

## FIELD TRIPS Reminder for Teachers

Field trips can be fun and educational for our students. The extra time and planning needed to provide these learning experiences is well worth the effort.

When planning field trips for your students, please don't forget that your cafeteria staff will need to know well in advance. In order to serve your students to the best of our ability and to maintain the quality of our meals, we ask that the kitchen staff be notified two weeks in advance if a classroom will not be eating in the cafeteria for a day, an extended length of time, or if your students will need sack lunches. **Please communicate with your School Nutrition Manager two weeks in advance by submitting the Notification Form.**

Every day your cafeteria staff carefully plans the amount of food they need to prepare. Lack of communicating changes to the request form means lost dollars from our school lunch program.

Please follow the instructions on the Field Trip Roster Form. There is a parent letter that can be used if needed to assist you in lunch counts for the field trip.





## Lunches for School Field Trip Notification Form

The school lunch program can provide a lunch for a student when they are going on a field trip.

The sack lunch includes:

Ham and Cheese on French Roll

Doritos and Salsa Cup

Fruit Cup

Variety of Milk

Water (water cooler and cups) will be provided at meal service to meet federal regulation.

Teacher \_\_\_\_\_ Approx # of students needing meals \_\_\_\_\_

Date of Field Trip \_\_\_\_\_

Please complete the Meal Roster Form and review the procedure in place for the meals.

Office Use Only: Date the form was submitted to the  
School Nutrition Manager \_\_\_\_\_

# Montgomery County School District

## Field Trip Meal Roster Form

Please adhere to the following procedure that is included in the Meal Counting and Claiming Policy for submitting sack lunch requests for field trips:

- All field trip requests must be submitted two weeks in advance.
- Lunches will include: Ham & Cheese on French Roll, Doritos/Salsa Cup, Fruit, and variety of milk. Water Cooler and cups will be provided to meet the federal regulation. Paper products will be included.
- Meals for students are at NO COST.
- Complete this form and return it to the cafeteria manager. Keep a copy to be used when meals are distributed to students.

FEDERAL REGULATIONS REQUIRE THAT WE ACCURATELY IDENTIFY EACH STUDENT WHO RECEIVES A MEAL. YOU MUST FOLLOW THE PROCEDURE BELOW:

1. Lunches will be picked up in the cafeteria and a roster will be given to the teacher before leaving on the field trip.
2. The copy of the roster will be used at the point of service to ensure that students receive their meals.
3. All components provided must be served for a reimbursable meal. This completed roster showing students served needs to be submitted to the school nutrition manager upon return. You may take a picture of the form and email after completing the meal service.
4. ALL unused meals must be returned to the school.
5. The original copy that was used can be turned in when you return. All student meals may be billed to your school **if a roster is not returned**.
6. **Adult meals** – Teachers will need to order and pay for staff and guest meals before leaving on the field trip.



# Montgomery County School District

Nutrition Services Department—2018-2019

To Our Parents:

Your child's teacher has notified the School Nutrition Department that a special event is planned for their class.

For the event a lunch will be needed. You may provide a lunch from home or you may request a sack lunch from the cafeteria. The lunch will be the same **no cost** as it is during the school day.

Please notify your child's teacher by \_\_\_\_\_ if you would like your child to receive a cafeteria sack lunch for this field trip. The teacher will place the order for you. Orders will not be accepted after the above date.

Lunches, trips, and children go well together.

Please complete the form below and return it to school.

\*\*\*\*\*

TEACHER \_\_\_\_\_ FIELD TRIP DATE \_\_\_\_\_

\_\_\_\_ I will provide lunch and a drink for my child.

\_\_\_\_ I want my child to receive a sack lunch from the cafeteria.

The meal will consist of: Ham & Cheese on French Roll, Doritos/Salsa, Fruit, and variety of milk. Water cooler and cups will be provided.

(Paper products will be provided.)

Name of child: \_\_\_\_\_

Parent signature: \_\_\_\_\_