**Santa Monica Malibu Unified School District**

**SCHOOL GARDEN PROTOCOLS**

1. **Donating Produce to School Salad Bar**

* Complete Food Safety Protocol Check List and submit

to Food and Nutrition Services (cafeteria).

* Plan a harvest for Monday, Tuesday or Wednesday and to deliver to cafeteria no later than 1:30 p.m.
* Notify Cafeteria staff the day before harvest that you will be bringing in lettuce, etc. Ask for food storage bags.
* Remove all dirt, roots, dead leaves and rinse cleaned vegetables under running water.
* Place vegetables in new food storage bag.
* Deliver same day as harvest.
* A harvest of lettuce that feeds at least 20 persons can be redeemed for a free salad bar lunch for the class that donated their harvest.

1. **Selling Produce to Teachers, School Staff or Parents**

* Complete Food Safety Protocol Check List and submit

to Food and Nutrition Services and School Office.

* Establish School Garden Committee to maintain documentation and accounting of proceeds of sales.
* Set up garden fund in school office using one of two ways:
  1. PTA Fund
     + Separate item for garden
  2. Gift Account – document that it is “non equity” and that it is for proceeds from selling garden produce to be invested back into school garden for purchase of supplies.
     + If not already there under gift account, set up object code 4310 for Supplies
* Any funds received from sale of garden produce should be reinvested back into the garden.
* Prior to purchasing any seeds, plants, soil or amendments consult with the School Garden Coordinator/Master Gardener on what is acceptable for the school garden.