

Field Trip



Sack Lunch Request Form

Regardless if sack lunches are needed, schools must notify Child Nutrition when students go on a field trip. This is to ensure the cafeteria is aware of fewer students on campus, and to decrease the number of meals produced on the field trip date.

- Sack lunches must be offered to all students
- Please contact your cafeteria manager at least 2 weeks prior to the field trip and provide the following information.

(Request not made at least 1 week ahead of the trip will not be honored.)

Date Needed: _____ Departure Time: _____

Teacher's Name: _____ Total # Lunches: _____

Please indicate if any student has allergy or special needs.

On the day of the field trip, you will be provided with a Daily Meal Count Form. You will be responsible for marking each student who receives a lunch. The meal count form must be returned along with the cooler when you arrive back to your school site.

Teacher signature: _____

Principal signature: _____

Lunch must be made available to ALL students on ALL school days, even when they are on a field trip. All students may participate (Ed Code # 49550)

DAILY MEAL COUNT FORM

Use this form to count the number of meals served to children and adults. All counts may be continued and totaled on the next page.

SITE NAME	*MEAL TYPE (CIRCLE)		
	B	L	D S
ADDRESS	TELEPHONE NUMBER		
NAME OF SUPERVISOR	DELIVERY TIME	DATE	

Meals Received/Prepared _____ + Meals Available From Previous Day _____ = (A) _____ (Total Meals Available)

Meals Served to Children (Cross Off a Number as a Child Receives a Complete Meal):

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160

	(B)	Total Children Meals This Side	
		Total From (B) on Continuation Page	+
		Total Children Meals	
Meals Served to Program Adults:			
1 2 3 4 5 6 7 8 9 10	(C)	Total Program Adult Meals	+
Meals Served to Non-Program Adults:			
1 2 3 4 5 6 7 8 9 10	(D)	Total Non-Program Adult Meals	+
	(E)	Total Meals Served (B + C + D)	
	(F)	Total Damaged/Incomplete or Non-Reimbursable Meals	+
	(G)	Total Leftover Meals	+
	(H)	Total Meals (E + F + G) (This Number Should Equal (A))	

Number of Additional Children Requesting a Meal After All Available Meals Were Served:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
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I certify that the above meal count information is true and correct.

SIGNATURE	DATE
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*B = Breakfast L = Lunch D = Dinner S = Snack