

High 5 Flyers Program Manual

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Donna Studer, Ph. D.	Associate Superintendent
Roger Giroux, Ph. D.	Superintendent

Pilot School – University Avenue Elementary

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Intervention Schools Site Supervisors

For two years, the following 13 Site Supervisors delivered the High 5 Flyers Program to students in their schools. They did a wonderful job and were some of our best advisors. We also want to express our appreciation to all of the principals, staff and volunteers at these schools.

Jerry Anderson – Franklin	Julie Nathe – Lincoln
Clara Bakke – Washington	Amy Olson – Riverview
Pat Bellows – Morris Bye	Darlene Peterson – Crooked Lake
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Lisa Iverson – McKinley	Sharon Saxon – Wilson
Pat Jurgenson – Ramsey	Linda Trebby – Adams
Cindy Kopacz – Monroe	

Delayed-Intervention Schools

An important part of the evaluation of the program has been the 13 schools, which were randomly selected to be the delayed intervention schools. These schools served as comparison sites for the study. We appreciate their assistance and willingness to wait until the 2002 – 2003 school year to participate in the High 5 Flyers program activities.

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HIGH 5 FLYERS PROGRAM INTRODUCTION



High 5 Flyers Program Background

What is the goal of the High 5 Flyers Program?

The High 5 Flyers program goal is for children to eat three servings of fruits and vegetables every day at lunch at school. Eating more fruits and vegetables at lunch can help children reach the daily goal of 5 a day.

Why is it important for children to eat more fruits and vegetables?

Eating habits are formed and become established in childhood. Developing healthy eating habits in childhood can reduce the risk of developing diseases like cancer and heart disease later in life.

- Scientists recommend that Americans of all ages eat 5 or more servings of fruits and vegetables every day.
- Research shows that eating 5 a day can cut the risk of developing cancer in half.
- Only one in five elementary school-aged children in America eats 5 a day.
- Eating fruits and vegetables at lunch can help children reach the 5 a Day goal.

How was the High 5 Flyers Program developed?

Researchers from the Minnesota Department Health and the University of Minnesota worked with Child Nutrition Program Site Supervisors and staff from the Anoka-Hennepin school district to develop and test the High 5 Flyers program.

- This work was done in 27 elementary schools in the district as part of a National Cancer Institute-funded research study.
- The study is part of the national “5 A Day for Better Health” program.

How does the High 5 Flyers Program help change students’ eating behaviors?

The High 5 Flyers program is based on well-established nutrition education and behavioral-change theories. The program:

- Helps make fruits and vegetables more available and accessible,
- Increases peer and adult support for eating fruits and vegetables,
- Provides motivation to eat them, and
- Makes eating fruits and vegetables fun and exciting!

What are the activities?

The High 5 Flyers Program includes both daily and special activities in the school cafeteria.

- Daily activities include encouraging students to take fruits and vegetables on the line, making fruits and vegetables look appealing, and offering a wide variety of fruits and vegetables on the menu.
- Special activities include a program kick-off, regular sampling of new fruits and vegetables at lunch, challenge week and a finale meal.

How much time does it take and what does it cost?

Based on the experience of food service personnel, daily activities take no or very little additional time.

- The special activities take about 15 - 20 minutes of staff time on the days they are offered.
 - The cost is very small – there are only costs for the reproduction of optional student and parent handout materials and for the fruits or vegetables to be sampled. The district’s Child Nutrition Program will cover the costs for sampling.
-

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What has been learned from the study?

- It is possible to conduct an eating behavior change program in the school cafeteria. All activities can be incorporated into the food service work-day. There is no need to build in extra hours in most settings, and there is enough time in the cafeteria to conduct the activities.

- Students respond positively to the daily activities! Students enjoy being able to choose from a wide variety of fruits and vegetables at lunch. They respond when they're encouraged to choose more fruits and vegetables from the cafeteria line.

- Students love the special activities! Students like the High 5 Flyers characters, the sampling activities and the challenge week. They are eager to serve their peers during sampling and to work together during the challenge to reach classroom goals.

- Peer involvement increases students' participation. During sampling, having fellow classmates serve the samples encourages classmates to try new items. During challenge week, peers encourage each other to reach the goal.

- Food service staff members are creative people! When food service staff members add their own creative touches to the activities, it enhances the program.

- Results were positive. Students who participated in the program ate more fruits and vegetables, on average, than those that did not. Many Site Supervisors told us they are serving greater quantities and that students are eating more fruits and vegetables.

What did the Food Service staff tell us?

“The students loved the program and it was easy for us to do!”

“We thought it would be difficult but it really didn't take much extra time”

“The kids at our school really like the sugar snap peas we served during sampling. ”

“Our students loved the Challenge Week, and we served a lot of fruits and vegetables!”

“I know I am eating more fruits and vegetables – this program has made many of the adults in our school think more about eating fruits and vegetables as well as the students. ”

“When adults asked why we were serving so many fruits and vegetables at our school, it gave me the chance to tell them about eating more fruits and vegetables. ”

“Students really liked the Nibbles Days – they liked trying new fruits and vegetables and participating in the activities. ”

.....

Overview of the High 5 Flyers Program

Goal: To encourage elementary school children to eat 3 or more fruits and vegetables at lunch and develop healthy eating habits in order to reduce their future risk of cancer and other diseases.

The High 5 Flyers program is offered by the Child Nutrition Staff in participating schools. Each school may choose to implement all or parts of the program, according to their individual needs.

The intervention focuses on increasing the choice, appeal and promotion of fruits and vegetables in the school cafeteria, the school environment and at home.

To accomplish the goal we:

- Increase the availability and choices of fruits and vegetables in school lunch.
- Make fruits and vegetables look appealing.
- Do fun activities, like samplings and a challenge, to motivate students to eat fruits and vegetables.
- Involve parents and other adults.

Everyday Activities

- Offer a wide variety of fruits and vegetables in school lunch.
- Make fruits and vegetables look good on the line.
- Encourage students to take and eat more fruits and vegetables at lunch.
- Increase the number of fruits and vegetables available throughout the school day (by making them more available on the snack cart and in other ways).

Special Activities

- Kick-off: Introduce the High 5 Flyers characters, which serve as role models for eating fruits and vegetables throughout the year.
- Sampling: Offer students the opportunity to taste a small amount of a new fruit or vegetable, served by one of their classmates.
- Challenge week: Challenge students to reach a classroom goal by eating 3 servings of fruits and vegetables every day at lunch for 4 days.
- Finale Meal: Wrap up the program by serving a “Go-Go Grape” meal incorporating different forms of grapes (fresh, juice, raisins) into various parts of the meal.

Parent Participation

- Articles in school newsletters
- Program updates through flyers sent home with students
- Opportunities to volunteer to support special activities



Sample Program Timeline

	Sept.	October	Nov.	Dec.	January	February	March	April	May
Daily Activities:	<ul style="list-style-type: none"> • Offer more variety of fruits and vegetables on the line • Make fruits and vegetables look more appealing on the line • Encourage students to take more fruits and vegetables 								
Special Activities:									
Kick-Off									
Week 1		Hang banner. Add words+make announcements							
Week 2		Introduce 2 characters each day							
Sampling Sample Day Serve on line the next day		Honeydew Melon	Jicama	Clemen- tines	Sugar Snap Peas		Fresh Pine- apple	Red Pepper Strips	
Challenge Week						Challenge Week (choose 1 wk. during month)			
Finale Meal Dole Cookbook						Order Cookbook			Finale Meal Distribute cookbook
Parent Communication Newsletters	Submit fall article			Submit winter article				Submit spring article	
Farmer's Market Directory							Order Directory	Distribute Directory	

DAILY ACTIVITIES



Daily Activities Overview

1. Offer a wide variety of fruits and vegetables everyday on the lunch line.
2. Make the fruits and vegetables look appealing.
3. Encourage students to take the fruits and vegetables.
4. Increase the opportunity to choose.



Purpose:

The daily activities are the backbone of the High 5 Flyers program. They create an environment that includes a greater variety fruits and vegetables, encourages students to choose them and makes fruits and vegetables more appealing and available to students. By focusing on fruits and vegetables, students are likely to see them as appealing and accept them as a normal food choice at lunch.

How will these activities affect your workday?

The High 5 Flyers daily activities take little additional time. The real difference for you and your staff is increasing the focus on fruits and vegetables through some very simple activities. Since your staff is already on the line serving students their lunch, asking them to encourage students to take fruits and vegetables can be as simple as smiling at students as they move through the line or enthusiastically saying, *“The green beans are really delicious today – try some!”*

The Details

One of the Site Supervisors in our study discovered that it was cheaper to serve fresh cut watermelon in the spring than apples. And students loved having watermelon at lunch!

1. Offer a wide variety of fruits and vegetables every day on the lunch line:

■ Choose seasonal fruits and vegetables

When possible to add variety. When they are in season, the quality is better and the prices are lower. Offer more unusual fresh items such as pineapple or red pepper strips when they are in season. Seasonal items can be cheaper than serving apples or oranges when they are not in season.

■ Offer choice within choice.

When students have more choice, they are more likely to find something they like and take it. So if you have two kinds of fresh fruit on hand, offer both and allow students to take one. Or, if you are serving canned peaches, open up a can of pears too and allow students to choose one. Many schools in the study made it their practice to put 2 options on one tray and students got used to being able to choose one item off of each tray. This will also add more color and interest to the line and therefore increase the appeal of fruits and vegetables, which is discussed in the next section. Students really liked having more choices!



*** Remember that for most people and especially children, the texture of food has a strong impact on preferences.**

Offering fruits and vegetables with different textures also increases the likelihood that students will choose them.

2. Increase Appeal

■ Color and shape contrast:

Place different colored fruits and vegetables next to each other on the line. For example, alternate rows of strawberries and fresh kiwi on a tray for red and green contrast. An example of shape contrast would be to alternate rows of cupped mini-carrots and cucumber rounds.

■ Serving containers:

Use clear serving containers for elementary students; they can see what is served and the color of the fruits and vegetables makes the line more attractive.

■ Offer dip:

When serving fresh vegetables, students may find them more appealing when you offer salad dressing as a dip.



■ Vary the texture, type and preparation of fruits and vegetables daily.

Serve both fresh and cooked or canned fruits and vegetables daily. Some children like one form better than another and are more likely to eat fruits and vegetables in a form that appeals to them individually.

*** Even positioning fruits and vegetables first on the line can change the focus and students' awareness of them.**

3. Encourage students to take fruits and vegetables

■ Verbally encourage students and smile!

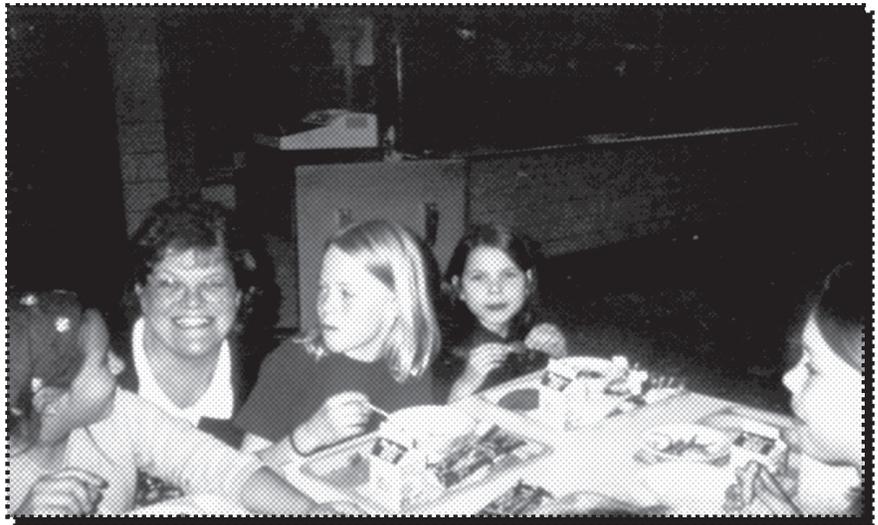
Positive interactions with students are very influential. Just a smile or positive comment can encourage students and make them more receptive to suggestions to choose fruits and vegetables.

■ Some examples of approaches you can take are:

- Point out particularly good fruits and vegetables.
- Ask students which vegetable they would like. By increasing awareness and creating the expectation that students will take fruits and vegetables, children are more likely to take and eat them.

■ Display tent signs:

- Use the tent signs available through the program on your line to encourage students to choose fruits and vegetables.



4. Increase opportunity to choose:

Try offering fruits and vegetables at other times than just breakfast and lunch. Many schools have snack carts, or offer other ala carte opportunities - include fruits, vegetables and 100% fruit juice as part of the available choices. Students may not choose them at first, but continuing to offer them as a snack choice allows students to see fruits and vegetables as a normal or regular option when choosing what to eat.

- Consider including as ala carte options:

- 100% fruit juice

- 100% fruit roll ups

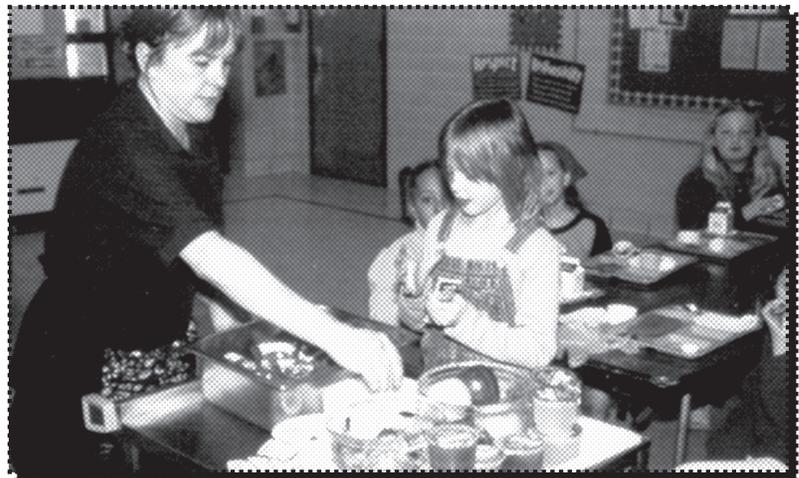
- Fresh fruit already on hand

- Baby carrots and dip

- Raisins

Be creative!

Every school population is different and will accept different things. You know them best of all - but they may surprise you!



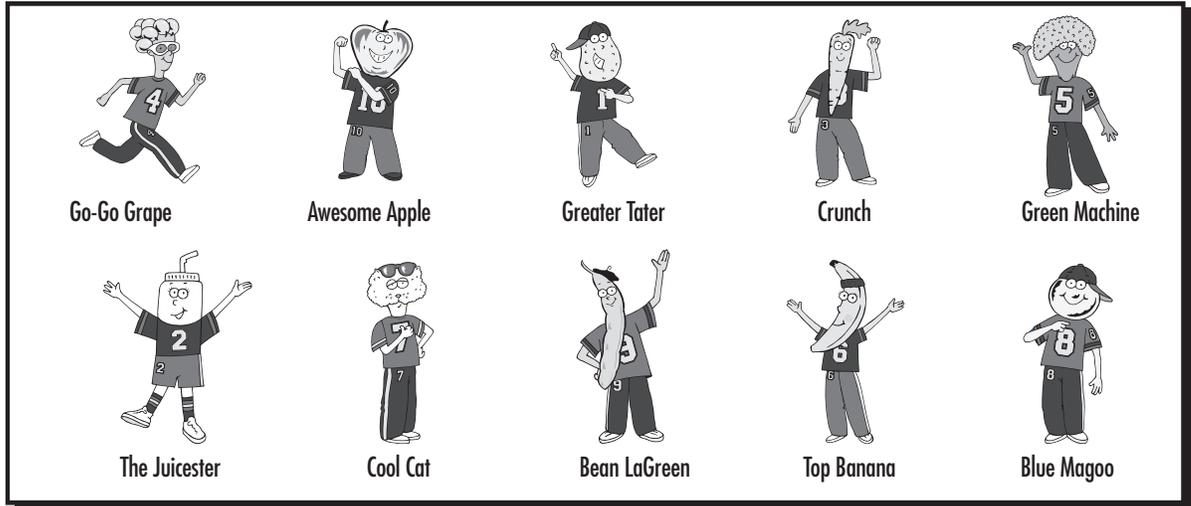
SPECIAL ACTIVITIES



Kick-off Overview

Purpose:

To introduce the High 5 Flyers to the students. The characters serve as healthy role models and provide a positive daily reminder for students to eat fruits and vegetables. The kick-off is designed to be fun for students, simple to do and to begin to create an atmosphere of excitement around eating fruits and vegetables.



What will you need to do?

- **Plan:** The Kitchen Manager will decide when the kick-off will take place. We have included a sample calendar in these materials, but understand that there are many factors influencing the timing of activities in your school. We encourage you to hold the kick-off from mid September to mid October, beginning on a Friday. There are 5 word posters to be added to the banner, so it works best to hang the banner on Friday and begin adding 1 word each day beginning the following Monday. The High 5 Flyers coloring sheets on pages ? that can be copied and distributed through classrooms at the end of the kick-off. Please discuss this with the teachers of the targeted grade levels.
- **Volunteers** can be used to help with sampling challenge week activities. Kickoff is a great time to recruit them. There is a sample volunteer flyer on page 43. Once the schedule is planned, give volunteers the dates they are needed.
- **Communicate:** The Kitchen Manager will decide who will hang the posters, who will make the announcements, and who will copy and distribute parent and staff volunteer letters.
- **Distribute:** Give directions to individuals who will be completing each task.

How much time will it take?

It should only take about 5-10 minutes a day: 5 minutes to hang the posters and 3 minutes to make the announcement each day.

What materials will you need?

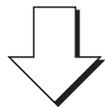
- Banner with words to be attached during the first week
- Tape to hang the banner and word posters
- Directions (page 21)
- Calendars for weeks 1 and 2 (page 23 and 26)
- Coloring book pages (page 33-39)
- Copies of letters to staff, parents and volunteers (page 29,31,41,43 and 45)

Step by Step Kick-off Directions

Food Service

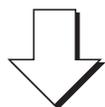
1. Plan Kick-off

- Select start date
- Arrange to hang banner and posters
- Determine who will copy and distribute letters
- Determine who will make lunchroom announcements.



2. First Week

- Copy and distribute letters about the program
- Put up blank banner
- Add one word a day



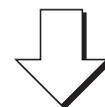
3. Second Week

- Put up 2 character posters a day
- Last day-copy and distribute coloring pages

Lunchroom

1. First Week

- Make announcements in the lunchroom for all lunch periods



2. Second Week

- Read character scripts for all lunch periods



Kick-off Food Service Details

When:

Beginning on a Friday from mid September to mid October.

Where:

In the cafeteria of your school.

What:

Banner goes up the first week, and 2 posters go up each day of the second week in the cafeteria. Announcements are made each day.

Who:

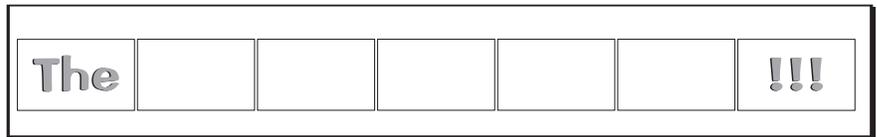
Foodservice Kitchen Manager, Lunchroom Monitor and Custodial staff.

How:

With lots of enthusiasm!

To launch the High 5 Flyers program, we are providing you with materials that will introduce the program and characters to your students. Following are the instructions for posting and announcing these materials.

Week 1



Banner: 8½ feet long and 13 inches high:

- **Friday A. M. , Day 1** - before the students arrive in the building, hang the blank banner.
 - Place the banner above the serving line - a great place for it.
- OR
- Place the banner high on a wall in, or just outside, the cafeteria of your school. Some schools will need to find another location that allows for easy viewing. Use your best judgment to find a location where the banner will be visible to the students.
 - Each day, another word will be added until the banner reads *“The High 5 Flyers Are Coming!!!.”*
 - Enlist the help of your custodial staff, if needed.

Day 1: (Friday): Hang the banner before school begins.

Day 2: (Monday): Add the word **“High”**

Day 3: (Tuesday): Add the number **“5”** to the banner before school begins.

Day 4 (Wednesday): Add the word **“Flyers”** to the banner before school begins.

Day 5 (Thursday): Add the word **“Are”** to the banner before school begins.

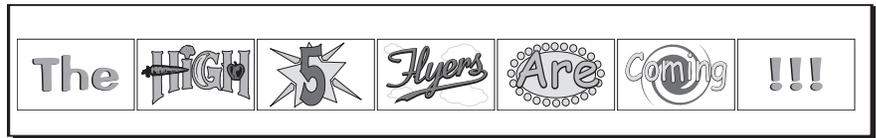
Day 6 Friday : Add the word **“Coming”** to the banner before school begins.

* An instruction calendar is included on page ? in your materials with notes about what materials will go up each day. This can be posted on a wall for quick reference each day.

Week 1 continued. . .

Kick-off Banner Announcements

- Make daily announcements each day to all lunch periods or over the PA system in the cafeteria to help students become interested in the suspense around the High 5 Flyers.
- A sample announcement is included below on the Lunchroom Announcements page.
- Be creative and engaging as you announce the new words on the banner.



Banner with words added.

Week 2

10 Character posters

- Hang **two character posters before school** begins each day.
- As the characters go up, make announcements introducing the characters to all grade levels in the cafeteria or over the PA system during lunch.

(Monday): (Hang "Greater Tater" and "The Juicester")

(Tuesday): (Hang "Crunch" and "Go-Go Grape")

(Wednesday): (Hang "Top Banana" and "Awesome Apple")

(Thursday): (Hang "Bean LaGreen" and "Blue Magoo")

(Friday): (Hang "Cool Cat" and "Green Machine".
And – on the banner, change the word "coming" to "here".)

Banner

Sample Kick-off Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<h1>October</h1>					Banner Hang the banner with the word added before students arrive.	
					<u>Please follow these steps:</u>	Post the word "High" before students arrive.
	Posters Early A. M. Hang the Greater Tater and Juicester before students arrive.	Posters Hang Crunch and Go-Go Grape before students arrive.	Posters Hang Top Banana and Awesome Apple before students arrive.	Posters Hang Bean La Green and Blue Magoo before students arrive.	Posters Hang Cool Cat and Green Machine . Distribute coloring book (optional).	
			Honeydew sampling			
						Thank You !

Kick-off Lunchroom Announcement Instructions

Week 1: Banner

Please make an announcement every day in the cafeteria or over the PA system to all grades about the banner and the words being up on it. The following is a sample announcement, but feel free to be creative.

Sample Schedule

Week 1

Friday, - Did you notice the banner above the _____? Something fun and exciting is happening in our cafeteria. Can you guess what it is? Keep watching the banner each day to see the message change!

Monday, Announce the addition of the word "**High**"

Tuesday, Announce the addition of the number "**5**".

Wednesday, Announce the addition of the word "**Flyers**".

Thursday, Announce the addition of the word "**Are**".

Friday, Announce the addition of the word "**Coming**". Ask: "What's this all about?"

Week 2: Posters

Please make an announcement every day in the cafeteria to all grades about the two new characters. The following is a sample announcement.

Week 2

Monday, The High 5 Flyers have begun to arrive! Today, Greater Tater and the Juicester are here. **Greater Tater says** "I'm number 1, I'm the Greater Tater! I eat baked potatoes now and oven fries later!" **The Juicester says** "I'm number 2, The Juicester that's me! I drink lots of juice, as you can see!" Who do you think will show up next. . . ?

Continue to make announcements each day. The character introductions are on the bottom of each large poster. We have also included them here to make it easier to introduce the characters.

Tuesday, Introduce Crunch and Go-Go Grape: **Crunch says** "Number Three sounds off! My name is Crunch! I'll make some healthy noise in your school lunch!" **Go-Go Grape says** "Yo! Number Four, Go-Go Grape is here. I make bunches of grapes disappear!"

Wednesday, Introduce Top Banana and Awesome Apple: **Top Banana says** "Number Six here, Top Banana's the name. I eat a banana before every game!" **Awesome Apple says** "I'm Ten, Awesome Apple – sweet or sour! I'm on your team with apple power!"

Thursday, Introduce Bean La Green and Blue Magoo: **Bean LaGreen says** "I'm Bean LaGreen, I'm Number Nine! I think beans fresh, frozen or canned taste fine!" **Blue Magoo says** "Uh-huh I'm Eight, I'm the Blue Magoo. I eat blueberries, oh, yes I do!"

Friday, Introduce Cool Cat and Green Machine and tell students the High 5 Flyers help them remember to eat fruits and vegetables at lunch. **Cool Cat says** "I'm Number Seven, man, like I'm Cool Cat. Cauliflower with dip, yeah, I like it like that. " **Green Machine says** "I'm Number Five, I'm the Green Machine. I eat broccoli like you've never seen!"

Announcement

Sample Kick-off Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<h1>October</h1>					Announce the banner in the cafeteria for all lunch periods	
Please announce the following:	Announce the banner word addition in cafeteria for all lunch periods.	Announce the banner w/ word addition in the cafeteria for all lunch periods	Announce the banner w/ word addition in the cafeteria for all lunch periods	Announce the banner w/ word addition in the cafeteria for all lunch periods	Announce the banner w/ word addition in the cafeteria for all lunch periods	
	Introduce the first 2 characters: *Greater Tater *The Juicester	Introduce the next 2 characters: Crunch Go-Go Grape	Introduce the next 2 characters: Top Banana Awesome Apple	Introduce the next 2 characters: Bean La Green Blue Magoo	Introduce the last 2 characters: Cool Cat Green Machine	
				MEA	MEA	
			Honeydew sampling			
						Thank you!!

Introduction and Kick-off Copying Directions

Introduction: 1 week before kick-off begins

1. Make and give copies of the following materials to **your schools' staff (teachers, principal, support staff):**

- “Announcing the High 5 Flyers Program Kick-off to all staff” (page 31)
- “Overview of the High 5 Flyers Program” (page 29)
- Parent letter” (page 45)

2. Make and give copies of the following materials to the **Volunteer Coordinator:**

- “Dear Volunteer Coordinator letter” (page 41)
- “Overview of the High 5 Flyers Program” (page 29)
- “5 a Day High 5 Flyers Timeline” (page 8)
- “Make a Difference” flyer (page 43)

3. High 5 Flyers **Coloring Pages Directions:**

Use these four High 5 Flyers Coloring Page Masters (page 33-39)

Kick-off:

- Select one or more of the pages to use with the Kick-off.
- Make copies for each of the teachers in target grades.
- Ask teachers to distribute the pages to students the last day of the second week of the Kick-off. They may use them in their classrooms or send home with students.
- Other ideas for using the coloring pages: Have a coloring contest in the cafeteria during Kick-off or at a later time to involve the students in the program.



Overview of the High 5 Flyers Program

Goal: To encourage elementary school children to eat 3 fruits and vegetables at lunch each day in order to reduce their future risk of cancer and other diseases.

The High 5 Flyers program is offered by the Child Nutrition Staff in participating schools. Each school may choose to implement all or parts of the program, according to their individual needs.

The intervention focuses on increasing the choice, appeal and promotion of fruits and vegetables in the school cafeteria, the school environment and at home.

To accomplish the goal we:

- Increase the variety of fruits and vegetables in school lunch.
- Make fruits and vegetables look appealing.
- Do fun activities, like samplings and a challenge, to motivate students to eat fruits and vegetables.
- Involve parents and other adults.

Everyday Activities

- Offer a wide variety of fruits and vegetables in school lunch.
- Make fruits and vegetables look good on the line.
- Encourage students to take and eat more fruits and vegetables at lunch.
- Increase the number of fruits and vegetables available throughout the school day (by making them more available on the snack cart and in other ways).

Special Activities

- Kick-off: Introduce the High 5 Flyers characters, which serve as role models for eating fruits and vegetables throughout the year.
- Sampling: Offer students the opportunity to taste a small amount of a new fruit or vegetable, served by one of their classmates, throughout the year at lunch.
- Challenge Week: Challenge students to reach a classroom goal by eating 3 servings of fruits and vegetables every day at lunch for 4 days.
- Finale Meal: Wrap up the program by serving a “Go-Go Grape” meal incorporating different forms of grapes (fresh, juice, raisins) into various parts of the meal.

Parent Participation

- Opportunities to volunteer to support special activities
- Program updates through flyers sent home with students
- Articles in school newsletters



Announcing the High 5 Flyers Program Kick-off to all staff!

This fall, the Child Nutrition Program will kick-off the High 5 Flyers Program in the lunchroom.

The goal is to get students to eat 3 servings of fruits and vegetables at school lunch.

The program will target all students in grade(s) _____ this year.

All of the activities will take place in the lunchroom, so no class time is needed.

Teachers in the targeted grades will occasionally be asked to send materials home with students.

- Check out the program and have fun with your students!
- During the kick-off ask students about:
 - A banner in which words are added each day during the first week. Solve the mystery - what will the banner say?
 - The character posters that will be hung each day during the second week.
- Encourage your students to eat fruits and vegetables all year long!

Lunch monitor and recruited volunteers will also be part of the High 5 Flyers Team.

- They will encourage students to eat fruits and vegetables
- Make announcements in the lunchroom
- Assist with fun activities such as sampling new fruits and vegetables throughout the year

The School Newsletter to parents will have brief 5 A Day messages several times during the year.
(October, January and April)

Reminder to all:

- Set a good example and improve your own health!
 - **Eat 5 fruits and vegetables everyday.**
 - **Give positive messages about fruits and vegetables whenever you can.**

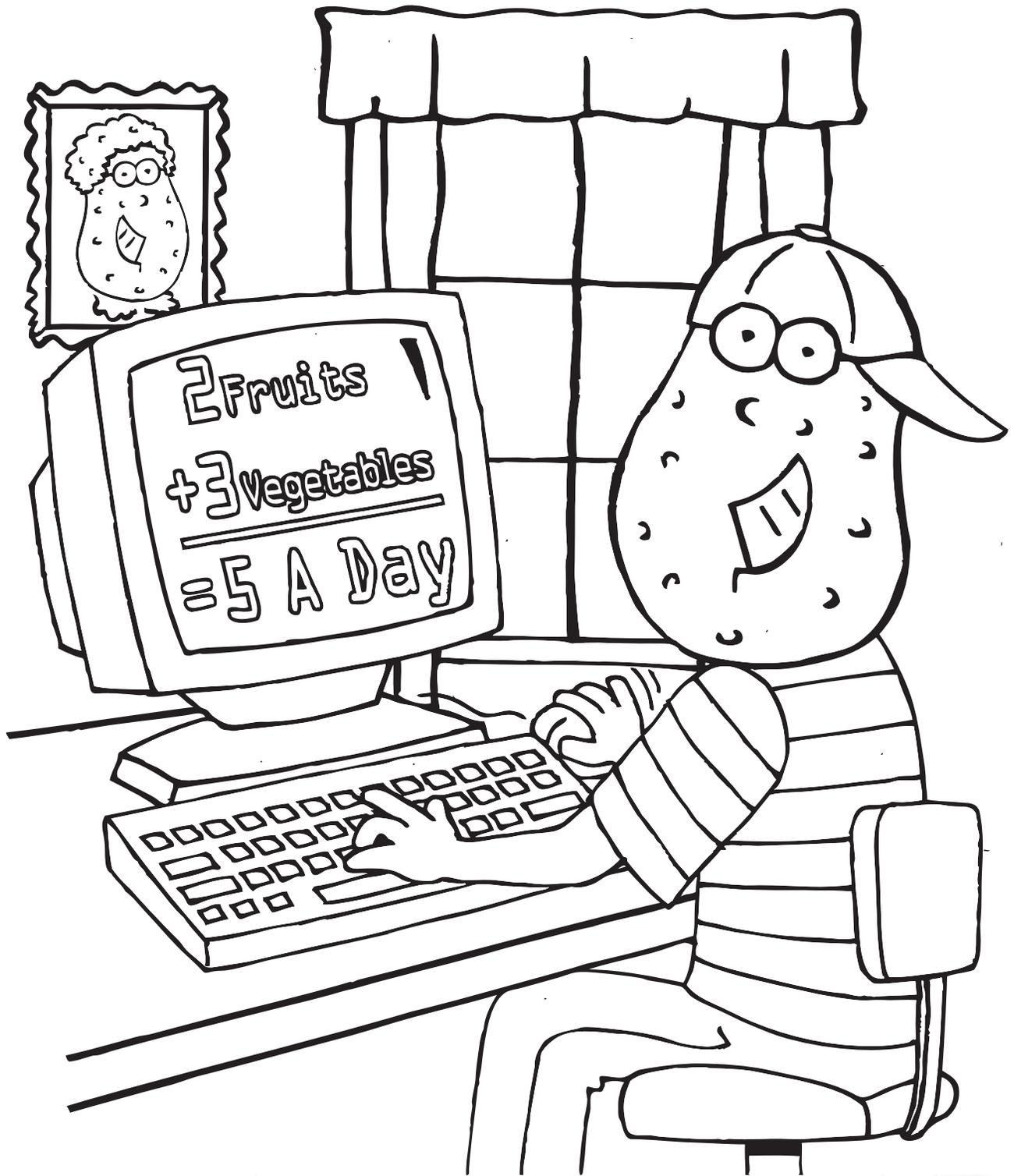
Background - *Anoka-Hennepin Elementary Schools collaborated with the Minnesota Department of Health and University of Minnesota to conduct the High 5 Flyers Program. This is part of a broad national 5 A Day campaign aimed to get all Americans eating at least 5 servings of fruits and vegetables each day. The National Cancer Institute funded the study.*



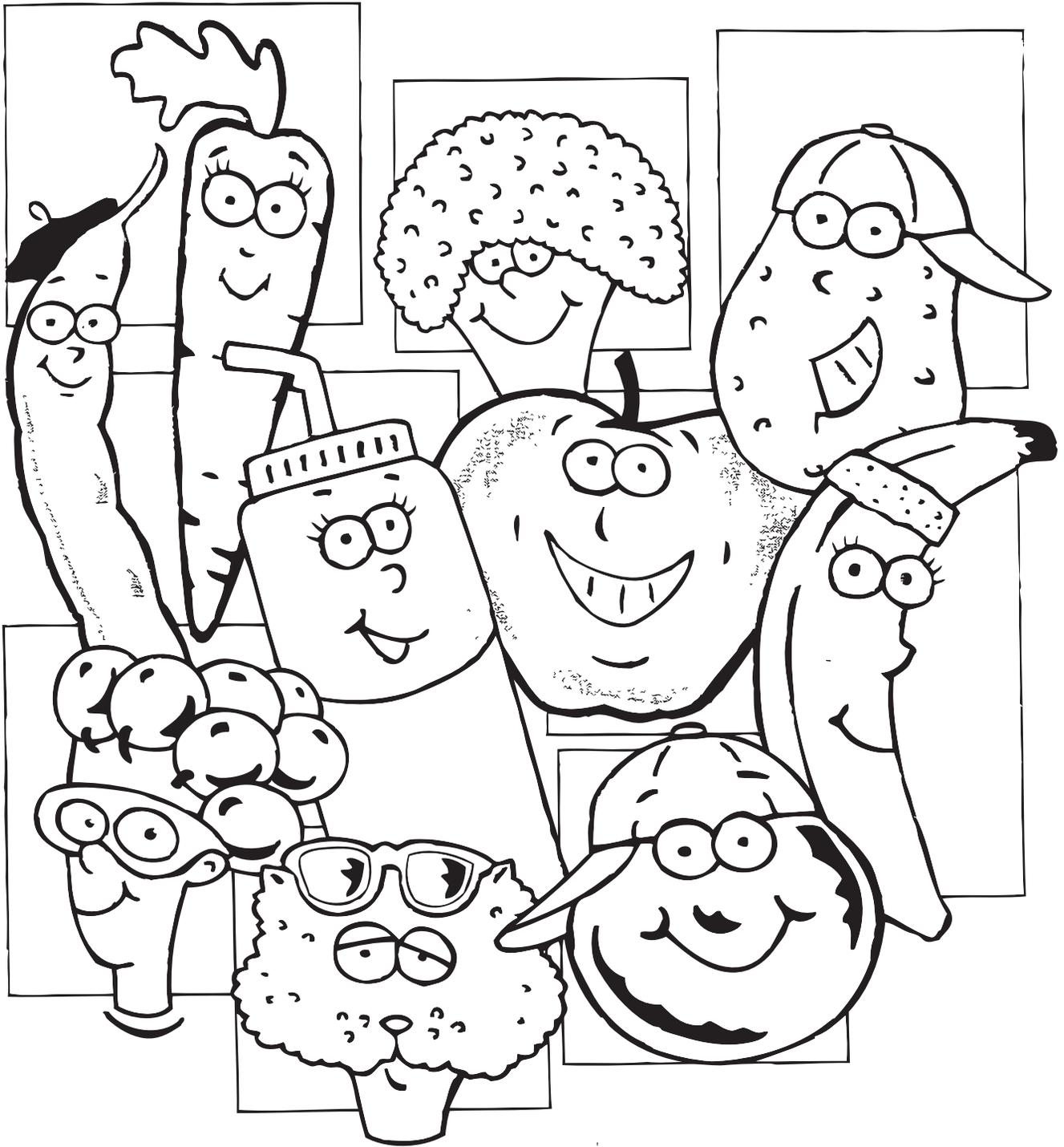
***We're the High Five Flyers and we're in your school.
We think fruits and vegetables are really cool.***



***We're in the lunchroom-look for us there.
We've got fruits and veggies we'd like to share.***



***How many should you eat? That's a great question!
At least 5 a day-that's our suggestion.***



***We'll introduce ourselves, we're glad to be here!
We want you and your friends on our team this year!***

Dear Volunteer Coordinator:

Welcome to the High 5 Flyers Team!

The goal of the High 5 Flyers program is to encourage students to eat 3 servings of fruits and vegetables every day at school lunch. With your help, and the help of volunteers you will recruit, we can make a difference in the eating habits of our students.

Attached is a copy of the “Overview of the High 5 Flyers Program” and the “5 A Day High 5 Flyers Timeline” to give you a better picture of the scope of this program. There is also a flyer included to help you recruit volunteers.

Please help the High 5 Flyers team by recruiting 1-2 volunteers for each sampling day.

Volunteers will assist students in handing out new fruit and vegetable items and encouraging peers to try it. The specific dates of these samplings will be:

October _____

November _____

December _____

January _____

March _____

April _____

The Challenge Activity will take place the week of _____.

Please recruit 2 volunteers for each day on Monday through Thursday to assist with the activities. Volunteers on Friday are optional.

Volunteers will assist by encouraging students to eat fruits and vegetables, helping students collect and count the paper cups that the fruit and vegetables are served in, and recording the classroom scores on a large carrot scoreboard. This activity is fun and motivates students to eat 3 servings of fruits and vegetables every day!

Thank you for your willingness to help with the High 5 Flyers Program.

Sincerely,



You make a difference! Be a High 5 Flyers Volunteer!

Volunteer to help with fun activities and announcements
as part of the 5 A Day Program at your child's school lunch.

What: Work with school staff to encourage children to eat fruits and vegetables at lunch.

When: Over the lunch period, periodically throughout the year.

Volunteer opportunities exist to:

- Assist just one time or
- Up to ten times during the year or
- To become a High 5 Flyers Coach and lead the activities throughout the year!

How: By assisting in the cafeteria with Sampling or Challenge Week activities! We will provide the materials and the small amount of training you'll need.

Why: To help children eat more fruits and vegetables for good health and promote good eating habits that can last a lifetime.

- Yes, I am willing to be a High 5 Flyers volunteer
- I am interested in learning more about becoming a High 5 Flyers volunteer

Please print your name and phone number to have the Volunteer Coordinator at your school call you.

Name _____
Please print

Phone number _____ - _____ - _____



Crunch



Cool Cat



Top Banana



Blue Magoo



Green Machine



Dear Parents,

Has your child told you about the mystery message banner in our school cafeteria? Last week students were trying to figure out what the message said. Well, it said "The High 5 Flyers are coming!" This week, large posters of the Flyers are showing up in our school cafeteria to encourage students to eat more fruits and vegetables!

The High 5 Flyers are part of a unique program being offered through the cafeteria that will give your children the opportunity to try some new fruits and vegetables and choose more fruits and vegetables at lunch each day.

Eating fruits and vegetables is an important part of a healthy diet. Eating 5 or more servings of fruits and vegetables each day is associated with a reduced risk of developing chronic diseases and maintaining a healthier weight.

We hope you have a chance to stop by the cafeteria to see the High 5 Flyers and try some new fruits and vegetables yourself! Look for more information about this great program in the school newsletter.

Sincerely,

Sampling Overview

When scheduling sampling dates, consider district-wide schedules, such as no school days, and individual school schedules, such as delivery dates and scheduled field trips.

Work with your volunteer coordinator to schedule volunteers to help with sampling. Make sure to give the person recruiting volunteers about 3-4 weeks to schedule them prior to the sampling event.

Once you have scheduled the sampling and recruited volunteers, it is important to hold it on the designated day out of respect for everyone's time.

Purpose:

The ultimate goal of sampling is to increase the number of fruits and vegetables that students recognize and like to eat. This sampling program, called “High 5 Flyers Nibbles” creates a fun and positive environment for eating fruits and vegetables by encouraging students, with positive peer support, to try new foods.

The sampling program is designed to be simple and encourage student involvement. During the study, we learned that the more students participated in the process, the more they ate the sampled items. So we developed an easy plan that allows students to pass out the samples to their classmates at the table. We also learned that the more they were exposed to a new food, the more they ate when it was served at lunch. Therefore, the sample item will be served as part of lunch the day after sampling. To continue to build familiarity, we ask that you include these items on the cycle menu as often as possible throughout the year.



Sampling takes place approximately once a month during the High 5 Flyers Program.

What do I need to do?

How long will it take?
Kitchen
ordering: – 10 minutes
prepping – 10-20 minutes

Lunchroom - conducting sampling – approx. 20 minutes per lunch

■ **Scheduling:** The Kitchen Manager will coordinate the scheduling of sampling dates with their school administration and volunteer coordinators (if staffed). Specific fruits and vegetables have been recommended for each month based on seasonality. This will help to ensure quality and price. We recommend that each site offer 4 to 6 sampling days of the 6 listed on the calendar.

■ **Planning:** The kitchen manager will need to get a class list of student names in each of the targeted lunch periods to make sure that as many students as possible can be invited to help out with the sampling activities over the course of the year.

Sampling Overview

■ **Communication:**

The Kitchen Manager will be responsible for communicating to others the dates, the expectations for sampling activities and for distributing the materials to the lunchroom staff or volunteers.

■ **Ordering:**

Kitchen Manager will be responsible for ordering the quantity of produce needed for both the sampling and serving the sampled item on the line the second day.

■ **Directions and materials:**

Specific instructions and materials needed for each sampling are available in this manual.

■ **Preparation:**

Food service staff will prepare the samples on the sampling day in small paper cups placed on special serving trays we will provide.

■ **Service:**

Serve the sampled item on the line the following day.

Lunchroom supervisors and volunteers will be responsible for overseeing the distribution of samples in the lunchroom as follows:

■ **Prepare**

Read through the directions for each specific sampling activity prior to the sampling date and time. The directions for each sampling are included in this manual.

■ **Conduct activity**

Some of the sampling days will also include a short, simple activity. For example, a few randomly placed stickers on the bottom of the sampling cups for each lunch period will be traded in for prizes.

■ **Involve students:**

Randomly select students to pass out the samples.

■ **Supervise:**

Help students to pass the samples out using appropriate behavior.

Recommended Items for Sampling

Sample each item in the suggested month in order to serve items when they are in season.

Recommended Item	Month	Quantity needed /100 students	In Season	Activity
Honeydew Melon	October	10 pounds/100 students 2. 5 lbs. for sampling 7. 5 lbs. for line service the next day	CA: June-Oct. Mexico: Mar.-June	Q: What kind of melon is this? Crenshaw, Cantaloupe or Honeydew A: Honeydew
Jicama (pronounced "Hik-a-ma")	November	5 pounds/100 students 1. 25 lbs. for sampling 3. 75 lbs. for line service the next day	Year round	Stickers: 1 on bottom of 4 cups in each lunch period. Give out incentives to those students who get a sticker.
Clementines	December	6 – 5 lb. boxes /100 students 3 boxes clementines for sampling (1 per student) 3 boxes for line service the next day (1 per student)	November- January	Ask for a show of hands: Q: How many sections are in your clementine? 9, 10,11,12,13? Who had the fewest number of sections? Who had the most number of sections?
Sugar Snap Peas	January	5 pounds/100 students 1. 25 lbs. for sampling 3. 75 lbs. for line service the next day	CA: June-Aug. Mexico: Dec.-May	Sample Challenge: Challenge classes to reach a goal of 20 or more samples eaten by students in each class. Rewards for each classroom reaching the goal.
Fresh Pineapple	March	10 pounds/100 students 2. 5 lbs for sampling 7. 5 lbs for line service the next day	February- November	Q: Where is pineapple grown? Mexico, Hawaii, or Alaska. A: Mexico and Hawaii – Alaska is too cold for pineapple Q: Does it grow on a vine, tree or plant? A: 4ft. plant
Red Pepper Strips	April	5 pounds/100 students 1. 25 lbs. for sampling 3. 75 lbs. for line service the next day	CA: July-Oct. FL: January-May	Name F&V students have sampled this year. Name F&V that you will eat this summer. Give out Minnesota Grown Produce Directory or other Farmer's Market Directory in your area.

Step by Step Sampling Directions

Food Service

1. Plan Sampling - 3 weeks before.

- Request volunteers



2. Order Products

- Item to be sampled
- 2 oz. souffle cups as needed
- Additional items such as:
 - Dip
 - Whole fresh items for display

(See specific sampling directions for details.)



3. Sample Day

- Cup samples for targeted audience
- Place samples on trays
- Display whole fruit or vegetable items

Lunchroom

1. Sample Day

- Randomly select student names
- Announce sampling to students according to individual sampling directions



2. Students Distribute Samples

- Have table helpers pick up trays with samples
- Remind table helpers and students to take only their own sample from the tray



3. Conduct Sampling Activity

- Follow instructions for individual sampling activity
- (Activity sometimes occurs before samples are passed out - check specific sampling directions)

Calculating Quantity and Cost of Sampling Products

Generally, not all students will take a sample. To make sure that there are enough samples for those who want them, assume that 85% of the students will take a sample.

To determine the number of servings:

Multiply the total number of students x 85% = to equal the number of servings needed.

$$\underline{\hspace{2cm}} \text{ # students} \times .85 = \underline{\hspace{2cm}} \text{ total # of servings.}$$

Example: If there are 100 students in the group you decide to target, the equation would look like this: $100 \times .85 = 85$

To determine the quantity of product needed:

Look up in your order guide or ask your vendor for the ordering unit and unit cost. Most prepared fresh items will be purchased in pound units. Therefore, individual servings can be calculated in ounces. For most fruit items – ½ oz. is an appropriate sample portion and for most vegetable items - ¼ oz. is an appropriate portion. Generally, about 3 times the sample portion will be an appropriate quantity for line service the following day.

Item and # _____ **Order Unit** _____ **and Unit Cost** _____

Example: ½ ounce serving of Honeydew melon would be an adequate sample portion. 1 ½ ounces is about a ¼ cup serving of the melon. Therefore, 2 oz. per student served would be a reasonable quantity to order for both the sampling and serving the next day.

Per 100 students, the equation is: $85 \times 2(\text{oz.}) = 170(\text{oz.})$.

To determine ordering quantity, divide the total by ounces in ordering unit – with honeydew that is: $170 \div 16 (\text{oz. per lb.}) = 10.625 \text{ lbs.}$ Honeydew can be purchased pre-cut in 5# units, so order 10 pounds. If the quantity total were close to 12.5 pounds it would be best ordering up to 15# of honeydew melon is recommended.

Multiply the number of servings _____ (85) x quantity per serving _____ (2 oz.) = _____ (170 oz.)
 _____ # of servings x _____ serving size in wt. or vol. = _____ weight or volume to purchase.

Divide this number (weight or volume to purchase) by the ordering quantity (such as ounces per pound/16) to get the total quantity needed.

To calculate the cost:

Multiply the unit price times the number of units to get the total.

$$\underline{\hspace{2cm}} (\text{unit price}) \times \underline{\hspace{2cm}} (\text{number of units}) = \$ \underline{\hspace{2cm}} (\text{total cost})$$



Honeydew Melon High 5 Flyers Nibbles

Food Service Directions

ORDERING

Select a date for sampling (October is recommended). Order pre-cut fresh honeydew melon in time to be delivered no more than 2 days prior to that date. Remember to order enough for sampling and the additional choice serving for the day after sampling. You will need 10 pounds per 100 students to cover both. **Confirm the item number, unit and price** with your order guide or vendor. In addition, order **1 whole honeydew** melon for display if possible.

Please be sure to check your supply of 2 oz portion cups.

Sampling Day:

- **To prep the honeydew melon samples:** place 1-2 pieces of honeydew in each cup.

Prepare 85 portions for every 100 students to be served.

To determine the number of servings needed for your students:

$$\underline{\hspace{2cm}} \text{ (number of students) } \times .85 = \underline{\hspace{2cm}} \text{ (total number of samples to be cupped)}$$

- Give the sheet labeled **Honeydew Melon, High 5 Flyers Nibbles Lunchroom Directions and Announcements** and other materials - **stickers and incentives** - needed for the activity to the lunchroom monitor or volunteer.
- Plate up samples needed for each lunch period on trays .

Day after sampling:

- Serve the remaining honeydew melon chunks as a fruit choice to the targeted grade level(s) on the lunch line.

Remember to look for lower prices on honeydew melon in March when the next season begins and serve it on the line as often as possible.



Honeydew Melon High 5 Flyers Nibbles

Lunchroom Announcements and Directions

Directions for Volunteers and Lunchroom Monitors

Check to see if the food service staff were able to get 1 whole honeydew. If not, skip the activity below and simply announce the sampling.

Check with the food service staff to be sure the samples are ready for the selected lunch periods. If samples are not ready, work out a plan with the food service staff to get them ready.

After students are seated in the lunchroom, follow the announcement and table helper selection process below.

The Kitchen Manager will provide you with a class list of students eating in the selected lunch period(s). Please select student names in a random manner from each class list. Most students are able and willing to help pass out the samples, even if they have physical or behavioral issues. Keep in mind that students need to perceive the selection process as fair to everyone. Once you have identified the table helpers, cross their names off the list so other students will have a chance next time.

Announcement to Students – after students are seated:

1. Today is a High 5 Flyers Nibbles Day! On Nibbles Day, you get to taste a little bit of a new fruits or vegetable. Today we're trying a sweet and juicy melon!
2. How many of you saw the melon display? (Ask for a show of hands and show melon to all those who may not have seen it.)
3. Once all students have had a chance to look at the melon, ask them how many think it's a **Cantaloupe**, then how many think it's a **Honeydew** melon and then how many think it's a **Crenshaw melon**? Tell them that those who think it is a Honeydew melon are correct! Good job!
4. Before we get started with the sampling, let's go over the ground rules:
 - We will ask 2 students from each class to pass out samples to their classmates. If your name is not called, please stay in your seat.
 - Table helpers – Hold trays with two hands and let each student take a sample from your tray (Demonstrate if possible). If you run out of samples before all students have been offered one, come up and get another tray. Return the tray when you are done.

Jicama High 5 Flyers Nibbles (Jicama, pronounced hik-a-mah)

Food Service Directions

ORDERING

Select a date for sampling jicama (November is recommended). Order jicama in time to be delivered no more than 2 days prior to that date. Remember to order enough for sampling and the additional choice serving for the day after sampling. You will need 5 pounds per 100 students to cover both. In addition, **order ranch dressing** for dip to be served with each sample and **additional fresh vegetables** for a veggie cup for the day after sampling. Some suggestions for vegetables are; mini-carrots, cherry tomatoes and broccoli. **Confirm the item number, unit and price** with your order guide and/or vendor.

Precut Jicama
Ranch dressing
Baby carrots

Cherry tomatoes
Broccoli florets

Please be sure to check your supply of 2 oz. portion cups - order if needed.

Sampling Day:

- To prep the jicama samples: Place 1-2 sticks in each cup.

Prepare 85 portions for every 100 students to be served.

To determine the number of servings needed for your students:

$$\underline{\hspace{2cm}} (\text{number of students}) \times .85 = \underline{\hspace{2cm}} (\text{total number of samples to be cupped})$$

- Give the sheet labeled **Jicama, High 5 Flyers Nibbles Lunchroom Directions and Announcements** to the lunchroom monitor and/or volunteers.
- Plate up samples needed for each grade on trays. Once the samples are plated on trays, place 1 sticker on the bottom of 1 cup on each of trays as the activity for this sampling.
- Set out plastic gloves and empty lunch trays for collecting and counting the soufflé cups.
- Give the prizes to the lunchroom monitor or volunteers.

Day after sampling:

- Serve the remaining jicama cupped with other vegetables ordered for today's vegetable cup.
- Offer dip with vegetable cups.

Remember to serve jicama throughout the year; increased exposure promotes acceptance of new food items. It can take up to twenty exposures for a student to try a new food.

Jicama High 5 Flyers Nibbles (Jicama, pronounced hik-a-mah)

Lunchroom Announcements and Directions

Directions for Volunteers and Lunchroom Monitors

1. Check with the Food Service staff to see that the jicama samples have been cupped and are plated for the targeted lunch periods. If samples are not ready, work out a plan with the food service staff to get them ready.
2. Place one sticker on the bottom of one cup on each white oval platter. Bring as many prizes to the lunchroom as you will need – one for each sticker placed on a cup. Remember to keep them in a discreet place, out of the students' sight.
3. After the students are seated in the lunchroom, follow the directions for the announcement and the table helper selection below.
4. The Kitchen Manager will provide you with a class list of students eating in the targeted lunch period(s). Please select student names in a random manner from each class list. Most students are able and willing to help pass out the samples, even if they have physical or behavioral issues. Keep in mind that students need to perceive the selection process as fair to everyone. After you have selected the students, cross their names off the classroom lists.

Announcement to Students – after students are seated:

1. Today is a High 5 Flyers Nibbles Day!
2. We're going to try jicama. The word jicama starts with the letter "j" but it sounds like the "h" in the word hiccup. Have any of you ever tried jicama? Well, it's crispy and a little sweet – let's see what you think!
3. I'm going to call 2 names from each classroom today, so listen closely. Some of you will pass out samples and some will pass out dip.
4. **Before we get started, remember:**
If your name is not called, please stay in your seat.

Table helpers – Hold the trays with two hands and let each student take a sample from your tray. If you run out of samples before all students have been offered one, come up and get another tray. Return the tray when you are done.
5. Once everyone has their samples, ask students to check the bottom of their cup for a sticker. Exchange the cups with stickers for prizes.

Clementines High 5 Flyers Nibbles

Food Service Directions

ORDERING

Select a date in for sampling clementines (December is the suggested month). Order in time to be delivered no more than 3 days prior to that date. Order enough for sampling and the additional choice serving for the day after sampling. You will need 6, 5 pound boxes per 100 students to cover both. **Confirm the item number, unit and price** with your order guide or vendor.

Please be sure to check your supply of **4 oz portion cups**.

*** Note these are not the usual sampling portion cups, as a whole clementine will go into each cup.**

Sampling Day:

- **To prep the clementine samples:** Wash half of the clementines. Place one whole clementine into each 4 oz. soufflé cup.

Prepare 85 portions for every 100 students to be served.

To determine the number of servings needed for your students:

$$\underline{\hspace{2cm}} \text{ (number of students) } \times .85 = \underline{\hspace{2cm}} \text{ (total number of samples to be cupped)}$$

- Give the sheet labeled **Clementine, High 5 Flyers Nibbles Lunchroom Directions and Announcements** to the lunchroom monitor and/or volunteers.
- Plate up samples needed for each grade on trays.

Day after sampling:

- Wash and serve the remaining clementines to targeted grades. These can be served in bulk, self-serve containers.

Clementines High 5 Flyers Nibbles

Lunchroom Announcements and Directions

Directions for Volunteers and Lunchroom Monitors

1. Check with the food service staff to be sure the clementine samples are ready for the selected lunch periods. If samples are not ready, work out a plan with the food service staff to get them ready.
2. After students are seated in the lunchroom, follow the announcement and table helper selection process below.
3. The Kitchen Manager will provide you with a class list of students eating in the selected lunch period(s). Please select student names in a random manner from each class list. Most students are able and willing to help pass out the samples, even if they have physical or behavioral issues. Keep in mind that students need to perceive the selection process as fair to everyone. After you have selected the students, cross their names off the classroom lists.

Announcement to Students – after students are seated:

1. Today is a High 5 Flyers Nibbles Day!
2. We are going to taste clementines today – they are a kind of mandarin orange with a “zipper” skin – that means they are very easy to peel.
3. After peeling your clementine, we’ll ask for a show of hands to see who has the most sections, who has the fewest, and how many of you have the same number of sections. Just like oranges, this fruit has individual bit sized pieces that you can take apart. So when you get yours, peel it, pull the sections apart and count them to see how many you have. Then we’ll have you raise your hand to show how many sections you have.
4. I’ll call 2 names from each class. Before we get started, remember the ground rules:
 - If your name is not called, please stay in your seat.
 - Table helpers – Hold the trays with two hands and let each student take a sample from your tray. If you run out of samples before all students have been offered one, come up and get another tray. Return the tray when you are done.
5. Okay, has everyone had a chance to peel their clementine? Did anyone have 8 sections or fewer in their clementine? How many had 9 sections? 10? 11? 12? 13? Did anyone have more than 13 sections?
6. Announce the fewest number of sections, the greatest number of sections, and the largest number of students who had the same number of sections.

Sugar Snap Peas High 5 Flyers Nibbles

Food Service Directions

ORDERING

Select a date for sampling Sugar Snap Peas (January is the suggested month). Order product in time to be delivered no more than 2 days prior to that date. Remember to order enough for sampling and the additional choice serving for the day after sampling. You will need 5 pounds per 100 students to cover both. In addition, **order ranch dressing packets** for dip to be served with each sample **and additional fresh vegetables** for a veggie cup for the day after sampling. Some suggestions are; mini-carrots, cherry tomatoes and cucumber slices. **Confirm the item number, unit and price** with your order guide and/or vendor.

Sugar snap peas	
Ranch dressing	Cherry tomatoes
Baby carrots	Cucumbers

Check your supply of plastic gloves: you'll need enough to give table helpers a pair each (4 gloves per classroom) to wear while collecting soufflé cups.

*** Please be sure to check your supply of: 2 oz portion cups.**

*** Remember to order** the Minnesota Grown Directory or other local/state Farmer's market guide in early March. Distribute to students in the targeted grades on sampling day in April, or as soon as they are delivered. Minnesota Grown Directory: www.minnesotagrown.com or 651-296-5029.

Sampling Day:

- **To prep the sugar snap peas samples:** Wash peapods and place 1-2 pods in each cup.

Prepare 85 portions for every 100 students to be served.

To determine the number of servings needed for your students:

$$\underline{\hspace{2cm}} \text{ (number of students)} \times .85 = \underline{\hspace{2cm}} \text{ (total number of samples to be cupped)}$$

- Give the sheet labeled **Sugar Snap Peas, High 5 Flyers Nibbles Lunchroom Directions and Announcements** and plastic gloves to the lunchroom monitor and/or volunteers.
- Plate up samples needed for each grade on trays.
- Give the classroom prizes to the lunchroom monitor or volunteers.

Day after sampling:

- Wash remaining sugar snap peas and other vegetables ordered for today's vegetable cup.
- Cup the sugar snap peas with other fresh vegetables.
- Put out Ranch Dressing packets for students to use with their vegetable cups.

Remember to look for lower prices on sugar snap peas in your vendor's produce update, and order them for veggie cups throughout the year.

Sugar Snap Peas High 5 Flyers Nibbles

Lunchroom Announcements and Directions

Directions for Volunteers and Lunchroom Monitors

1. Check to be sure the sugar snap pea samples have been cupped and plated. If the samples are not ready, work out a plan with food service staff to get them ready.
2. The activity today is a sample-challenge to see if each class can eat 20 or more samples. A classroom prize will be given to each class reaching a goal of 20 or more samples. Students will stack their empty sample cups by classroom to determine how many samples each class ate.
3. Bring one prize for each classroom to the lunchroom. Remember to keep them in a discreet place, out of the students' sight.
4. After the students are seated in the lunchroom, follow the announcement and table helper selection process below.
5. Select two students to pass out the samples and dip, and one to collect and count the soufflé cups after students have eaten their samples. The Kitchen Manager will provide you with the class lists. Please select student names in a random manner from each class list. Most students are able and willing to help pass out the samples, even if they have some physical or behavioral issues. Keep in mind that students need to perceive the selection process as fair to everyone. After you have selected the students, cross their names off the classroom lists.

Announcement for Students - after students are seated

1. Today is High 5 Flyers Nibbles Day and we're also going to have a sample-challenge! Each classroom whose students eat 20 or more samples will receive a prize. We will taste fresh sugar snap peas with dip. How many of you have tasted sugar snap peas before? Well, today you will get a chance! They are sweet and crisp – I think you'll like them!
2. We will select **3 students to be table helpers**. Two helpers will pass out the samples and dip and the third will be asked to be the Counter. That student will put on plastic gloves, collect and count the soufflé cups from the sugar snap pea samples eaten by **just the students in their class**. Table helpers, remember to hold the tray with 2 hands and let your classmates take their own sample.
3. **It's important to be honest and fair**. You must eat the sample to be able to count it. Please don't dump samples on your tray or try to hide them in your milk container, because then we'll have to take some cups away from your classroom total.
4. When you are done tasting, the student counter will tally the sample cups and let the volunteer know how many their class ate. Tell student counters "Counters, raise your hand when you are done counting so that we can get your classes' total.
5. Let's all work together to have a fun Challenge! Let's get started! Volunteers are here to help you, just raise your hand if you need help.
6. After all classes have tallied their cups and turned in their scores, announce the classes that reached their goal and give them a prize.

Fresh Pineapple High 5 Flyers Nibbles

Food Service Directions

ORDERING

Select a date for fresh pineapple sampling (March is recommended). Order pre-cut fresh pineapple in time to be delivered no more than 2 days prior to that date. Order enough for sampling and the additional choice serving for the day after sampling. You will need 10 pounds per 100 students to cover both. **Confirm the item number, unit and price** with your order guide or vendor. In addition, order 1 whole pineapple for display if possible.

***Remember: order the Dole Kids Cookbook** through the website: www.dole5aday.com in February or early March so that it will be available for students in the spring. See pg 9 or further instructions.

Please be sure to check your supply of 2 oz portion cups.

Sampling Day:

- To prep the pineapple samples: place 1-2 pieces of pineapple in each cup.

Prepare 85 portions for every 100 students to be served.

To determine the number of servings needed for your students:

$$\underline{\hspace{2cm}} \text{ (number of students)} \times .85 = \underline{\hspace{2cm}} \text{ (total number of samples to be cupped)}$$

- Give the sheet labeled **Fresh Pineapple, High 5 Flyers Nibbles Lunchroom Directions and Announcements** to the lunch monitor or volunteer.
- Plate up samples needed for each lunch period on trays.

Day after sampling:

- Serve the remaining fresh pineapple chunks as a fruit choice to the targeted grade level(s) on the lunch line.

*** Remember to look for lower prices on fresh pineapple in your produce newsletter throughout the rest of the year and serve it on the line again.**

Fresh Pineapple High 5 Flyers Nibbles

Lunchroom Announcements and Directions

Directions for Volunteers and Lunchroom Monitors

1. Check to be sure pineapple samples have been cupped and plated for the targeted grades. If the samples are not ready, work out a plan with food service to get them ready.
2. Also check to see if a whole fresh pineapple was delivered. If not, omit the comment in the announcements about whole fresh pineapple.
3. After students are seated in the lunchroom, follow the directions for the announcement and table helper selection process below.
4. The Kitchen Manager will provide you with a class list of students eating in the selected lunch period(s). Please select student names in a random manner from each class list. Most students are able and willing to help pass out the samples, even if they have physical or behavioral issues. Keep in mind that students need to perceive the selection process as fair to everyone. After you have selected the students, cross their name off the classroom list.

Announcement for Students - after students are seated

1. Hi Kids! Today is a High 5 Flyers Nibbles day. We are going to sample fresh pineapple. Many of you have had canned pineapple – this fresh pineapple tastes similar and even better!
 2. We have a whole fresh pineapple here for you to look at and a couple questions for you to answer about pineapple. **Where do you think pineapple grow: in Mexico, Hawaii or Alaska?** Let's have a show of hands of those who think: Mexico, Alaska, or Hawaii? **Well, it grows in both Hawaii and Mexico, but not Alaska, because it's too cold there. Pineapple only grows in warm climates.**
 3. Here's another question (use show of hands technique again) – **look at the pineapple do you think it grows on a tree, a plant or a vine?** Those of you who guessed a plant are right! The plant grows to be about 4 feet tall.
 4. Okay, let's get started: We'll select 2 names for table helpers. Each of you will pass out a tray of pineapple. Remember to hold the tray with two hands and let each student take a sample from the tray. Return the tray when you are done.
 5. After students have tried the pineapple, ask for a show of hands for the following questions:
 - **How many of you tried the pineapple?**
 - **How many of you liked the pineapple?**
- Thanks for letting us know what you think – it's really great that so many of you tried the fresh pineapple. Look for it tomorrow on the line!

Sweet Red Pepper Strips High 5 Flyers Nibbles

Food Service Directions

ORDERING

Select a date for sampling red pepper strips (late April is recommended). Order product in time to be delivered no more than 2 days prior to that date. Remember to order enough for sampling and the additional choice serving for the day after sampling. You will need 5 pounds per 100 students to cover both. In addition, **order Ranch Dressing packets** for dip to be served with each sample **and additional fresh vegetables** for a veggie cup for the day after sampling. Some suggestions for vegetables are; mini-carrots and cucumber slices. **Confirm the item numbers, units and prices** with your order guide and/or vendor.

Remember: order the Minnesota Produce Directory early in April so that it can be distributed at or near the time of your sampling (at: www.mda.state.mn.us/mngrown.)

Red pepper strips
Ranch dressing

Baby carrots
Cucumbers

*** Please be sure to check your supply of 2 oz portion cup - order if needed.**

Sampling Day:

- To prep the sweet red pepper strips samples: Place 1-2 strips in each cup.

Prepare 85 portions for every 100 students to be served.

To determine the number of servings needed for your students:

$$\underline{\hspace{2cm}} \text{ (number of students) } \times .85 = \underline{\hspace{2cm}} \text{ (total number of samples to be cupped)}$$

- Give the sheet labeled **Red Pepper Strips, High 5 Flyers Nibbles Lunchroom Directions and Announcements** to the lunchroom monitor and/or volunteers.
- Plate up samples needed for each grade on the trays.

Day after sampling:

- Cup the remaining red pepper strips with other vegetables ordered for today's vegetable cup.
- Offer Ranch Dressing packets for students to use with their vegetable cups.

Sweet Red Pepper Strips High 5 Flyers Nibbles

Lunchroom Announcements and Directions

Directions for Volunteers and Lunchroom Monitors

1. Check with the Food Service staff to see that the samples of sweet red pepper strips have been cupped and are plated for the targeted classes. If samples are not ready, work out a plan with the food service staff to get them ready.
2. For today's activity, check with the Kitchen Manager to identify the items sampled in your school this year. (Possible sampled items: Honeydew Melon, Sugar Snap Peas, Clementines, Jicama & Fresh Pineapple). Underline or highlight those in your school.
3. After the students are seated in the lunchroom, follow the directions for the announcement and the table helper selection below.
4. The Kitchen Manager will provide you with a class list of students eating in the selected lunch period(s). Please select student names in a random manner from each class list. Most students are able and willing to help pass out the samples, even if they have physical or behavior issues. Keep in mind that students need to perceive the selection process as fair to everyone.

Announcement for Students - after students are seated

1. Today is a High 5 Flyers Nibbles Day!
2. This is our last sample for the year. **Q: Can you remember all of the new fruits and vegetables we sampled this year?** Raise your hand if you can remember one of the things we sampled this year - (Honeydew Melon, Sugar Snap Peas, Clementines, Jicama & Fresh Pineapple).
3. All of you have done a great job trying new fruits and vegetables this year. Soon, we'll be handing out a Produce Directory to help your family find terrific places to buy fresh fruits and vegetables this summer. Watch for them in your classroom.
4. For now, let's get started with today's sampling! We'll taste sweet red pepper strips with dip. How many of you have tasted sweet red peppers before? Well, today you will get a chance! Red peppers are sweeter than green peppers – see what you think!
5. I'm going to call some names again today, so listen closely.
6. Okay, let's get started: We'll select 2 names for table helpers from each class. One of you will pass out sweet red peppers and one will pass out the dip. Remember to hold the tray with two hands and let each student take a sample from the tray.

Challenge Week Overview

Purpose:

The goal of the challenge is to motivate students to eat at least three servings of fruits and vegetables at lunch for one week. Goals help students stretch beyond their normal eating patterns and the Challenge Week provides a peer supported process for tracking progress. The response from students to the Challenge Week has been great! They enjoy checking each day to see which classroom is leading and who will reach their goal at the end of Challenge Week.



How it works:

- Students are challenged to eat 3 servings of fruits and vegetables every day at lunch for 4 consecutive days.
 - Each student is served their fruit and vegetable portions in a soufflé cup or is handed a cup for each serving they take.
 - Students who bring a lunch from home will be given a soufflé cup for each serving of fruit and vegetable they bring, including 100% juice.
 - After students have eaten most of their lunch, student table helpers come around to collect the soufflé cups of all the fruit and vegetable servings each student has eaten.
 - With the help of volunteers, students count up all the soufflé cups their classroom has earned by eating fruits and vegetables and record the number on a card.
 - Each class goal is represented on a carrot scoreboard, which is filled in every day to record the amount students in each class have eaten.
 - At the end of the week, students in each class that reach their goal will receive a frozen fruit yogurt treat and the class will receive a card acknowledging their success.
-

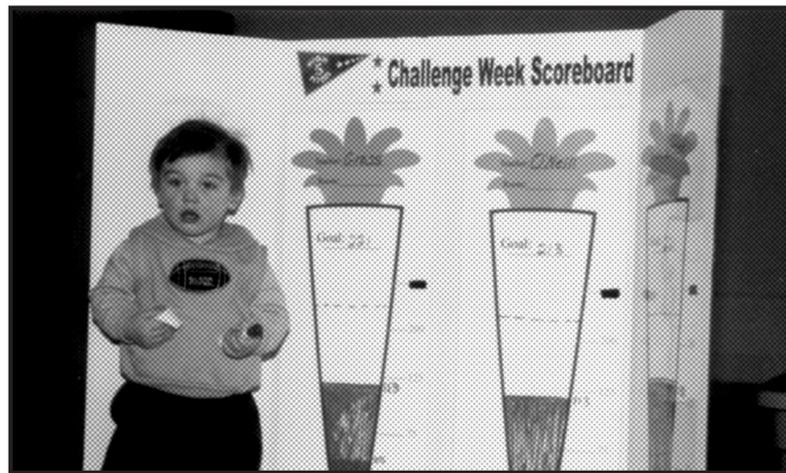
Challenge Week Overview

What does Food Service do?

- **Give parent materials master sheets** to the school secretary to copy for all participating classrooms. (See page 75, 77 and 79)
- **Request 2 volunteers per day for 4 days of the Challenge Week** from the Volunteer Coordinator.
- **Order frozen yogurt cups** for the total number of students in targeted grades (this may require some advance notice to your vendor).
- **Order extra quantities of fruits and vegetables** because participating students will increase what they take and eat by about 50%.
- **Determine goals for each classroom.** (See page 85)
- **Plan extra time for preparing and cupping** the additional servings of fruits and vegetables.
- **Distribute materials and directions** to lunchroom monitors or volunteers daily during the Challenge Week. (See page 69, 70, 71)
- **Encourage students to choose fruits and vegetables** as they pass through the line each day.
- **Distribute frozen treats** in the lunchroom to all classes that have reached their goal.

How long does it take?

The Challenge Week is more labor intensive than other High 5 Flyer activities because it takes place over 4 consecutive days. If cupping individual portions, plan on spending an additional 10 – 20 minutes of staff time per lunch period to prep the extra portions. If most fruits and vegetables are self-served at your school, it will require less additional time.



Step by Step Challenge Week Directions

Food Service

1. Plan Challenge Week

- Select a week
- Inform lunchroom monitors, staff and targeted grades of Challenge Week
- Request volunteers
- Request parent material copying and distribution
- Determine goals for each participating classroom. Page ?



2. Order products

- Frozen yogurt treats
- Extra fruits and vegetables
- Small non-latex gloves
- Handi-wipes
- 4 oz. Soufflé cups



3. Challenge Week

- Prepare extra servings of fruits and vegetable for targeted grades each day
- Cup as many F & V as possible
- Hand out cups for F & V not cupped
- Friday – hand out frozen yogurts to those who reached their goal

Lunchroom

1. Week before challenge

- Read through materials
- Make announcements the Thursday and Friday in the lunchroom prior to Challenge Week



2. Challenge Week – each day:

- Set up scoreboard(s)
- Bring materials to lunchroom
- Hand out paper cups to students who bring their lunch from home
- Make announcements
- Praise and encourage students



3. Challenge Week – once students have eaten:

- Select table helpers
- Assist table helpers with collecting, counting and scoring
- Fill in carrot score sheets



High 5 Flyers Challenge Week Food Service Directions

Planning:

- Four weeks before the challenge, request 2 volunteers per day, Monday – Thursday of Challenge Week from the volunteer coordinator.
- Three weeks prior to the Challenge, give parent materials to the school secretary and request that copies be made and delivered to targeted classrooms 1 week before the challenge.
- Ask school secretary to copy and cut an appropriate number of scorecards for targeted grades (page 81).

ORDERING

Increase your order of fruits and vegetables for the High 5 Flyers Challenge Week. Take into account that **targeted grades** may almost double their consumption of fruits and vegetables.

Order: the frozen yogurt cups as a reward for all students in targeted classes. Most, if not all classes will reach their goal. Note that you may need to order 2-3 weeks early in order to be certain they will have it in stock.

4 oz. soufflé cups: Check your supply and order more if needed. **Tip:** If you have 200 students, you would need 3000 soufflé cups for Challenge Week.

Small non-latex gloves: Order for students to wear when handling their classmates' used soufflé cups.

Handi-wipes: Check your supply and order if needed. These are for students to clean their hands after handling used soufflé cups.

Challenge Week:

- Prepare extra servings of fruits and vegetables for the targeted classrooms. This is a good week to take care to use a $\frac{1}{4}$ cup serving size.
- Cup as many fruits and vegetables as possible.
- Have extra soufflé cups on the line for any vegetables or fruits that are not served in cups. Hand one to each student who takes a serving of that fruit or vegetable.
- Give lunchroom materials to the volunteers or lunchroom monitor each day of the Challenge.

Packet of:

directions and announcement
scorecards
pencils

carrot score sheet(s)
dry erase markers
soufflé cups (for students w/ bag lunch)

small non-latex gloves
handi-wipes

- Direct your staff to encourage students to take fruits and vegetables and praise them when they take 3 or more from the lunch line.

Rewards for successful classrooms:

- On **Friday of Challenge Week**, frozen treats will be distributed in the lunchroom.
- The food service staff will count out the frozen treats for each successful classroom and place them on the white, oval trays (the ones used for sampling).
- The Lunchroom Monitor will choose names of table helpers who will then pass out the frozen treats to their classmates.

Challenge Week Lunchroom Directions

The role of adults in the lunchroom is to support students as they strive to eat 3 or more servings of fruits and vegetables each day and help them keep an accurate record of their classroom score. Students should eat all or most (1-2 bites remaining in cup) of each serving in order to count it toward their classroom total.

Tasks:

- Make sure all supplies listed below are in the lunchroom. If missing, contact the Site Supervisor.

Packet of:

directions and announcements	carrot score sheet(s)	small non-latex gloves
scorecards	dry erase markers	handi-wipes
pencils	soufflé cups	

- **Display carrot score sheets** for the current lunch period.
- **Hand out paper cups** to students who brought fruits and vegetables in their lunch from home. If they have juice, make sure the label says 100% juice. For students who didn't bring any fruits or vegetables in their lunch, give them an information sheet to help them select items they would like to bring in their lunch (see appendix).
- **Make the daily announcement** once students are seated in the lunchroom.
- **Encourage and praise students** for choosing to eat fruits and vegetables. Encourage them to eat what they took.
- **Select 2 names from each classroom list** as table helpers each day and read the names aloud midway through the lunch period.
- **Give table helpers** plastic gloves to wear when collecting soufflé cups and 100% juice containers from students and handi-wipes to clean their hands when they are finished counting the cups and containers.
- **Ask table helpers to stack and count the cups**, then record the total servings of fruits and vegetables eaten by their class on the card in the column for that day. If possible, someone should recount the stack to ensure the correct amount has been entered.
- **Fill in their classroom carrot** once the students have finished recording their class score, to indicate each score. This can be done after the lunch period has ended, but before the start of the lunch period the following day.
- **Remind students to be honest** and that everyone can reach their goal and get the reward. Occasionally students may put servings of fruits and vegetables on the floor or in milk cartons to try to "win". Let them know that if this occurs, an equal number of serving cups will be taken from their stack.



Challenge Week Lunchroom Announcements

The week BEFORE Challenge Week:

Thursday –

- Students: Did you hear about the High 5 Flyers Challenge Week?
- For 4 days, we're challenging each of you to eat at least 3 servings of fruits and vegetables at lunch each day!
- We'll start next Monday – so get ready!

Friday –

- Students can eat up to 4 servings of fruits and vegetables each day at lunch.
- You will each receive a paper cup for every fruit and vegetable item you take from the line, except for juice, which comes in its own cup.
- Starting Monday, we're going to select names for table helpers and ask them to collect and count the paper cups when you have finished eating the fruits and vegetables.
- If you bring your lunch from home, make sure you talk to your parents about sending as many as to 4 fruits and vegetables in your lunch.

Announcements to be read DURING Challenge Week are on the following page.

Challenge Week Lunchroom Room Announcements

Read these during Challenge Week:

Monday –

- Today is the first day of the Fruits and Vegetables Challenge!
- We’re challenging every one of you to eat 3 servings of fruits and vegetables every day for 4 days.
- Eat your hot vegetables first – they taste better when they are still warm.
- And have fun!

Tuesday –

- Help your class reach its goal – take and eat at least 3 fruits and vegetables everyday at lunch.
- Remember to be honest – Give your cups to the table helpers only after you have eaten all or most of each serving.
- It’s important to eat the food on your tray and not trade or give others food from your meal – that can spread germs.
- Keep eating 3 a day!

Wednesday –

- All of you are doing such a great job – keep it up – and tell your teachers and parents what a great job you’re doing – we will too!
- Remember only 100% juice counts as a serving of fruit – check the label for “100% Juice.”
- Tomorrow is the last day of the challenge – so keep eating those fruits and vegetables.

Thursday –

- Today is the last day of the challenge – how are you doing? Did you eat 3 fruits and vegetables a day?
- How did your classmates do? Keep encouraging each other to eat 3 a day!
- You’ve all been trying very hard to eat more fruits and vegetables – you’re doing great!
- We hope that tomorrow, every one of you gets to have a frozen treat!

Friday –

- You have all done such a terrific job eating more fruits and vegetables!
- We hope you’ll keep trying to eat more fruits and vegetables everyday!

Announce the classrooms that reached their goal and congratulate everyone for trying hard to reach their goal.



Challenge Week Copying Directions

1. Make and give copies of the following materials to the **Food Service staff, Lunch Monitors and Volunteers:**
 - “Dear Food Service staff, Lunch Monitors and Volunteers” letter (page 73)
 - “Hey Kids!” Flyer (page 77)
2. Make and give copies of the following materials to the support staff at your school so that enough copies can be made for classrooms of students in targeted grades:
 - “Dear Parents and Teachers” letter (page 75)
 - “Hey Kids!” flyer (page 77)
 - “Fruits and Vegetables First! Challenge Directions” (page 79)
3. Copy the following pages that will need to be copied for Challenge Week activities. Below are the instructions for copying each page.
 - Scorecard: You will need to make enough copies to supply each classroom with one card. There are four cards per page. (page 81)
 - “Hey Kids!” flyer: Make enough copies so that students bringing bag lunches that do not include fruits and vegetables have some suggestions about what to bring. We suggest 50 –100 copies for the week, depending on the number of classes participating. (page 77)
 - “Congratulations!” Card: Copy onto brightly colored heavy paper. Make enough copies for every class that reaches their goal to receive one along with their classroom prize. (page 83)



Dear Food Service, Lunch Monitors and Volunteers:

Thank you for agreeing to help us with the upcoming “Fruits and Vegetables First” Challenge Week.

Dates of the Challenge Week: _____

Grades Participating: _____

The goal of the challenge is to encourage students to eat at least 3 servings of fruits and vegetables each day at school lunch. A serving for elementary school children is about $\frac{1}{4}$ cup of fruit or vegetable, or one small piece of fruit. A serving of juice is 6 fl oz ($\frac{3}{4}$ cup) and only 100% fruit juice counts as a serving.

1. All students are invited to participate. If a student eats bag lunch, encourage them to ask for or pack fruits and vegetables, too.
2. All students will receive a paper soufflé cup for each serving of fruit or vegetable they have on their tray or bring from home. If the food has been eaten, the cup will be counted at the end of the lunch period. The total number of servings eaten by each classroom will be tallied.
3. Each classroom will be challenged to meet a goal based on an average of about 3 servings of fruits and vegetables per student per day for four days. Progress will be recorded daily on a large carrot scoreboard. All classes can meet their goal and receive a reward at the end of the week.

Roles of Food Service

1. Give parent material masters to school secretary to copy for all participating classrooms. These will tell teachers of the participating grades about the program as well.
2. Request 2 volunteers per day for 4 days of the Challenge Week to help in the lunch room.
3. Order, prepare and serve extra-appealing fruits and vegetables in paper soufflé cups. Provide a cup for each serving during the Challenge Week. Order frozen yogurt cups for rewards.
4. Distribute materials and directions to lunchroom monitors or volunteers daily during the Challenge Week.
5. Encourage students to take and eat fruits and vegetables each day.
6. Distribute frozen treats to students in all classes that reach their goal.

Roles of Lunchroom Volunteers

1. Be familiar with Challenge Week goals and ground rules.
2. Each day of the Challenge:
 - a. Arrive about 10 - 20 minutes prior to the lunch period of participating classes to set up.
 - b. Display carrot score boards.
 - c. Hand out paper soufflé cups to students who brought fruits and vegetables in their lunch from home.
 - d. Read the daily announcement. Report daily classroom scores.
 - e. Encourage and praise students. Remind students to be honest.
 - f. Draw names of student volunteers and assist them as they collect and count the paper soufflé cups for their classroom.
 - g. Record the classroom totals on the carrot scoreboard chart each day.

Thank you! Remember to have fun and to encourage students to eat their fruits and vegetables!

Dear Parents and Teachers:

There will be a “Fruits and Vegetables First” Challenge Week next week at school lunch.

Dates of the Challenge Week: _____

Grades Participating: _____

The goal of the challenge is to encourage students to eat at least 3 servings of fruits and vegetables each day at school lunch. A serving for elementary school children is about $\frac{1}{4}$ cup of fruit or vegetable, or one small piece of fruit. A serving of juice is 6 fl oz ($\frac{3}{4}$ cup) and only 100% fruit juice counts as a serving.

1. All students are invited to participate. If a student eats bag lunch, encourage them to ask for or pack fruits and vegetables, too.
2. All students will receive a paper soufflé cup for each serving of fruit or vegetable they have on their tray or bring from home. If the food has been eaten, the cup will be counted at the end of the lunch period. The total number of servings eaten by each classroom will be tallied.
3. Each classroom will be challenged to meet a goal based on an average of about 3 servings of fruits and vegetables per student per day for four days. Progress will be recorded daily on a large carrot scoreboard. All classes can meet their goal and receive a reward at the end of the week.

Please explain this fun event to the students. Encourage them and ask how well their class is doing each day!

Kitchen Manager

Hey Kids! It's Time For the High 5 Flyers Challenge Week!

During the week of the challenge, each student will try to eat 3 or more servings of fruit and vegetables each day at school lunch!

Here are some tips that may help you.

Enjoy those great fruits and vegetables!

- Eat your hot vegetables first – they taste better when they are still warm.
- Eat your other fruits and vegetables next. Take time to enjoy them!
- Have fun!

Challenge yourself! Eat 3 fruits and vegetables each day at lunch for good health.

- Try lots of fruits and vegetables, even those you're not sure you'll like.
- If you bring your lunch from home, ask your parents to help you pack fruits and vegetables you like to eat everyday!
- If you only eat 2 one day, try to eat 4 the next day to stay on track.

Ask your classmates to eat 3 fruits and vegetables each day.

- Your classroom will have a goal based on the number of students in your class.
- Every classroom can reach its goal! Challenge your classmates to reach your goal.
- For your class to reach the goal, everyone will need to eat at least some fruits and vegetables everyday.

Be honest!

- Only stack your cups and count them if you have eaten all or almost all the food.
- Don't trade or give food to other students – that can spread germs.

Parents: *If you send a bag lunch with your child, here are ideas and serving sizes for including more fruits and vegetables:*

<u>Vegetables</u>	<u>Fruits</u>
4-5 Baby carrots	1 small fruit, such as an Apple, Banana or Orange
4-5 Celery sticks	¼ cup (2 oz.) Applesauce
4-5 Cucumber coins	¼ cup Raisins or Dried fruit
½ c Lettuce in a sandwich or in a green salad	¼ cup (2 oz.) Canned fruit
	½ cup (4 oz.) <u>100%</u> Fruit juice

Only 100% juice counts as a serving of fruit.

Juice boxes that are 100% Juice: Minute Maid – orange, apple, cherry & grape, Libby's Juicy Juice, Mott's, Tree Top and Old Orchard.

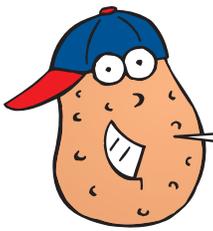
Juice boxes that are NOT 100% Juice:

Minute Maid fruit punch, Sunny Delight, Capri Sun, Hi-C, Kool-Aid drinks.

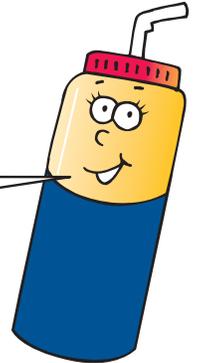
Labels that say 100% natural or 100% vitamin C may not contain 100% juice.

Fruits and Vegetables First!

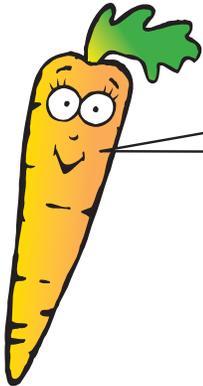
Challenge Directions



Hey, did you hear about the challenge we're having at lunch?

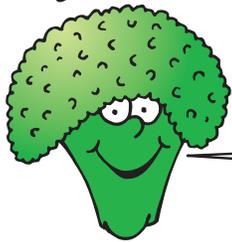
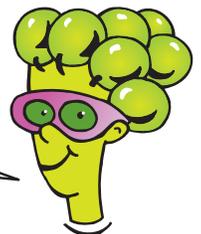


We'll tell you about it!



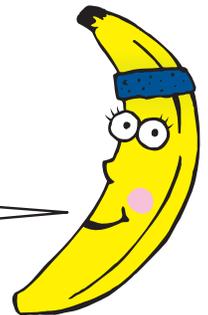
*Choose up to **FOUR** fruits and vegetable a day at lunch.*

Or bring them in your lunch from home.



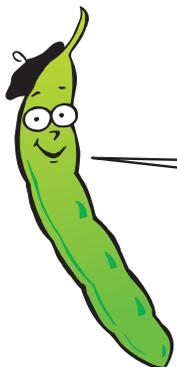
Each serving of fruit and vegetables will be served in a paper cup.

Eat your fruit and vegetable for lunch.



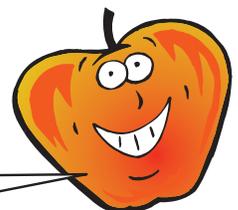
Stack your empty cups to be counted by the table helper.

Your class will win a frozen treat if everyone eats at least 3 fruits and vegetables each day!!!



Good Luck! Try to Eat 3 or even 4 a day at lunch!

BE A PART OF THE HIGH 5 FLYERS TEAM!



Challenge Week Scorecard				
Count cups for each class with the table helpers.				
Teacher Classroom				
	Mon.	Tues.	Wed.	Thurs.
Table 1				
+ Table 2				
DailyTotal				
Grand Total				

Challenge Week Scorecard				
Count cups for each class with the table helpers.				
Teacher Classroom				
	Mon.	Tues.	Wed.	Thurs.
Table 1				
+ Table 2				
DailyTotal				
Grand Total				

Challenge Week Scorecard				
Count cups for each class with the table helpers.				
Teacher Classroom				
	Mon.	Tues.	Wed.	Thurs.
Table 1				
+ Table 2				
DailyTotal				
Grand Total				

Challenge Week Scorecard				
Count cups for each class with the table helpers.				
Teacher Classroom				
	Mon.	Tues.	Wed.	Thurs.
Table 1				
+ Table 2				
DailyTotal				
Grand Total				

Congratulations,
_____ **class**

reached its goal!!

Your class ate _____ servings of
fruits and vegetables during the
"High 5 Flyer Challenge Week".

Congratulations,
_____ **class**

reached its goal!!

Your class ate _____ servings of
fruits and vegetables during the
"High 5 Flyer Challenge Week".

Challenge Week Goals Calculation Chart

The classroom goals are established on a per-day, per-student consumption of servings of fruits and vegetables, allowing for an average of 95% attendance. The goals are calculated at less than three servings a day to allow for an appropriate amount for each age group. Targets are as follows:

2nd grade – 2 servings
 3rd grade – 2.20 servings
 4th grade – 2.40 servings

5th grade – 2.60 servings
 6th grade – 2.80 servings

Students per classroom	Goal 2nd grade	Goal 3rd grade	Goal 4th grade	Goal 5th grade	Goal 6th grade
20	152	167	182	198	213
21	160	176	192	207	223
22	167	184	201	217	234
23	175	192	210	227	245
24	182	201	219	237	255
25	190	209	228	247	266
26	198	217	237	257	277
27	205	226	246	267	287
28	213	234	255	277	298
29	220	242	264	287	309
30	228	251	274	296	319
31	236	259	283	306	330
32	243	268	292	316	340
33	251	276	301	326	351
34	258	284	310	336	362
35	266	293	319	346	372
36	274	301	328	356	383
37	281	309	337	366	394
38	289	318	347	375	404
39	296	326	356	385	415
40	304	334	365	395	426

Formula: (students per classroom) x .95% x (servings per child by grade) x 4 (days).

Go-Go Grape Finale Meal Overview

Purpose:

The goal of the Finale meal is to provide some closure for the year-end of the High 5 Flyers program. Students will be asked to take a clue and see if they can figure out what will be happening at lunch the following day. The day of the Finale Meal, students will be served a meal that includes grapes in three different forms (fresh, juice and raisins). As students are seated in the lunchroom, they will be asked if they were able to figure out from the clues what was going to happen and where the “grapes” are in their meal. The Dole Kids Cookbook will be given to their teachers to be send home at the end of the day.

How it works:

- Students are given clues at lunch the day before the Finale Meal in order to get them excited and engaged in the activity.
- Food service creates a meal containing the various forms of grapes – fresh, juice and raisins.
- After lunch is served an announcement is made, asking students if they figured out the clues and they know what items contain grapes.
- Ask the classroom teachers for the targeted grades to send the Dole cookbooks home with students at the end of the day, if they have not already done this.

What does food service do?

- Choose a date for the Finale Meal: the last month of your program (we suggest early May)
- Order the Dole Cookbook 2 months in advance through the website: www.dole5aday.com. Directions for placing your order are on pg. ?
- Inform staff, including lunch monitor. Suggest that teachers eat with their class for the Finale Meal.
- Order food products according the Food Service Directions sheet.
- Give Lunchroom Directions and Announcements to the lunch monitor.
- Prepare cookies, salad and fresh grapes for finale meal.
- Serve the Finale Meal.

How much time will it take?

The only additional time should be the planning and ordering time. The meal contains usual meal components, so it should not take any extra time to prepare. However, someone will need to make the announcements and hand out materials in the lunchroom – if someone on the food service staff does this, it will take an additional 15 minutes per lunch period.



Step by Step Finale Meal Directions

Food Service

1. Plan Finale Meal

- Select date
- Order Dole Kids cookbook 2 months in advance
- Plan out ordering



2. 1-2 Weeks Before

- Food products in a timely way, according to shelf life
- Invite teachers to eat with students
- Copy and cut clues, put in jar

Day before

- Thaw grape juice
- Bake cookies ahead
- Put up poster with clues jar



3. Day of

- Make salad
- Wash grapes
- Put on serving line:
 - Salad
 - Grapes
 - Cookies
 - Grape juice

Lunchroom

1. Day before

- Make sure poster and clues are displayed
- Make announcements in the lunchroom for all lunch periods



2. Day of

- Read announcements
 - Remind teachers of Dole cookbook distribution if they have not done this yet
-

FREE Dole Kid’s Cookbook Ordering Directions

How to order online:

The colorful Kid’s Cookbook is designed to excite children about making simple fruits and vegetable recipes. The 21 simple recipes help kids discover how much fun cooking can be and how great fruits and vegetables can taste. Cookbooks are free for students if ordered by a teacher for their classroom (otherwise \$3. 50 per cookbook). You can receive free copies of the Dole Kid’s Cookbooks by ordering them for each classroom on line.

The web site will prompt you through the ordering instructions. It may help you to know that:

- If the school is not registered, this can be done by sending a fax to Dole at 510-639-5556 on school letterhead with the school’s name and address. List the teachers’ first and last names and your name as the food service manager.
- If the teacher is not registered but your school is, you can act as a proxy for the teacher by typing in the first and last name of the teacher and the number of students in their classroom.
- If the teacher is registered, simply order the number of cookbooks needed for each classroom.

Be sure to add your name where it asks for the name of the food service director at your school!

Here are the simple instructions for ordering on line.

1. Log on to the internet on your computer
 2. Type in: [www. dole5aday. com](http://www.dole5aday.com)
 3. Choose Teacher
 4. Choose Online Ordering System
 5. Enter Zip Code for your school
 6. Choose Your school name
- If your school is not listed, follow the instructions send a fax to 510-639-5556
7. Enter Teacher’s name
 8. Request Number of cookbooks needed
 9. Submit the request
 10. As a courtesy, send a group email to the teachers to let them know you have ordered the cookbooks.

Sample email:

Dear Teachers: As part of the High 5 Flyers program, we have ordered free copies of the Dole Kids Cookbook for all the students in your room. They will be sent to you directly.

Please come to the High 5 Flyers Finale Meal May ____ and if possible, distribute the cookbooks that day. Ask students to take the cookbook home and encourage them to eat fruits and vegetables at home and at school lunch!

Visit the Dole website at [www. dole5aday. com](http://www.dole5aday.com) for additional 5 A Day resources for your classroom.

Thank you!

Finale Meal Copying Directions

- 1. 1 week prior to the Finale Meal:** Make enough copies of the clues (page 91) so that each student in the targeted grades could take a clue. There are 16 clues per sheet. Cut the copies into individual clues and place in a clues jar.
- 2. Put the Clues Jar and Poster up the day before the Finale Meal.**



Stop is the opposite of the start of my name,
I hope you like this guessing game.

When you drink me, a spill do avoid,
Or you may find your parents annoyed.

Dried or fresh, this fruit tastes fine,
And tomorrow you'll find it on the lunch line.

Look and see in your school lunch,
The three forms of me you like a bunch!

Round or wrinkled we taste so sweet,
To have us for lunch is quite a treat!

Juicy, sweet and on the run,
This High 5 Flyer is lots of fun!

Whether chewing or drinking, our taste is so fine,
You'll enjoy us whenever we're on the lunch line.

Tomorrow's lunch is a special event,
Can you guess what foods we'll present?

If this spilled on your shirt, your Mother would say,
"How will we make this stain go away"!

When dried by the sun, this tasty fruit
Easily slides right down the shoot!

What comes in black, red and green?

What is sweet, wrinkly and dried?

What grows on a vine?

What can be served fresh, dried or juicy?

What beverage is the color
of the Minnesota Vikings?

My juice is purple and oh so sweet,
And if you spill me, the laundry I'll meet.

Go-Go Grape Finale Meal

Food Service Directions

Decide the date of the Finale Meal in your school: _____

ORDERING

*Note that items need different lead times based on shelf life.

***4 oz. Grape juice cups** - to serve them to the targeted grades lunch period(s).

Red grapes – to serve as the fresh fruit item for students in targeted grades and an additional 2# for the salad. You will need approximately 10# of grapes per 100 students.

For 125 servings of Waldorf Salad, order:

2# Red grapes (above) _____

5# Granny Smith apples, diced,

5# Celery, diced,

1 – 2# bag Raisins,

Mayonnaise: *make sure you have 3 c. on hand*

Oatmeal Raisin 1 oz. cookies,

- **Make several copies of the Finale Meal clues** (see appendix), so that each student in the targeted grades could take one clue. Cut the sheet into individual clues and place in the Clues Jar.

The day before the Finale Meal:

- **Hang the “Guess What’s Go - Go - Going on...” poster** in a location where the jar of clues can be located next to it.
- **You or (ask) the lunchroom monitor to make a lunchroom announcement** according to the Lunchroom Directions and Announcements sheet to promote the clues.
- **Remove the poster and clues jar** at the end of the targeted grade lunch periods.

Day of Go-Go Grape Finale Meal:

Menu for the targeted grade lunches

Entrees listed on District Menu

Replace Green Salad or Fresh Vegetables with Waldorf Salad

Use Fresh Grapes as the Fresh Fruit item

Serve Grape Juice Cup and remove any other juices served.

Serve the 1 oz Oatmeal Raisin Cookie as an additional menu item

All other menu items should be served as they are listed on the District Menu.

Go-Go Grape Finale Meal

Lunchroom Announcements and Directions

One Day BEFORE the Finale Meal

1. Make sure the poster is hung and the clue jar with clues is available to students. If not, make arrangements with the food service staff to get them placed in the lunchroom.
2. Once students are seated in the lunchroom, make a lunchroom announcement to promote the clues:

“Hey kids – did you see the poster? (If students are not aware of it, point it out to them and offer them an opportunity to take a clue.)

**There are some clues here about what will be happening at lunch tomorrow.
See if you can guess!”**

Finale Meal Day Lunchroom Announcement:

1. Who was able to figure out what was happening at school lunch today from the clues you got yesterday? That’s great! We thought it would be fun to have a meal that includes grapes in all the ways we can eat them – as fresh grapes, as raisins and as grape juice.
2. Can you tell me where the raisins are in your meal? (salad, cookies)
3. Right! We hope you have had fun with the High 5 Flyers program this year. **If students have not already received it** “We will be giving your teachers a kids cookbook for you to take home at the end of the day. It has lots of tasty, simple recipes that you can make for your family!

Give the Dole Cookbooks to classroom teachers to hand out to their students at the end of the day.

Grape Waldorf Salad

125 Servings:

2 lbs. Red Grapes, washed and stemmed
5 lbs. Granny Smith Apples, chopped
5 lbs. Celery, chopped
1 lb. Raisins

3 c. Mayonnaise, lowfat
1 c. Fat Free Sour cream or Lemon yogurt
2 tbsp. Sugar
½ c. Lemon juice

1. Combine grapes, apples, celery and raisins and toss until ingredients are evenly distributed.
 2. Mix together the mayonnaise, sour cream, sugar, lemon juice and salt. Adjust seasonings to taste.
 3. Toss the salad ingredients with the dressing until well combined. Refrigerate until ready to serve.
-

Newsletter Articles Directions

There are 3 seasonal articles to include in your school newsletter throughout the year.

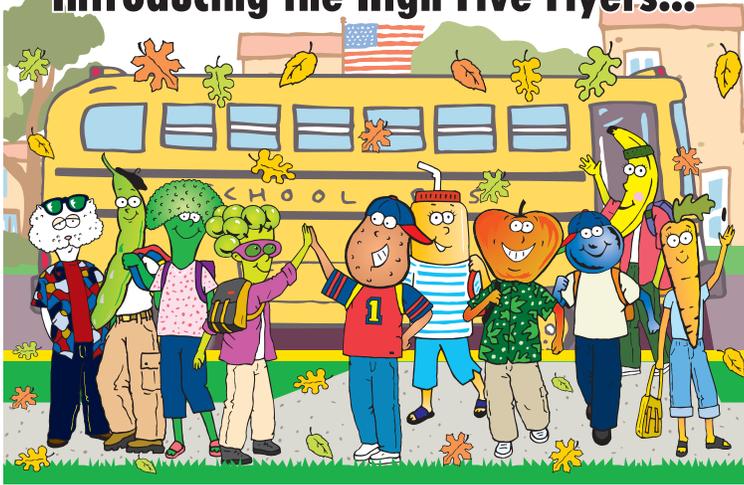
Submit the camera-ready copy to the newsletter editor as follows:

September – *“Introducing the High 5 Flyers”* for the October issue.

December – *“Have a Happy, Healthy New Year!”* for the January issue.

March or April – *“It’s Spring!”* for the April or May issue.

Introducing the High Five Flyers...



We're the High Five Flyers
and we're more than cute,
We're here to help your kids
eat more veggies and fruit.

We'll be in the lunchroom
of your child's school,
so they'll know fruit and
veggies are really cool.

You'll see us on posters
and signs on the wall.
We might be little or
we might be tall!

But whenever you see us,
we want to say:
Hey, Kids, let's eat five
fruits and veggies every
day!

Your school is participating in the 5 A day, High Five Flyers Program this year! This program is designed to help children eat more fruits and vegetables at school. Students can choose from a wide variety of fruits and vegetables as part of school lunch.

Your school will choose at least one grade level to target with lunchroom promotions about fruits and vegetables. Contact the Volunteer Coordinator or CNP Site Supervisor if you would like to help with this program.

Encourage your child to eat 3 servings of fruits and vegetables every day at school, whether they purchase the CNP lunch or bring a lunch from home! Set a good example by serving fruits and vegetables at every meal at home. Remember, the National Cancer Institute recommends eating a total of 5 A Day, every day!

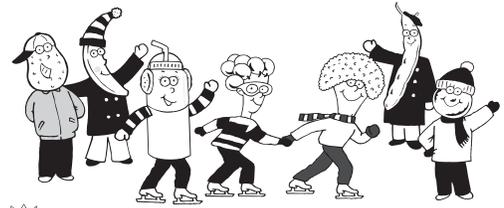


The 5 A Day Cafeteria Power Plus Program was developed as part of a collaborative project between the Anoka-Hennepin Independent School District #11, the University of Minnesota, and the Minnesota Department of Health, that was funded by a research grant from the National Cancer Institute.



This year make a New Year's resolution you know you can keep—eat 5 fruits and vegetables everyday!

Happy New Year from the High 5 Flyers and staff!



The 5 A Day Cafeteria Power Plus Program was developed as part of a collaborative project between the Anoka-Hennepin Independent School District #11, the University of Minnesota, and the Minnesota Department of Health, that was funded by a research grant from the National Cancer Institute.



It's Spring-time to feed those budding taste buds! Now is the time to introduce your child to new fruits and vegetables or familiar ones prepared in new ways. Start with a few bites and offer the new food several times. Be patient, it actually takes about ten tries or more for a child to acquire a taste for a new food. So offer the food regularly and let them see you enjoy it too!

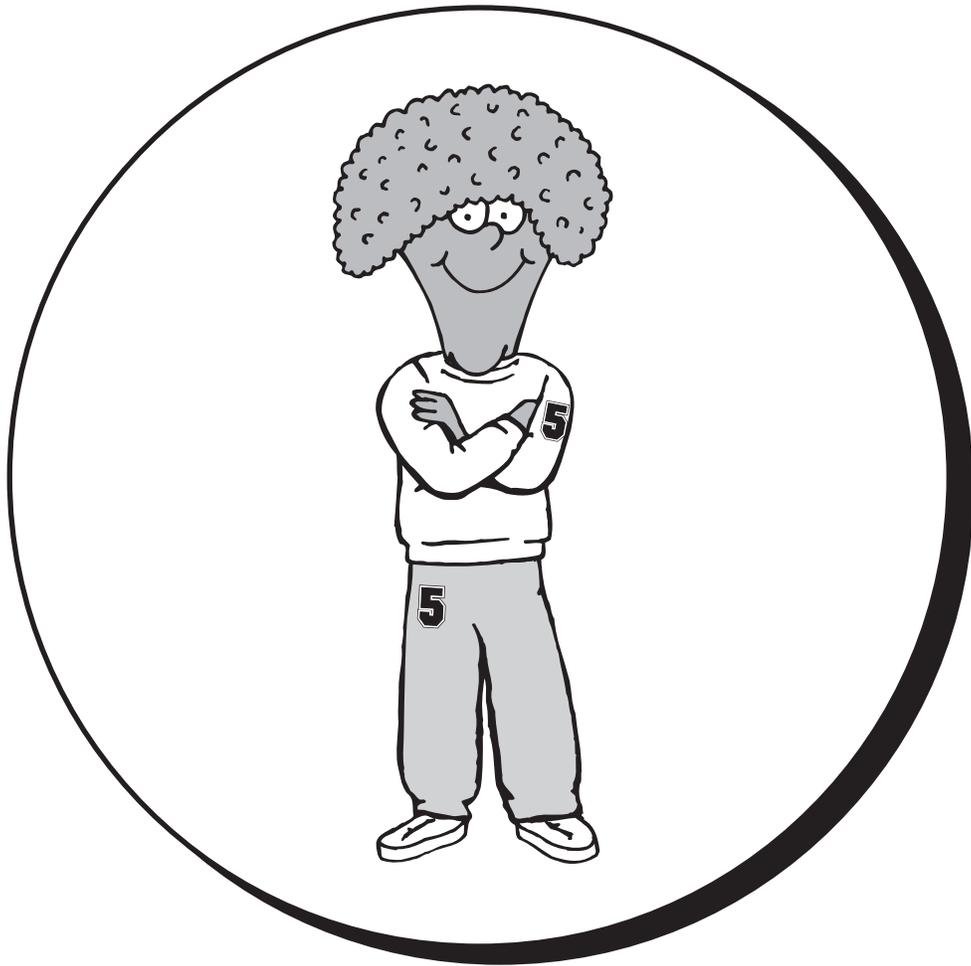
Happy Spring!-The High 5 Flyers

P.S. You might find your child is interested in eating new vegetables if they grow them themselves. A garden is a great way to cultivate new foods and new taste!



The 5 A Day Cafeteria Power Plus Program was developed as part of a collaborative project between the Anoka-Hennepin Independent School District #11, the University of Minnesota, and the Minnesota Department of Health, that was funded by a research grant from the National Cancer Institute.

PLANNING



Getting Started

Choosing Target Grade Levels

Which grade level do you want to target? Eating habits can be most readily influenced the earlier they are started. The High 5 Flyers Program has been tested with students in Grades 2, 3, 4 and 5, at a time when they are beginning to make independent food choices. The program results are based on repeated exposure over a two-year period. Thus, we encourage an on-going commitment to starting with young students and working with a particular age group for two years, if possible.

Recommendation to Target Grades 2 and 3. We recommend starting this program with students in grades 2 and/or 3. This age group is particularly attracted to the activities and colorful characters that serve as role models for eating fruits and vegetables at lunch.

Note: We have not tested the program with first graders. During the first months of the school year, these new students are still learning how to go through the lunch line, to make food choices independently and to interact with others in the lunchroom. An additional program may be too distracting for them.

What are other considerations for target grades? It may be helpful to remain open to other suggestions your principal may have for a target grade. For example, other criteria for choosing a grade level might include:

- Does a particular grade level focus on nutrition in their health or science curriculum?
- Does your school target a particular grade level for fitness or nutrition programs? This can compliment those programs.
- Does one grade level have other significant programs while another grade may not? For example, students in the fifth grade may have DARE programs or other programs preparing them for middle school.
- Is there a strong champion, such as a teacher or parent, in one of the grade levels that would help get the momentum going, if asked?

How many grade levels can you do this year? Long-term, you may choose to offer the program to one grade level, such as grade two, and each year continue with that grade, while introducing the next second grade class to the program. This approach would allow your school to learn about the program on a small scale. Gradually adding to it might seem easier than taking on too many classes at once.

Setting Up A Plan

Which activities do you offer this year? The High 5 Flyers Program’s effectiveness has been accomplished by conducting all activities for a two-year period. The activities suggested in this manual have been done with minimum extra labor and food costs. If possible, we suggest all the activities be done to provide the maximum impact and repeat exposures for the students.

How much will this program cost?

Most of the cost for this program will be for additional fruits and vegetables. The remaining costs include copying and a small amount of additional staff time. Please work with your school administrator to determine those costs.

How to pick the best days for sampling and challenge week? Choose a sampling date that does not conflict with other activities in the District or your school.

- Ask the Volunteer Coordinator and Lunch Monitor which days of the week are best.
- Ask the office or teachers to let you know of pre-scheduled field trips.
- Consider the foods offered on the cycle menu. For example, many schools have found that they do not like to have samplings on taco day because the CN staff prepare and serve many vegetables on taco day, and students are “busy” eating that day.
- Also, some have found if their food order is delivered during the lunch period, delivery day is not a good day for their sampling.

When can you present your plan to the school principal to get administrative support? Set up a short meeting with your principal shortly after the program training this fall. Complete the High 5 Flyers Plan at the fall training and share this with your principal. Let her/ him know you have the support of the District Child Nutrition Program staff and have all the materials, support and staff needed to complete your recommended program. However, be flexible and listen to suggestions that may come up that will improve the success of your program.

What do you want to tell your principal about your planned program? Most principals have been very supportive of the school lunch program, especially when they see positive activities that hold the students’ attention and teach good eating habits.

- Tell them what activities you would like to conduct, the timeline for the year, and what, if any additional support you need to communicate the program to school staff and parents or recruit additional support from lunch monitors and volunteers coordinators.
 - Request that the principal tell the teachers for the target grade classes about the program, using the information provided in this manual.
 - Also request the class list of all target grade students from the principal. This will be used to randomly choose students who will help distribute samples and conduct challenge week activities during the year.
-

Sample Program Timeline

	Sept.	October	Nov.	Dec.	January	February	March	April	May
Daily Activities:	<ul style="list-style-type: none"> • Offer more variety of fruits and vegetables on the line • Make fruits and vegetables look more appealing on the line • Encourage students to take more fruits and vegetables 								
Special Activities:									
Kick-Off									
Week 1		Hang banner Add words+make announcements							
Week 2		Introduce 2 characters each day							
Sampling Sample Day Serve on line the next day		Honeydew Melon	Jicama	Clemen- tines	Sugar Snap Peas		Fresh Pine- apple	Red Pepper Strips	
Challenge Week						Challenge Week (choose 1 wk. during month)			
Finale Meal Dole Cookbook						Order Cookbook			Finale Meal Distribute cookbook
Parent Communication Newsletters	Submit fall article			Submit winter article				Submit spring article	
Farmers Market Directory							Order Directory	Distribute Directory	

High 5 Flyer Program Meeting With Principal

Goal of the High 5 Flyers Program:

To encourage elementary school children to eat three servings of fruits and vegetables each day at lunch. Eating more fruits and vegetables at lunch can help children reach the daily goal of 5 A Day.

Benefits of the Program

- Children develop healthy eating habits
- Nutrition education is provided at the point of service in the cafeteria
- Improves the image of the school lunch program within the school and with parents
- Helps improve participation in the school lunch program
- Promotes fruits and vegetables as an important part of both school lunch and bag lunch

Target Grade(s): We'd like to offer the program to _____grade(s) this year.

Roles of School Staff

- **Food Service** - All activities take place during the school lunch in the school's cafeteria and are under the direction of the cook manager.
- **Principal** – The principal supports the High 5 Flyers program and encourages the involvement of school staff by making announcements at staff meetings. The principal also encourages lunch monitors and volunteer coordinators to participate.
- **Lunch Monitors** – The lunchroom staff work with volunteers, if available, to read announcements, conduct sampling and challenge week activities, and encourage students to eat fruits and vegetables.
- **Volunteer Coordinators**– For most schools, volunteer coordinators recruit 1 - 2 volunteers for the program to work in the lunchroom about once a month for samplings. Volunteers are needed for 4 days during the challenge week. Different volunteers can come each time, or a “champion” may support all events by making announcements and helping with fun lunchroom activities.
- **Teachers** – No classroom time is involved. Teachers send materials home to parents several times during the year. Teachers can support the program by encouraging students to take and eat fruits and vegetables at lunch.
- **Newsletter Editor** – The editor can include the High 5 Flyers articles and artwork in school newsletter in October, January and April.

Estimated Cost

Discuss estimated program costs with the principal. These costs will include the additional fruits and vegetables, copying and materials production costs, and some additional staff time. Program costs will vary based on the program is implemented.

5 A Day High Flyers Planning Worksheet

School Year _____ Elementary School

Planning	Select Target Grades	Communications	
<p>Talk to principal by: _____</p> <p>Proposed dates for Kick-off: <u>Mid-September - Mid-October</u></p>	<p>Select target grade(s): _____</p> <p>Obtain from principal: Class lists of student for targeted grades</p>	<p>Before the kick-off:</p> <p>Announce the program to all staff.</p> <p>Explain program to Volunteer Coordinator and ask for volunteers.</p>	
Daily Activities	Goals	How will I train my staff?	How will I measure our success?
<p>Offer wide variety of F & V everyday</p> <p><u>Examples:</u> -Serve seasonal fruits and vegetables -Offer choice within choice</p> <p>Increase appeal of F & V</p> <p><u>Examples:</u> -Color and shape contrast -Clear and attractive serving containers -Vary texture, type and preparation</p> <p>Encourage students to take more F & V</p> <p><u>Examples:</u> -Verbally encourage students and smile -Display tent signs</p> <p>Increase opportunities to choose F & V</p> <p><u>Example:</u> -Offer more fruits and vegetables on snack cart</p>	<p>1) Serving Line</p> <p>2) Increase appeal</p> <p>3) Encouragement</p> <p>4) Opportunities</p>	<p>1) Serving Line</p> <p>2) Increase appeal</p> <p>3) Encouragement</p> <p>4) Opportunities</p>	<p>1) Serving Line</p> <p>2) Increase appeal</p> <p>3) Encouragement</p> <p>4) Opportunities</p>

5 A Day Hight Flyers Planning Worksheet

School Year _____ Elementary School

Kick-off	Make Copies	Communications	Timeline
First Day Banner Goes Up: _____ First Day Character Posters Go Up: _____	Coloring pages for each classroom Lunchroom Announcements	Teachers of students in targeted grades. Lunch Monitor	One week prior to Kick-off One week prior to Kick-off
Sampling	Month	Volunteers	Budget
Schedule dates: (aim for 4-6, and an equal number of F&V) Honeydew melon Jicama Clementines Sugar Snap Peas Fresh Pineapple Red Pepper Strips	Oct _____ Nov _____ Dec _____ Jan _____ March _____ April _____	Number of volunteers needed for each sampling _____ (recommend 1-2) Request volunteers 3-4 weeks in advance. By: _____ By: _____ By: _____ By: _____ By: _____ By: _____	Create a budget for each sampling and submit to your supervisor. Submit budget 3-4 weeks in advance: By: _____ By: _____ By: _____ By: _____ By: _____
Challenge Week	Volunteers	Communications	Timeline
Select one week in winter. Week of _____	Recruit volunteers 3-4 weeks in advance. (Recommend 2 volunteers each day Mon. - Thurs.) Recruit volunteers by: _____	Materials for: FS staff, Lunch Monitors and Volunteer Coordinator Materials for: Parents and Teachers	Distribute 2 weeks prior to Challenge Week Distribute 2 weeks prior to Challenge Week

5 A Day Hight Flyers Planning Worksheet

School Year _____ Elementary School

Finale Meal	Order	Communications	Timeline
Select a day during last month of program: _____	Dole Cookbook Order on line at: www.dole5aday.com (see page ?)	Email to teachers: -Cookbooks have been ordered in their name. -Hand books out to their students on Finale Meal Day. -Join their students for the finale meal.	2 months's in advance: February or early March: Order cook-book 1 month prior: April: Email teachers
Farmers Market Directory	Order	Communications	Timeline
Distribute on Sweet Red Pepper sampling day or as soon as they are received.	In Minnesota: Request free copies by emailing: mngrown@mda.state.mn.us Or call: Brian Erickson at 651-296-4939 MN Dept of Agriculture Or your local or state Department of Agriculture	Email teachers of targeted grades: Please distribute Minnesota Grown Produce Directory on _____ or as soon as you receive them.	Early April: Order Late April: Distribute
Newsletter Articles	Submit to the Editor by:	For Newsletter issue:	
Introducing the High 5 Flyers Happy New Year It's Spring!!	Mid-September Mid- December Mid-March	October January April	

Communications Overview

Master copies of the following communications materials are provided in on the page number referenced. Always copy the Master and retain it for future use.

- **Fall Flyer:** Announcing the High 5 Flyers Program Kick-off to all staff page 31
 - Fill in the target grades for your school
 - Attach a copy of the Overview page 29
 - Parent letter page 45
 - Distribute in staff mail boxes in September – or use to make an announcement at a staff meeting

- **Fall Letter:** Dear Volunteer Coordinator page 41
 - Fill in the dates of the samplings and challenge week
 - Meet with the Volunteer Coordinator in September
 - Attach the following:
 - Overview page 29
 - You make a difference! Be a High 5 Flyers Volunteer! page 43

- **Fall Coloring Pages:**
 - Instructions for High 5 Flyers coloring pages
 - 4 coloring pages 33-39
 - Make copies for teachers and/or students in target grades
 - Talk to teachers in target grades in September or send an email to them about using with students

- **January Challenge Week Letters:**
 - Dear Parents and Teachers age 75
 - Dear Food Service, Lunch Monitors and Volunteers page 73

- **School Newsletter Articles:**
 - Fall - submit in September for the October issue page 109
 - Winter - submit in December for the January issue page 111
 - Spring - submit in April for the May issue page 113

- **Instructions for Ordering FREE Dole Kid’s Cookbook online** page 88
 - Includes sample email to send to teachers



