

CUSD Field Trip Meal Order Form

*****Orders MUST be submitted at least 5 school days prior to the field trip date. Requests received after this deadline will not be accommodated. *****

- Complete the information below. List names and ID numbers of students requesting meals.
- Indicate any students requiring a special diet meal. A Medical Statement to Request Special Meals/Accommodations must be on file with Food & Nutrition Services.
- **Email completed order forms to the CUSD Central Kitchen: fieldtripmeals@capousd.org.**
Do not submit field trip orders to your school cafeteria.

Questions? Contact the Central Kitchen: 949-234-9512

Today's Date: _____ **Field Trip Date:** _____ **Field Trip Time:** _____

Requestor's Name: _____

School Name: _____ **School Phone #:** _____

Teacher Instructions: Field trip meals will be in the cafeteria refrigerator the morning of the field trip. This roster will be provided with your field trip meals. If students on the roster are absent, you **must** return their meals to the cafeteria **before** you leave for your field trip.

Field Trip Breakfast: Muffin, Fruit, 1%/Non Fat Milk

Field Trip Lunch: Sandwich, Fruit, Veggie, 1%/Non Fat Milk

ROSTERS:

1. When it is time to serve, the teacher must check off each student on the roster as each student receives their meal.
2. This completed roster with check marks **must** be returned to your school cafeteria upon return from the field trip. If the Food Service Professional has left for the day, put it in their box to pick up the next morning.
3. If rosters are not returned, the meals cannot be claimed for reimbursement, and the school site will be charged for the meals.

Name of Teacher: _____		Grade: _____	
Total # of Meals Ordered: _____		☐ Breakfast	☐ Lunch
Name of Student		Student ID#	

[illegible]