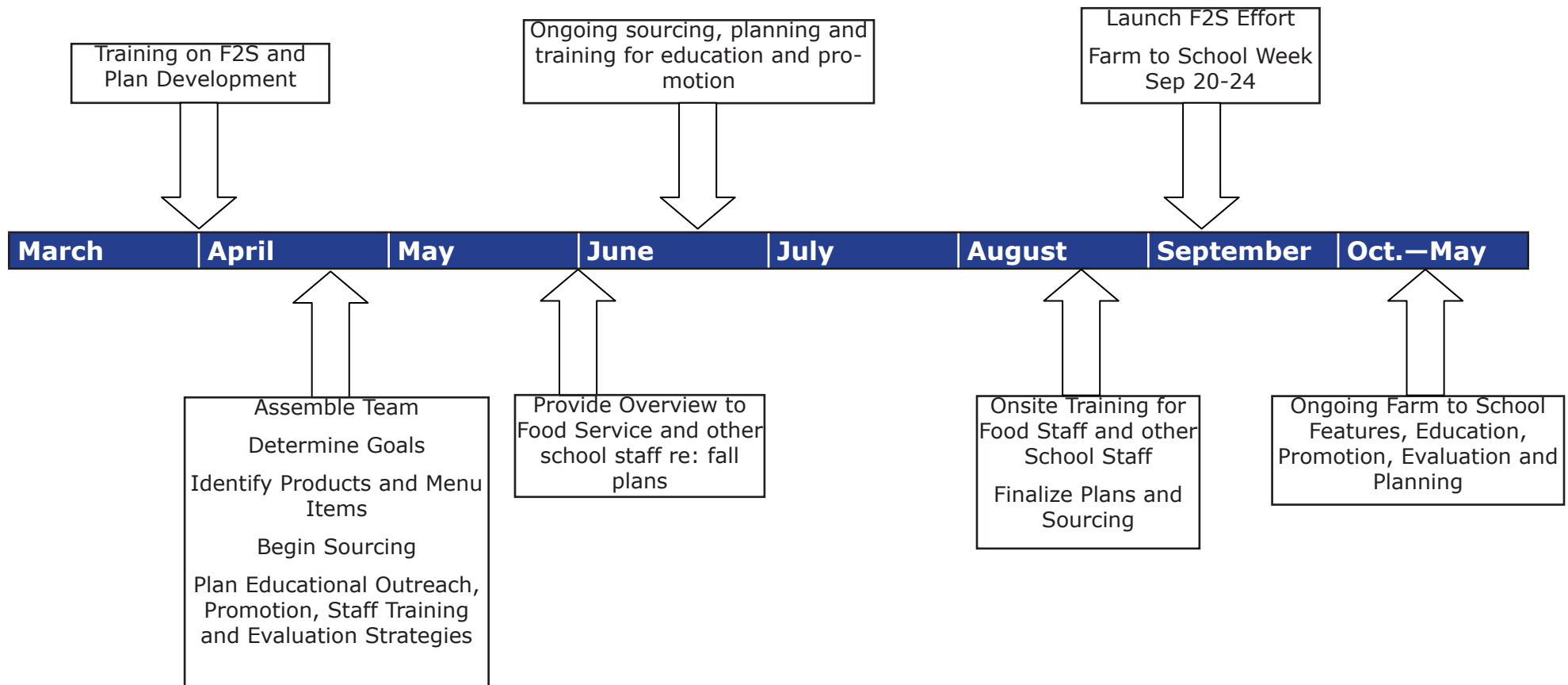


# Farm to School Planning Timeline



This document was developed by the Institute for Agriculture and Trade Policy for the Minnesota Department of Health State-wide Health Improvement Program (SHIP)—March 2010.

# Farm to School Action Planning for 2010

<b>SHIP Region:</b>	<b>Contact Name:</b>
<b>School District:</b>	<b>Email:</b>
<b>Phone:</b>	<b>Date:</b>

**Goals:**

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Key action	Key action steps	Who will do the key action steps	When will the key action steps be completed

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# Sample Farm to School Goals for 2010-2011

Cafeteria	Educational Activities and Strategies	Promotion	Policy, System, Environmental Change
<ul style="list-style-type: none"> <li>In Yr 1 an individual food item is offered in cafeteria; like apples</li> </ul>	<ul style="list-style-type: none"> <li>Taste testing of seasonal, local foods in school cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>School menu identifies F2S featured menu items</li> </ul>	<ul style="list-style-type: none"> <li>F2S incorporated into wellness policies</li> </ul>
<ul style="list-style-type: none"> <li>Monthly F2S menu item featured on school lunch menu</li> </ul>	<ul style="list-style-type: none"> <li>X # of classrooms integrate curriculum that supports FS</li> </ul>	<ul style="list-style-type: none"> <li>Morning announcements feature F2S items and nutrition messages</li> </ul>	<ul style="list-style-type: none"> <li>PTSA , Student Council, FFA, sponsors F2S</li> </ul>
<ul style="list-style-type: none"> <li>X # of featured menu items integrated into school menu throughout year</li> </ul>	<ul style="list-style-type: none"> <li>F2S integrated with Extension SNAP-Ed Nutrition Education</li> </ul>	<ul style="list-style-type: none"> <li>Jr. Iron Chef Contest where students use local foods</li> </ul>	<ul style="list-style-type: none"> <li>Training provided to FS staff to familiarize with F2S and local food prep</li> </ul>
<ul style="list-style-type: none"> <li>X # of seasonal local products included on salad bar</li> </ul>	<ul style="list-style-type: none"> <li>School garden supplies product for cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>Farm to School Week Sept. 20-24, 2010</li> </ul>	
<ul style="list-style-type: none"> <li>X # of local products like carrots, potatoes, onions, substituted in menu</li> </ul>	<ul style="list-style-type: none"> <li>FACS classes test F2S recipes prior to being served in cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>Students sell local foods as a fundraiser</li> </ul>	
<ul style="list-style-type: none"> <li>Ala carte line features local food items</li> </ul>	<ul style="list-style-type: none"> <li>Classroom field trips are connected to F2S</li> </ul>	<ul style="list-style-type: none"> <li>Work with Community Partners to promote</li> </ul>	
<ul style="list-style-type: none"> <li>Local FFV offered as part of snack programs</li> </ul>	<ul style="list-style-type: none"> <li>Farmer comes into cafeteria or classroom to teach kids</li> </ul>	<ul style="list-style-type: none"> <li>Put articles in newsletters and parent updates</li> </ul>	

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INSTITUTE FOR AGRICULTURE AND TRADE POLICY

# Farm to School Goals for 2010-2011

Cafeteria	Educational Activities and Strategies	Promotion	Policy, System, Environmental Change

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INSTITUTE FOR AGRICULTURE AND TRADE POLICY

# Farm to School Product Planning Chart 2010-2011

Month/Date	Food Item	Recipe/Menu Item	# of Portions	Food Spec	Sample Amount	Menu Amount	Source	Date for delivery
September								
October								
November								
December								
January								
February								
March								
April								
May								

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INSTITUTE FOR AGRICULTURE AND TRADE POLICY



# Farm to School Budget

Item	Cost	Detail
Labor – Administrative: ( <i>Coordination, Training, Communication/Promotion, Menu Planning, Purchasing, Foraging</i> )		
Benefits :		Fringe Cost
Labor – Staff: ( <i>Training, Additional Prep Time, Recipe Testing, Planning</i> )		
Benefits:		Fringe Cost
Equipment ( <i>Light Processing, food processor, knives, sectioners, etc.</i> )		
Promotion ( <i>Printing, Copying, Misc. Supplies, Website, DVD's, Field Trips</i> )		
Stipends & Other Labor( <i>Substitute Teachers, Coordinator, Summer Planning, Foraging, Farmer Time and other Educators</i> )		
Travel ( <i>Reimbursement, Mileage</i> )		
Food ( <i>Additional Menu Cost, Taste Testing, Delivery Charges</i> )		
<b>Total</b>		

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# Farm to School Sample Budget

Item	Cost	Detail
Labor—Administrative: ( <i>Coordination, Training, Communication/Promotion, Menu Planning, Purchasing, Foraging</i> )		
Food Service Manager	<b>\$ 1350</b>	3% @ \$45,000
Admin Benefits :	<b>\$ 365</b>	\$1350 Total Admin Labor x 27% fringe
Labor—Staff:		
Food Production Staff ( <i>Training, Additional Prep Time, Recipe Testing, Planning</i> )	<b>\$ 1968</b>	Training: 10 staff x \$12/hr x 1 hr in May = \$120 10 staff x \$12 x 4 hr training at MEA = \$480 Prep: 6 staff x \$12/hr x 2 hr x 9 mo = \$1296 Planning: 6 staff x \$12/hr x 1 hr = \$72
Salary and Benefits:	<b>\$ 266</b>	\$2208 x .5 (only 5 are FT) x 27% fringe = \$298
Total Salary and Benefits	<b>\$ 3949</b>	
Promotion ( <i>Printing, Copying, Misc. Supplies, Website, DVD's, Field Trips</i> )	<b>\$ 500</b>	Posters: 10 x \$10 = \$100 Newsletter = 1000 x \$.20 = \$200 1 Field Trips = \$200
Stipends & Other Labor ( <i>Substitute Teachers, Coordinator, Summer Planning, Foraging, Farmer Time and other Educators</i> )	<b>\$ 500</b>	Substitute for teacher training
Travel ( <i>Reimbursement, Mileage</i> )		
Equipment ( <i>Light Processing, food processor, knives, sectioners, etc.</i> )	<b>\$ 200</b>	Fruit sectioners
Food ( <i>Additional Menu Cost, Taste Testing, Delivery Charges</i> )	<b>\$ 225</b>	Sampling of products 3 x \$75 = \$225
<b>Total Cost</b>	<b>\$ 5374</b>	

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