**JUNIOR CHEF ANNOUNCEMENT LETTER**

[Insert school district logo]

[Today’s date]

Dear [principal name],

We are hosting a Junior Chef Cooking Competition and would love for your students to participate. The concept for the competition is to plan a menu item that is kid-friendly, follows the USDA meal guidelines, and meets the district’s per-meal food cost criteria. The winning recipe will be featured on the [next academic year] menu and the school with the winning team will be awarded [insert $ amount] in prize money.

The competition will be held at [location]on[date]. We encourage teachers and/or parents to form and mentor teams. The following documents are attached:

* Junior Chef Team Application
* Junior Chef Guidelines – [Elementary – or – Secondary]
* Junior Chef Recipe Entry Form
* [Junior Chef Nutrition Analysis Form] (Only required for Secondary)
* Junior Chef Ingredient Budget List

Please forward these on to anyone at your school who might be interested in this event. All applications should be submitted by [deadline date].

Thank you for your support of our school lunch program!

Sincerely,

[School district name] Food Service Team