

Field Trip Meal Procedures

Teacher's Guide



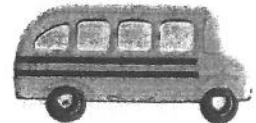
Send Home with Students for Parents:

- Teacher sends **Parental Consent Form and Brown Bag Lunch Request FORM A** home with students. Parents are encouraged to return completed form indicating their Brown Bag lunch choice for their child on day of field trip.

Turn in FORM B with Field Trip Packet:

- Teacher uses **FORM B** to make a master list of students pre-ordering bagged lunches.
(Any student who will need a special meal due to allergies should already have a medical statement on file with Food and Nutrition Services (FNS). These special meals will be clearly labeled for that individual student.)
- Turn in **FORM B** with Field Trip Packet. At pick up, a copy of **FORM B** will be provided along with student lunches for teachers to use as a roster check off list on day of Field Trip if **Method 2** is used (see below).

On the day of the Field Trip, follow your pickup method:



Method 1:

1. Students will go to the cafeteria and enter their student ID# to pick up their bagged lunches. FNS staff will track all meals that are picked up.

Method 2:

1. Teachers pick up meals for ALL students from the cafeteria (including a copy of **FORM B** provided by FNS).
2. At the field trip site, teachers **MUST** check off students' names as they receive lunch using **FORM B** (master list). **This record is a federal requirement in order for school district to receive reimbursement.**
3. Return completed **FORM B** to FNS staff upon returning from field trip.

Cancellation:

Please email pvusd_fieldtrip@pvusd.net 5 school days prior to day of field trip.

Following this procedure
helps reduce food waste!

FIELD TRIP/EXCURSION CHECKLIST FOR TEACHERS/TRIP COORD.

Directions: Requester keep track of your field trip paperwork with this checklist

School: _____

Your Name: _____

Destination: _____

Purpose of Trip: _____

**Check When Completed:
MANDATORY FORMS**

- Field Trip/Excursion Check List (this form, 2-sided) Follow all instructions.
- Field Trip Authorization Form
- Teacher Request Form (Curricular tie in for nonathletic trips)
- Promise to Pay (If Applicable) – EXAMPLE ENCLOSED
- Purchase Order for any purchases required EXCEPT Transportation (i.e. entrance tickets)
- Parental Consent Form/Bag Lunch Request (Form A, English/Spanish 2 Sheets)
- Parental Consent Form (Water Activities Form if Applicable)/Bag Lunch Request (Form A, 2-sided English/Spanish 2 Sheets)
- Chaperone Agreement
- Chaperone List
- Volunteer Clearance (T.B and Fingerprints)
- Driver Information (Valid license & insurance)
- Student List
- Transportation Waiver (if applicable)
- Brown Bag Lunch Request (Form B)
- Board Approved Out of Country Trip Contract (If Applicable)

Other Items to Consider:

Have you confirmed ALL your reservations?

***Destination, Transportation and Food Services**

Bridge Toll

***Will the bus be crossing a bridge that requires paying a fee**

Parent Parking

***Parking will vary for parents**

Do you have any additional stops?

Principal Signature

Teacher/Trip Coordinator Signature

Date

By signing this form, I acknowledge all steps have been completed

Submit this completed checklist and documents to your Administrative Assistant

