

Ojai Unified School District



FOOD & NUTRITION SERVICES FIELD TRIP REQUEST FORM 2023-2024

Please contact the Nutrition Site Staff at least **2 weeks** prior to the field trip.

Lunch must be made available to ALL students on ALL school days, even when they are on a field trip. All students going on the field trip must be offered the field trip meal. This is to minimize overt identification of lower income students and to ensure those students do not feel “other than” those while on the field trip (Ed Code #49550).

To submit a request for field trip meals please email this form to Kathleen Tarrats at ktarrats@ojaiusd.org.

Please provide the following information.

School Site: _____

Date Needed: _____ Total # Breakfasts _____ Total # Lunches _____

Teacher Name: _____ Departure Time: _____

Please indicate below if any student has an allergy or special need.

On the day of the field trip, you have 2 options for picking up meals. Please circle which option you prefer.

- **Option #1: Pick up all the meals from the cafeteria and you hand out the meals during the field trip.**

This option requires the completion of the Point of Sale Roster form by the teacher. This will be provided to you by Food & Nutrition Services.

- **Option #2: Students come to the cafeteria and pick up lunch before leaving campus.**

This option does not require paperwork to be completed by the teacher.

When you return back to your school site after the field trip, you must return the completed Point of Sale Roster along with any other kitchen supplies. If the Point of Sale Roster is not completed and submitted to the Nutrition Site Staff, the school site will receive an invoice for all sack lunches provided for the field trip.

Teacher Signature: _____

Date: _____

