



FIELD TRIP TEACHER PROCEDURES

Food and Nutrition Services offers “On-the-Go” lunches for students on authorized field trips. Lunches are available for all students AT NO COST.

CA ED CODE 49550. (a) Notwithstanding any other provision of law, each School District shall provide for each needy pupil one nutritionally adequate free or reduced-price meal during each school day. Therefore, Field trip must have a meal available for needy students.

PRIOR TO THE FIELD TRIP:

Ten (10) school days PRIOR to your authorized Field Trip:

- Complete and submit the *Field Trip “On-the-Go” Lunch Order Form* to your school’s Cafeteria Site Leader.
- Notify your Cafeteria Site Leader **immediately** if event is cancelled

The DAY of the Field Trip:

- Pick up your meals at the Cafeteria
- Print and bring with you the current Class Roster to the Field Trip

Cooler Option Meals: Requires a Cooler. The Cooler can hold up to 25 Paper Bag Lunches, 25 Slushies and approximately 5-10 shelf-stable milk. Place Cooler in a safe and secured place during the Field Trip.

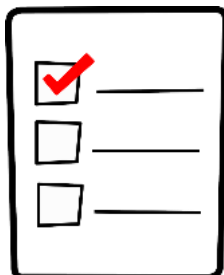
Backpack Meals: Place meals in students' backpacks



DURING THE FIELD TRIP:

DURING Lunch Service: Use the Class Roster as the Check-Off List of student’s that received a meal. Special Diet meals will be labeled “Special Diet” and will include the student’s name
Milk must be offered to students, however, students are not required to select milk at service time

AFTER Lunch Service: Dispose any remaining “Cooler” and “Backpack” lunches properly at the field trip location. Return the cooler, if used, back to the Cafeteria).



AFTER THE FIELD TRIP:

- Submit your Check-Off List (Class Roster) to your school’s Cafeteria Site Leader
- Return the Cooler back to your school’s Cafeteria Site Leader.

SDUSD Food Services appreciates your assistance in meeting all Federal Regulations for accurately accounting for Field Trip lunches.