

Field Trip Meal Procedures



Tool Guide

For Teachers:

Send Home with Students for Parents:

Teacher sends **Parental Consent Form and Brown Bag Lunch Request FORM A (included in Field Trip Packet)** home with students after Field Trip has been approved. Parents are encouraged to return completed form indicating their Brown Bag lunch choice for their child on day of field trip.

Turn in FORM B to School Office Manager 3 Weeks Prior to FT

1. Teacher uses Lunch Order **FORM B** to make a master list of students pre-ordering lunches.
(Any student who will need a special meal due to allergies should already have a medical statement on file with Food and Nutrition Services (FNS). These special meals will be clearly labeled for that individual student.)
2. **DOWNLOAD FORM B** from www.pvusdschoolfood.net (it is a fillable PDF, which means teachers can directly type in the information electronically or print out and handwrite information on form.)
3. Teachers **MUST** fill in ALL the required information and check off which method to use.
Missing information may delay the ordering process.
4. After filling out the form completely, give form to school Office Manager to turn into FNS Office 3 weeks **PRIOR** to Field Trip Date.

Please note: To save time, teachers can save this fillable PDF, and make changes as necessary for upcoming field trips keeping in mind forms may be updated annually (please indicate on FORM B if “new” or “revised”. If revised, put new date).

For Office Managers:

Office Managers Scan & Email to Food & Nutrition Services

1. Office Managers receive Lunch Order Request FORM B from teachers.
2. Make sure **ALL** required information is correctly filled out. **Missing information will delay order.**
 - School Name
 - Date of Field Trip
 - Method for pick up
 - Teacher’s Name
 - Field Trip #
 - Student Name& ID#
 - Grade or Room#
 - Pick Up Time
 - Special Meal Options
3. Scan and Email Form B to yourself (this is how you can keep track of the lunch orders)
(Only ONE Field Trip request per email!! WARNING: Multiple trips in one email WILL be lost).
4. Change the Subject Line to email: “Field Trip: *School Name, Date of Field Trip*”
***** Example: Field Trip: Amesti, 11/6/2018 *****
5. Forward Field Trip Lunch Request with attachment to **FieldTrip_LunchOrders@pvusd.net**

Confirmation:

Teachers can check in with school cafeteria assistant to see if order has been received.

Cancellation:

Please email fieldtrip_lunchorders@pvusd.net
5 school days prior to day of field trip.