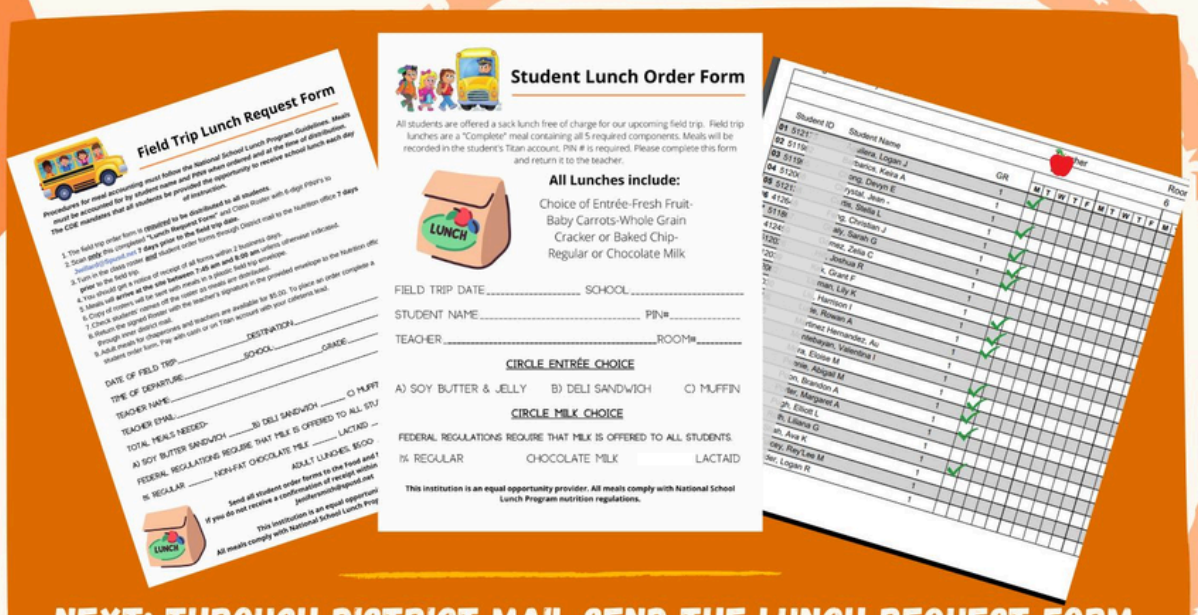
MEALS MUST BE ACCOUNTED FOR BY STUDENT NAME AND PIN# WHEN ORDERED AND AT THE TIME OF DISTRIBUTION

ALL FORMS MUST BE RECEIVED 7 DAYS PRIOR TO THE FIELD TRIP



NEXT: THROUGH DISTRICT MAIL SEND THE LUNCH REQUEST FORM, ROSTER, AND STUDENT LUNCH ORDER FORMS TO THE NUTRITION SERVICES OFFICE, ATTENTION JUDY WILLARD OR JEN SMITH.

All students receive the same meal for Brunch & Pizza Parties so we do not need individual student order forms. Mark the students names on the roster for those who plan to participate & turn in roster with your request form.

LUNCHES WILL BE DELIVERED TO YOUR SCHOOL SITE OFFICE BETWEEN 7:45–8:00 ON THE DAY OF THE FIELD TRIP UNLESS OTHERWISE INDICATED.

SOUTH PASADENA UNIFIED SCHOOL DISTRICT
Food and Nutrition Services

Field Trip Lunch Rosters

In accordance with Federal regulations all meals sent on a field trip must be accounted for. We must have verification that all meals were distributed to the child that ordered them.

1. Check off students name on roster as meals are distributed.
2. Person who distributed meals must sign the Roster.
3. Return Roster to site cafeteria or nutrition office via inner district mail.

Thank you for your cooperation.

Jenifer Smith
Director of Nutrition Services
South Pasadena Unified
626-441-5820 EXT 2950

Deliver this Envelope to:
Nutrition Services: Judy Willard
If you need any further assistance contact: Jenifersmith@spusd.net
Updated 10-21-22

A COPY OF THE ROSTER WILL BE SENT WITH THE MEALS. IN ACCORDANCE WITH CDE REGULATIONS THIS ROSTER IS REQUIRED TO BE SIGNED BY WHOEVER HANDS OUT THE MEALS. PLEASE RETURN SIGNED ROSTER TO NUTRITION SERVICES IN THE ENVELOPE PROVIDED.