



### Harvest of the Month Checklist: Implementing an Oregon Harvest for Schools Campaign

Use this checklist to plan and implement a Harvest of the Month program, featuring Oregon Harvest for Schools materials and Oregon-grown products.

Month: \_\_\_\_\_ Item: \_\_\_\_\_

From (name of farm): \_\_\_\_\_

#### **Getting Started:** *where to begin*

- Look over this checklist and assign tasks to school staff and volunteers
- Make sure that the principal and the food service director are both introduced to the project.
  - A template email for introducing an Oregon Harvest for Schools campaign to school staff is available at:  
[www.food-hub.org/app/webroot/files/resources/OH4S\\_Template-Email\\_Final.docx](http://www.food-hub.org/app/webroot/files/resources/OH4S_Template-Email_Final.docx)

#### **Purchase Product:** *know your farmer and procure your product*

- Decide what quantity of product will be served, and on which day(s)
- To conduct an informal bid, find three local farmers who would be able to meet your needs, and collect price quotes from each
  - Join FoodHub to find farmers in your area, if needed: [www.food-hub.org](http://www.food-hub.org)
- Award the bid to the lowest bidder. Arrange delivery and payment details with this farmer.

#### **Poster:** *promote and educate in the cafeteria*

- Order/obtain Oregon Harvest for Schools poster(s) for the item to be featured. Posters are free for schools: <http://www.ode.state.or.us/go/h4s>
- Laminate poster(s)
- Decide on spot to hang poster in cafeteria. Choose somewhere prominent, and only hang the poster that corresponds to the item being served at that time (when posters are hung all year long as decoration, they no longer serve to promote the Harvest of the Month item)

#### **Menu Template:** *promote and educate on the menu*

- Download the Oregon Harvest for Schools menu template that corresponds with the featured item: <http://www.ode.state.or.us/go/h4s>
- Paste your school's lunch menu for the month onto this template
- Highlight the days when the Harvest of the Month item will be featured
- Disseminate this lunch menu





**Parent Newsletter:** *promote and educate in the community*

- Download and print the parent newsletter that corresponds to the local item:  
<http://www.ode.state.or.us/go/h4s> (available in English and Spanish)
- Send newsletters home with students at the beginning of the month and/or post them on your Nutrition Services webpage
- If your school has a regular school newsletter for parents, include a paragraph about the local item you will be serving this month. Paragraphs for newsletters are available at:  
[www.food-hub.org/app/webroot/files/resources/OH4S\\_Newsletter-Text\\_Final\\_2.doc](http://www.food-hub.org/app/webroot/files/resources/OH4S_Newsletter-Text_Final_2.doc)

**Classroom Activities:** *promote and educate in the classroom*

- Download the poster that corresponds to the local item being served (it has activities for in the classroom on the second page): <http://www.ode.state.or.us/go/h4s>
- Email teachers to let them know about the Harvest of the Month. Ask them to remind their students on the day(s) that the item will be served.
- Send teachers the poster and activities that corresponds to the local item being served. Encourage them to incorporate a short activity related to the fruit or vegetable that month.

**Announcement:** *generate excitement!*

- Make an announcement over the intercom to the school in the morning. Remind students that it is Harvest of the Month day!

