



CPS Food and Nutrition Services

Field Trip Lunch Order Form

Please submit this form to your kitchen manager **at least 10 school days*** before your scheduled field trip. *If you do not need any meals, you are still required to notify Food and Nutrition via this form on how many students will be absent or gone from school that day.*

Meals will be ready for pick up at the time you designate below. You *must* provide your own student roster sheet for meal claiming on the day of the field trip. All roster sheets must note what each student ordered and which students received a meal. Completed roster sheets must be turned into the kitchen immediately the following school day.

If you have any questions, do not hesitate to contact your school kitchen, or the Food and Nutrition Office at 617-349-6858.

Required Field Trip / Event Information

Point of Contact Name:

Date of Field Trip:

Class/Room Number(s) (if applicable):

MON TUES WED THUR FRI

Phone Number:

Meal Pick Up Time:

Estimated # of Students Attending Trip:

(N/A if no meals needed)

Field Trip Meal Total Meals Tally

Estimated # of Meals

_____ **Turkey and Cheese Sandwich Meal**

Comes with Fresh Fruit, Snack Crackers, and Milk or Juice

Estimated # of Meals

_____ **Peanut Butter and Jelly Sandwich Meal**

Comes with Fresh Fruit, Snack Crackers, and Milk or Juice

Estimated # of Meals

_____ **Nut Free-Sun Butter and Jelly Sandwich Meal**

Comes with Fresh Fruit, Snack Crackers, and Milk or Juice



Field Trip Food Safety

Here are some bagged lunch storage tips to help you avoid food borne illness while on your trip.

- Pack the bagged lunches in insulated coolers with ice packs (both may be available through Food Services)
- Ask the field trip site you're visiting if they have refrigeration space to store bagged lunches once you arrive.
- If refrigeration space is not available, store the coolers containing the bagged lunches in a secure area out of the sun.
- Have students thoroughly wash/sanitize their hands before eating.

*Food and Nutrition Services cannot guarantee meal service without advance notice. If lunches are needed without advance notice a fee will be charged to the school.