

Sparta Area School District

Nutrition Services Sack Lunch Procedure for Field Trips

When arranging a trip where students will need sack lunches, please follow the protocol listed below:

1. Fill out the attached breakfast or lunch form; be sure to fill in ALL areas.
2. Attach a typed list of all students needing the sack lunches with first and last names followed by their pin number. (A class list would work well.)
3. Send the Sack Lunch form and the typed list of student names and pin numbers, to the **Nutrition Services Secretary- Megan Anderson** at mmanderson@spartan.org , Megan will coordinate the trip meals with the appropriate school nutrition staff.
4. **Requests must be routed at least 1 week in advance of the trip.**

NOTE – All students must be offered the school sack lunch option. Students who are on free and reduced meal status cannot be discriminated against by not being offered this meal option.

SACK LUNCH ORDER

*Please complete and email to mmanderson@spartan.org
1 week in advance!*

Requested by: _____

School: _____

Grade: _____

Field trip on ____/____/____

Mon Tues Wed Thurs Fri at _____ a.m/p.m.

Destination: _____

Total sack lunches: _____

Peanut butter/jelly sandwich
Chips
String Cheese
Cookie
One 4 oz juice
1 apple
Milk

- Bus driver will pick up sack lunches at _____ a.m.
- Teacher will pick up sack lunches at _____ a.m.
- Please send sack lunches with regular lunch delivery
- Lamers notified to pick up lunches

Number of students gone over lunch period: _____

SACK BREAKFAST ORDER

*Please complete and email to mmanderson@spartan.org
1 week in advance!*

Requested by: _____

School: _____

Grade: _____

Field trip on: ____/____/____

Mon Tues Wed Thurs Fri at ____ a.m./p.m.

Destination:

Total sack lunches:
Wrapped Muffin
String Cheese
One 4 oz Juice
Milk

- Bus driver will pick up sack lunches at _____ a.m.
- Teacher will pick up sack lunches at _____ a.m.
- Lamers notified to pick up breakfast meals

Number of students gone over breakfast period: