




Field Trip Procedures

- Encourage school staff to notify cafeteria at least (2 weeks in advance)
- Let your Supervisor know about the Field Trip (so they can schedule a delivery of coolers).
- Request Production Record at least one week prior the Field Trip.
- Provide teacher with a blank roster to fill in student names who are going on field trip. Make a copy of roster for staff to check-off and keep a copy for claiming purposes.
- Prepare & place 12 lunches in each cooler & refrigerate overnight. **Next Day:** Place ice mats on the side of lunches in each cooler.
- Take temperatures with Staff and remind them to be aware of Time and Temperature. Encourage them to Eat at their Earliest Convenience.

A Field Trip Meal Lunch Contains:

- Turkey Sandwich (Cut in half) 
 - 2 oz Turkey
 - 1 oz (2) Slices of Cheese
 - 2 Slices of "White Whole Wheat Bread"
- ¼ Cup Sliced Apples (Order Bulk & Pack) 
- ¼ Cup Carrot Bites w/ Ranch Dressing (Order Bulk & Pack)
- 8 oz Milk (Chocolate/White) 
- Individually packed Mayonnaise
- Sporketts

Menu Subject to Change

