

**REQUEST FOR FIELD TRIP LUNCHEES –BUSD POS SITES**

Please see our website for a link to this form [www.berkeleyschools.net](http://www.berkeleyschools.net)

**Please complete and return 2 weeks (10 school days) prior to date of field trip by 2pm**

<b>Date of field trip:</b>	<b># of Students Requiring a field trip meal</b>
<b>Teacher's Name:</b>	<b>School:</b>
<b>#of Adult field trip meals @ 5.25 each</b>	<b>Time students will pick up lunches in the cafeteria:</b>

**Instructions**

**2 Weeks (10 open school days) Prior to Field Trip by 2pm:**

- Complete and return this form to [ceciliaadams@berkeley.net](mailto:ceciliaadams@berkeley.net) ten school days prior to the field trip date by 2pm. **If you do not get a response for your request, then the request was not received.**

**Bag Lunches will be delivered to your school the day prior to your scheduled field trip EXCEPT when the field trip is scheduled the day AFTER school has been closed (Mondays, Tuesdays of long weekends, etc.). In that instance, bag lunches will have to be picked up from the Central Kitchen on the morning of. We will not deliver bag lunches the day of as we cannot guarantee the lunches will be there in time for your departure.**

**On the day of the field trip:**

- On the day of the field trip, before boarding the bus, students will pick up their field trip lunches at the point of service from the Food Services Manager. The manager will utilize the computerized point of service system to identify participating students.
- Full price students must pay at the point of service as they pick up their lunches in the cafeteria.
- As each student picks up their lunch the manager or designated food service staff will place lunches and milk into a container for transportation.
- In accordance with food safety guidelines all menu items must be offered to students no later than 4 hours after pickup from the cafeteria.