# SNP Memo #2020-2021-51

[](http://www.doe.virginia.gov/administrators/index.shtml)  
**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: March 15, 2021

TO: Directors, Supervisors, and Contact Persons Addressed

FROM: Sandra C. Curwood, PhD, RDN, ***Sandy***

## SUBJECT: New Virginia Farm to School Templates: School Garden MOU and Forward Contract

The Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP) is providing two new resources to assist school nutrition program directors with farm to school programming; the memorandum of understanding for school gardens/school farms and school nutrition programs and a template for forward contracting with growers/producers.

The memorandum of understanding (MOU) between School Gardens and Child Nutrition Programs, which is attachment A to this memo, contains sample language that can be used to develop a written agreement between the school nutrition department and the school administration to utilize school garden/school farm products in the school nutrition program.

The Forward Contract for Agricultural Products, which is attachment B to this memo, can be used to establish a contract with a grower/producer to purchase agricultural products in advance to provide a dependable supply for the school nutrition program and allows grower/producers to adapt their harvest and planting schedules to meet the buyers' needs.

These resources are made available to assist in Farm to School program implementation. If you have questions, please contact Trista Grigsby, VDOE-SNP Farm to School Specialist via email at [Trista.Grigsby@doe.virginia.gov](mailto:trista.grigsby@doe.virginia.gov) or by phone at (804) 225-2331.

SCC/TG/cc

**Attachments**

1. **Sample MOU between School Gardens and Child Nutrition Programs**
2. **Sample Forward Contract for Products**