

**Michigan Department of Education
Office of Health and Nutrition Services
Summer Food Service Program**

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

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:

- 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.

FIELD TRIP MENU

Date of Field Trip:

Meat/meat alternate:

1st Vegetable/Fruit:

2nd Vegetable/Fruit:

Grain/Bread:

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?

YES

NO

If Yes, Date of Training: _____

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FIELD TRIP MEAL COUNT FORM

Site Name:					Meal Type: (circle) B L SN SU										
Address:					Phone:										
Supervisor's Name:					Delivery Time:					Date:					
Total meals available for field trip = _____ [1]															
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 +													[2]		
Second meals served to children															
1	2	3	4	5	6	7	8	9	10	Total Second Meals +					[3]
Meals served to Program adults (adult who works directly in the food service operation)															
1	2	3	4	5	6	7	8	9	10	Total Program Adult Meals +					[4]
Meals served to Non-Program adults (adults not involved in food service operation)															
1	2	3	4	5	6	7	8	9	10	Total non-Program Adult Meals +					[5]
TOTAL MEALS SERVED =													[6]		
Total damaged/incomplete/other non-reimbursable meals +													[7]		
Total leftover meals +													[8]		
Total of items [6] + [7] + [8] =													[9]		
Item [9] should be equal to item [1]															
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	
By signing below, I certify that the above information is true and accurate:															
SITE SUPERVISOR SIGNATURE										DATE					