

Procedures for Field Trip Lunches

Field Trip Sack Lunch Request Form is attached. These forms should be given to each student along with their permission slips for any field trip off campus during a student lunch hour. Sack lunches will be ordered from Redondo Beach Food Service **five (5) days prior to the field trip**. Our kitchen has limited on-hand inventory, therefore, **without prior notification, we are not able to provide a sack lunch on the day of the field trip**.

Please follow the instructions below so these requests can be processed and our students fed!

- Send Sack Lunch Request home with students.
- When Sack Lunch Request is received back from students, please make copies. Send the original copy to the school office and keep copies for your records.
- The school office will then place the order for sack lunches with Redondo Beach Food Service.
- After the order is placed, the order forms will be given to the Food Service Department so the students' lunch account can be properly charged and the student and teacher names can be placed on the lunch sacks.
- The sack lunches are received the day prior to the field trip and put together by our food service department.
- The day of the field trip, all sack lunches will be available for pick up in the school office from 8:15 a.m. to 8:30 a.m.