



Getting Started

K-12 Schools & Afterschool

Steps to Getting Started

- Assemble a team.** Each team must comprise of at least two members such as a school administrator, teacher or afterschool educator, or school food service staff member (or the individual who prepares or purchases the afterschool snack or meal). We encourage you to involve parents, non-profits, extension, and other community members.
- Review Goals.**
 - Purchase and serve a Louisiana Harvest of the Month (LA HOM) item once each month as a meal or snack at your school or afterschool program.
 - Offer at least one taste test of the LA HOM item.
 - Plan for and provide at least one educational activity.
 - Display promotional and educational materials.
 - Participate in reporting.
- Register for LA HOM** at https://lsu.qualtrics.com/jfe/form/SV_8Gnly92eThMvUq1. All LA HOM educational and promotional materials are provided at no cost. Please note: the LA HOM program does not supply local food items for school meals or taste tests.
- Submit the Beginning of the Year Survey** within 30 days of registering.
- Create a profile on Louisiana MarketMaker** at la.foodmarketmaker.com. This website is a network that connects farmers and fishermen with food retailers, grocery stores, processors, caterers, chefs, and other buyers such as schools. Use the searchable database to find farmers and food producers interested in supplying to your school.
- Review LA HOM resources** with your team like the *HOM Calendar*, *HOM 101 Cafeteria*, *HOM 101 Classroom* documents found on our website, flash drive, or Google Drive.
- Receive printed materials.** Each participating school or district receives one free packet of materials. You may order additional posters by emailing louisianafarmentoschool@agcenter.lsu.edu.
- Spread the word!** Let parents, caregivers, and community members know that your school or district is participating by sending out the *Participation Letter* found on the LA HOM flash drive or Google Drive. Share the monthly newsletter content with the person responsible for writing the monthly school newsletter.
- Review the Monthly Checklist** for ideas and reminders to implement LA HOM throughout the year.

Monthly Checklist

- Distribute materials to appropriate team members each month**, which will help remind team members and others at the school. All materials are available on the LA HOM flash drive and Google drive.
 - Menu templates for each month to the food service director or staff as well as offering access to posters.
 - Classroom Lessons for each month to participating teachers and afterschool educators. A selection of lessons can be found in the *Harvest of the Month Lesson Compendium*.
 - Recipes and Handouts are intended to 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 LA HOM items as a meal, snack, or taste test at least once each month.**
 - For help purchasing local foods, go to the *In the Cafeteria* page on our website (www.SeedstoSuccess.com)
 - Register on Louisiana MarketMaker to locate and contact local producers (la.foodmarketmaker.com)
 - Print the *Local Food Frequency & Purchases Project Activity Tracking Sheets* located within the *Harvest of the Month Tracking Sheets* document on the Google Drive to keep track of meals served. This will help you complete the end of the year evaluation.

- Facilitate activities using the lessons and handouts provided.**
 - Review the lessons, and plan when to use them.
 - Print the *Activity Tracking Sheets* located within the *Harvest of the Month Tracking Sheets* document on the Google Drive 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 test will be conducted. There are many ways to conduct taste tests, so set up a system that works best for your program.

- Track results each month.**
 - Record LA HOM meals using the *Local Food Frequency & Purchases Project Activity Tracking Sheets* located within the *Harvest of the Month Tracking Sheets* document on the Google Drive.
 - Record results from the lessons using the *Activity Tracking Sheets* located within the *Harvest of the Month Tracking Sheets* document on the Google Drive.

- Promote the program** monthly using social media, newsletters, announcements, websites, etc. Use #LAHarvestoftheMonth on social media sites. Take pictures and share success stories about your LA HOM activities and meals by submitting your story at https://lsu.qualtrics.com/jfe/form/SV_4HqZbQw1xxFKhb7.



For More Information

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THE LOUISIANA FARM TO SCHOOL PROGRAM