

Please give Champ's Café  
a minimum of a  
TWO WEEK notice  
for field trip  
"Meals to Go!" *Thanks!*

## Field Trip

# "Meals to Go!" Notes

*from Champ's Café*

## for Teachers, Paraprofessionals & Chaperones

### Goal:

*To provide healthy "meals to go!" for all students for field trips  
while maintaining confidentiality with free/reduced-price meal eligibility at non-CEP schools.*

### Once you have planned a field trip, please involve your Champ's Café Manager as follows:

\_\_\_\_\_ Notify Champ's Café Manager of day, date, planned time of departure and return, total number of students involved (how many will not be on campus at lunch time)

\_\_\_\_\_ Publicize field trip "Meals to Go!" with students and their families (see "Meals to Go!" order form\*)

\_\_\_\_\_ Create a roster or list of those wanting a "Meal to Go!" and let Champ's Café Manager know the total number of students who requested a meal once you have that number.\* *Teachers and chaperones may request a "Meal to Go!", too!*

please note: **there is no need to indicate a student's free/reduced/paid eligibility on the roster**

**Elementary School Teachers:** Your Champ's Café Manager can provide you with a classroom roster.

**Middle and High School Teachers:** Your Champ's Café Manager can provide you with a homeroom roster, so if you are taking another group of students on a field trip, we ask that you create a roster of names

\_\_\_\_\_ Provide a copy of the roster of names of students who requested a meal to the Champ's Café Manager at least 2 days before your trip.

\_\_\_\_\_ Confirm "Meal to Go!" pick-up time with Champ's Café Manager so meals can be ready

### **Day of Field Trip: TAKE ROSTER WITH YOU on the field trip**

\_\_\_\_\_ Send students who requested a meal to the cafeteria to **enter their keypad number**. (you can have them place the meal/beverage in coolers once they have "paid" or request to have the coolers pre-packed).

### **On the Field Trip: TAKE ROSTER WITH YOU on the field trip**

\_\_\_\_\_ Teacher distributes meals to students who requested the meals and checkmarks names on roster.

\_\_\_\_\_ Teacher signs the roster and **returns the signed roster** to the Champ's Café Manager **THE SAME DAY** as the field trip

\_\_\_\_\_ The Manager signs the roster and includes it as part of the day's meal records with a copy sent to the central office for audit purposes.

\*Teachers may desire to purchase an extra meal or two as a safety net for a student who forgets their lunch the day of the field trip. If this extra meal is issued, Champ's Café can count the meal or charge the CHS or LBH student for their meal—just add the student's name to the roster.

If the meal is not issued, School funds, not Champ's Café, must pay for the meal(s). The manager can use the "Principal's Account" to ring non-issued meals as a 2<sup>nd</sup> lunch so CCPS does not erroneously claim reimbursement.

*Thank you for your cooperation!* "Meals to Go!" Form can be found in Champ's Café Class Link icon in the Field Trip Docs folder.