Brown Bag Lunch Order Form 2018-19

Pajaro Valley USD
Food & Nutrition Services

FORM B

School Name**: _____

Grade or Room#**: _____

Teacher's Name**: _____

Date of Field Trip**: _____

Field Trip#**: _____

Pick-up Time**: _____

(**required)

Please complete by checking off student as they receive their lunch here during field trip.

A. Fill out
List name & student ID number for every student that is requesting a Brown Bag lunch and note any special lunch accommodations **(please be sure any student on a special diet receives the lunch labeled for them).**

B. Choose method for pick-up**
(CHECK ONE and turn in with Field Trip Packet):

☐ *Method 1:*

C. Students will go through a line in 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.

If using *Method 2*, at pick up, a copy of this form is included with the lunches on day of field trip to use as a roster. Check off students who received their Brown Bag Lunch after the student has received their lunch and turn into FNS staff in your school's cafeteria.

C. During Field Trip:
- Check off students who received a lunch to and return cafeteria staff upon returning from field trip.
- Teachers are responsible for discarding any uneaten food.

✓	Student Name	Student ID#	S or A*
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Account Code __ __ - _ _ _ _ - _ - _ _ _ _ - _ _ _ _ - 5754 - _ _ _ - _ _ _ _

**This is only required if the School or District is paying for the lunches for the students

*S= Soy butter Sandwich, A=Alternative Meal (must be set up with FNS), and leave blank for Pb&J Sandwich (default).

Updated 10/2018