**Bag Meal Order Request Form**

**Template**

A bag meal for field trips may be ordered from school foodservice. Your class or school group may order these meals in advance (two week notice is requested, when possible) by completing and returning this form. A copy will be returned to you after the request is processed.

|  |  |
| --- | --- |
| **Name of School:** | **Number of Meals Requested:** |
| **Class/Group:** | **Date of Field Trip/Event:** |
| **Name of Contact:** | **Pick Up Time:** |

**Meal price for non-reimbursable meals will be negotiated with contact person listed above. Any revisions to the menus that need to be made due to cost constraints or non-availability will be negotiated with the contact listed above.**

Please order the food items for the bag meals from the attached Bag Meal Menus (lunches and breakfast).

|  |  |  |
| --- | --- | --- |
| Meal Components | Menu Items Requested | Revisions Made(for school food service use) |
| Meat/Meat Alternate |  |  |
| Grains |  |  |
| Vegetables |  |  |
| Fruit |  |  |
| Milk |  |  |
| Other |  |  |

Food quality, safety and spoilage precautions will be taken. Bag meals (including milk) will be packed in insulated containers.

|  |  |
| --- | --- |
| Signature of Contact: | Date:  |

 Please contact the person listed below for questions about the bag meal ordered and/or to cancel the order.

Name of Contact Person:

Title:

Phone Number:

E-mail:

**Menu Item List - Lunch**

**Template**

|  |  |
| --- | --- |
| **Meat/Meat Alternate** | **Milk** |
| Shaved turkey  | Fat-Free White / Low-Fat White  |
| Shaved ham  | Fat-Free Chocolate / Low-Fat Chocolate |
| Cheese stick  |  |
| Ham & cheese | **Grains (half of weekly whole grain-rich)** |
| Sub sandwich (meat and cheese)  | Whole grain-rich buns or bread  |
| Peanut butter sandwich (with cheese stick) | Whole grain-rich pita bread |
| Peanut butter (with sunflower seeds packet) | Oatmeal cookie |
| Yogurt  | Corn chips |
| Hummus  | Whole grain-rich chips |
|  | Whole grain-rich tortilla wrap |
|  | Low-sodium whole grain-rich snack crackers |
|  | Low-sodium whole grain-rich pretzels |
|  | Whole grain-rich muffins |
|  |  |
|  |  |
| **Vegetables** | **Fruits** |
| Fresh veggies: Broccoli Carrot sticks CauliflowerCelery sticks Green pepper Cherry tomatoesRed pepper Jicama Kohlrabi  | Fresh fruit: Apple GrapesBanana PearOrange Peach |
| Frozen, thawed corn and/or peas | Frozen or fresh fruit cups:Strawberries Mixed fruitPeaches BlueberriesPineapple |
| Coleslaw | Dried fruit:Raisins Dried cranberries |
| Chickpea saladBlack bean saladLentil salad |  |
| Marinara sauce (dip for string cheese) |  |
| Salsa (dip for corn chips) |  |
| Hummus (dip for fresh vegetables) |  |
|  |  |
|  |  |

**Bag Meal Packing Slip**

**Template**

|  |  |
| --- | --- |
| **Name of School:** | **Number of Meals Requested:** |
| **Class/Group:** | **Date of Field Trip/Event:** |
| **Name of Contact:** | **Pick Up Time:** |

**Meal Type** *(circle the one that applies)*: Breakfast Lunch

**Grade Group** *(circle the one that applies)*: Pre-K K-5 6-8 K-8 9-12

|  |  |  |
| --- | --- | --- |
| Meal Components | Menu items Requested | Portion Sent *(Food service staff will fill in this column to meet meal pattern requirements for selected grade group)* |
| Meat/Meat Alternate |  |  |
| Grains |  |  |
| Vegetable |  |  |
| Fruit |  |  |
| Milk |  |  |
| Other |  |  |

Food quality, safety and spoilage precautions will be taken when preparing and packing the bag meals. Bag meals (including milk) will be packed in insulated containers.

**Please observe the following procedures:**

1. Store bag meals in insulated containers with the cover secured until meal service and keep the insulated container away from direct sunlight.
2. Serve the meal as soon as possible to prevent prolonged storage.
3. Do not serve food items that have been left out of insulated containers for more than two hours.
4. Discard leftover bag meals in appropriate receptacle.

**Instructions for reporting reimbursable student lunches/breakfasts:**

List students who receive a reimbursable meal on the attached form, entitled “Students Receiving Reimbursable Meals”. These names must be recorded at the time of meal service. Do not include the names of students who do not receive reimbursable meals. The school’s Offer versus Serve policy may permit students to turn down one or two meal items. Please obtain clarification about the policy from the food service manager.

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 signature of contact ordering meals title date

Please contact the person listed below for questions or concerns about the bag meals.

Contact Name:

Title:

Phone number

E-mail

**RETURN THE SIGNED PACKING SLIP AND LIST OF STUDENTS RECEIVING REIMBURSABLE BAG MEALS TO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**List of Students Receiving Reimbursable Meals**

**Template**

Name of school: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class/group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of trip/event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meal Type *(circle the one that applies)*: Breakfast Lunch

List those students who received reimbursable bag meals. To obtain accurate participation data, record this information when the meals are distributed to students.

|  |  |
| --- | --- |
|  1. | 21. |
|  2. | 22. |
|  3. | 23. |
|  4. | 24. |
|  5. | 25. |
|  6. | 26. |
|  7. | 27. |
|  8. | 28. |
|  9. | 29. |
| 10. | 30. |
| 11. | 31. |
| 12. | 32. |
| 13. | 33. |
| 14. | 34. |
| 15. | 35. |
| 16.  | 35. |
| 17. | 37. |
| 18. | 38. |
| 19. | 39. |
| 20. | 40. |

**RETURN THE SIGNED PACKING SLIP AND LIST OF STUDENTS RECEIVING REIMBURSABLE BAG MEALS TO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Field Trip Meals**

**Standard Operating Procedure (SOP) Template**

*Template Instructions: revise for food service operation and insert into school’s Food Safety Plan*

**Policy:** Food service employees and teachers, other school staff, parents and volunteers will work together to ensure that field trip meals are safe to eat.

**Teachers, other school employees, and parents will follow ordering procedures established by food service.**

**The food service supervisor will:**

1. Develop and share procedures for ordering meals.
2. Plan field trip meal menus with food safety in mind.
3. Process order from teacher, other staff member or parent.
4. Arrange for an appropriate time and location for picking up field trip meals.
5. Obtain suitable portable cold storage units (such as coolers) and cooling devices such as ice packs that will keep cold food items at 41°F up to 4 hours.
6. Review safe handling procedures listed below food service staff and with those who are picking up meals, when possible.
7. Accept and inspect returned portable food transport units and other equipment used for field trip meals.
8. Follow procedures for billing responsible teacher or staff member when portable cold storage units and/or other equipment items are not returned or are damaged when returned.

**All school food service staff that prepare and/or pack field trip meals will:**

1. Follow standard operating procedures for personal hygiene and employee health reporting.
2. Prepare and pack meals according to the field trip order.
3. Follow standard operating procedures pertaining to food preparation which minimize contamination and the time potentially hazardous food (time/temperature control for food safety food) are held at temperatures between 41°F and 135°F.
4. Store components of field trip meals that must be refrigerated in cold storage units until time of pick up.
5. Use gloves or utensils to prevent bare hand contact when handling any ready-to-serve food items.
6. Place all potentially hazardous food (time/temperature control for food safety food) in portable cold storage units with ice packs or other devices to maintain temperature during holding.

**Teachers, other school employees and volunteers who chaperone field trips 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 students 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 school food service after returning from field trip.

Date of implementation or most recent revision: \_\_\_\_\_\_\_\_\_\_\_\_