**WEEKLY VOLUNTEER OUTREACH LETTER**

[Insert school district logo]

[Today’s date]

**Thank you,** [insert Volunteer name] **for your commitment and effort to make great things happen in our lunchrooms!**

**Our Impact:** [Edit the following section to reflect the work of your volunteers and changes in the cafeteria]

* So far we have completed \_\_ cafeteria events, including \_\_\_ Tastings, \_\_\_ Rainbow Days, and \_\_\_ Chef Demos.
* [Insert any applicable procurement changes]
* [Insert any applicable shifts in student consumption]

[Include a picture, a quote from a student or parent, or a FAQ about your meal program.]

**UPCOMING EVENTS**

[List any upcoming events with blurbs as below]

|  |  |
| --- | --- |
| [Insert picture] | **[Day of the week, date] at [time]**  *[Location, Address]*  We are hosting a Parent Lunch at [School]. Parents are invited to join their students for lunch in the cafeteria, sample menu items, and ask questions. |
| **[Day of the week, date] at [time]**  *[Location, Address]*  Rainbow Day is coming to [School]. Students are encouraged to make a rainbow on their plate with fruits and vegetables. At the end of lunch, we will determine the winner of our \_\_\_\_ contest.  Wherever you are, join [School] in making a rainbow! | [Insert picture] |
| [Insert picture] | **[Day of the week, date] at [time]**  *[Location, Address]*  We welcome Chef [Name] to [School] for a [Chef Demo/Tasting]. Try Chef [Name]’s amazing [food] and [learn more about [subject] / vote to put it on our menus]! |

If you have stories to share with us about what’s happening at your school or would like to see a cafeteria event at your school, please contact [Name] at [Email address].