Hello [STAFF MEMBER’S NAME],

I’m writing today to let you know about our current efforts to serve more local foods in school lunch through our Farm to School program.

In case you aren’t familiar with Farm to School, the program works to connect local farms with students, in order to serve more local produce in the cafeteria and to educate children about where food comes from and how it is grown. Farm to School advocates come to the table for a variety of different reasons: some are advocates of healthy eating, and are working to prevent childhood obesity; others are working to support local farmers and their local economy; and still others are interested in providing children with experiential and applied learning opportunities through school gardens and farm field trips. No matter the motivation, opportunities for collaboration can be found within Farm to School efforts.

**As part of this effort, \_\_\_*[insert district name]*\_\_\_\_ will be serving a different local fruit or vegetable every month—the Harvest of the Month—as part of a broader campaign from the Oregon Department of Education called** [**Oregon Harvest for Schools**](http://www.ode.state.or.us/search/page/?id=3294)**.** Each month’s item will be highlighted on the menu, and **we will also send short blurbs about the item to you each month, for distribution to teachers and school staff**. We hope that staff can help generate excitement about the Harvest of the Month and act as role models, so that students are eager to taste these great foods.

We **would also like to share this information with parents**, so that students are being encouraged to try the Harvest of the Month at home as well. **If your school has a school newsletter that goes home to parents, that would be another great place to paste in the monthly blurbs** we will send you about each Harvest of the Month fruit or vegetable being served at your school.

Thank you in advance for your support of this effort. If you have any questions, please don’t hesitate to ask.

Thanks very much for your time.

Sincerely,