

**FARMERSVILLE UNIFIED SCHOOL DISTRICT****FIELD TRIPS AND EXCURSIONS FORM****Procedure for Field Trip Meal Requests**

To ensure the Food Services Department can meet your needs for an upcoming field trip, please follow these steps:

**1. Submit Required Forms and Class Roster:**

- Complete and submit the Food Services Notification Form along with your class roster to Food Services Clerk, Cathy Ibarra, at [caibarra@farmersville.k12.ca.us](mailto:caibarra@farmersville.k12.ca.us).
- These must be submitted at least fourteen (14) days before the trip.

**2. Identify Allergies:**

- Clearly note all food allergies or special meal accommodations on the class roster.

**3. Specify Allergy Types:**

- List the type of allergy or dietary need next to each student's name (e.g., lactose-free, low-calorie, peanut allergy).

**4. Highlight Severe Dietary Restrictions:**

- For students with severe dietary restrictions, highlight their names in red for easy identification.

**5. Nurse Review: Updated Field Trip Request Form & Procedures**

- The class roster, including allergy and dietary information, must be reviewed by the district nurse or nurse's aide before submission.

**Important Note:**

If no meals are required for the field trip, you are still required to submit the notification form. Indicate the number of students who will be absent or off-campus that day to help us plan accordingly for lunch, supper, or snack meal counts.

**6. Coordinate Final Meal Details:**

- Final meal counts and pick-up arrangements must be coordinated between the Food Services Clerk Cathy Ibarra & cafeteria staff, and the teacher(s)/site staff at least two (2) days before the field trip.

**Please ensure all the following sections are completed:**

**SCHOOL SACK LUNCH ORDER**

Requesting teacher/site staff: \_\_\_\_\_

Total number and type of meals: \_\_\_\_\_

Breakfast \_\_\_\_\_ Lunch \_\_\_\_\_ Supper \_\_\_\_\_ Late Snack \_\_\_\_\_

Date(s) \_\_\_\_\_

Field Trip \_\_\_\_\_

Time Meals Will Be Picked Up: \_\_\_\_\_

Departure Time \_\_\_\_\_

**Section B**

STUDENT NAME		***CAFETERIA USE ONLY***
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**Field Trip Meal Counting Method:**

1. Teachers or field trip staff must use the class roster to indicate which students receive a meal as it is handed out during the field trip.
2. To qualify for reimbursement, students must take all items provided in the meal.
3. Food Services will provide a transport sheet listing all meal items and the quantities requested per student.
4. Teachers or field trip staff must record the number of meals served and any leftovers. This must be signed and returned to the cafeteria.
5. Any unclaimed or leftover meals, along with the class roster indicating which students were absent or did not take a meal, must also be returned to the cafeteria.

All backup documentation will be submitted according to department procedures and kept on file for three years, plus the current year.