FOOD AND NUTRITION SERVICES
6735 Gifford Way, Room 5 | San Diego, CA 92111 | (858) 627-7305

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.