

## REQUEST FOR FIELD TRIP MEALS

Please complete and return 3 weeks prior to the date of the field trip

**(After school field trips and mid to late afternoon weekend field trips require the Department of Social Services approval for reimbursable meals. Without their approval meals will be available but charged to the school's funding line if provided at \$4.73 per student meal.)**

School Name: \_\_\_\_\_

Loc Code/Cost Ctr: \_\_\_\_\_

Request Date: \_\_\_\_\_

Is this an Educational Activity? (circle one) Yes No

Funding Line for Payment of Non-Reimbursable Student Meals and Adult Meals:

Date of Field Trip: (circle one) M Tu W Th F Sat Sun	# of Students Requesting Field Trip Meals:
Teachers Name:	Room #:
Name of Student(s) Requesting Special Diets from FSD:	Time of Field Trip Meals Pick-up:
# of Adult Field Trip Meals @ \$6.21/meal (plus tax):	Name of Field Trip Destination:

Teachers/Staff:

**At least 3 Weeks Prior to the Field Trip:**

Complete and return this form to the Food Services Manager no later than **three weeks prior** to the field trip date. Requests submitted less than 3 weeks prior to the Field Trip date may result in denial by the Department of Social Services due to lack of time to approve. If this occurs, provide your funding line **prior to the date** of your field trip to your FSM and she/he will prepare your field trip meals.

**On the Day of the Field Trip:**

- One of the two options below **must be** followed:
  - Option 1: On the day of the field trip, before boarding the school bus, students will pick up their field trip meals at the point of service. The food service manager will utilize the electronic POS to identify the participating students. As each student picks up their meal the manager or designated school staff will place meals and milk in insulated transport bags containing ice blankets for transportation.
  - Option 2: The FSM provides the number of field trip meals requested in insulated bags and has them ready for pick up; (requires field trip staff POS training); completed meal count form is returned to the cafeteria no later than the following day
- Weekend Field Trip Meals (**requires field trip staff POS training**)
  - If you have a Saturday School Program, you do not need approval to serve Saturday field trip meals. Provide Option 2 (above) & prepare LUNCH field trip meals. However, if the field trip occurs after lunch, after 1 pm, see below and request AFSS approval. For Sunday field trip meals, see below.
  - If you do not have a Saturday School Program you need AFSS approval to serve Saturday or Sunday field trip meals. AFSSs are to refer to the website for approved Saturday/Sunday SUPPER Field Trip Meal Service or contact RM.
- In accordance with food safety guidelines all menu items must be offered to students no later than 4 hours after pick up from the cafeteria.
- Signature below indicates field trip staff understands and agrees to serve all menu items within the above stated 4-hour period.

Field Trip Staff Signature: \_\_\_\_\_

Signature of Food Service Manager: \_\_\_\_\_

Signature of AFSS Approval: \_\_\_\_\_

After school field trips and weekend field trips require the AFSS's approval.