



How to use the Monthly Milk Pre-Payment System

Dear School Milk Coordinator,

A monthly milk pre-payment system is an efficient way to collect milk money and provides a regular order schedule for you and your milk delivery service. The following is an example of how you may wish to organize your school's milk pre-payment system using monthly ordering forms and check lists/spread sheets instead of milk tickets or cards.

In the following pages you will find:

Pg.2	Letter to Parents
Pg. 3	Monthly Milk Pre-payment Order Form
Pg. 4	Class list/Spreadsheet
Pg. 5	Notes to coordinator

All of these documents are available for download on the School Milk Program website (www.dairyfarmersmb.ca/school-milk)

If you have any questions regarding how to run the School Milk Program please call the School Milk Program at 204.488.6455 or 1.800.567.1671 or email schoolmilk@milkm.mb.ca.

Sincerely,

Sarah Cahill, RD
School Milk Program Coordinator
Dairy Farmers of Manitoba

Justice Sinclair
School Milk Program Assistant
Dairy Farmers of Manitoba



**Does your child eat lunch at school?
Do you want an easy way to ensure they get a cold & nutritious drink?**

Dear Parents:

We have good news! Starting (DATE)_____ our school is participating in the Elementary School Milk Program offered by Dairy Farmers of Manitoba. Now when your children eat lunch at school they can have fresh, cold milk.

Pre-ordering is the most convenient way to pay.

If you pre-order milk for your child, it means you don't have to remember to send money to school every day. Pre-ordering and prepayment also cuts down on the time our school spends on administration of the program.

Order forms will be sent home for your consideration_____.
(MONTHLY) or (SEPT, DEC, & MARCH)

Here's how to order:

- Complete the order form attached to this letter.
- Make payment in cash or by cheque.
 - Cash (include exact change) in a sealed envelope with your child's name on the front.
 - Cheque (should be made payable to _____)
(SCHOOL NAME)

Please return the order form along with your payment by _____
(DATE)

Sincerely,

School Milk Coordinator

Principal



Pre-Payment Order Form

STUDENT NAME: _____
TEACHER: _____

MONTH: _____
YEAR: _____

INSTRUCTIONS:
Please place a "W" in the box for each day you wish your child to receive white milk. Please place a "C" in the box for each day you wish your child to receive chocolate milk.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

WHITE MILK TOTAL: _____ X _____ ¢ per milk = _____

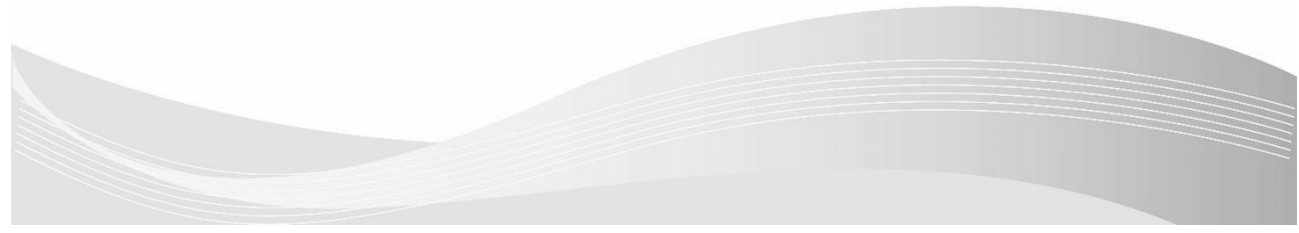
CHOCOLATE MILK TOTAL: _____ X _____ ¢ per milk = _____

TOTAL MILK ORDERED: _____

TOTAL COST OF MILK: _____

PARENT/GAURDIAN SIGNATURE: _____

NOTE: Please return this form to the school by _____
(DATE)




Notes to Coordinator:

How to use the Pre-payment Order Form:

- Fill in the month and year for which the payment will apply.
 - The form can be sent home on a monthly basis.
 - OR
 - The form can be copied multiple times and sent home to pay for multiple months at a time.

For example, if parents are asked to pre-pay for October, November, and December, copy the form three times and indicate each month on each form.
- To prevent confusion, cross out the squares of the week at the beginning and end of the month that are from the previous and next month. Also, cross out holidays and no school days. *See example below.*

 Pre-Payment Order Form

STUDENT NAME: _____
TEACHER: _____
MONTH: October
YEAR: _____


INSTRUCTIONS:
Please place a "W" in the box for each day you wish your child to receive white milk. Please place a "C" in the box for each day you wish your child to receive chocolate milk.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
 	 	 	 	
 	 	 	 	
 	 	 	 	
 	 	 	 	

Thanksgiving →

WHITE MILK TOTAL: _____ x _____¢ per milk = _____
CHOCOLATE MILK TOTAL: _____ x _____¢ per milk = _____
TOTAL MILK ORDERED: _____
TOTAL COST OF MILK: _____

PARENT/GUARDIAN SIGNATURE: _____
NOTE: Please return this form to the school by _____ (DATE)

 Pre-Payment Order Form


STUDENT NAME: _____
TEACHER: _____
MONTH: November
YEAR: _____

INSTRUCTIONS:
Please place a "W" in the box for each day you wish your child to receive white milk. Please place a "C" in the box for each day you wish your child to receive chocolate milk.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
 	 	 	 	
 	 	 	 	
 	 	 	 	
 	 	 	 	
 	 	 	 	

WHITE MILK TOTAL: _____ x _____¢ per milk = _____
CHOCOLATE MILK TOTAL: _____ x _____¢ per milk = _____
TOTAL MILK ORDERED: _____
TOTAL COST OF MILK: _____

PARENT/GUARDIAN SIGNATURE: _____
NOTE: Please return this form to the school by _____ (DATE)

 Pre-Payment Order Form

STUDENT NAME: _____
TEACHER: _____
MONTH: December
YEAR: _____

INSTRUCTIONS:
Please place a "W" in the box for each day you wish your child to receive white milk. Please place a "C" in the box for each day you wish your child to receive chocolate milk.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
 	 	 	 	
 	 	 	 	
 	 	 	 	
 	 	 	 	
 	 	 	 	

Winter Break →

WHITE MILK TOTAL: _____ x _____¢ per milk = _____
CHOCOLATE MILK TOTAL: _____ x _____¢ per milk = _____
TOTAL MILK ORDERED: _____
TOTAL COST OF MILK: _____

PARENT/GUARDIAN SIGNATURE: _____
NOTE: Please return this form to the school by _____ (DATE)

- Fill in the selling price of milk.
- Fill in the date the form is due back to the school.
- Remember to send home the *Letter to parents* along with the *Monthly Milk Pre-Payment Order Form*.
- When order forms have been returned, you may wish to separate the forms into classrooms. Using the *Class lists* provided (English/French, Excel or pdf) enter the data submitted in the forms.
- Use the class lists to determine how much milk to purchase for your school.
- The class lists can also be used to distribute milk and track milk redemption.