## **Welcome: Farm to School Activity Tracking Tool**

This collection of Farm to School activity tracking sheets is designed to help school nutrition professionals keep track of their project activities to facilitate accurate completion of Farm to School surveys and the USDA Farm to School Census. The census is coming out in 2018 and will be asking for purchase data from the 2017-18 school year. Use of these tracking sheets is not required, and VDOE encourages Farm to School participants to adapt these sheets to best suit their needs. The table below summarizes the areas covered by the tracking sheets.

## **Tracking Sheet**

Local Food Purchases

**Local Food Sources** 

Local Food Menu

Frequency

F2S Nutrition Ed/
Promotional Activities

Farmer Outreach

#### Local Food Purchases

	Time	Dollar Value of	Dollar Value of	Types of Foods Purchased. Enter 1 in each column if you purchased this type of food locally during purchase period.								Uses of Foods										
Name of School or School District	Supplier	Period or Purcha		Ises Local Milk	Fluid Milk	Fruit	Vegetables	Other dairy	Meat/poultry	Eggs	Seafood	Beans, nuts, seeds	Grains & flour	Bakery products	Herbs	Breakfast	Lunch	Supper	Snacks	Fresh Fruit and Veg Program	Summer meals	CACFP
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### **Sources of Local Foods**

	Supplier	Type of Source - Enter a 1 in the column indicating what type of source the supplier is											
Name of School or School District		Direct Sources					Intermediate Sources						
		Individual Producer	Producer Cooperative	Farmers Market	CSA	Processor or manufacturer	Distributor	Food buying cooperative	Food service mgmt. co.	DoD Fresh vendor	USDA Foods	State FTS program office	Food Hub
						1							
						İ							
Totals for each type	Totals for each type		0	0	0	0	0	0	0	0	0	0	0
Totals for each type													

# **Local Food Frequency**

Use copies of this calendar page to indicate which days local foods were served to help estimate overall frequency of serving foods.

Use the following codes to indicate what type of local food was served: M-Milk, F-Fruit, V-Vegetables, D-Other dairy, MP-Meat/Poultry, E-Eggs, S-Seafood, B-Beans, nuts, seeds, G-Grains & flour, BP-Bakery products, H-Herbs

Calendar Month:										
Monday	Tuesday	Wednesday	Thursday	Friday						

## **Student Nutrition Education or Farm to School Promotional Activities**

# School Name:

	Activitie	Description of Activity (for			
Date	Taste tests with locally produced foods or product from school-based gardens or farms	Student field trips to farms	Farmer visits to students in a school setting	Edible school gardening or orchard activities	Description of Activity (for internal tracking)
	0	0	0	0	

### Farmer/Producer Meetings

Date	# of Farmer or		Topics Covered in	Other Topics Covered or Information About This			
	Producer Participants	Good Agricultural Practice (GAP)	Good Handling Practice (GHP)	Marketing/selling local foods to local schools	Business planning	Hand out Requests for Information	Training
	0						

Who helped plan and promote the meetings? Place a 1 beside each meeting planner.

			VDACS Regional Sales					
		VA Cooperative Extension	& Marketing	Local Food/Nutrition	SNAP-Ed	Wellness		Total Meeting
Date	School Nutrition Staff	Agent	Representative	Non-Profit	Coordinator	Committee	Other	Assistants:
								0
								0
								0
								0
								0
								0
								0
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