



Checklist | K-12 Schools & Afterschool

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 mtharvestofthemonth.org. 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 **Baseline** for each participating school or afterschool program within 30 days of registering.
- 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.

Dig Deeper

Get info, register, or download resources:
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mtharvestofthemonth.org

- ❑ 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.

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* 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.
- ❑ **Administer activities** using the lessons provided with the *Classroom Bites* or *Quicktivities*.
 - ❑ Review the *Cooking with Kids Guide* for assistance on cooking activities.
- ❑ 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.
- ❑ Record HOM meals using the *Food Service Tracking Sheet* (optional).
- ❑ **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.** Due June 30, 2025.

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

Use
#MTHarvestoftheMonth
on social media.