

FIELD TRIP BOX LUNCH PROCEDURES

Michigan requires all K-12 school districts to participate in the National School Meals Program. All students should be given the opportunity to have a meal prepared for them when they are out of the district on a school day.

Start by notifying Amanda Patton of your upcoming trip at least 2 weeks before the trip date. The more notice the better.

Please contact me at:

amanda.patton@okemosk12.net or 706-5017

The information I will need to complete your forms is:

- Trip date.
- School name.
- What time the bus leaves and returns.
- How many classes are going and the teachers' names for each class.

I will send you the forms you will need for student and *adult* meals. When you print out your forms, please use white paper. If multiple classes are going, **we** will color code them by class.

Student accounts will be charged the normal lunch pricing, whether it is free, reduced, or the price of the lunch at the building level on the day of the trip. The adult lunch price is listed on the order sheet.

The box lunches will be packed in a cooler with the order forms attached and left at the bus loop the morning of the outing.

If you have questions, please do not hesitate to call.

Amanda Patton

706-5017

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