



## Checklist | K-12 Schools & Afterschool | 2020 - 2021

# Getting Started

### Steps to Get Started

- Assemble Team:** Each team must include a school administrator, teacher or afterschool educator, and school foodservice staff member (or the individual who prepares or purchases the afterschool snack or meal). We encourage you to involve parents, non-profits, and other community members.
- Review Expectations:**
  - Purchase and serve the HOM item once each month in your school or afterschool program meal or snack.
  - Offer at least one taste test of the HOM item per month.
  - Plan for and provide at least one educational activity per month.
  - Display promotional and educational materials.
  - Participate in evaluation.
- Register** for the Montana Harvest of the Month program (HOM) at [www.montana.edu/mtharvestofthemoth](http://www.montana.edu/mtharvestofthemoth). The HOM program is **free**, and you receive all the promotional and educational materials needed for no cost. **Please note:** The HOM program does not provide the local food items for the school meals and taste tests.
- Complete and submit the **Beginning of the Year Survey** for each participating school or afterschool program within 30 days of registering: [https://montana.qualtrics.com/jfe/form/SV\\_9KYppkCu0tqmoGp](https://montana.qualtrics.com/jfe/form/SV_9KYppkCu0tqmoGp)
- Receive and review welcome email** with the *HOM Online Portal* link to all electronic materials and share link with all team members. *Please only share this link with team members of your registered site!* **Bookmark the link** as it is not accessible through the website's menus.
- Review resources** on the *HOM Online Portal*, watch the *introductory webinar* with your HOM team, and review the *HOM calendar*.
  - Share the *HOM 101 Cafeteria* document
  - Share the *HOM 101 Classroom - Educator* document
- Receive printed materials** in the mail. Each participating school or afterschool program site receives one free packet of materials. You may order additional posters from the *HOM Online Portal* as needed.
- Spread the Word!**
  - Let parents, caregivers, and community members know that your school or afterschool program is participating by sending out the *Participation Letter* found on the *HOM Online Portal* or write your own.
  - Share the monthly *Newsletter Content* documents with the person responsible for writing the monthly school newsletter (and double check that the *Harvest at Home* materials make it home).
- Review the **Monthly Checklist** for ideas and reminders to implement HOM throughout the year.

### Dig Deeper

Get info, register, or download resources:  
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Montana Farm to School Coordinator  
[aubree.roth@montana.edu](mailto:aubree.roth@montana.edu) | (406) 994-5996  
[www.montana.edu/mtharvestofthemoth](http://www.montana.edu/mtharvestofthemoth)

# Monthly Checklist

- Distribute materials** to appropriate team members each month, which will help remind team members and others at the school of the program. All materials are available on the *HOM Online Portal*.
  - Cafeteria Bites* handouts for each month to the Food Service Director or staff, as well as access to menu templates, serving line signs, and posters.
  - Classroom Bites* and/or *Afterschool Lesson* handouts for each month to participating teachers and afterschool educators, along with the *Common Core and Next Generation Science Standards* document.
  - Harvest at Home* handouts are intended be sent home with students or shared with parents, so make sure they go to a teacher, secretary, or afterschool educator who will copy and distribute them.
- Serve HOM item** for the meal or snack and the taste test at least once each month.
  - For help purchasing local foods, go to the *School Food* page for the *Montana Farm to Cafeteria Manual* and other resources (<http://www.montana.edu/mtfarmtoschool/resources/school-food.html>).
  - Contact local farmers and businesses early so they can save winter crops for you such as winter squash, carrots, and beets.
  - Print the *Food Service Tracking Sheet* to track of meals served. This will help you complete the end of the year evaluation!
- Administer activities** using the lessons provided with the *Classroom Bites*, *Afterschool Lessons*, or *Quicktivities*.
  - Review the *Cooking with Kids Guide* for assistance on cooking activities.
  - Print the *Activity Tracking Sheet* to assist with keeping track of these activities so you know how many students were reached by the end of the year.
- Conduct the **monthly taste test**.
  - Review the *Taste Test Guide* and determine where, when, and how the taste tests will be conducted. There are many ways to conduct taste tests, so set up a system that works best for your school or afterschool program.
  - Submit at least one *Monthly Taste Test Report Survey* per month for each participating school or afterschool program site at: [https://montana.qualtrics.com/jfe/form/SV\\_e2jcSQxtHNLovoV](https://montana.qualtrics.com/jfe/form/SV_e2jcSQxtHNLovoV)
- Track results** each month.
  - Record HOM meals using the *Food Service Tracking Sheet* (optional).
  - Record results from the lessons using the (optional) *Activity Tracking Sheet* (optional).
  - Submit the *Monthly Taste Test Report Survey* (link above).
- Promote program monthly** using social media, newsletters, announcements, websites, etc. Use #MTHarvestoftheMonth on social media sites. Take pictures and *share success stories* about your HOM activities, recipes, or activities at: <http://www.montana.edu/mtfarmtoschool/connect/share-story.html>
- Complete evaluation End of the Year Survey** Use the provided tracking sheets for meals and activities to make completing the survey easier! Due June 30, 2021.  
[https://montana.qualtrics.com/jfe/form/SV\\_2lSmvTaN0C914rj](https://montana.qualtrics.com/jfe/form/SV_2lSmvTaN0C914rj)

All materials and guides are available for registered sites on the HOM Online Portal.

Use #MTHarvestoftheMonth on social media.

Updated July 24, 2020



The Montana Harvest of the Month program showcases Montana grown foods in Montana communities. This program is a collaboration between Montana Farm to School, Office of Public Instruction, Montana Team Nutrition Program, National Center for Appropriate Technology, Montana State University Extension, Gallatin Valley Farm to School, FoodCorps Montana, and Montana Department of Agriculture. More information and resources are available at: [www.montana.edu/mtharvestofthemonth](http://www.montana.edu/mtharvestofthemonth).

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