



Request for Field Trip Meals

For Monday-Friday Breakfast and/or Lunch field trip meals, please complete and return three weeks prior to the date of the field trip.

***Supper field trip meals (after lunch and weekends) require the Department of Social Services approval for reimbursable supper meals and therefore need at least 6-8 weeks advanced request. Without their approval supper meals will be available but charged to the school's funding line, if provided, at \$4.90/student. The funding line must be provided prior to the date of the field trip.**

School Name	Loc Code/Cost Center	Request Date
Date of Field Trip Day of Field Trip ___ M ___ T ___ W ___ Th ___ F ___ Sat ___ Sun <i>Note: After lunch and weekend field trip meals require 6-8 weeks notice</i>	Meal Type Requested ___ Breakfast ___ Lunch ___ Supper	Number of Student Meals Needed Time of Field Trip Meals Pick Up
Teacher's Name Room #	Name of Student(s) Requiring a Special Diet (filed with Food Services); include Student ID	
# of Adult Field Trip Meals @ \$6.20/meal (plus tax and requires funding line)	Funding Line for Payment of Non-Reimbursable Student Meals and Adult Meals Fund Center _____ Fund _____ Functional Area _____ Object _____	

Teachers/Staff

Complete and return this form to the Food Services Manager no later than **three weeks prior** to the field trip date for breakfast and lunch requests. For supper field trip meals (after lunch and weekend requests) submit this form 6-8 weeks prior to the field trip date. Supper field trip meals require approval by CDSS.

On the Day of the Field Trip

- 1) On the day of the field trip (Monday-Friday), before boarding the school bus, students will pick up their (breakfast and/or lunch) field trip meals at the cafeteria. 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. (Refer to the Field Trip SOP for optional meal counting procedures when distribution of field trip meals coincides with the normal meal service period.)
- 2) Monday-Friday Supper Field Trip Meals (after 1 PM, or after the school lunch meal service)
 - a. For all afternoon/evening supper field trip meal requests, approval from CDSS is required. Refer to the Approved Supper Field Trip Sites List on the FSD website for approved supper field trip requests.
- 3) Weekend Field Trip Meals (**requires field trip staff POS training by the FSM**)
 - a. If you have a Saturday School Program, you do not need approval to provide breakfast and/or lunch Saturday field trip meals. All requests for **Sunday breakfast and lunch** field trip meals are **NOT** approved. Only Sunday supper field trip meals may be served if approved; see Approved Supper Field Trip Sites List on the FSD website.
 - b. If the field trip occurs after lunch, after 1 PM, the site may provide supper meals **IF** the site is listed on the Approved Supper Field Trip Sites list on the FSD website; AFSS approval required by providing signature below.
 - c. If you do not have a Saturday School Program, refer to the Approved Supper Field Trip Sites List to see if supper field trip meals are approved. (Breakfast and Lunch meals are not approved without a Saturday School Program.)
 - d. All unapproved supper field trip meals can be purchased by the school site using their funding line; provide funding account numbers in the top portion of this form.
- 4) 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.
- 5) 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: _____ Request Date: _____

After school field trips and weekend field trips require AFSS approval/AFSS Approval Signature: _____

Food Service Manager Name (print): _____ Food Service Manager Signature: _____