

# QRSD Standard Operating Procedures: Field Trips

---

## INTRODUCTION/BACKGROUND

**Purpose:** To ensure that each student served receives a high quality, safe, reimbursable field trip meal. The need for continued safe food handling practices after the meals leave the food service area of operation must be emphasized. Field trip meals are available to all students, regardless of eligibility for free, reduced-price, or paid meals and must be offered at regular meal prices.

Preparing field trip lunches allows QRSD School Nutrition Department to provide meals for students during school-sponsored, supervised field trips. As with any other type of meal service proper record keeping is required for Field Trip meals. Accurate meal counts must be taken and properly documented at the point of service per federal guidelines/regulations.

Meals served during such field trips should be subject to especially stringent sanitary and precautionary measures to avoid food contamination and spoilage. Food Safety guidelines must be developed and adhered to for all meals consumed on school-sponsored, supervised field trips.

### I. Request for Field Trip Lunches

#### A. Advance Notice Required (no exceptions)

1. Teacher/Field Trip Coordinator will submit the Field Trip Notification Google Form no later than **2 weeks** prior to the scheduled field trip.
  - a. This Google form is required even if the planned trip will not require food. Notifying the School Nutrition Department of your plans, assists the School Nutrition team to prepare for the reduced lunch counts.
  - b. If insulated containers and ice packs are needed, please select this option on the Field Trip Notification Google form.
2. Teacher/Field Trip Coordinator will send home field trip lunch order forms. The field trip lunch order forms will need to be filled out by the child's parent or guardian.
  - a. Lunches will only be made for students that have turned in a Field trip Lunch order form: no extra meals will be provided.
3. Teacher/Field Trip Coordinator will submit Field trip Lunch order form and Roster completed in its entirety to School Nutrition Supervisor at least **10 days** in advance prior to the scheduled field trip. This allows ample ordering time for food supplies.
4. Requests received after the two-week deadline **will not** be approved due to availability of menu items.
5. Two options are available for picking up Field Trip lunches.
  - a. **No Roster:** Students come through the line and pick up their field trip lunch and milk prior to leaving for the field trip. This option relieves the **Teacher/Field Trip Coordinator** from having to manage a student roster. (**Recommended**)
  - b. **Roster:** The **Teacher/Field Trip Coordinator** completes the student roster by marking the student on the roster when the reimbursable meal is given to the student. This would take place at the field trip location when the students obtain their lunch. The student roster is returned to the School Nutrition Supervisor with an accurate number of students that took a reimbursable meal. The teacher/field trip coordinator will complete the roster. Any undocumented meals or meals served that are not reimbursable will be billed to the campus at the adult rate.

### II. Teacher/Field Trip Coordinator Responsibility

- a. Field Trip meals will be picked up via the cafeteria serving line.

## QRSD Standard Operating Procedures: Field Trips

---

- b. The teacher/field trip coordinator will be billed for the price of the containers, ice packs etc. if items are not returned or if they are damaged when returned.
- c. Any undocumented meals or meals served that are not reimbursable will be billed to the Teacher/Field Trip Coordinator at the Adult rate.
- d. Meals are to be eaten within **4 hours** of picking up meals from School Nutrition
- e. If Roster option is selected the Teacher/Field Trip Coordinator will return the student roster to the School Nutrition department. Teacher would have completed the Roster form with the student's names.
- f. Store containers and foods out of direct sunlight and away from engines.
- g. Wash hands prior to distributing meals.
- h. Have students thoroughly wash their hands before receiving meals and eating.
- i. Be aware of students with food allergies and request that students not share foods without adult supervision and consent.
- j. Discard all leftover food items immediately following the meal service.
- k. The School Nutrition Departments Insulated containers and ice packs are to be used only for food provided from QRSD. Home lunches cannot be stored in the same containers.

### III. School Nutrition Supervisor's Responsibility

1. Plan field trip meal menus with food safety in mind.
2. Process forms/orders from Teacher/Field Trip Coordinator and parent.
3. Verify pick up time for the Field Trip meals with Teacher/Field Trip Coordinator.
4. Ensure Insulated containers are cleaned and ice packs are already frozen, if requested.
5. Accept and inspect returned insulated containers and ice packs.
  - a. Inform School Nutrition Director if insulated containers and ice packs were not returned or were damaged on return.
6. Meals are prepared the day prior to the date of the field trip, when able.
7. Manager will record the proper food temperature of all food being dispensed.
8. If roster option is selected, the counts will be verified by School Nutrition staff and entered into POS system that day.
9. If roster option is selected, the parent/guardian field trip lunch order form will be attached to the bag lunch.

### IV. Compliance Procedures

#### A. Day of Field Trip

1. Designated forms provided by the School Nutrition Supervisor are to be used to ease the process of providing reimbursable Field Trip meals and maintaining the necessary records.
2. All Field trip meals are non-OVS (Offer vs Serve).
3. These lunches will contain 4 components. In addition, each student will be given a choice of milk.
  - a. Students will be allowed to select their milk choice or decline the milk component.
  - b. Teachers do not have the authority to delegate whether a student will or will not take a milk.
4. For Grades K-5 field trips, the School Nutrition Department will provide 1 cup of vegetables and ½ Cup of fruit.
5. For Grades 6-12 field trips, the School Nutrition Department will provide 1 cup of vegetables and 1 Cup of fruit