### New Menu Item Tool: Staff Email Template

Subject: Promotion of Taste Testing Activities

Dear teachers and staff,

On [day], we will be offering a taste testing activity in the school cafeteria that is open to all students. The taste testing activity is free and completely voluntary. Students will be able to enjoy a small sample of our [food item] and vote if they would like to see the food item on our menu. To help us promote our taste testing activity, we are asking you to briefly talk about the activity and food item with your students. For discussion topics, go to [link that talks about the benefits of your food item].

Please contact me if you have any questions regarding the taste testing activity.

Sincerely,

[Your Name], [Your Title]

[Your Work Phone Number]

──

Subject: Connect the Classroom to the Cafeteria

Dear teachers and staff,

New menu items offer the opportunity to connect the classroom to the school cafeteria. This week, we will be serving [food item] as a brand new item. Engage with your students by talking about the [history of the food, how they are grown, and health benefits]. For more discussion ideas, go to [link containing information on your new menu item].

Please contact me if you have any questions regarding new menu items.

Sincerely,

[Your Name], [Your Title]

[Your Work Phone Number]