10 Business Days Before the Field Trip:

- Survey your students whether or not they will need a bag lunch.
- Fill out online request form at www.sfusd.edu

Whether or not bagged meals are needed...

1. Complete form
2. Print 2 copies
3. Give 1 copy to dining staff
4. Keep 1 copy for your own reference

Following this procedure helps reduce food waste! Dining staff can prepare fewer meals if they know classes will be away.

Day of Field Trip when meals are ordered, choose your pickup method:

**Method 1:**
1. Students pick up their bag lunch from the cafeteria. Dining staff will track all meals that are picked up.

**Method 2:**
1. Teacher picks up meals for all students from the cafeteria.
2. At the field trip site, teacher check off students’ names as they receive lunch using the copy of the field trip request form. This record is a federal requirement in order for school district to receive reimbursement.
3. Return completed form to dining staff.

Cancellation (72 hours in advance):

Please send email cancellation to baglunch@sfusd.edu
Include:
- Contact information
- School name
- Date of field trip

Questions? Please contact SNS at schoollunch@sfusd.edu