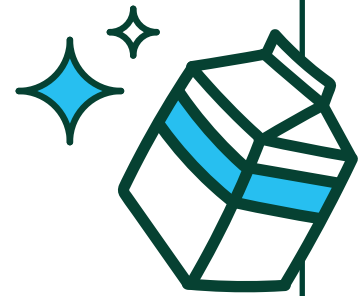


# SETTING UP A MONTHLY MILK ORDER



## How it Works:

The school sends home a form for parents to indicate the desired monthly milk schedule for their child. Students return the form and payment to the school.

The School Milk Coordinator indicates on a class list, which student has ordered what kind of milk. Students who have pre-ordered milk will receive milk on the predetermined days.

### GETTING STARTED:

- Send a letter home to parents introducing the milk program, explaining how the monthly schedule system works, and indicating how much it costs to buy white milk/chocolate milk. Include a form that students can return to the school along with payment, indicating their desired monthly milk schedule. *(Note: Alternately, a weekly milk schedule that repeats every week for a month may be used)*
- Once forms have been submitted, enter the milk orders by class on the Class List Excel spreadsheet provided online by the Recycle Right with Milk Program > **Resource Library**. The spreadsheet will provide a class summary of how much of each type of milk will be required each day of the week. Use the class summaries to create a milk delivery order.
- Use the same class lists to either deliver the milk to each classroom or have students collect their milk class by class.
- Parents can pre-purchase milk on a frequency outlined by the school milk coordinator – monthly, every two months, etc. Remind parents when the time frame is up and it's time to renew or update their child's milk order.