

GARDEN BITES

A partnership between Common Threads and Big Green

Grocery Stipend Allocation Agreement

Big Green is committed to providing quality programming to our schools and to their students. We believe that an integral part of our Garden Bites program is the inclusion of healthy snacks as part of the curriculum. Healthy snacks allow students to interact with the lessons and actively participate in their health and nutrition education.

To ensure that schools are not burdened with the additional cost of our Garden Bites grocery items, we have created a Garden Bites Grocery Stipend Allocation.

What is the Garden Bites Grocery Allocation?

This allocation is funding you will receive to pay for groceries required as a component of the Garden Bites program. This allocation is provided on a per student basis at a rate of \$3 per student. You may choose to receive this allocation upfront in the form of a grocery store gift card (unused monies must be returned to Big Green at the end of the school year), or alternatively you may submit your grocery receipts to Big Green upon completion of the curriculum for reimbursement (capped at the total of \$3 x the number of your students).

How do I apply for the Garden Bites Allocation?

1. Fill out the table below and return this form to your Garden Educator.

Teacher Name	Teacher Contact Info	# of Students	Grade Level	Gift card or reimbursement?

TOTAL TEACHERS:

TOTAL STUDENTS:

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2. Provide a class roster for each participating class.
3. With the information provided, Big Green will determine the amount of the allocation that your school will receive for the entire Garden Bites program.
4. Groceries may be purchased by any teacher who is participating in the Garden Bites program. The Grocery Stipend Allocation Report must be submitted as soon as all Garden Bites lessons have been taught for the school year. Failure to submit reports may result in discontinuation of programming at your school. Please make note of your teacher representative below.

Information to track on The Grocery Stipend Allocation Report:

- | | |
|------------------------------|--|
| a. Amount spent on groceries | d. Grade level |
| b. Lesson number | e. Number of students and number of classrooms |
| c. Date of lesson | f. Recipe used |
5. To receive this allocation, you must sign below and agree to the following stipulations:
 - A. Purchase the grocery items prior to the start of each lesson and each class.
 - B. Track expenses for each class using the Garden Bites Allocation Report. This report must be submitted to your Garden Educator as soon as all Garden Bites lessons have been taught.
 - C. Upon submission of the Garden Bites Grocery Stipend Allocation Report, any funds not used towards the Garden Bites grocery allocations must be returned to Big Green.
 - D. Any amount that you spend in addition to the Grocery Stipend Allocation funds will **NOT** be reimbursed. Each allocation is based on the number of students that are enrolled in the Garden Bites program.

School Name:

School Representative Name (printed)

Signature

Date