

Managers Field Trip Procedures



- Encourage school staff to notify cafeteria at least 2 weeks in advance
- Let your Supervisor know about the Field Trip (Supervisor will schedule a delivery of coolers)
- Request Production Records at least 1 week prior to the Field Trip
- Provide teacher with a blank copy of roster to fill out or you can request a classroom list with lunch numbers from SNS Office.
- Check off student names who are requesting lunch for field trip. Make a copy for claiming purposes.
- Prepare & place lunches in each cooler & refrigerate overnight.
Next Day: Place ice mats on the side of lunches in each cooler.
- Take temperature with Staff and remind them to be aware of Time and Temperature.
Encourage to eat at their earliest convenience.
- Any leftovers, unclaimed meals, or adult/staff meals will be billed to school account.
Please contact school secretary to get account string.

A Field Trip Meal Lunch Contains:

- Turkey Sandwich (cut in half)
 - 2 oz. Turkey Deli
 - 1 oz (2) Slices of Cheese
 - 2 Slices of “White Whole Grain Bread”
- Fresh Fruit
- $\frac{3}{4}$ cup for K-8th or 1 cup for 9th-12th bagged baby carrots
- 8 oz. of Milk (Chocolate/White)
- Mayonnaise and Mustard Packets
- Ranch Packet/Cup
- Sporketts & Straws
- Field Trip Bags

