

Brentwood Elementary School Milk Program

September/October

Setting up the program for the year and processing of the first ticket order forms (most will come in the first 2-3 weeks once the program starts) will take you on average 1-2 hours per week for the first month.

- Confirm with Leah/Jocelyn if council would like the milk program to continue and determine first delivery date. Advise school of first delivery date and ask for this information to be posted on the school website.
- Ask Tracy in the office for a list of “oldest and only” (the number of children in each classroom that are the oldest child in families with multiple children attending Brentwood and the number of children that are the only children in their families attending Brentwood – when sending information home, we need only provide handouts to this number for each class, advising the teacher it is for their “oldest and only”)
- Leah provides an updated template for the Ticket Order Form and the Ticket Sheet to use.
- Copy the Ticket order form based on the “oldest and only” list, adding a sticky for each teacher asking them to distribute to their oldest and only and place in the teacher mail slots in the staff room. Please note, we do not typically include kindergarten classes as they are half day classes and not eating lunch at school. The code to use for the school photocopiers is 5678. Plain white copier paper is used for this.
- Copy some Ticket Sheets to have on hand for when orders start to arrive. Use the thicker colored paper in the copy room and the bypass trays on the copiers for this. There is a spot on each sheet of ticket to write a number for the sheet to help with tracking/counting the number of sheets of tickets sold throughout the year.

Weekly Duties

Each week, you will need to visit the school once or twice a week (I found Tuesday and Friday afternoons worked well) to process any ticket order forms and to count milk left in the cooler at the end of the week (and check on expiry dates) to help you determine how much to order on Monday mornings. The time spent each week could be as low as 5-10 minutes to as much as 30-45 minutes depending on the number of order forms, etc.

- As order forms arrive in the office, Kim places them and \$/cheques in the envelope velcroed to the side of her desk. If Catherine (treasurer) happens to be in the school and sees \$/cheques in the envelope, she will often remove them and instead attach photocopy of the payment to the order form so that when you collect them, you will know they were paid for.
- Empty this envelope at least once per week.
- Track the order forms on the Milk Ticket Sales sheet noting the ticket sheet number you are giving out, the student name, teacher name/room #, and whether they paid by cash or cheque. On the top of the ticket sheet write the student name and teacher name/room # and put these

- Place all \$ and cheques in an envelope addressed to BESC attention Catherine (treasurer) and leave in the BESC mail slot for her to collect. If there are any milk invoices in the envelope on Kim's desk, leave these in the envelope for Catherine as well.
- At the end of the week, count how many chocolate/white milk are in the cooler to assist in determining how much milk to order for the next week.

Milk Ordering

Ordering milk involves a weekly email that must be in Monday by 10:00 am (but can be sent anytime Friday or the weekend so you don't have to have Monday mornings free) and only takes a few minutes each week to calculate what you need and place the order.

- Milk is delivered every Tuesday morning. Orders need to be submitted to DLM (our delivery company) before 10:00 am on Monday in order to be processed in time for delivery the next day. The email address to use is orders@dlmdistributors.com.
- A case of milk is 48 cartons and you can order by case or by ½ case. We typically order the 237 ml size of milk in sugar-reduced chocolate and white (2%). On average, the school uses 35 cartons of chocolate milk each day or 175 per week and a ½ case or 24 cartons of white milk will last 1-2 weeks.
- For weeks with a hot lunch, please get the total number of chocolate milk needed from Leah and add this to your total for the week, remembering that you will not need to order the typical 35 cartons of chocolate on the actual hot lunch day.
- There is a Milk Order Tracking sheet in the binder to track what you are ordering and what your inventory is of milk. The chocolate milk often spoils a day or two prior to the actual date on the carton so be very cautious in not over-ordering to limit spoilage. Should you have a large number of milk expire significantly sooner than the stamped expiry date on the cartons, please contact DLM to request a refund. They may provide one on an exception basis. Use the same email address as orders for any refund requests or questions/concerns.
- DLM will place the cases of milk in the cooler and take away any empty plastic crates that are stacked beside the cooler.
- Each day at lunch, Kristy Elkow's GOALS students called Milk-moovers exchange tickets for milk for the other students in the school.

Free Give-Aways

Packaging the free give-aways for easy distribution to teachers might involve 3-4 hours twice a year and is flexible to when you have the time.

- Twice each year, the Alberta Milk Program provides free items to promote milk drinking in schools that participate in a milk program. These are typically ordered in November (for a December delivery) and in March (for an April delivery). This March the item to be given away is a small container of colored pencils.
- Prior to ordering (end of October and end of February), send an email to Christine (Principal) advising what the freebie is and asking how many she would like for the school. She may want

sufficient numbers for all kids including kindergarten and Pals classes, so always confirm how many to order.

- Fax/Email the order request form to Alberta Milk as soon as possible once ordering is accepted (first week of November and first week of March) as supplies are limited.
- The order will arrive at the school in early December and April. Once it arrives, ask Tracy at the office for an updated count of total students per teacher and based on who Christine was ordering for, package up the items in small bags by teacher so it is easy to deliver the right number to each room. Confirm with Christine if she will be distributing the bags to teachers or if she would like you to and if it is you, confirm the date/time.

Milk and Cookie Day

Once a year, typically at the end of May and beginning of June you will need to put in some time to organize, plan, buy cookies, package cookies and then oversee on the actual delivery day. In total, this might involve 10-15 hours of your time, but for the most part is flexible for your schedule.

- In previous years, BESC has provided a Milk and Cookie day in June for the students and staff. Check in early March if BESC would like to support a Milk and Cookie day for this year.
- If yes, ask Christine to confirm the best date to hold the Day. Once you know the date, fax/email form to Alberta Milk and they will forward you free paper bags to hold the cookies (I would suggest ordering enough bags for one per student and one per staff in the school. Not everyone will want milk and cookies but then you have extra should bags tear when you are putting cookies in, etc.) Alberta Milk will also provide blank posters that the Milk-Moovers can fill in and post around the school prior to the Day.
- Ask Kristy if the Milk-moovers would assist in the processing and delivery for the Day, filling the large Rubbermaid bins for each class (used by hot lunch to deliver food to each room) with the right number of milk and cookies and then delivering those to the classes. They did this last year and it was a great success.
- Contact your favorite grocery store to see if they will provide you with any special pricing on larger orders of boxes of Oreo Cookies – these are nut free and a kid favorite. We typically put 2 Oreo cookies in a bag for each student/staff that requested and I think it was about 950 cookies last year?? Submit your receipts to Catherine for reimbursement.
- There is a form you can edit to give to teachers to track the number of milk and cookie orders for their class. On the Day you can use these sheets for the Milk-moovers to fill the order and send back to the class for the teacher to distribute the correct order to their students.
- Last year, we held the Day on June 9. The classroom order forms to determine how many cookies, how many chocolate milks and how many white milks were needed for each class were given to teachers the week of May 16-20 with all forms needing to be back in the office on Friday May 27. This allowed for plenty of time to get the milk ordered for the week of June 9, to purchase the right amount of cookies, and to organize volunteers to help with packaging the cookies the day before. In previous years, using the staff room, we have found that 4 people working for about an hour can get all the cookies packaged – putting 2 Oreo cookies into each bag and folding the bag shut, placing in hot-lunch bins until the next day.

- On Milk and Cookie Day, you will want to have a couple of hours free in the afternoon to help Kristy and the GOALS class fill each bin for each class according to the forms collected from each teacher.

End of Year

- There are certificates that can be printed and then given to Kristy for her to fill in and recognize her Milk-moovers. If you ask Alberta Milk they should be able to provide you with some free gold seals to put on each certificate.