

CLARKSVILLE MONTGOMERY COUNTY SCHOOL SYSTEM
CHILD NUTRITION DEPARTMENT

TO: Teachers

DATE: _____

FROM: _____
Cafeteria Manager

SUBJECT: REQUESTS FOR FIELD TRIP LUNCHES

Please let us help you with your field trips by providing pack and go lunches for your class. As partners in education the cafeteria staff will prepare and pack a nutritionally-balanced lunch and have it ready to go when you are.

In order for us to have enough food and supplies available, and to provide safe meal service to students, your assistance is needed. Service of school meals is regulated by federal law and local health codes. When requesting lunches for students on field trips, please use the following steps to assure the best service is provided to you and your class and all regulations are met.

**Any student participating in the free and reduced Breakfast and Lunch Programs can not be required to bring a lunch from home for field trips and must be given the opportunity of a school bag lunch for these events. The option is to be offered to paying students as well.*

NO LATER THAN THREE WEEKS PRIOR TO THE FIELD TRIP:

1. Teachers must notify the Cafeteria Manager that field trip lunches are needed. Give an anticipated number of lunches at this time so needed supplies are ordered.

NO LATER THAN THREE DAYS PRIOR TO THE FIELD TRIP:

1. Give the Cafeteria Manager the attached, completed "Request for Field Trip Lunches" roster, CHN-F041. Fill in the time you will be picking up the lunch.
2. The roster should list the students name in preferably alphabetical order.
3. Sign and date the roster agreeing that meals will be served to students no later than four hours after pickup (**this is required for the safety of the students.**)
4. Make a copy of the roster as a distribution checklist to be used during the field trip.
5. Remind students that are going on the field trip that they must have money in their lunch account or bring money on the day of the field trip to receive their lunches.
6. Adults on the field trip may purchase a bag lunch- they must order with student lunches and pre-pay or pay on day of pickup

THE DAY OF THE FIELD TRIP:

1. At the pre-arranged pickup time, before boarding the bus, bring your students to the cafeteria to pick up their lunches. Students will enter pin numbers in the key pad and receive their lunches at this time. Payment for adult lunches can also be collected at this time.
2. At the pre-arranged pickup time, before boarding the bus, lunches may be picked in the cafeteria up by an adult. The adult needs to bring a roster with the student's names and pin numbers. The cafeteria manager or a cashier will enter the pin numbers into the students lunch account for accountability of the meal served
****Coolers will be provided to pack lunches in for the safety of the students receiving meals in an off campus environment. An adult will need to sign for the use and return of the cooler to the cafeteria**

Thank you for allowing us to assist in the nutritional needs of the students. Your assistance is appreciated and will prevent delays, ensure the food safety for our students, ensure enough meals are provided, and ensure the federal regulations are met. If you have any questions, please contact me, _____@_____.

Cafeteria Manager

phone # or email address