GETTING STARTED WITH FARM TO SCHOOL
(FOR FARMERS)

ARE YOU A FARMER INTERESTED IN SELLING YOUR PRODUCT TO SCHOOLS?

Do you know the School Food Service Director?

- No → Check out the "Making Connections" Resource for tips on how to find the right person and make the connection. And then return back here!
- Yes → Create a Product Price and Availability sheet (*developed based on an assumption of their needs)

Contact your school to set up a meeting with the **School Food Service Director.** Bring a Product Price and Availability sheet for the meeting.

If needed, go through the "Meeting a Food Service Director Checklist" to prepare for your meeting.

Meet with school food service director! Talk about important details like product needs, prices, delivery and payment terms.

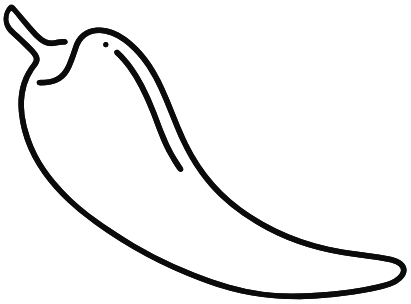
Send the school any certification, W-9, proof of liability insurance, farm food safety plan, or other required documents.

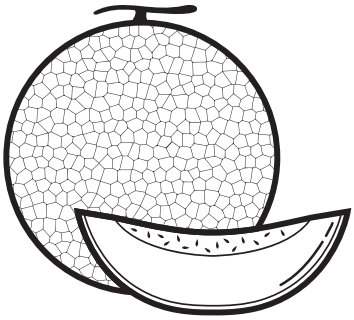
Review payment and delivery with the school. Make sure your invoices include contact information, name and address of school, amount, cost, date, and signature line for delivery.

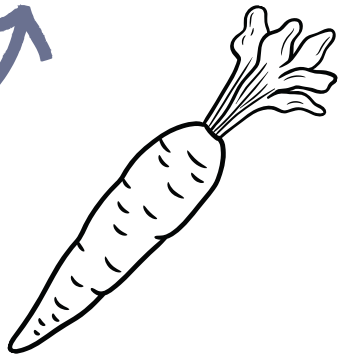
Follow-up with the school district to make your first sale!

Fill your school's order!

Feed Colorado Kids!







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Transforming Food Systems

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