



HOW TO
HOST A

Ho'opili 'Ai HARVEST OF THE MONTH EVENT

Getting Started

Experiential learning is key to getting kids excited about eating Hawai'i's unique and culturally-significant foods. Farm to School experiences connect kids with locally-sourced foods, which helps foster the next generation of healthy, caring stewards. Bring local food education to your school community by hosting a successful Ho'opili 'Ai Harvest of the Month schoolwide or classroom event!

HO'OPILI 'AI SCHOOLWIDE EVENT

Planning a SCHOOLWIDE Event Using a Ho'opili 'Ai Cafeteria Tasting Box - A Harvest of the Month schoolwide event highlights the connection between 'āina, classroom, and cafeteria. The Farm to School Cafeteria Tasting Box has 25 pounds of frozen, recipe-ready staple food - enough for approximately 200 (2 oz) servings. Food tasting, in conjunction with classroom lessons and a visit to the garden, will make a lasting impression. *Get creative and have fun – see the suggestions below for guidance and ideas!*

1. Assemble an event team and initiate a planning meeting in person or via email. Your team is the key to a successful event. Communication is the magic ingredient, and the event lead person should update all team members regularly. Consider the following people when assembling your team:

- Event lead
- Cafeteria manager
- Custodial staff
- Media team (optional)
- School administrator
- School garden lead
- Teachers, students, and/or office staff
- Parent and community volunteers for the event

2. Decide on the scope of your event. A schoolwide event such as this requires planning in advance and many hands to run smoothly. Consider the following questions as you plan:

- **Who will participate?** Will all classrooms participate, or will they need to opt in? If opting in, circulate a sign-up form to teachers before ordering your cafeteria boxes so you know how many samples you will need to provide.
- **When and where will the event take place?** On what day and time will the event take place? Will students taste samples in their classroom or another designated space, such as the cafeteria?
- **How will samples be distributed?** Will samples be distributed to classrooms by volunteers, or will teachers or students pick them up? Will they come pre-served as individual portions or as a classroom serving to be portioned out by the teacher, volunteer, or students?

3. Communicate with participating teachers, students, and families. Share an overview and pertinent information before the event date. Email reminders one week prior, the day before, and the morning of. Make announcements at morning assembly, in your newsletter, in the daily bulletin - anywhere and everywhere your community goes to find out what's happening at school!

Some important information teachers will need:

- Date and time of the event
- Featured crop
- Educational materials (**Ho'opili 'Ai Harvest of the Month**)
- Garden tour sign-up (**sample sheet**)
- Media release forms (if taking photos and filming)
- **Student feedback form**

4. Source and prepare materials:

- Tasting samples (**Ho'opili 'Ai Cafeteria Tasting Box**)
- Biodegradable plates and utensils for serving (e.g.: 4-6 oz paper boats and bamboo spoons)
- Printed student feedback forms and stickers (optional) - one per student

5. The day of the event:

- Provide a check-in area for volunteers to sign in and put on name tags.
- Ensure each volunteer knows their role in advance and is provided with any supplies needed.
- Check in with cafeteria staff and ensure they have everything they need.
- Oversee rotation schedule and provide direction as needed.
 - > Scheduled garden visit
 - > In-class educational activities
 - > Taste test and student feedback

6. After the event:

- Collect student feedback form and tally results.
- Teachers complete **feedback forms**.



Visit www.ulucoop/hoopiliiai for more information.





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HO'OPILI 'AI CLASSROOM EVENT

Planning a CLASSROOM lesson using a Ho'opili 'Ai Classroom Tasting Box - Using the Ho'opili 'Ai multi-media lesson plans, K-5 standards aligned discussion questions, and downloadable coloring pages, you can engage students in classroom activities around the importance of eating locally-sourced, staple foods and then send samples home for families to try themselves. The Farm to School Classroom Tasting Box comes with 25 individually packaged 12-oz. samples and cooking cards for students to take home and prepare with their families.

- 1. Assemble your team and initiate a planning meeting in person or via email.** You will need the support of your office staff and cafeteria manager as they will be responsible for receiving and storing the Classroom Tasting Box (see Logistical Considerations).
- 2. Communicate!** Get students and families excited by telling them in advance about the sample tasting bag coming home. Keep everyone on your team in the loop about changes or updates to your plans.
- 3. Source and prepare materials.**
 - Tasting samples (**Ho'opili 'Ai Classroom Tasting Boxes**)
 - **Ho'opili 'Ai, Harvest of the Month**, and **Farm to School** educational resources
 - Sample **family letter**
- 4. Implement your classroom lesson.**
 - Engage students in hands-on learning about the staple food crop.
 - Have students complete **student feedback form** (if taste-testing in class with students).
- 5. After the lesson:**
 - Teacher completes **feedback form**.
 - Collect the student feedback form and tally results (if applicable).
 - Hand out tasting sample bags to students at the end of the day.



Best Practices

Curriculum Embedded: Farm to School events are most valuable when connected to your classroom curriculum, schoolwide values and learning dispositions. Ho'opili 'Ai lesson plans and discussion questions are K-5 standards aligned.

Sustainability Practices: Using reusable or compostable dishware and utensils reinforces the importance of stewardship. If your school has a composting system, reinforce the importance of resource recovery with a compost station for leftover food scraps.

Community Outreach: Recruit volunteers to help on the event day (setting up, running rotations, chaperoning students, distributing samples, cleaning, serving, etc.). Spread the word and generate excitement! Make announcements at assemblies, in the school bulletin, in classroom newsletters, or on social media leading up to the day of the event. Post pictures and student reactions afterward using #hoopiliiai.

Logistical Considerations

Space and Timing: Ho'opili 'Ai boxes are large (approx. 18"x18"x24"). Confirm with your cafeteria manager that there is space in the fridge or freezer to store them. Tasting boxes arrive via FedEx and a tracking number will be emailed to the event lead when it is shipped. Designate a point person to receive and deliver boxes to the cafeteria upon their arrival. Ensure that delivery is scheduled during open cafeteria hours.

Storage: Unopened staple boxes can be stored in a refrigerator for up to 7 days. If boxes are not used within this time, they must be kept frozen. Make sure the cafeteria manager knows this is a Farm to School initiative so boxes can be kept in the cafeteria refrigerators.

Preparation of Tasting Samples: Initiate conversations with your cafeteria management to plan how samples will be prepared and who will be responsible. If it isn't possible for cafeteria staff to assist, you can coordinate with volunteers to take the lead on this.

Distribution to Families: Individual sample bags must be refrigerated or stored in coolers until processed. Plan to keep them frozen or refrigerated until they are distributed to families. If you have students who stay late after school, provide coolers of ice for the after-school program to keep the samples fresh until students are picked up, and sample bags are sent home.

Mix it up!

Engage students in a cooking demo or plan a chef visit! Instead of tasting individual servings, consider incorporating the staple food into a recipe. 'Ulu chowder, pala'ai pie, kalo stew, and 'uala potato salad are just a few of the **many recipes to try**. Use Kōkua Hawai'i Foundation's **"How to Host a Chef Visit"** to help you plan.