
FIELD TRIP REQUEST PROCEDURE
(FOOD REQUEST) (NSD-P035)
Sacramento City Unified School District

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

1.0 SCOPE:

- 1.1 The process of requesting meal provision for students scheduled to participate in a field trip.

2.0 RESPONSIBILITY:

- 2.1 All Site Lead staff
- 2.2 Site Supervisory staff
- 2.3 Area Supervisory staff
- 2.4 Nutrition Supervisor

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Nutrition Services

4.0 DEFINITIONS:

- 4.1 None.

5.0 PROCEDURE:

- 5.1 Teachers, Principals or designated staff scheduling field trips may request meal service by printing and completing Nutrition Services "Scheduling and Notification of Field Trips (Food Request)" NSD- F028.
- 5.2 Deliver completed form to site kitchen staff or mail to Nutrition Services Box 810 for processing.
- 5.3 Allow two weeks for ordering and delivery of food.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 RSK – F106A Field Trip Request Form
- 6.2 RSK – F106B Out of Area Request Form
- 6.3 RSK – F106C Parent Permission Form
- 6.4 RSK – F106D Parent Permission Form in Spanish
- 6.5 RSK – F106E Verification of Insurance Form
- 6.6 RSK – F100B Student Voluntary Transportation Agreement
- 6.7 RSK – F106F Field Trip Information
- 6.8 RSK – F106G Field Trip Vehicles
- 6.9 RSK – F106H Overnight Trips Hotel Accommodations Information

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6.10 RSK – F106I Field Trip Roster

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Nutrition Service	Nutrition Service and Sites	Until Event Completed	Discard	None

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
May 11, 2009	Initial Release	

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