



## 2019 Jersey Fresh Farm to School Recognition Program & "Best in New Jersey" Award Application

**APPLICATION DEADLINE: MAY 31, 2019**

Participation in the JERSEY FRESH FARM TO SCHOOL RECOGNITION & AWARD PROGRAM will promote your school's efforts to serve Jersey Fresh produce and support local agriculture. [CLICK HERE](#) for a downloadable version of the application to see the complete list of questions before starting the application process.

Registering for the RECOGNITION PROGRAM is an opportunity to expand your school's Farm to School efforts and highlight Jersey Fresh produce in your school meals. This program encompasses endless educational opportunities to learn about proper nutrition and the New Jersey Agricultural Industry.

By applying, your school will be: (1) included in the Jersey Fresh Farm to School Recognition Program and (2) automatically entered into the "BEST IN NEW JERSEY FARM TO SCHOOL AWARD" competition.

The Best in New Jersey Farm to School Award will be presented to the school that best exemplifies Farm to School initiatives in as many related activities as possible. The award will be presented to the winning school in the 2019-20 school year during *JERSEY FRESH FARM TO SCHOOL WEEK*, September 23-27, 2019.

**PLEASE NOTE: THIS APPLICATION WILL BE USED FOR BOTH THE RECOGNITION PROGRAM AND THE AWARD. Please fill the application out through Survey Monkey and send all supplemental materials to us at the address listed at the end of the application.**

### SCHOOL RECOGNITION PROGRAM MINIMUM REQUIREMENTS

- Schools must administer, in good standing, the National School Lunch Program.
- Schools must submit this completed online application packet with required documents which must include invoices to confirm procurement of locally grown produce from NJ farms, marketing materials for Farm to School events and examples of classroom-cafeteria connections around Farm to School activities..

This online application must be completed by MAY 31, 2019 and all hard copy documentation requested must be postmarked by MAY 31, 2019 and sent to the address at the bottom of this survey.



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Please provide us with your contact information.

\* 1. Contact Information

<b>School Name</b>	<input type="text"/>
<b>Contact Name</b>	<input type="text"/>
<b>Title</b>	<input type="text"/>
<b>Street Address</b>	<input type="text"/>
<b>City/Town</b>	<input type="text"/>
<b>State/Province</b>	<input type="text" value="-- select state --"/>
<b>ZIP/Postal Code</b>	<input type="text"/>
<b>School District</b>	<input type="text"/>
<b>Email Address</b>	<input type="text"/>
<b>Phone Number</b>	<input type="text"/>



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NSLP Agreement Number

2. Schools applying for this award must participate in the National School Lunch Program in good standing. Please provide the Agreement Number for your school (this can be obtained through your School District Business Administrator or School District Food Service Director).



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### Jersey Fresh Farm to School Week and National Farm to School Month

\* 3. In January 2011, legislation was passed establishing the last week of September every year as JERSEY FRESH FARM TO SCHOOL WEEK, promoting Farm to School efforts to strengthen children's and the school communities' knowledge about agriculture and nutrition.

Please share how your school menued and served fruit or vegetables sourced from a New Jersey farm or highlighted produce grown in a school garden during JERSEY FRESH FARM TO SCHOOL WEEK 2018. MANDATORY documentation, including invoices when available, must be provided for the product served and the farm from which it was sourced.

To be considered for the BEST IN NEW JERSEY FARM TO SCHOOL AWARD, schools must have participated in more than one promotion or event listed below. Submission of only one promotion or event ensures entry into the FARM TO SCHOOL RECOGNITION PROGRAM.

*Please answer in the text boxes below and provide hard copies of all materials to the NJDA Farm to School Program address provided at the end of the survey. Unfortunately, we are unable to receive large files via email so all flyers, marketing materials, invoices etc must be mailed to us in order to be entered into the program.*

- Harvest Meal where local food is featured and advertised
- School Garden Related Event(s)
- Cooking Contest(s) Using Local Produce
- Taste Test(s) Using Local Produce
- Other-Please Specify

4. How long have these activities during Jersey Fresh Farm to School Week taken place in your school?

- We are just getting started with Farm to School Week activities.
- 1-2 years
- 3-5 years
- 5 plus years

5. If you selected any of the answers in Question 3, please provide a brief description of these activities.

6. Please share how your school menued and served fruit or vegetables sourced from a New Jersey farm or highlighted produce grown in a school garden during the month of OCTOBER 2018 during NATIONAL FARM TO SCHOOL MONTH. Documentation, including invoices when available, must be provided for the product served and the farm from which it was sourced.

*To be considered for the BEST IN NEW JERSEY FARM TO SCHOOL AWARD, schools must have participated in more than one promotion or event listed below. Submission of only one promotion or event ensures entry into the FARM TO SCHOOL RECOGNITION PROGRAM.*

*Instructions to send hard copy documentation to the NJDA Farm to School Program will be provided at the end of the survey.*

- Harvest Meal where local food is featured and advertised
- School Garden Related Event(s)
- Cooking Contest Featuring Local Produce
- Taste Tests Featuring Local Produce
- Other

7. Please provide a narrative explanation about the activities listed above which took place during October 2018's National Farm to School Month celebrations.

8. How long have these activities during October for NATIONAL FARM TO SCHOOL MONTH taken place in your school?

- We are just getting started with Farm to School Week activities.
- 1-2 years
- 3-5 years
- 5 plus years



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FARM TO SCHOOL PROMOTION AND MARKETING

9. What type of promotion do you use to highlight Farm to School activities?

*Instructions to send hard copy documentation to the NJDA Farm to School Program will be provided at the end of the survey.*

- Morning announcement or school television morning show
- Flyers sent home to parents
- Online newsletter
- Website posting
- Social media (school Facebook page, etc)
- Posters in school or cafeteria
- Presentation at school board meeting
- Presentation at PTA/PTO meeting
- We have not had a chance to highlight what our Farm to School activities are
- Other (please specify)

10. How many years has outreach to the school community been featured at your school?

- We've just gotten started with sharing Farm to School activities with our school community.
- 1-2 years
- 3-5 years
- 5 plus years



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SCHOOL GARDENS

11. Does your school have a school garden or is it in the planning stages of implementing a school garden? Gardens may include window-sill/container gardens, raised beds, greenhouse, courtyard/outdoor classrooms. Please choose all that apply.

- Yes, we have a school garden
- No, we do not have a garden but are planning to start a school garden
- No, we do not have a garden and do not have plans to start one
- Outdoor garden, raised beds
- Outdoor garden, in ground
- Indoor garden, aquaponic system
- Indoor garden, hydroponic system
- Indoor garden, vertical wall
- Greenhouse
- Roof top garden
- We use a garden off-site from the school grounds

Other (please specify)

12. If your school DOES have a school garden, please check all that apply.

- Produce from school garden is served in cafeteria as part of meals for the National School Lunch Program (NSLP)
- Produce from school garden is served as taste tests in cafeteria but is not part of NSLP
- Produce from school garden is not served in cafeteria
- Produce from school garden is used for taste tests and nutrition education in the classroom or after school

13. How long has your school had a garden program?

- We are just getting started with our garden.
- 1-2 years
- 3-5 years
- 5 plus years

If different parts of your school garden program require contextual information, please add this information here.





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FARM TO SCHOOL THROUGHOUT THE YEAR

14. Please check all that apply in reference to your school meals. Please send documentation to us that supports these answers (produce spec sheets, produce invoices showing state of origin, copies of promotional materials used for signage, menus, etc).

- Our school has a salad bar that offers fresh fruits and vegetables every day (please send us copies of invoices, photos and other back-up information that shows your salad bar in operation)
- Our school offers locally sourced fruits and vegetables whenever possible throughout the year, not just during Farm to School Week (please provide documentation of purchase orders/invoices with farm name listed)
- Our school highlights items through signage and sharing information on the menu when fruit and vegetables are locally sourced (please provide at least one photo example of this information sharing)
- Our school participates in the Department of Defense (DoD) Fresh Program
- Our school participates in the Fresh Fruit and Vegetable Program
- Please share any other ways your school offers fresh fruits and vegetables that are not highlighted above.



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STAKEHOLDER SUPPORT FOR FARM TO SCHOOL

15. Please list all the stakeholders in your school community who support FARM TO SCHOOL efforts in your school or district:

- School Cafeteria Personnel/Food Service
- School Principal
- Teachers
- Parents
- School Nurse
- School Facilities Staff
- Health Teachers
- Gym Teachers
- Curriculum Instructors
- After School Programs
- School Board Members
- School District Superintendent
- School District Business Administrator
- Students
- Local Businesses
- Area Non-Profits

Other (please specify)



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THANK YOU FOR SUBMITTING YOUR APPLICATION. WE WILL COMMUNICATE WITH ALL SCHOOLS IN AUGUST 2019.

**PLEASE SUBMIT HARD COPY DOCUMENTATION TO THE NJDA FARM TO SCHOOL PROGRAM AT THE ADDRESS LISTED BELOW, POSTMARKED BY MAY 31, 2019. APPLICATIONS THAT DO NOT INCLUDE PICTURES, DESCRIPTIONS AND INVOICES WILL NOT BE CONSIDERED FOR INCLUSION:**

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**New Jersey Department of Agriculture  
Food and Nutrition Division  
Farm to School Program  
PO Box 334  
Trenton, NJ 08625-0334**

**For more information, please contact:**

**Beth Feehan  
Farm to School Program Coordinator  
(690) 292-8747  
[beth.feehan@ag.nj.gov](mailto:beth.feehan@ag.nj.gov)**