

NOTIFICATION OF FIELD TRIP & BAG LUNCH REQUEST PROCEDURES

When a field trip/event is planned and/or sack lunches are requested, the requester must fill out a **Field Trip Notification Form**. This form is available from the Food Services portion of the Heber Elementary School District web site. The form should be turned into the Department of Food Services at least two weeks prior to the date of the request.

- 1. You must turn** in this form no matter if requesting meals **or not**. This will make us aware of how many students at that particular site will be gone and to decrease the number of meals produced.
- 2. Students with a Food Allergy** must be noted on the request in advance.
- 3. On the day of the field trip/event**, the lunches are to be picked-up at the site kitchen by the person in charge of the trip/event (Teacher or MOT Department), and signed for. The person in charge (Teacher) should also give the kitchen the final student count to insure that enough meals were requested.

SERVING/DISTRIBUTION/MEAL COUNT OF BAG LUNCHES TO STUDENTS:

- 4.** Federal Regulations require the district to confirm students were served a complete meal (example: sandwich, fresh fruit, baby carrots and milk).
- 5.** Further, Federal regulations require us to record all students that receive a bag lunch on the day of distribution for claiming purposes. The person in charge of the trip/event is to make sure that every student who receives a meal is checked off the roster, signing the bottom of the roster for accountability. **The completed roster is to be turned into the kitchen immediately upon return to the campus so those meals can be added to the computer for the daily count.**