



## Field Trip Meal Order Procedures for Teachers

Nutrition Service is happy to assist you in planning meals for field trips and special events for your class or school. Below you will find a checklist of steps to follow to ensure your student's needs are met while allowing Nutrition Services to provide these meals at no charge to your students.

### At least two (2) weeks prior to the event:

- Complete the **Elementary Special Event Meal Request Form** located on the FWCS Nutrition Services Website at <http://foodservice.fwcs.k12.in.us> (**Process Center**).
- Estimate the number of student meals you will need for your field trip. If you are allowing children to carry in meals from home, please do not include them in the number of meals needed because unused meals will result in the school being billed for the loss of National School Lunch Program reimbursable funds.
- Adult meals may be purchased for \$3.40 per meal.
- Return the completed form to the Cafeteria Manager at your school. Your cafeteria manager will determine if special allergy meals or vegetarian meals are needed for your event.
- Arrange for picnic coolers through the school/PTA to be used to transport your meals. The pre-packaged cold meal will include a milk which must be offered to the child when he/she takes his/her meal. Please ensure you have enough cooler space to accommodate the milk servings.

### Day of the event:

- Provide a morning count to the Cafeteria manager confirming the actual number of students requiring a meal.
- The cafeteria manager will provide you with a **STUDENT ROSTER** which must be used to record each child who receives a FWCS packaged meal. If this completed roster is not returned to the cafeteria manager, the cost of the meals will be charged back to the school as the meals will be ineligible for IDOE/federal reimbursement.
- Return the **ROSTER** no later than the next day following the event.
- Collect any money due from the consumption of adult meals and provide it to the cafeteria manager with the roster.