**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](mailto: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.

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