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Thank you for participating in [*Michigan Harvest of the Month*TM](http://www.michigannutritionnetwork.org/harvest-of-the-month) (MiHOTM). Michigan has a rich specialty crop history and is one of the largest growers of produce in the United States. The overall goal of MiHOTM is to motivate and empower students to increase their consumption and enjoyment of a variety of colorful fruits and vegetables and to engage them in physical activity every day. It is designed to provide knowledge- and skill-based strategies for students that are standardized, replicable, cost-effective, and convenient.

Your participation in the program ensures students will receive the knowledge and skills they need to succeed!

**Instructions:**

The checklist outlines the steps for getting started and best practices for implementing the MiHOTM program in your SNAP-Ed schools that are based on practice-based successes in the field. Activities are grouped in four categories: **Get Ready** and **Get Set** activities occur only once at the beginning of the school year. The **Go** activities occur monthly and the **School Building Leaders** activities are on an as needed basis. Use this checklist to mark off the month as each item is completed.

Sharing the MiHOTM materials in places where you are already implementing SNAP-Ed nutrition education and physical activity programs allows the messages to extend beyond the time you are in the building. Teachers, food service staff, and principals can use the resources throughout the school building to reinforce positive healthy messages with students and families.

*Michigan Harvest of the Month*TM can easily be integrated into programs like *Michigan Model for Health*, PE-Nut, or a cooking curriculum. Your SNAP-Ed lessons can coincide with the food demonstrations or tastings being done in the classroom, school meals, grocery stores, farmers markets, and food pantries by building partnerships with various organizations. Work with your MFF SNAP-Ed Project Manager to answer questions and identify other opportunities to integrate programs and extend the reach beyond your program.

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| **ACTIVITY** | **Frequency** | **August** | **September** | **October** | **November** | **December** | **January** | **February** | **March** | **April** | **May** | **June** |
| **GET READY** |  |
| 1. Refer to the [website](http://www.michigannutritionnetwork.org/harvest-of-the-month) to stay connected about MiHOTM updates.
 | Once |  |  |  |  |  |  |  |  |  |  |  |
| 1. Request a copy of the training participants to determine if any of your SNAP-Ed sites may be familiar with MiHOTM already.
 | Once |  |  |  |  |  |  |  |  |  |  |  |
| 1. Ask the principal of your SNAP-Ed site if they have the Fresh Fruit and Vegetable Program &/or MiHOTM.
 | Once |  |  |  |  |  |  |  |  |  |  |  |
| 1. Review your project’s lesson plan and determine which MiHOTM featured produce resources can support your program.
 | Once |  |  |  |  |  |  |  |  |  |  |  |
| 1. Connect with the Child Nutrition Director for your school building to see what MiHOTM produce is being offered. Share the MiHOTM [Child Nutrition Director Guide](http://www.michigannutritionnetwork.org/sites/default/files/content/main-content/mnn-events/trainings/hotm/mihotm-cnd-guide-2015-7-7.pdf).
 | Once |  |  |  |  |  |  |  |  |  |  |  |
| **GET SET** |  |
| 1. Identify when, how, and whom at your SNAP-Ed sites will receive the MiHOTM resources.
 | Once |  |  |  |  |  |  |  |  |  |  |  |
| 1. Coordinate with school staff to display MiHOTM poster(s) in the classroom and cafeteria to reinforce messaging.
 | Once |  |  |  |  |  |  |  |  |  |  |  |
| 1. Ask teachers to send home the MiHOTM mini-posters to introduce their families to the program.
 | Once |  |  |  |  |  |  |  |  |  |  |  |
| 1. Remind teachers about the [Alignment to Standards](http://www.michigannutritionnetwork.org/fresh-fruit-and-vegetable-program#quickset-fresh_fruit_vegetable_program_do=3) resources for the MiHOTM activities to see how they align to educational standards as well as your SNAP-Ed program.
 | Once |  |  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **GO** |  |
| 1. Review materials in MiHOTM teacher resource packet for the featured produce:
* Educator Newsletter
* Family Newsletter
 | Monthly |  |  |  |  |  |  |  |  |  |  |  |
| 1. Remind food service staff to use MiHOTM menu slicks.
 | Monthly |  |  |  |  |  |  |  |  |  |  |  |
| 1. Remind teachers to distribute Family Newsletter to families.
 | Monthly |  |  |  |  |  |  |  |  |  |  |  |
| 1. Encourage teachers to use the activities from the MiHOTM Educator Newsletter:
 | Monthly |  |  |  |  |  |  |  |  |  |  |  |
| 1. Offer at least one Taste Testing of the featured produce.
 | Monthly |  |  |  |  |  |  |  |  |  |  |  |
| 1. Distribute and discuss Nutrition Facts label.
 | Monthly |  |  |  |  |  |  |  |  |  |  |  |
| 1. Discuss Reasons to Eat…
 | Monthly |  |  |  |  |  |  |  |  |  |  |  |
| 1. Distribute and discuss Botanical Image.
 | Monthly |  |  |  |  |  |  |  |  |  |  |  |
| 1. Select and assign appropriate Student Sleuths questions for older students. (Answers in teacher resource packet.)
 | Monthly |  |  |  |  |  |  |  |  |  |  |  |
| 1. Review school meals menu with students to identify featured produce items.
 | Monthly |  |  |  |  |  |  |  |  |  |  |  |
| 1. Perform classroom physical activity energizers (FitBits™ or others) that focus on featured produce.
 | As needed |  |  |  |  |  |  |  |  |  |  |  |
| **School Building Leaders** |  |
| 1. Provide updates on MiHOTM at school staff or wellness team meetings.
 | Monthly |  |  |  |  |  |  |  |  |  |  |  |
| 1. Consult with school/district lead about activities and/or progress of MiHOTM.
 | As needed |  |  |  |  |  |  |  |  |  |  |  |
| 1. Use available [building announcements](http://www.michigannutritionnetwork.org/harvest-of-the-month#quickset-fresh_fruit_vegetable_program_do=8) to reinforce positive fruit and vegetable messages.
 | Daily |  |  |  |  |  |  |  |  |  |  |  |

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For any other information dealing with Supplemental Nutrition Assistance Program (SNAP) issues, persons should either contact the USDA SNAP Hotline Number at (800) 221-5689, which is also in Spanish or call the [State Information/Hotline Numbers](http://www.fns.usda.gov/snap/contact_info/hotlines.htm) (click the link for a listing of hotline numbers by State); found online at <http://www.fns.usda.gov/snap/contact_info/hotlines.htm>.

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