

GOING ON A FIELD TRIP?

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

All students must be offered Brunch and Lunch during a school day. This includes days when there is a field trip.

FIELD TRIP GUIDELINES & INSTRUCTIONS

Every student must have the opportunity to have lunch each day of instruction, including the days the class is on a field trip.







First: Scan and send <u>only</u> the completed Field Trip Request Form, (Available on Food & Nutrition Website under Resources for Educators) & Class Roster, with students' full name & 6-digit student ID#'s to:

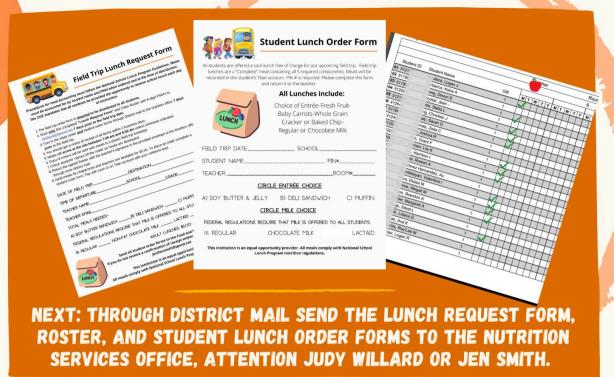
Jwillard@spusd.net

Field Trip Lunch Request Form
Procedures for meal accounting must follow the National School Lunch Program Guidelines. Me must be accounted for by student name and PNNs when ordered and at the time of distribution. The CDE mandates that all students be provided the opportunity to receive school lunch each of of instruction.
1. The field trip order form is required to be distributed to all students. 2. Soam agift, the completed "Lunde Request Form" and Class Rossier with 6-digit PNM's to Julillard (Signature) and the Class Towler with 6-digit PNM's to Julillard (Signature) and the Class Towler with 6-digit PNM's to Julillard (Signature) and the Class Towler and the Signature of the Class Towler and the Signature of the Class Towler and the Signature of the Class Towler and Signature of the Class Towler and the signature of 1-digit and signature of the Class Towler and the signature of 1-digit and signature of the Class Towler and Signature of the Class Towler and Signature of the Nutrition office drough read direct raise. 3. The Class Towler Towler and Signature is the provided envelope to the Nutrition office drough read direct raise. 3. Signature of the Class Towler and Signature is the provided envelope to the Nutrition office drough read direct raise. 3. Signature of the Class Towler and Signature is the provided envelope to the Nutrition office drough read direct raise. 4. Signature of the Class Towler and Signature is the provided envelope to the Nutrition office drough read direct raise. 5. Signature of the Signature of the Signature is the provided envelope to the Nutrition office drough read direct raise.
DATE OF FIELD TRIP
TEACHER NAME
TEACHER EMAIL TOTAL MEALS NEEDED-
A) SOY BUTTER SANDWICHB) DELI SANDWICH C) MUFFIN
FEDERAL REGULATIONS REQUIRE THAT MILK IS OFFERED TO ALL STUDENTS.
M 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 of receipt within 2 business days contu- Jenifersmithe-Spusd.net
This institution is an equal opportunity provider. All meals comply with National School Lunch Program nutrition regulation

	Teacher													Room						
Student ID		Lau									6									
	Student Name	GR	M	T	w	т	F	м	т	w	T	F	M	т	w					
01 51	Aguilera, Logan J	1 🔊																		
02 51	Barbarics, Keira A	1		Т			П							П	Т					
03 51	Chong, Devyn E	1.4	-												T					
04 51	Chrystal, Jean -	1		т									П		Т					
05 51	Curtis, Stella L	1 🗸						100						1	П					
06 41	Feng, Christian J	1		т		П	Г	П	П	П	П	П		П	Т					
07 51	Ghaly, Sarah G	1 0/									1				T					
08 41	Gomez, Zelia C	1	Т	т	П		П					П		П	Т					
09 51	Hill, Joshua R	1													T					
10 51	Kirk, Grant F	1 🗸		Т	П				П					П	Т					
11 51	Lipman, Lily K	1 🗸						-0							T					
12 51	Liu, Harrison I	1 🗸		Т	П	П	П		П					П	Т					
13 51	Lurie, Rowan A	1			-		100		93	20	(5)			71	T					
14 51	Martinez Hernandez, Au	1		Т	П	П	П		П			П		П	Т					
15 51	Montebayan, Valentina I	1 🗸					10		72.5	127		1			T					
16 51	Mora, Eloise M	1 💜		Т					П			П			Т					
17 33	Pennie, Abigail M	1 🗸																		
18 51	Poon, Brandon A	1 🛶		Т											Т					
19 51	Porter, Margaret A	1													T					
20 51	Pugh, Elliott L	1	/	Т			П		_					П	Т					
21 51	Roth, Liliana G	1								0					Г					
22 51	Shah, Ava K	1	Т	Т	П		П							П	Г					
23 51	Tulcey, Rey'Lee M	1					100													
24 512343	Yoder, Logan R	1	Т	Т	П			П				П			1					

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





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.





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.