DEPARTMENT OF EDUCATION
Food and Nutrition Services Management Division
501 Mariner Ave., Barrigada, Guam 96913
Telephone: (671) 472-4081 ext. 1398
Email: fnsmd@gdoe.net

Judith T. Won Pat, Ed.D.
Superintendent of Education

Anthony Sean Monforte
Administrator

FIELD TRIP MEAL REQUEST FORM

Field trip request forms must be submitted to the Cafeteria Supervisor or Site Lead at least two (2) weeks* prior to the requested date with an estimated number of participants. A final count of participants should be provided to the Cafeteria Supervisor or Site Lead at least two (2) days prior to the requested field trip date.

School:			
Host Club/Group/Organization:			
Contact Person(s):			
Phone:		**Email:**	
Date of Submission:	/ / *month day year*	**Date of Field Trip:**	/ / *month day year*
Number of Participants:		**Requested Pick-Up Time:**	

Select one (1) Lunch option below:

☐ **Option 1:**	**Turkey and Cheese Sandwich on Whole Grain Pullman Bread** **Baby Carrots** **Fresh Whole Fruit** **Low-Fat Milk**
☐ **Option 2:**	**Turkey, Ham and Cheese Sandwich on Whole Grain Pullman Bread** **Baby Carrots** **Fresh Whole Fruit** **Low-Fat Milk**

Special Meal Accommodations (SMA)**:

Number of Participants with Special Dietary Needs:	
Special Meal Requests:	

CONTACT PERSON (print name) _____ SIGNATURE _____ DATE _____

This institution is an equal opportunity provider.

** Requests received less than two (2) weeks prior to field trip date will be approved based on product availability.*
*** Special Meal Accommodations must be validated via an approved SMA Form.*

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Food and Nutrition Services Management Division (FNSMD)
Alternate Point of Service — Meals on Field Trips

Bagged Lunch will be provided to accompany students on field trips when non-traditional meal service settings may occur. The meals may be claimed for reimbursement if planned and served in accordance with the U.S. Department of Agriculture's (USDA) meal pattern requirements.

Teachers must inform administration and cafeteria of off-site field trip plans two (2) weeks prior to field trip date to provide adequate time for meal planning and preparation. A Fieldtrip Meal Request Form must be submitted to the Cafeteria Supervisor or Site Lead for approval. Once approval has been made, the teacher(s) will be notified via email or phone call.

Cafeteria will prepare a bagged lunch for total number of students in class regardless of eligibility status. Bagged lunch will be packaged in appropriate storing containers to ensure appropriate temperatures for food items.

Teachers will be responsible for Point of Service counts for meals served to students using class roster. This roster with a record of students in attendance who received meals will be submitted to designated cafeteria clerks upon return to school campus. Designated cafeteria clerks will transfer meal count information on to appropriate FNSMD meal count reports.

Keeping Bag Meals Safe:

1. Maintain the temperature of potentially hazardous food (time/temperature control for food safety) at appropriate temperatures during all holding periods (41 ^{O}F or below if cold and 140^{0} F or above if hot).
2. Chill potentially hazardous food (time/temperature control for food safety) that will be served cold before placing transport containers.
3. Transfer hot and cold potentially hazardous food (time/temperature control for food safety) and insulated transport containers, coolers that can be plugged into a portal in the car or bus, or arrange to purchase potentially hazardous food items.
4. Consider purchasing milk in shelf-stable packaging that does not require refrigeration if male temperature cannot be maintained in portable coolers.
5. Use cold packs to maintain the temperature of potentially hazardous food (time [temperature control for food safety).
6. Make arrangements to purchase milk at the field trip location if it cannot be safely transported or stored.
7. Discard potential he hazardous (food/time temperature control for food safety) returned in coolers from the field trip. Potentially hazardous foods time temperature control for food safety means of food that requires (time/temperature control for safety) to limit pathogenic microorganisms growth or toxin formation.

Specifically mentioned food items in the WI food code June 2013 include an animal food that is raw or heat — treated; a plant food that is heat — treated or consists of raw seeds or sprouts, cut melons, cut leafy greens, cut tomatoes are mixtures of cut tomatoes that are not modified in the way so they are unable to support pathogenic microorganisms growth or toxin formation. Handle with care.