

Field Trip Food Service Requirements and Order Form

There has been some confusion in the past as to what the kitchen needs as far as field trip information and what is required through DPI.

1. We are required to offer each student a school lunch whenever a field trip is taking place over the lunch hour. Whenever you have free and reduced qualified student population, a lunch must be offered. A little over 58% of our students qualify for free or reduced meals. However, students are not required to take the school lunch.
2. School food service operations offer meals to students on field trips to maintain a steady revenue stream. Fewer student meals affect the funding schools receive in student payments, federal reimbursement, state match payment, and commodity allocations. This loss of revenue can add up over the course of the school year.
3. If it's a group of 10 or more that will be taking a school lunch, we need to know a minimum of 10 days ahead of the planned date for ordering purposes. In an effort to keep costs down, we don't always have a lot of extras on hand.
4. Having a student list that are going on the field trip helps us immensely. This cuts down on wasted hot lunches made as there are several students that sign up for hot lunch in the morning and then leave on a field trip. This happens more often than you would think. (MS/HS Only)
5. Below you will find a form that will help us moving forward when there is a field trip food need. Please ensure that this is filled out in its entirety and returned to the Food Service Director with an attached list of students.

Please let the kitchen staff know if there are any questions or concerns.

Field Trip Lunch Order Form

Date of trip: _____

Number of students attending: _____

Grade levels attending: _____

Number of lunches needed: _____

Number of milks needed: _____ WHITE*
 _____ CHOCOLATE*

*please note any students that are requesting additional/2nd milks as there are charged additionally.

Names of students to be charged for school lunch:

Reminder: Please submit 10 days prior to field trip and please attach a total student list attending the field trip.