**Steps to Distribute *Michigan Harvest of the MonthTM* Resources**

**Integrate *Michigan Harvest of the Month*TM into your school meal programs to reinforce the student messages about eating more fruits and vegetables. Use this guide as you distribute the posters and teacher resource packages in your buildings.**

**Step 1**

* Communicate with your school staff (principals, teachers, child nutrition staff, etc.) about the nutrition education resources, *Michigan Harvest of the Month*TM, provided at no cost to your school by the Michigan Fitness Foundation. Customize your communication with various staff members so you can include their expectation and role. For example:
	+ Principals will encourage to students trying new foods and eat more fruits and vegetables.
	+ Teachers will use the *Michigan Harvest of the Month*TM materials at least twice a month. They will engage students in activities found within the Teacher Resource Package (individual envelopes containing featured fruit and vegetable materials) to encourage them to eat more fruits and vegetables.
	+ Child nutrition will staff display posters in or near the cafeteria. They will talk with students during breakfast, lunch and FFVP snacks to reinforce the classroom lessons.

Refer to the *Child Nutrition Director Training Guide – How to Grow Healthy Students* (Gaining Support and Materials)for additional suggestions and details.

**Step 2**

* Take stock and gather the materials you received from the Michigan Fitness Foundation in order to incorporate and coincide with your FFVP snack rotation.
* Find additional resource such as translated materials and customizable menu slicks available on our website <http://www.michigannutritionnetwork.org/harvest-of-the-month>

**Step 3**

* As you feature the fruit or vegetable, deliver coinciding teacher resource packages to classrooms or mailboxes. (Delivering the resources ahead of time or at the same time as the FFVP snack reinforces to the teacher how these education materials go along with the fruit or vegetable being served.)
* Deliver posters to child nutrition staff and remind them to display posters in or near the cafeteria.

**Step 4**

* Acknowledge what you see principals, teachers, child nutrition staff, etc. doing to implement *Michigan Harvest of the Month*TM. Encourage them to keep using the materials throughout the year.

**Step 5**

* Between November and December, order materials intended for January - June that feature additional fruits and vegetables. Details on ordering additional items will come via email in October.

**Questions? Contact Jamie Rahrig, Project Manager at the Michigan Fitness Foundation, at 517-908-3842 or** **jrahrig@michiganfitness.org****.**

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