



CUPERTINO UNION SCHOOL DISTRICT

Student Nutrition Services

10301 Vista Drive

Cupertino, California 95014

Phone: (408) 252-3000 x 61302 Fax Number: (408) 252-7628

**Elementary Schools
Procedures for Teachers to Request Bag Lunches for Field Trips**

- Bag lunches need to be requested at least 2 weeks in advance of your field trip.
- Changes to the order can be made up to one week in advance.

How to Order, Pick Up and Distribute Bag Lunches:

1. Fill out a bag lunch order form.
2. Email the completed order form to fieldtriplunches@cusdk8.org
3. You will get an email confirming the order and delivery information.
4. On the day of the field trip the person distributing the bag lunches must put a check mark next to each student's name on the bag lunch order form for each student who received a bag lunch.
5. If a student had ordered a bag lunch but does not end up taking it, please send an email to fieldtriplunches@cusdk8.org in order to avoid a charge on the student's account.
6. The bag lunch is nut free. For any other dietary accommodations, contact the SNS office at 408-252-3000 x 61302 as soon as possible.
7. If you do not get an email confirmation of your bag lunch order, please contact the SNS office at 408-252-3000 x 61302

What comes in a bag lunch?

Nut Free Butter and Jelly Sandwich

Fruit

Vegetable

Milk

*Due to regulations all of the above components must be offered in a bag lunch