

SCHOOL CHAMPION HELP GUIDE

DATES

KEY DATES TO REMEMBER! *DATES SUBJECT TO CHANGE



- **October 4** Last day to enrol your school for the 2021 campaign
- **October 12** Deadline to enter total orders or make changes on the FFF website.
- **November 7 to December 9** School deliveries take place Monday to Thursday. FFF will advise you 10 days in advance of your scheduled delivery day and provide a 3-hour delivery window. *NOTE: There is NO delivery fee, however, there is a minimum school order of 40 bundles which can be any combination of vegetable and apple bundles. *

ORGANIZE

BE PREPARED FOR DELIVERY DAY!

- Research and follow local public health unit and schoolboard guidelines and regulations.
- Send Fresh from the Farm Info Flyer/Student Order Forms home with students and/or email a digital version to parents.
- Consult with your school administration to identify a large room required for sorting and distribution on delivery day (many schools use the gym)
- Recruit volunteers for delivery day.



PLACE ORDER ONLINE

USE OUR WEBSITE TO PLACE ORDER!



- Tally the total number of orders.
- Login to your school account on www.freshfromfarm.ca and simply enter the total number of vegetable and apple bundles sold. You will receive a confirmation email to indicate that your order has been submitted successfully.

PAY BY CHEQUE OR CREDIT

FOLLOW PAYMENT INSTRUCTIONS ON WEBSITE

- Payment by cheque or credit card is due upon receipt of the invoice.
- Credit card instructions provided on website.
- Please mail cheque and copy of invoice to:
 - Ontario Fruit and Vegetable Growers Association
 - c/o Fresh from the Farm Unit 105,
 - 355 Elmira Rd North, Guelph, ON N1K 1S5



DELIVERY DAY

THE DAY YOU'VE BEEN WAITING FOR!



- Orders will be delivered to the ground of an accessible school door of your choice on your designated day. Schools are responsible to ensure volunteers are available to take product into the school as soon as product is delivered to ensure product quality is maintained. Delivery drivers cannot take product into the school due to liability restrictions.
- Ensure that volunteers know what is to be packed for each vegetable bundle and to keep track of what is being packed. Double check your counts before contacting contact@freshfromfarm.ca with order discrepancies.

Enjoy!

For more detail and resources (posters, flyers, how-to guide, order forms) visit <https://www.freshfromfarm.ca/Champions.aspx>

