

FIELD TRIP SACK LUNCH PROCEDURES

For Teachers & Food Service Updated 11/22/2022

2 Weeks before Field Trip: Teacher sends information about field trip home with students, including **FORM A**. Parents are encouraged to send the form back indicating if they would like a sack lunch ordered for their child and any other information or fees requested by the teacher/school.

Teacher uses **FORM B** to make a master list of students pre-ordering sack lunches.

At Least 5 Days Prior to the Field Trip: Teacher provides **FORM B** to her building lunch Staff to place the sack lunch order. Make a copy of **FORM B** and send to High School Production Kitchen to fill the order. Cashier or Kitchen staff confirms with the Teacher that the order has been placed.

On the day of the Field Trip:

Teacher picks up sack lunches as indicated on the form. Please only take the # of sack lunches you need.

☐ What if a student is absent that had pre-ordered a lunch?

If you have students that ordered a lunch and are absent on the day of the event, please do not take their sack lunch. Leave it in the kitchen refrigerator.

☐ What if a student forgets to bring a lunch from home and needs one at the last minute?

If there is an extra lunch because of a student absence, you may add the new student's name to the list and check that he/she was provided a lunch. The cashier will charge the lunch to the correct student. **Teacher hands out sack lunches to students on the list and checks each student's name.** If any student that has ordered a sack lunch is absent, please check "Absent".

☐ What if a student brings a home lunch, but he/she had pre-ordered a sack lunch?

Provide the sack lunch to him/her anyway. However, if you find a different student that needs a lunch you may add that student to the list and give him/her the lunch.

LAST IMPORTANT STEP: Teacher provides the **Form B** with names and check marks to the **cashier after returning from the field trip**. The cashier will not charge the student for the lunch if he/she did not receive it. This enables us to comply with Federal Nutrition Guidelines which allow us to only be reimbursed for students who were present and provided the lunch

Form A is the front side of the Field Trip Sack Lunch Form. It includes a header for 'Tin Teachers' and 'Anasconce Food and Nutrition Services'. It has fields for Teacher Name, Phone, and Number of Sack Lunches at Trip. There is a section for 'Field Trip Sack Lunch Order' with a table for Student Name, Lunch, and a checkbox for 'Present' or 'Absent'. A small illustration of a sack lunch is also present.

Form B is the back side of the Field Trip Sack Lunch Form. It includes a header for 'Tin Teachers' and 'Anasconce Food and Nutrition Services'. It has fields for Teacher Name, Phone, and Number of Sack Lunches at Trip. There is a section for 'Field Trip Sack Lunch Order' with a table for Student Name, Lunch, and a checkbox for 'Present' or 'Absent'. A small illustration of a sack lunch is also present.

Have a suggestion?
If you have any feedback to improve this process, please contact Paula Lindbo 360-503-1328
plindbo@asd103.org
Thank you!

FIELD TRIP SACK LUNCH FORM



Date of Field Trip: _____ Time of departure: _____

School: _____ Teacher: _____

Phone: _____

Number of **Total Students** on Trip: _____ (this helps for us to adjust our normal hot lunch counts)

Field Trip Sack Lunch Order Pick Up (**Please Check One**):

☐ Lunches delivered to my school on the day before, for early AM departure.

☐ Sack Lunches delivered on the day of field trip with lunch.

I will arrive at _____ the morning of the day of the field trip to pick them up.

STEP 1A: Student Name Sack Lunch Order

1	_____
2	_____
3	_____
4	_____
5	_____
6	_____
7	_____
8	_____
9	_____
10	_____
11	_____
12	_____
13	_____
14	_____
15	_____
16	_____
17	_____
18	_____
19	_____
20	_____

STEP 1B: Field Trip Sack Lunch Confirmation

<input type="checkbox"/> Present/Gave Lunch	<input type="checkbox"/> Absent
<input type="checkbox"/> Present/Gave Lunch	<input type="checkbox"/> Absent
<input type="checkbox"/> Present/Gave Lunch	<input type="checkbox"/> Absent
<input type="checkbox"/> Present/Gave Lunch	<input type="checkbox"/> Absent
<input type="checkbox"/> Present/Gave Lunch	<input type="checkbox"/> Absent
<input type="checkbox"/> Present/Gave Lunch	<input type="checkbox"/> Absent
<input type="checkbox"/> Present/Gave Lunch	<input type="checkbox"/> Absent
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<input type="checkbox"/> Present/Gave Lunch	<input type="checkbox"/> Absent
<input type="checkbox"/> Present/Gave Lunch	<input type="checkbox"/> Absent
<input type="checkbox"/> Present/Gave Lunch	<input type="checkbox"/> Absent
<input type="checkbox"/> Present/Gave Lunch	<input type="checkbox"/> Absent

Last Step: Give this form to your Cashier upon returning from the field trip so they can finish daily lunch paperwork. If you return after they are gone for the day, please put in foodservices mail box or Kitchen. Thanks!

For Parent/Guardian

Anacortes Food and Nutrition Services



Dear Parent/Guardian,

Today's Date: _____

For our field trip to _____ on _____,
all students need to bring a disposable sack lunch. Students may order a sack lunch from school for
the same price they usually pay. Please fill out this form so we know how many school lunches to order

FIELD TRIP SACK LUNCH FORM

Student Name: _____ Homeroom: _____

Please check one:

No Thanks! My student will bring his/her own lunch from home.

Y Yes, my student would like to order a sack lunch from school on this date.

*If your student does not have money deposited on his/her account please send money to the school for
the lunch cashier to deposit **prior to the field trip event.***

Methods of Payment: ☐ **Online deposit** at www.mymealtime.com. ☐ **Cash** ☐ **Checks** payable to the
school. Please note that any fee associated with the field trip must be written on a
separate check because they are deposited into 2 separate district accounts. Food Services can only
accept a check intended for food services. Thank you for your effort towards this.

Please return this letter with your student by _____ so we can promptly inform food services of our sack
lunch order. Thank you!!!!

2022-2023 MEAL PRICES	LUNCH		
	Full Pay	Reduced-Price	Free
Elementary	\$3.00	\$0.00 (grade K-5)	\$0.00
Middle School / High School	\$3.25	\$0.00 (grade 6-12)	\$0.00
Adult	\$4.75		