

**THIS SHORT TUTORIAL WILL DESCRIBE WHAT STEPS TO TAKE IN ORDER TO HAVE A SMOOTH FIELD TRIP LUNCH SERVICE.**

## FIELD TRIP GUIDELINES & INSTRUCTIONS

# CTIONS



Procedures for meal accounting must follow the National School Lunch Program Guidelines. Meals must be accounted for by student name and PIN# when ordered and at the time of distribution. The CDE mandates that all students be provided the opportunity to receive school lunch each day of instruction.

1. The field trip order form is **required** to be distributed to all students.
2. Scan only the completed **Search Request Form** and Class Roster with 6-digit PHN's to [Jeff@jhsd.net](mailto:Jeff@jhsd.net) **no later than 7 days prior to the field trip date.**
3. Turn in the class roster and student order forms through District mail **no later than 7 days prior to the field trip.**
4. You should get a notice of receipt of all forms within 2 business days.
5. Meals will **arrive at the site between 7:45 am and 8:00 am** unless otherwise indicated.
6. Copy of rosters to be sent with meals in a plastic field trip envelope.
7. Check students' names off the roster as meals are distributed.
8. Return the signed Roster with the teacher's signature in the provided envelope to the Nutrition office through inner district mail.
9. Adult meals for chaperones and teachers are available for \$5.00. To place an order complete a student order form. Pay with cash or on Tran account with your cafeteria lead.

DATE OF FIELD TRIP: \_\_\_\_\_ DESTINATION: \_\_\_\_\_

TIME OF DEPARTURE: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

TEACHER NAME \_\_\_\_\_ GRADE \_\_\_\_\_

TEACHER NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

TEACHER EMAIL: \_\_\_\_\_

TOTAL MEALS NEEDED: \_\_\_\_\_

A) SOY BUTTER SANDWICH \_\_\_\_\_ B) DELI SANDWICH \_\_\_\_\_ C) MUFFIN \_\_\_\_\_

FEDERAL REGULATIONS REQUIRE THAT MILK IS OFFERED TO ALL STUDENTS.

1% REGULAR \_\_\_\_\_ NON-FAT CHOCOLATE MILK \_\_\_\_\_ LACTAID \_\_\_\_\_

ADULT LUNCHES, \$5.00: \_\_\_\_\_

Send all student order forms to the Food and Nutrition office

If you do not receive a confirmation or receipt within 2 business days  
jenifersmith@spusd.net

This institution is an equal opportunity provider.

All meals comply with National School Lunch Program nutrition requirements.

[illegible]



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

### Field Trip Lunch Request Form

Procedures for meal accounting must follow the National School Lunch Program Guidelines. Meals must be accounted for by student name and PIN# when ordered and at the time of distribution. The CDE mandates that all students be provided the opportunity to receive school lunch each day of instruction.

- The field trip order form is required to be distributed to all students.
- Send only the completed "Lunch Request Form" and CDE Roster with 6-digit PIN# to the Nutrition office 7 days prior to the field trip date.
- Turn in the completed form to the Nutrition office 7 days prior to the field trip date.
- You should get a notice of receipt of all forms within 2 business days.
- Meals will arrive at the site between 7:45 and 8:00 am unless otherwise indicated.
- Copies of forms will be sent with meals so meals are distributed.
- Check students names off the roster as meals are distributed.
- Meals are available for \$5.00. To place an order complete a student order form, pay with cash or an I.D. card with your camera card.
- Adult meals for chaperones and teachers are available for \$5.00. To place an order complete a teacher order form, pay with cash or an I.D. card with your camera card.

DATE OF FIELD TRIP: \_\_\_\_\_ DESTINATION: \_\_\_\_\_  
 TIME OF DEPARTURE: \_\_\_\_\_ SCHOOL: \_\_\_\_\_ GRADE: \_\_\_\_\_  
 TEACHER NAME: \_\_\_\_\_  
 TEACHER PHONE: \_\_\_\_\_  
 TOTAL MEALS NEEDED: \_\_\_\_\_  
 A) SOY BUTTER SANDWICH B) DELI SANDWICH C) MUFFIN  
 ADULT LUNCHES: \$5.00  
 FEDERAL REGULATIONS REQUIRE THAT MILK IS OFFERED TO ALL STUDENTS.  
 16 REGULAR \_\_\_\_\_ NON-FAT CHOCOLATE MILK \_\_\_\_\_ LACTAID \_\_\_\_\_  
 Send all student order forms to the Food and Nutrition Services Office at the time of distribution.  
 If you do not receive a confirmation of receipt within 7 business days, please call the Nutrition office at 626-441-5820.

This institution is an equal opportunity provider. All meals comply with National School Lunch Program nutrition regulations.

### Student Lunch Order Form

All students are offered a sack lunch free of charge for our upcoming field trip. Field trip lunches are a "Complete" meal containing all 5 required components. Meals will be recorded in the student's Titan account. PIN# is required. Please complete this form and return it to the teacher.

**All Lunches include:**  
 Choice of Entrée-Fresh Fruit-  
 Baby Carrots-Whole Grain  
 Cracker or Baked Chip-  
 Regular or Chocolate Milk

FIELD TRIP DATE: \_\_\_\_\_ SCHOOL: \_\_\_\_\_  
 STUDENT NAME: \_\_\_\_\_ PIN#: \_\_\_\_\_  
 TEACHER: \_\_\_\_\_ ROOM#: \_\_\_\_\_

**CIRCLE ENTRÉE CHOICE**  
 A) SOY BUTTER & JELLY B) DELI SANDWICH C) MUFFIN

**CIRCLE MILK CHOICE**  
 FEDERAL REGULATIONS REQUIRE THAT MILK IS OFFERED TO ALL STUDENTS.  
 16 REGULAR CHOCOLATE MILK LACTAID

This institution is an equal opportunity provider. All meals comply with National School Lunch Program nutrition regulations.

Student ID	Student Name	GR	M	T	W	T	F	S	R
01 5121	Jenna Logan J								
02 5116	Barbie Reina A								
03 5119	ang, Devin E								
04 5120	ystal, Jean								
05 4122	Stella L								
06 5118	St. Christian J								
07 4124	ally, Sarah G								
08 5120	med, Zaina C								
09 1201	Joshua R								
10 5118	Grant F								
11 5118	ham, Lily K								
12 5118	Harrison I								
13 5118	Br. Rowan A								
14 5118	riana, Hernandez, Au								
15 5118	riana, Hernandez, Au								
16 5118	ra, Elicia M								
17 5118	ra, Elicia M								
18 5118	ra, Elicia M								
19 5118	ra, Elicia M								
20 5118	ra, Elicia M								
21 5118	ra, Elicia M								
22 5118	ra, Elicia M								
23 5118	ra, Elicia M								
24 5118	ra, Elicia M								
25 5118	ra, Elicia M								
26 5118	ra, Elicia M								
27 5118	ra, Elicia M								
28 5118	ra, Elicia M								
29 5118	ra, Elicia M								
30 5118	ra, Elicia M								

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.

- Check off students name on roster as meals are distributed.
- Person who distributed meals must sign the Roster.
- 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](mailto: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.