

REQUEST FOR FIELD TRIP LUNCHES –BUSD POS SITES

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

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

Instructions

TEACHERS:

2 Weeks (10 school days) Prior to Field Trip:

1. Complete and return this form to the Food Services Manager ten school days prior to the field trip date.

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.). 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:

1. 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.
2. Full price students must pay at the point of service as they pick up their lunches in the cafeteria.
3. As each student picks up their lunch the manager or designated food service staff will place lunches and milk into a container for transportation.
4. ** In accordance with food safety guidelines all menu items must be offered to students no later than 4 hours after pickup from the cafeteria.
- ** 5. Signature below indicates faculty member understands and agrees to serve all menu items within the above stated 4-hour period.