



Nutrition Services Department
Field Trip Meals Standard Operating Procedures
Revised 08/21/2025

The Nutrition Services department provides sack lunches for field trips so every student can have a nutritious meal while away from campus.

Field trip meals must be ordered at least 2 weeks before the event. Field trip meals can be ordered using the [PUSD Field Trip Form DIGITAL - How To Guide \(2023\).pdf](#). Arrangements for final meal counts and pick-up details should be coordinated between the cafeteria staff and the teacher(s)/site staff two days before the event.

Field trip lunches typically do not follow Offer Versus Serve and as such all foods must be served to count as a complete reimbursable meal following the minimum serving sizes for the appropriate meal pattern. Below is a cheat sheet for how to plan a field trip meal:

Food Item	Common Serving Size
Entree choice, such as a 2 oz WG & 2 oz Meat/Meat Alt food item	1 each-2oz of turkey deli
1st vegetable choice, such as ½ c of baby carrots	1 each or ½ cup* *For grades K-8, a second veggie is not required if the 1st veggie is at least ¾ cup (not ½ cup).
2nd vegetable choice* veggie juice *For grades K-8, a second veggie is not required if the 1st veggie is at least ¾ cup (not ½ cup).	1 each or ½ cup
1st fruit choice	1 fresh fruit, or sliced fruit
2nd fruit choice* such as raisins *Only required for High School lunches	1 each or ½ cup
Choice of Milk (must send two types of milk for students to select)	1 each or 8 oz

Sample of Field Trip Lunch

1. Turkey Sandwich (cut in half)
 - 2oz of Turkey Deli
 - 1oz (2) Sliced of Cheese
 - 2 Slices of White Whole Grain Bread
2. Fresh Fruit
3. ¾ cup for K-8th or 1 cup for 9th -12th bagged baby carrots
4. 8oz of Milk (white/flavored)
5. Mayonnaise and Mustard Packets
6. Utensils
7. Field Trip Bags



Please note that for grades K-8, all reimbursable field trip sack lunches must contain at least $\frac{3}{4}$ cup of vegetables. For grades 9-12, at least one cup each of both fruits and vegetables is required.

All food served must be recorded on the Menu Production Record.

USDA guidance in SP 28-2011 states that field trip meals may be exempted from the requirements to provide free, fresh, potable drinking water; however, teachers and staff are encouraged to serve meals to students in an area where drinking fountains are available during the field trip.

For students with a food allergy or who require special meal accommodation, changes to the meal pattern may be made on a case-by-case basis

To ensure food safety, perishable items must be transported and held in the provided insulated containers until service according to the Hazard Analysis Critical Control Points (HACCP) guidelines of holding food below 41 degrees F and minimizing the possibility of foodborne illness.

There are two common methods for meal claiming/reimbursement specifically for field trips:

Field Trip Meal Counting Method One: Students may pick up their field trip lunch in the cafeteria and enter their student ID number into the computerized Point of Sale (POS) as the complete meal is taken before field trip departure.

Field Trip Meal Counting Method Two: Teachers/field trip staff must indicate on a class roster which students take a meal as it is handed out on the field trip. Students must take all items provided for the meal to qualify for reimbursement. Any unclaimed/leftover meals must be returned to the cafeteria with an indication of which student was absent/did not take a meal on the class roster.

If method two is used, the Cafeteria Manager or Nutrition Services Worker will collect the necessary roster and enter the student ID numbers in the POS manually to claim the meals.

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

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