Contacts

**Melanie Moyer**
Menu Systems Development Dietitian
mmoyer@sandi.net

**Jonas Rooth**
Quality Control Specialist
jrooth@sandi.net

**Fred Espinosa**
Manager Acquisition & Production
fespinosa@sandi.net
Table of Contents

The Three Field Trip Menu Options  2

Cooler Option Operations  3

Teacher Procedures  4

Order Form  5

Special Diet Request Form  6

FAQs  7-8
The Three Field Trip Menu Options

Cooler Option

- Turkey Crostini Sandwich (REC 6368)
- Tortilla Chips
- Welch’s Slush White Grape Cherry
- Fresh Apple (9-12)
- Carrot Sticks
- Ranch Dressing
- White or Chocolate Milk

Backpack Option

- Sunbutter & Jelly Sandwich (REC 6811)
- String Cheese (9-12)
- Tortilla Chips
- Fresh Apple
- Carrot Sticks
- Ranch Dressing
- White or Chocolate Milk

Shelf Stable Option

- Hummus Dipper
- Tortilla Chips
- Go’Bonzos Roasted Chickpeas
- Mango Peach Applesauce
- White or Chocolate Milk
Cooler Option Operations

• Packing the Cooler:
  o No blue ice is needed
  o Utilize a 10 gallon bag as a liner between Slushies/Milk & Sandwich Bag Lunches
  o The Cooler can hold:
    ▪ 25 Sandwich Bag Lunches
    ▪ 25 Slushies placed in bottom of cooler
    ▪ 5-10 UHT Shelf Stable Milks also placed in bottom of cooler

• Prepping the Food:
  o Prepare Sandwich Bag Lunches the day prior and place in fridge, UHT Milk too
  o Keep Slushies in freezer until day of service
    ▪ Slushies hold semi-frozen for 4 hours
  o Fresh Apple is for 9th-12th grade only

• Cooler Maintenance:
  o Clean & Sanitize Cooler once it is returned

• Miscellaneous:
  o School Bus capacity is approx. 48 students
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; payment is required based on the student’s meal eligibility. The school’s Cafeteria Site Leader will charge the student’s account appropriately.

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 and Shelf Stable Option Meals: Place meals in student’s backpack.

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. Place any remaining “Shelf-Stable” lunches back in the cooler (to be returned 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 or any remaining “Shelf-Stable” lunches 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.
**FIELD TRIP “ON-THE-GO” ORDER FORM**

Food and Nutrition Services offers “On-the-Go” lunches for students on authorized field trips. Lunches are available for all students; payment is required based on the student’s meal eligibility. The school’s Cafeteria Site Leader will charge the student’s account appropriately. 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.

**“On-The-Go” Meal Options**

Milk must be offered with meal, however, students are not required to select milk during service time.

---

**COOLER OPTION:**
- Turkey & American Cheese on Crostini
- Tortilla Chips
- Welch’s Slush White Grape Cherry
- Fresh Apple (9th-12th grade)
- Carrot Sticks
- Ranch Dressing
- White or Chocolate Milk

**BACKPACK OPTION:**
- Sunbutter & Jelly Sandwich
- Tortilla Chips
- Fresh Apple
- Carrot Sticks
- Ranch Dressing
- White or Chocolate Milk
- String Cheese (9th-12th grade)

**SHELF-STABLE OPTION:**
- Hummus Dipper
- Tortilla Chips
- Go’Bonzo Roasted Chickpeas
- Mango Peach Applesauce
- White or Chocolate Milk

**SPECIAL DIETS:**
COMPLETE BACK SIDE OF THIS FORM. Students with special dietary needs and medical prescriptions on file may be provided a meal that is based on the written medical statement.

---

**TOTAL MEALS:**

<table>
<thead>
<tr>
<th>COOLER OPTION:</th>
<th>BACKPACK OPTION:</th>
<th>SHELF-STABLE OPTION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Turkey &amp; American Cheese on Crostini</td>
<td>Sunbutter &amp; Jelly Sandwich</td>
<td>Hummus Dipper</td>
</tr>
<tr>
<td>Tortilla Chips</td>
<td>Tortilla Chips</td>
<td>Tortilla Chips</td>
</tr>
<tr>
<td>Welch’s Slush White Grape Cherry</td>
<td>Fresh Apple</td>
<td>Go’Bonzo Roasted Chickpeas</td>
</tr>
<tr>
<td>Fresh Apple (9th-12th grade)</td>
<td>Carrot Sticks</td>
<td>Mango Peach Applesauce</td>
</tr>
<tr>
<td>Carrot Sticks</td>
<td>Ranch Dressing</td>
<td>White or Chocolate Milk</td>
</tr>
<tr>
<td>Ranch Dressing</td>
<td>White or Chocolate Milk</td>
<td>String Cheese (9th-12th grade)</td>
</tr>
</tbody>
</table>

---

**PLEASE SELECT ONE (1) MEAL OPTION FOR YOUR AUTHORIZED FIELD TRIP ***

---

**ORDER DATE:**

_______ / _______ / _______

**FIELD TRIP DATE**

---

**FIELD TRIP LOCATION:**

_____________________________________________________

**SCHOOL:**

_____________________________________________________

**TEACHER (First & Last Name):**

_____________________________________________________

**ROOM #:**

_____________

**E-MAIL ADDRESS:**

___________________________________________@sandi.net

**TEACHER WORK PHONE #:**

(          ) ___________ - ___________ Extension ___________

**TEACHER CELL PHONE #:**

(          ) ___________ - ___________

**TEACHER’S SIGNATURE:**

× ___________________________________________________________________

---

Please return this form to your school’s Cafeteria Site Leader. Please contact your school’s Cafeteria Site Leader should you have any question or concerns. SDUSD Food Services appreciates your assistance in meeting all Federal Regulations for accurately accounting for Field Trip lunches.
Food and Nutrition Services offers “On-the-Go” lunches for students on authorized field trips. Lunches are available for all students; payment is required based on the student’s meal eligibility. The school’s Cafeteria Site Leader will charge the student’s account appropriately.

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.

Students with special dietary needs and medical prescriptions on file with Food and Nutrition Services may be provided a meal that is based on the written medical statement. Your school’s Cafeteria Site Leader will confer with Area Supervisor and Menus Systems Dietitian for appropriate meal to be provided. Special Diet Meals will be bagged separately with student’s name and noted “Special Diet”.

<table>
<thead>
<tr>
<th>STUDENT’S FIRST AND LAST NAME <em><strong>PRINT CLEARLY</strong></em></th>
<th>CLASSROOM #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL # OF SPECIAL DIET MEALS: ___________

Place the total amount on the front page of this order form under the “SPECIAL DIETS” On-the-Go Menu Option.

Please contact your school’s Cafeteria Site Leader should you have any question or concerns.

SDUSD Food Services appreciates your assistance in meeting all Federal Regulations for accurately accounting for field trip lunches.
FIELD TRIP “ON-THE-GO” LUNCH PRINCIPAL/TEACHER FAQs

LOGISTICS

My class is going on a field trip, what do I do about lunch?
Give parents a break from having to pack a lunch and encourage students to order their lunch from the school café. Food and Nutrition Services offers “On-the-Go” lunches for students on authorized field trips.

Why do we offer school lunches when taking students on a field trip?
Per 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 trips must have a meal available for needy students.

How do I let my student’s parents know about the school field trip lunches?
The best way to let parents know the meals are available is to include a notice on the permission slip. For example:

Please check one: □ My child will bring his/her own lunch from home.
□ My child would like a lunch from the school.
(Same payment method/eligibility as regular day school lunch applies.)

We also encourage you to send home a flier with the new field trip lunch menu displayed, so parents and students know the great options available to them. The fliers are available HERE (link to web).

How and when do I order the field trip lunches?
Once you know how many students would like a lunch from the school café, complete the ORDER FORM (link to web) and return to your schools cafeteria site leader 10 school days before your field trip.

How do I get the meals before we leave for our field trip?
On the day of your field trip, you will pick up the meals from the school café. Depending on the meal option you choose for the class, you will either be given a cooler to transport the lunches, or the lunches will be placed in students’ backpacks.

What are the procedures for distributing meals to students?
During the lunch service, use a current class roster as the check-off list for student’s who received a meal.

What should we do with any leftover food?
If you have the cooler or backpack menu, dispose of any remaining meals after the lunch service at the field trip location. If you have the shelf stable menu, return leftover food to the school cafeteria site leader.

What do I do after the field trip?
Submit the checked off class roster and return the cooler, if one was used, to your school’s cafeteria site leader.
What is on the menu for field trips?

We have three meal options for field trips. The entire class must receive the same option. "On-The-Go" Meal Options include:

<table>
<thead>
<tr>
<th>COOLER OPTION:</th>
<th>BACKPACK OPTION:</th>
<th>SHELF-STABLE OPTION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Turkey &amp; American Cheese on Crostini</td>
<td>Sunbutter &amp; Jelly Sandwich</td>
<td>Hummus Dipper</td>
</tr>
<tr>
<td>Tortilla Chips</td>
<td>Tortilla Chips</td>
<td>Tortilla Chips</td>
</tr>
<tr>
<td>Welch's Slush White Grape Cherry</td>
<td>Fresh Apple</td>
<td>Go' Bonzos Roasted Chickpeas</td>
</tr>
<tr>
<td>Fresh Apple (9th-12th grade)</td>
<td>Carrot Sticks</td>
<td>Mango Peach Applesauce</td>
</tr>
<tr>
<td>Carrot Sticks</td>
<td>Ranch Dressing</td>
<td></td>
</tr>
<tr>
<td>Ranch Dressing</td>
<td>White or Chocolate Milk (shelf stable)</td>
<td></td>
</tr>
<tr>
<td>White or Chocolate Milk (shelf stable)</td>
<td>* Meals placed in students' backpacks.</td>
<td></td>
</tr>
<tr>
<td>* Requires a cooler provided by the school cafeteria.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Students may take multiple servings of fruit and vegetable items.

Do students need to take milk?

Milk must be offered with the meal, however, students are not required to select milk during service time.

Can special diet accommodations be made for field trip meals?

Students with special dietary needs and medical prescriptions on file with Food and Nutrition Services may be provided a meal that is based on the written medical statement. Your school’s Cafeteria Site Leader will confer with Area Supervisor and Menus Systems Dietitian for appropriate meal to be provided. Special Diet Meals will be bagged separately with student’s name and noted “Special Diet”.

Can meal substitutions for reasons other than special diet accommodations be made?

No, outside of meals for students with special dietary needs and medical prescriptions on file meal substitutions cannot be accommodated.

PRICING

How much do field trip lunches cost?

Provided II and Community Eligibility Provision (CEP) Schools:

All students are eligible to receive a meal at no cost.

Non-Provision Schools:

Lunches are available for all students, and payment is required based on the student’s meal eligibility. The school’s Cafeteria Site Leader will charge the student’s account appropriately based on the roster completed and returned after the field trip.

Can teachers and adult volunteers buy a lunch for the field trip?

Yes, adults may pre-order a lunch for field trips. Adult meals are $4.00. Please indicate to the cafeteria site leader and provide payment when submitting the order form.