

# 2023-2024 Greenfield High School Field Trip Lunch Form

Yes, I would like to have the school pack a bag lunch for my child.

\_\_\_\_Turkey & Cheese Sandwich \_\_\_\_SunButter (Nut-Free/Contains Soy) (Please choose one)

\_\_\_\_\_White Milk \_\_\_\_\_Chocolate Milk (Please choose one)

No thank you, I will provide a bag lunch or money for my child to purchase lunch.

\_\_\_\_\_  
Students Name-Please Print

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Guardian Name- Please Print

\_\_\_\_\_  
Field Trip Date

\_\_\_\_\_  
Guardian Signature

\_\_\_\_\_  
Today's Date

Greenfield School District Food Service provides cold lunch services to all Greenfield Elementary School students involved in field trips which remove them from the regular lunch given at school. The following will be provided when such a field trip is taken.

**Sliced Turkey and Cheese Sandwich OR  
SunButter Sandwich (nut-free/contains soy)  
Vegetable  
Fruit  
Baked Snack  
Milk  
Reduced fat mayo packet  
Service utensils and napkin**



Each student on a field trip will be provided and have charged to their account **their** standard lunch fee; regular/full price \$3.00, **free and reduced student pricing will be honored.**

Meal selection is based on and meets all criteria established by the Child Nutrition Program, and the USDA.

Food Services are aware and take into consideration student allergies, and will not knowingly use or serve any peanut or nut related items.

Greenfield Food Service will prepare, wrap and store lunches for each field trip. Foods not prepared by the Greenfield Food Service staff will not be allowed to be transported in the same serve-safe containers as those meals prepared by the Greenfield Food Service staff. Menu items may change without notice.

All lunches will be packed by classroom and marked with the student's name.

Child Nutrition Program is available to all without regard to race, color, national origin, sex, age or disability. Parents/Guardians are always advised to review the menu with their child to assure safe menu selection. Nutritionals available upon request. Greenfield School District Food Service Office - 414-281-3357

**To ensure your child's lunch service,  
please return to your teacher 1 week prior to the field trip date**

**"This institution is an equal opportunity provider."**

## **Field Trip Bag Lunch Production and Service Procedures**

### **Food Service Responsibility:**

1. One (1) week prior to the field trip, Food Service will order product based on the number of forms returned to the Food Service Office
2. Food Service Office will not charge the child's account until the group has left school property
3. Kitchen Staff will only prepare lunches for those with their lunch forms properly filled out.
4. Kitchen Staff will label each bag with the student name.
5. Bag Lunches will be placed in transport containers.
6. Bag Lunches will be completed and ready for pick up 20 minutes prior to departure

### **Instructor/Designee Responsibility:**

1. Lead Instructor hosting the trip will inform Food Service as to the departure time of the trip
2. One week prior, the Lead Instructor/designee will forward all lunch forms to the Food Service office
3. Student designee(s) or adult designee(s) for the field trip will pick up the mobile transport containers in GHS kitchen
4. To ensure all product is accounted for, student designee(s) or adult designee(s) will make contact with the Kitchen Manager at the time of lunch pick up.
5. Upon returning to the school, student designee(s) or adult designee(s) will return transport containers to kitchen.
6. Lastly, to ensure continued success the Lead Instructor or adult designee(s) will inform no later than noon on the next school day, any concerns, suggestions, or equipment failures.

**Food Service wishes to thank you for your assistance in this matter.**

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