

FIELD TRIP MEAL COUNT FORM

Site Name: _____ Meal Type (circle) B L SN SU

Address: _____ Telephone: _____

Supervisor's Name: _____ Delivery Time: _____ Date: _____

Meals received/prepared _____ + Meals available from previous day _____ = _____ ☆ (Total meals available)

First Meals Served to Children (cross off number as each child receives a meal)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75
76	77	78	79	80	81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100	101	102	103	104	105
106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135
136	137	138	139	140	141	142	143	144	145	146	147	148	149	150

Total First Meals + (A)

Second meals served to children

1	2	3	4	5	6	7	8	9	10
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Total Second Meals + (B)

Meals served to Program adults

1	2	3	4	5	6	7	8	9	10
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Total Program Adult Meals + (C)

Meals served to non-Program adults

1	2	3	4	5	6	7	8	9
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Total non-Program Adult Meals + (D)

TOTAL MEALS SERVED = (E)

Total damaged/incomplete/other non-reimbursable meals + (F)

Total leftover meals + (G)

Total of items (E) + (F) + (G) = (H)

* Item (H) should be equal to item ☆

Number of additional children requesting a meal after all available meals were served

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
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By signing below, I certify that the above information is true and accurate:

Signature

Date

FIELD TRIP MENU

Meat/meat alternate:

1st Vegetable/Fruit:

2nd Vegetable/Fruit:

Bread/Grain:

Milk:

Additional Food Given:

Field Trip Destination: _____

Time Meal Service Began: _____

Time Meal Service Ended: _____

What will be done with leftover food? _____

Did you attend a Summer Food Service Program training session conducted by your sponsor? _____

Instructions for The Field Trip Meal Count Form and The Field Trip Menu

This form is used to document Program meal counting and meal pattern compliance on field trips.

Sometimes the meal service of a site field trip is quite different than the way the meal service is normally conducted at the site. The type of food served, the staff and the actual conduct of the meal service may differ substantially from the meal service at the regularly approved site.

Sponsors must ensure that the basic program rules are still followed. This means that:

- a point of service meal count is taken;
- adult meals are counted separately from children's meals and not claimed for reimbursement;
- the field trip meals fully meet the meal pattern requirements;
- food is kept at a safe temperature; and
- staff have received program training.