_\_\_\_\_ Room No: \_\_\_\_\_

Time Lunches are Needed: \_\_\_\_\_ Time Bus Is Leaving School: \_\_\_\_\_ Day & Date of Trip: \_\_\_\_\_

Trip to: \_\_\_\_\_ Number of Lunches Needed: Students: \_\_\_\_\_ Adults: \_\_\_\_\_

If special diets are needed, provide the student's name(s) and special dietary needs: \_\_\_\_\_

Requestor's Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Funding source/resource to charge wasted meals\* \_\_\_\_\_ (contact Budget Analyst if needed)

Administrator's Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Nutrition Services Supervisor:  Request called in to Nutrition Center. Initial: \_\_\_\_\_ Date: \_\_\_\_\_

Special Diet Requests have been checked against the Special Diet Roster.

**Teacher Instructions:**

- Send a Student Field Trip Lunch Request form (FS-253) to every household for parents/guardians to request or decline a field trip lunch. **All students must be offered a field trip lunch.**
- Complete this form and give it to your school's Nutrition Services Supervisor (NSS) at least two weeks prior to field trip. The NSS will place the order with the Nutrition Center.
- Include any special diet requests on this form. Call a Child Nutrition Specialist at 562-427-7923 if you have any questions about special diets.
- District or charter bus field trips only: Instruct Transportation to pick up lunches from the Nutrition Center prior to the field trip. **Lunches cannot be delivered to the school, they must be picked up.**
- Collect payments for adult meals, if any, and take payments to the NSS at least 2 days prior to the trip. Students paying for field trip meals must take the meal payment to the cafeteria.
- Adjust the number of requested lunches, as needed, by contacting your school site's NSS at least 2 days prior to the field trip to see if an accommodation can be made.
- Obtain a roster and roster instructions from the NSS to report the field trip meals. Sign, date and return the completed roster(s) to the NSS no later than the 3<sup>rd</sup> business day after returning from the field trip.
- Keep all lunches packed in Styrofoam coolers with ice until service. City bus or walking field trips lunches are shelf stable and don't require a cooler.

**\*Wasted Meals: In the event that field trip meals are requested but cannot be claimed for reimbursement (wasted), each wasted meal will be charged to the funding source/resource listed above at the Board approved current rate. Wasted meals are due to over-ordering, failure to return the completed meal rosters to the Nutrition Services Supervisor, and non-compliance with the Field Trip Procedures.**

NSS Only	Meals Ordered (a):		Total Served on Trip and in Cafeteria (b):		Wasted (a-b):
	Meals Taken on Trip:	Meals Retrieved:	Served on Field Trip:	Served in Cafeteria:	