



Field Pack Order Request Form

New Revised (minimum of 5 days prior to field trip)

Ordering Instructions:

Note: failure to provide a two-week notice may result in delay or denial of field pack request

1. Fill out and submit "Field Pack Order Request Form" to the site lead/supervisor no less than two-weeks prior to the field trip.
2. Provide the cafeteria lead/supervisor an updated meal count at least 3 days before the field trip.
3. Site lead/supervisor will deposit Adult Meal payment on to the Point of Sale the day of departure.
4. Teacher distributing field packs must sign roster after checking-off each student that receives a field pack and deliver completed roster to the cafeteria lead/supervisor by 8:30 am the following day.
5. The cafeteria supervisor will enter the meal counts into the point of sale system from the roster provided by teacher.

Ice chest instructions:

Note: the school is responsible for any damage to the ice chests while in their possession

Note: ice chests are only to be used for Nutrition Services Field Packs; they are not available for "rent/borrow" by school.

1. All field packs are stored in dedicated ice chests to ensure product is transported and stored at the appropriate temperature until the time of consumption.
2. Ice chests are checked-out (prior to departure) and checked-back-in using the Ice Chest Check-in/Checkout Log
3. Ice chests must be empty when returning to cafeteria (dispose of any trash prior to returning them).

STUDENT(S) WITH FOOD ALLERGIES/SPECIAL MEALS

One request form per class One request form per day **Grade level:** Pre K, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12

Date Requested: _____ Date Needed: _____

School Site: _____ Classroom #: _____

Teacher Name: _____ Contact Number: _____

Field Trip Destination: _____ Departure Time: _____

of Student Lunches: _____ (excluding special diets) # of Adult Lunches: _____ x \$3.90 = \$ _____
*adult meals must be paid for by cash or check prior to departure

Special Diets information:

Note: student special meal accommodation must be on-file at the Central Kitchen

Student Name / ID # _____ Student Name / ID # _____

Student Name / ID # _____ Student Name / ID # _____

Student Meals: _____ + **Adult** Meals: _____ + **Special** Diets: _____ = **Total Meals:** _____

Field Packs Include: Cold Sandwich, Seasonal Fruits & Vegetables, Milk, Condiments, and Spork Packets w/Napkins*Field Packs must comply with all government nutrition regulations for reimbursable meals* *All special meals will be labeled with the student's name and school location*

FOR NUTRITION SERVICE STAFF USE

FOOD ITEMS	COMPONENTS	PORTION SIZE	AMOUNT PREPARED	AMOUNT SERVED	QUANTITY LEFTOVER	QUANTITY DISCARDED
Special Meals		1 EA				