



## Checklist | Institutions

# Getting Started

## Steps to Get Started

- Assemble Team:** Each team must include a healthcare or dietary administrator, dietitian (include an MDI preceptor where applicable), and foodservice staff member (or the individual who prepares or purchases the afterschool snack or meal). We encourage you to involve clinical staff, non-profits, producers and other community members.
- Review Expectations:**
  - Purchase and serve the HOM item once per month in a meal.
  - Plan for and provide at least one educational or promotional activity per month.
  - Display promotional materials.
  - Participate in evaluation.
- Register your participation: [https://montana.qualtrics.com/jfe/form/SV\\_9Y2RslCd6U5Qfxb](https://montana.qualtrics.com/jfe/form/SV_9Y2RslCd6U5Qfxb). 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 food for meals, so you must be able to make those purchases.
- Complete and submit the **Beginning of the Year Survey** within 30 days of registering: [https://montana.qualtrics.com/jfe/form/SV\\_d3W9frzKs3xQEGp](https://montana.qualtrics.com/jfe/form/SV_d3W9frzKs3xQEGp).
- 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 *HOM 101 Cafeteria*
  - Share *HOM 101 Getting Started –All Audiences*, along with the *Calendar | August 2021 – July 2022*
- Receive printed materials** in the mail. Each participating program site receives one free packet of materials. You may order additional posters from the *HOM Online Portal* as needed.
- Spread the Word!**
  - Let staff, patients, and community members know that your facility 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 newsletters.
- Review the **Monthly Checklist** for ideas and reminders to implement HOM throughout the year.

### Dig Deeper

Get more info or download resources:  
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mtharvestofthemonth.org

## 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 should go to the Food Service Director, Executive Chef or other kitchen staff, as well as access to menu templates, and serving line signs.
  - Table Tents* and *Posters* should be distributed to a team member that can be responsible for displaying them in visible locations each month.
  - Harvest at Home* handouts are intended be sent home with patients or shared with staff and families, so make sure they go to a person who will copy and distribute them appropriately.
- Serve HOM item** for the meal or snack and the taste test at least once each month.
  - 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 monthly and end of the pilot evaluation!
- 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 and meals by submitting your story at:  
<http://www.montana.edu/mtfarmtoschool/connect/share-story.html>.
  - Incorporate HOM newsletter content into existing mailings or emails. Newsletter content can be found on the *HOM Online Portal* under a selected harvest item's content.
  - Find creative ways to distribute the *Harvest at Home* materials
- Track results** each month.
  - Record HOM meals using the optional *Food Service Tracking Sheet*
- Complete evaluation**
  - Beginning of Pilot Survey**
  - End of the Year Survey** (link to survey will be sent in May) –Utilizing the provided tracking sheets for meals and activities will be very helpful for completing the survey at the end of the year!

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

**Use #MTHarvestoftheMonth on social media sites.**

## For More Information

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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: <https://mtharvestofthemonth.org>.

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