

# 6 Steps to Get Local Foods Into Your Cafeteria

## **STEP 1. Contact Stacey Purslow, Program Coordinator, NH Farm to School**

Phone: 603-862-2542

Email: [stacey.purslow@unh.edu](mailto:stacey.purslow@unh.edu)

Stacey is available to assist you with each step and will answer your questions about the program.

**STEP 2. Identify local farms that may be able to supply your school with locally grown products.** Stacey can help you find farms in your area. To get you started, we have posted some useful farm directories on the “NH Agriculture Resources” page of NH Farm to School website at [www.nhfarmtoschool.org/NH\\_ag](http://www.nhfarmtoschool.org/NH_ag)

**STEP 3. Contact your local farmer(s) to begin the communication process.**

**STEP 4. Work with NHFTS staff and your local farmer(s) to determine these details:**

- Locally grown products desired / available
- Packaging requirements
- Billing / payment method and dates
- Insurance needs
- Delivery methods, frequency, dates & times

**STEP 5. Make arrangements to purchase food from the farmer(s) and begin offering local, healthy foods in your school!** (Some schools require a written contract.)

**STEP 6. Spread the word to your school staff & students!** Let them know what local foods are being served and what farms they’re coming from. Encourage them to contact Stacey for educational materials and resources, and direct them to the NHFTS website:

[www.nhfarmtoschool.org](http://www.nhfarmtoschool.org)

