

**South San Antonio ISD
Child Nutrition Services
Field Trip Meal Request**

Please turn in (3) weeks in advance of scheduled event.

Date _____

Person Requesting Field Trip Meals _____

Number of Students _____ Grade _____

**ALL FOOD ITEMS MUST BE TAKEN AND DISTRIBUTED TO EACH CHILD.
WE DO NOT HAVE OFFER VERSUS SERVE FOR FIELD TRIP MEALS.**

On the morning of the field trip, the Teacher requesting meals must see the Cafeteria Manager to let her know how many actual meals will be needed. Please ask the Teacher to fill in the following information:

Name	Actual # of students
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
	Total Meals _____

Note to Cafeteria Manager:

- 1. Attach this sheet to the Field Trip Production Record with the total number of student meals claimed.

- 2. If you prepared any PHF, also attach a copy of the Food Safety Notice signed by you and the staff member who will be serving the meals.

TO: South San Antonio Independent School District

Staff serving meals to students on Field Trips.

Date:

Contact Person:

Campus:

Item Sent:

- **These food items are potentially hazardous if not stored at a temperature of 40 degrees or less.**
- **If these food items fall within a temperature range of 41-140degrees for more than 1 hour, they may breed bacteria that can cause food borne illnesses.**
- **It is important to wash hands before meal service. Ask food service staff for gloves to serve meals.**
- **Dispose of all leftovers.**
- **Children are more sensitive and prone to become ill from a food borne illness than are healthy adults.**

Manager sending meals:

Staff serving meals:

X

X

From: Your Administrative Food Service Staff – For questions, please call 977-7525 or ask Food Service Manager on campus.

The goal of the South San Antonio ISD Food Service Department is to serve healthy and safe meals to all students free of charge.

REVISED 08/04