

Field Trip Order Request Instructions

To keep your students nourished and energized during field trips, sack lunches may be ordered from the Food and Nutrition Department. Your class or school group can order these meals in advance by completing the online **Field Trip Request Form & Ordering Information**. A minimum of **one-week notice is requested** to ensure all options are available.

Students may choose between the following two entrees:

Option 1: Peanut Butter & Jelly Sandwich

Option 2: Turkey & Cheese Sandwich

Students may choose between the following milk options:

Option 1: Chocolate Milk

Option 2: 1% White Milk

All lunches will include fresh fruit and vegetables.

To ensure food quality and safety and to prevent spoilage, all sack meals must be packed in an insulated container, such as a cooler. Please drop off your container with the kitchen manager or request a cooler from them ahead of time. See the “Food Safety Procedures” document for more information on safe food handling.

Please fill out the “Field Trip Request Form & Ordering Information” online. It may be accessed by going to www.CUSDnutrition.com and clicking the “Field Trips” tab on the left-hand side.

Food Safety Procedures

For Field Trip Chaperones

Please observe the following procedures:

1. Store sack meals in insulated containers with the cover secured until meal service and keep the insulated container away from direct sunlight.
2. Always wash hands prior to distributing meals.
3. Encourage students to wash hands prior to meal service.
4. Serve the meal as soon as possible to prevent prolonged storage, within four hours of picking up meals from food service.
5. Do not serve food items that have been left out of insulated containers for more than two hours.
6. Discard **ALL** leftover food items in appropriate receptacle immediately following meal service.