

Taste

The Local Difference[®]

SELECT NORTHWEST MICHIGAN

Farm to School

Cafeteria Sales, Fundraisers, Field Trips, and Class Visits Sign-Up Form

Use this form to inform schools and camps about your products, your capacity to meet their cafeteria needs, your ability to provide products for fundraisers, and your availability for field trips or class visits.

Please note that this form does not replace any bid, quote, or request for information that buyers or fundraising groups may require. It just helps them start their shopping by clarifying what you have and how you operate.

For fundraising products, please also note:

1. Products may include any food or non-food item as long as it includes *locally grown ingredients*.
2. Examples include jams, salsas, honey, beeswax candles, herbal salves, seedlings, perennial plants, holiday wreathes, dried fruit, frozen meat, smoked fish, and yes, even candy. Chocolate covered cherries anyone?

Farm/Business Name: _____

Contact: _____



Cafeteria Sales, Fundraisers, Field Trips and Class Visits Sign-Up Form

Section 1: General Information

Before telling schools and camps about your products, please give them the following helpful information.

Is your farm, business, or organization available for field trips? Yes No

Is your farm, business, or organization available for classroom visits? Yes No

Please list any special growing practices, certifications, inspections, or voluntary safety and quality programs in which your farm or food business participates, such as MAEAP, pesticide-handling inspections, food shipment inspections, organic certification, etc.: _____

Section 2: Cafeteria and Snack Sales

Cafeteria Sales Contact: _____

Cafeteria Sales Phone: _____

Cafeteria Sales Email: _____

May we list this email in the guide and in online listings? Yes No

Check the *category* of products you have to offer for school or camp *cafeteria and snack sales*:

- Fruit
- Vegetables
- Dairy
- Eggs
- Meat
- Maple Syrup–Honey
- Frozen Products
- Specialty Products–Food
- Specialty Products–Non-Food

List and describe the specific products you have to offer for *cafeteria and snack sales*:
(attach an additional sheet, if necessary)

Product: _____

Bulk volume unit and packaging: (e.g. 138-count box, case of 12 five-ounce jars, 10 lb. bag)

Minimum Order: _____

Variety and Type: (e.g. Gala apples, white round potatoes, sugar-free strawberry jam, dried cherries)

Months of year available: _____

Product: _____

Bulk volume unit: _____

Minimum Order: _____

Variety and Type: _____

Months of year available: _____

Service area: Antrim Benzie Charlevoix
 Emmet Grand Traverse Kalkaska
 Leelanau Missaukee Wexford

Please check those counties where you are interested in making sales to school and camp cafeterias.

Can you provide delivery? Yes No

Delivery/Pick-up Options: _____

(Describe where, when, and how often you can make deliveries, or your pick-up options. If you will use a third-person delivery service, please provide details.)

Payment Terms: *(Before or after sale, by invoice, includes delivery, etc.)* _____

Please describe your credit/return policy if quality is unacceptable: _____

Farms involved: *(If your product includes raw materials from farms other than yours, please list the farm or farms from northwest Michigan whose ingredients you do use. Include county and farm names.)*

Other comments/information: _____

Section 3: Fundraiser Sales

Fundraiser Sales Contact: _____
(if different)

Fundraiser Sales Phone: _____

Fundraiser Sales Email: _____

May we list this email in the guide and in online listings? Yes No

Check the category of products you have to offer for school or camp fundraiser sales:

- Fruit
- Vegetables
- Dairy
- Eggs
- Meat
- Maple Syrup–Honey
- Frozen Products
- Specialty Products–Food
- Specialty Products–Non-Food

List and describe the specific products you have to offer for **fundraiser sales**. (attach an additional sheet, if necessary) **Note:** If information is the same as cafeteria products, simply indicate that where appropriate.

Product: _____

Bulk volume unit and packaging: (e.g. 138-count box, case of 12 five-ounce jars, 10 lb. bag)

Minimum Order: _____

Variety and Type: (e.g. Gala apples, white round potatoes, sugar-free strawberry jam, dried cherries)

Months of year available: _____

Wholesale price: _____

Suggested fundraiser price: _____

Product: _____

Bulk volume unit: _____

Minimum Order: _____

Variety and Type: _____

Months of year available: _____

Wholesale price: _____

Suggested fundraiser price: _____

- Service area: Antrim Benzie Charlevoix
 Emmet Grand Traverse Kalkaska
 Leelanau Missaukee Wexford

Please check those counties where you are interested in making sales for fundraisers.

Can you provide delivery? Yes No

Delivery/Pick-up Options: _____
(Describe where, when, and how often you can make deliveries, or your pick-up options. If you will use a third-person delivery service, please provide details.)

Payment Terms: *(Before or after sale, by invoice, includes delivery, etc.)* _____

Please describe your credit/return policy if quality is unacceptable: _____

Farms involved: *(If your product includes raw materials from farms other than yours, please list the farm or farms from northwest Michigan whose ingredients you do use. Include county and farm names.)*

Can you customize labels for fundraisers? Yes No

Do you have promotional materials and/or order forms available? Yes No

Other comments/information: _____

Section 4: Educational Opportunities: Field Trips and Class Visits

Field Trips

Field Trips Contact: _____
(if different)

Field Trips Phone: _____

Field Trips Email: _____

May we list this email in the guide and in online listings? Yes No

Please describe what a field trip to your operation would be like:

For example:

1. *General tour of milking (or other) operation.*
2. *Activities like a hayride, pumpkin patch, corn maze, petting zoo, taste tests, maple syrup boil, u-pick.*
3. *Education like how bees pollinate your orchard, drip irrigation in your fields ,or how you build your soil.*
4. *Demonstrations of how you make a value-added product from your locally grown raw material, such as bottling milk, making jam, or creating wreaths or herbal salves.*

What months of the year are field trips possible? _____

What products do you grow/raise/process? _____

What is your capacity for parking, i.e., school buses, vans, cars, etc.: _____

Do you have a bathroom that students can use? Yes No

Additional information: _____

Class Visits

Class Visits Contact: _____
(if different)

Class Visits Phone: _____

Class Visits Email: _____

May we list this email in the guide and in online listings? Yes No

Are you available to speak in schools or at camps and other summer youth programs? Yes No

Are you available to take part in school events like family fun nights? Yes No

Do you charge a fee? Yes No

If so, please describe your fee: _____

Would you like some tips on speaking with kids? Yes No

What months are you available to speak? _____

For what grade levels are you available? _____

How many times in a school year are you available to speak? _____

Have you spoken to students before? Yes No

Briefly describe your presentation:

For example, do you have something visual you can show students, such as photographs of your farm, or something scientific or hands-on that you do with your product that you can easily bring to a classroom?

Other examples: A box with dirt to show how potatoes are planted. A simple test to show when apples are ripe.

Additional information: _____

Thank you!

If you have any questions about this form or about our Farm to School Program, contact Diane Conners at 231-941-6584, ext. 16 or at diane@mlui.org.

Please return this form to:

TLD Guide—Michigan Land Use Institute
148 East Front Street • Suite 301 • Traverse City, MI 49684-5725

www.localdifference.org