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## Sack Lunch- Purpose and Procedures

**Subject:** Sack Lunch Requests for Field Trips/Field Days

**I. Purpose:** The following procedures outline sack lunch requests.

**II. Procedures:  
 Action to be taken**

**Performed by:**

<b>Performed by:</b>	<b>II. Procedures: Action to be taken</b>
<b>Background</b>	Per the Texas Administrative Review Manual, Meals consumed on school-sponsored, supervised field trips may be reimbursed since the meals are prepared by Child Nutrition Services and served and consumed as part of a school-related function. A list, roster, or other method of claiming the meals must be used to record the meals students were served. All sack lunches provided to students are free due to our CEP eligibility status
<b>School Site Administration</b>	1. Communicate sack lunch request requirements to teachers/staff.
<b>Child Nutrition Services</b>	2. Post Field Trip/Field Day Sack Lunch Request Form to the COCISD website (Child Nutrition webpage) and disseminate form to school sites.
<b>Teacher/Adult Designee</b>	3. Submit completed Field Trip/Field Day Sack Lunch Request Form to Cafeteria Manager 10 school days prior to event to ensure food items are on hand. If 10 school days' notice is not provided, Child Nutrition Department will not be able to accommodate the request.
<b>Cafeteria Manager</b>	4. Upon receipt of completed Field Trip/Field Day Sack Lunch Request Form check inventory and order/receive product as needed.
<b>Teacher/Adult Designee</b>	5. Assemble sack lunches as requested and have ready for pick up as indicated on Field Trip/Field Day Sack Lunch Request Form. Ensure sack lunch meets USDA's meal pattern requirements.
<b>Teacher/Adult Designee</b>	6. Provide a student roster of all students attending the field trip that received a sack lunch.
<b>Cafeteria Manager</b>	7. Upon receiving the completed classroom roster, enter meals served into the point of sales system (must be done on same day as service).

# Sack Lunch Request Form

A minimum of 10 school days is required for Sack Lunch orders

Campus \_\_\_\_\_ Teacher/Room \_\_\_\_\_

Date Needed \_\_\_\_\_ Time Needed \_\_\_\_\_

Total # of Student Lunches \_\_\_\_\_

Total # of white Milks \_\_\_\_\_ Total # of white Chocolate Milk \_\_\_\_\_

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## To ensure school district reimbursement:

You must obtain a list of students with ID #s that are requesting a sack lunch for the field trip. The teacher or a designated adult shall be responsible for check marking the students' name when accepting a sack lunch. The roster must be returned to the Cafeteria Manager as soon as possible to ensure proper accounting. If students are not returning before 1:30 PM, the completed roster must be returned before the bus leaves campus. Federal regulations require a record of which students selected the sack lunch be kept on file. Sack lunches will be available for pick up at the campus kitchen at the time requested above unless other arrangements have been made. Sack lunches must be served no later than 4 hours after the listed pick up time. This is in accordance with HACCP/food safety procedures.

Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_