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| ***SECTION 1: The basics***  **Instructions:** You can complete this form for each meal service held at your school.  This form can be used if you plan on printing and keeping it in your school kitchen. If you wish to complete the form electronically, you can use the Excel template provided. | |
| **Date of meal service:**  *(dd/mm/yyyy)* |  |
| **Theme (if applicable):**  *(ex. Latin)* |  |
| **Grades served today:** |  |
| **# of students who participated:** |  |

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| ***SECTION 2: What’s on the menu?*** | | | |
| **Menu item**  *(List individual salad bar items, one per row)* | **Was this item locally sourced? (***Y/N***)** | **Total # vegetable options in today’s service 🡪** |  |
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|  |  |
|  |  |
|  |  | **Total # fruits options in today’s service 🡪** |  |
|  |  |
|  |  |
|  |  |
|  |  | **Total # grain options in today’s service 🡪** |  |
|  |  |
|  |  |
|  |  |
|  |  | **Total # protein options in today’s service 🡪** |  |
|  |  |
|  |  |
|  |  |
| **Total # of LOCALLY\* sourced ingredients** |  |
| **How much did you SPEND on today’s ingredients? ($)** |  |
| **How much of today’s spend was on LOCAL food? ($)** |  |

*\*Local ingredients are those that are sourced as close to the school as possible and/or from within your province.*

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| ***SECTION 3: Anything else you’d like to share?*** |
| ***Are there any additional details you’d like to share about today’s service?*** *Examples might include: a surprising hit new ingredient, a fun anecdote, a challenge you faced or a milestone achieved.* |