FIELD TRIP MEAL COUNT FORM Use for Child and Adult Care (CACFP) At Risk Afterschool Component and Summer Food Service Program (SFSP)														')							
Site	Name									Meal Type (circle) B L SN SU											
Supe	rvisor	's Nan	ne:						Meal Pick-up or Delivery Time:												
Field	Trip [Destina	ation:						Meal Service Start Time:						Meal Service End Time:						
Gene	eral In	structi	ions:						Field Trip Menu						Portion Size to Serve						
1. E	nsure	# mea	als rece	eived i	s corre	ct.															
2. S	erve r	neals a	as note	ed to t	he righ	nt.															
3. T	ally m	eals as	s they	are se	rved.																
4. lı	ndicat	e how	leftov	er me	als are	handl	ed.														
5. S	ign an	d date	form	at bot	tom.																
6. F	eturn	meal	count	form a	after fi	eld trip).														
1 Total # Meals Received:																DATE:					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40		
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60		
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80		
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100		
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120		
	2 Total First Meals Served to Children (tallied above) = Second meals served to Children (SFSP only) +																				
					-	FSP or	nly)	B	Total S	econd	Meal	s (SFS	P only) +							
1 2		5 6	7 Progra						A To	4 Total Program Adult Meals +											
		5 6	_	8 9					G 10	lai Pi	grain	Auuit	ivicals	5 +							
					n Adu	lts		ß.	Γotal N	lon-Pr	ogram	n Adult	: Meal	s +							
			5 7	_						otal Non-Program Adult Meals +											
	6 Total Reimbursable Meals Served =																				
	7 Total Disallowed Meals (non-reimbursable/damaged/incomplete) +																				
Describe how leftover meals were handled: 8 Total Leftover Meals +													s +								
	9 Total of items 6+7+8 = (Item 9 should be equal to item 1)																				
By signing below, I certify that the above information is true and accurate and I have receive trip meals:												eived t	rainin	g on se	erving	field					
Signature Date									<u> </u>												

Field Trip Procedure (Agency Inserts Procedure or Instructions)

Field Trip Chaperone Will:

- 1. Observe appropriate food handling techniques such as:
 - Keeping cold items in portable food transport units (coolers) until time of meal service.
 - Washing hands prior to distributing meals
 - Encouraging children to wash hands prior to meal service.
 - Serving meals within 4 hours of picking up meals from food service.
- 2. Discard ALL leftover food items immediately following the meal service.
- 3. Return portable cold storage units with reusable ice packs and other equipment to the foodservice after returning from field trip.