

Field Trip Bagged Lunch Standard Operating Procedure

Every child looks forward to classroom field trips. The food service department can help make that trip a truly special event by providing a meal designed for your classroom. Food service employees, principals, teachers, other school staff and parents will work together to ensure that students are provided a nutritious meal.

1. Notification of any planned trip that will take the students out of the district for lunch should be given to the supervisor of food service. It's helpful if that contact is made as soon as the field trip requested is submitted to your administration for approval.
2. Requests for bag lunches should be submitted two weeks prior to the field trip.
3. Lunch forms can be found on the food service web page or ask your cafeteria manager
4. Send home order form with inserted field trip information. Forms will need to be filled out by the child's parent or guardian. This is to make sure there are no diet restrictions and that extra meals are not been made.
5. Collect completed forms from students and turn into the cafeteria two weeks before planned trip.
6. Lunches will only be made for students that have turned in a lunch form; no extra meals will be made unless it is an emergency.
7. Breakfast meals can be provided, if the trip is leaving before the regular school day.
8. Lunches will be placed in bags with the lunch form stapled to each bag. Bags will be placed in boxes marked with each teacher's name.
9. Boxes will be ready for pick up from the cafeteria by 8:00 a.m. the morning of the trip.