

Pre-Payment Milk Systems:



Using a pre-payment system means parents don't have to remember to send money to school every day. Pre-ordering and prepayment also cuts down on the time you and your school spend on administration of the program.

We recommend using a pre-payment system; however, please use whichever system (pre-pay or pay per day) works best for your school.

Milk tickets:

How it works:

The school sells sheets of milk tickets to students. To redeem a milk the student hands in a ticket with their name and room number written on the ticket. The milk ticket is then added to the milk draw ballot box. School Milk Coordinators host a weekly or monthly milk draw to redeem milk rewards.

How to start a milk program using milk tickets:

- Send a letter home to parents introducing the milk program, explaining how the milk ticket system works, and indicating how much it costs to buy a sheet of tickets (12 tickets/20 tickets and white milk/chocolate milk). Include a form that students can return to the school along with payment, indicating their desired sheet(s) of milk tickets.
- Estimate how many students in the school will buy milk over the period until your next milk delivery (one week/two weeks/etc.) This number will likely need to be increased or decreased depending on how many students per period redeem their tickets for milk. Eventually, the average amount of milk required for each period should be about the same.
- Print milk tickets - see milk ticket templates available in English and French on-line. (We recommend printing on coloured paper, so ticket sheets can not be replicated.) Distribute sheets of milk tickets to students who have prepaid.
- Students will need to fill in their name and room number on each ticket and cut the tickets out of the sheet.
- Each day tickets can be used to redeem milk either by:
 - Individual students
 - One student volunteer on behalf of each class
 - Etc.
- Enter the redeemed tickets into a ballot box for the milk draw (the milk coordinator may make additional tickets for kids, who bring milk from home, to fill out at school and enter in the draw.)
- Host milk draws once a week or once a month. Refer to the Program Moo-unal, provided in your School Milk Program kit, for suggestions on how many milk rewards to give away each month.
- Parents can purchase milk tickets on a frequency outlined by the school milk coordinator.

Monthly milk order:

How it works:

The school sends home a form which is a schedule for parents to indicate over the course of a month, on which date they would like their child to receive what kind of milk. Students submit the form/schedule along with payment to the school. The School Milk Coordinator indicates on a class list, organized according to days of the week, over the course of the month which student has ordered what kind of milk. Students who have pre-ordered milk will receive milk on the pre-determined days. The School Milk Coordinator will enter the names of all students who have pre-ordered milk into the milk draw. School Milk Coordinators host a weekly or monthly milk draw to redeem milk rewards.

How to start a milk program using a monthly schedule system:

- Send a letter home to parents introducing the milk program, explaining how the monthly schedule system works, and indicating how much it costs to buy white milk/chocolate milk. Include a form that students can return to the school along with payment, indicating their desired monthly milk schedule. (Note: Alternately, a weekly milk schedule that repeats every week for a month may be used)
- Once forms have been submitted, enter the milk orders by class on the Class List Excel spread sheet provided on-line by the School Milk Program. The spreadsheet will provide a class summary of how much of each type of milk will be required each day of the week. Use the class summaries to create a milk delivery order.
- Use the same class lists to either deliver the milk to each classroom or have students collect their milk class by class.
- Enter the names of all students who have purchased milk and/or bring milk from home (as indicated by the classroom teacher or lunch program manager) into the milk draw.
- Host milk draws once a week or once a month. Refer to the Program Moo-unal, provided in your School Milk Program kit, for suggestions on how many milk rewards to give away each month.
- Parents can purchase milk tickets on a frequency outlined by the school milk coordinator – monthly, every two months, etc.