



Food & Nutrition Services FORM

Field Trip / Calendar Change Notification

Salem Public Schools

Please submit this form to your cafeteria manager **at least 10 school days*** before your scheduled field trip. This sheet will act as a guide for kitchen staff on what needs to be prepared for your outing. **If you do not need any meals you are still required to notify Food & Nutrition Services via this form on how many students will be absent or gone on that day.**

Meals will be ready for pick up at the time you designate below along with student roster sheets for easy meal claiming. All roster sheets noting which students have received a meal should be turned into the cafeteria immediately the following school day.

If you have any questions, please do not hesitate to contact your school kitchen, or the Food & Nutrition Services District Office at 978-740-1230.

Field Trip / Event Required Information

Point of Contact Name:	Date of Field Trip:
Class/Room Number(s) (if applicable):	MON TUE WED THU FRI
Phone Number:	
Estimated # of Students Attending Trip:	Meal Pick-Up Time: (N/A if no meals needed)

Field Trip Meal Total Meal Tally

Estimated # of Meals _____ Nut-Free, Sun Butter & Jelly Sandwich Meal
Comes with Fresh Fruit, Snack Crackers, and Milk

Field Trip Food Safety

Here are some bagged lunch storage tips to help you avoid food borne illness while on your trip.

- Pack the bagged lunches in insulated coolers with ice packs (these may be available through Food Services)
- Ask the field trip site you're visiting if they have refrigeration space to store bagged lunches once you arrive.
- If refrigeration space is not available, store the coolers containing the bagged lunches in a secure area out of the sun.
- Have students thoroughly wash / sanitize their hands before eating.



Food & Nutrition Services cannot guarantee meal service without advance notice. If lunches are needed without advance notice, a fee will be charged to the school.