

# CookShop

Classroom  
for Elementary School



CookShop is a program of  
Food Bank For New York City

## Grocery Order Email Instructions

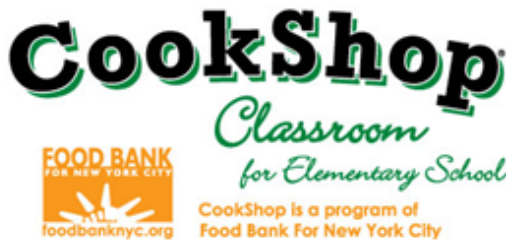
### Step 1 - Saving and Naming the Worksheet

- Open the CookShop Grocery Ordering Form Worksheet in accordance with the corresponding CookShop Lesson number your site will be performing.
- Save the document as your School Name, CCES and Corresponding Lesson #  
*{School's Name}\_CCES\_Lesson{#}.xls*

### Step 2 - Complete the Worksheet

- Complete all sections highlighted in yellow. Once the entries have been made the highlight will clear. (Please note: In older versions of excel the cells may not be highlighted.)

### Grocery Order Form: Grades K-2



School Name:	Please Select School Name
Order Date:	
Store Name:	Pioneer
Store Email:	<b>email a copy of order form to:</b> <a href="mailto:pioneer.cookshop@gmail.com">pioneer.cookshop@gmail.com</a> and <a href="mailto:CookShopGroceryOrders@foodbanknyc.org">CookShopGroceryOrders@foodbanknyc.org</a>
Store Phone:	347-597-6100
Store Contact:	Obidio Gil / Marleni

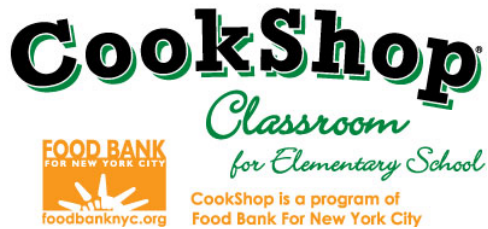
Delivery Date :	
Delivery Time:	
Deliver To (School Address)	
School Contact Person:	
School Contact Phone Num	
School DBN#	DBN #

Number of Classrooms Per Grade	
K:	
1st:	
2nd:	

Complete the order form by filling out **only** yellow sections

- I. Select your **School Name** and enter **Order Date**. Order date should reflect the date you are submitting the order form.

School Name:	Please Select School Name
Order Date:	



II. Complete the delivery information.

<b>Delivery Date :</b>	
<b>Delivery Time:</b>	
<b>Deliver To (School Address) :</b>	
<b>School Contact Person:</b>	
<b>School Contact Phone Number:</b>	
<b>School DBN#</b>	<b>DBN #</b>

- a. **Delivery Date** - Grocery orders must be placed 7 days prior to the requested delivery date. *If the delivery date entered is less than seven days prior the cell will be highlighted in red.*
- b. **Delivery Time** – Enter your requested delivery time. Your designated grocery store will deliver your groceries within a 4 hour window.
- c. **Deliver To (School Address)** - enter your address plus any delivery related notes ex. cross street or location within your site
- d. **Contact Person** – Enter the Coordinators name – This person must be available to receive the groceries at time of delivery. Also, in the event there are questions concerning your order the grocery stores will contact this person
- e. **Contact Phone Number** – Enter the best number to reach you in the event there are questions about your order or delivery issues.
- f. **School DBN-** Do not edit this field. Your school DBN number will automatically populate when you select your school name.

III. Number of Classrooms Per Grade – Enter the amount of classrooms you are ordering for by grade.

**Note: Ordering excessive quantities of groceries will be charged to your school**

	C	D
20	<b>Number of Classrooms Per Grade</b>	
21	<b>K:</b>	
22	<b>1st:</b>	
23	<b>2nd:</b>	

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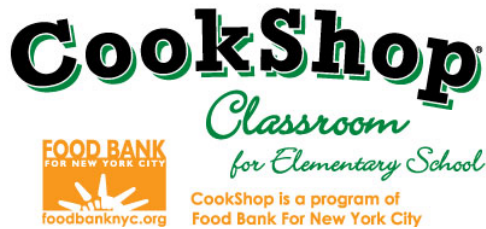


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Once you've entered the number of classrooms per grade the quantities to deliver per ingredient will automatically generate.

	B	C	D	E	F	G	H	I
31	<b>Grocery Store Checklist</b>			<b>Coordinator Checklist</b>			<b>Grocery Store Use</b>	
32	<b>Items to be delivered</b>							
33	<b>INGREDIENTS</b>	<b>SIZE</b>	<b>QUANTITY TO BE DELIVERED</b>	<b>QUANTITY NEEDED PER CLASS</b>			<b>Quantity Packed (Handwritten)</b>	
34				<b>K</b>	<b>1</b>	<b>2</b>		
35	Whole Wheat Pitas	8 count package	0	2				
36	Green Bell Pepper	medium	0	1				
37	Red Bell Pepper	large	0			1		
38	Hummus	8-10 oz container	0	1				
39	Dish Soap	8-oz. bottle	0	1	1	1		
40	Fresh Baby Carrots	1lb. bag	0	1				
41	Red Apples	medium	0	1	1			
42	Whole Wheat Tortillas	8 count package	0		1	1		
43	White Beans	15 oz can	0		1			
44	Lemon	small	0		1			
45	Garlic	head	0		1			
46	Romaine Lettuce	head	0	1	1	1		
47	Cucumber	medium	0		1			
48	Salt	26-oz bottle	0		1	1		
49	Black Pepper	2.65-oz bottle	0		1	1		
50	Olive Oil	8.5-oz. bottle	0		1			
51	Black Beans	15-oz. can	0			1		
52	Plum Tomatoes	small container	0			1		
53	<p>No additional items may be ordered unless written approval from the Food Bank is attached.</p> <p>This institution is an equal opportunity provider and employer.</p> <p>This material is funded by USDA's Food Stamp Program (SNAP).</p>							
54								
55								
56								

- IV. Review your order form. If any fields are highlighted make all necessary corrections.
- V. Save your order as noted in **Step 1**



### Step 3 – Emailing Order Forms

	A	B	C	D	E	F
1	<b>CookShop</b>		<b>Grocery Order Form: Grades K-2</b>			
2						
3						
4	 CookShop is a program of the Food Bank For New York City		School Name: _____ Order Date: _____ Store Name: _____ Store Email: _____ Store Phone: _____		_____ _____ _____ _____ _____	
5						
6						
7						
8						
9						
10						
11						

- Once you've reviewed and ensured your order form is accurate and complete, you must email both your assigned grocery store and cc the Food Bank For New York City at [cookshopgroceryorders@foodbanknyc.org](mailto:cookshopgroceryorders@foodbanknyc.org).

**Note: E-mail subject line *\*must\** include Site/School Name with corresponding CookShop Lesson number.**

**For example: PS 11 CookShop Lesson 1**

### Step 4 - Confirmations

You will receive a confirmation email within 24 hours. If you do not receive the confirmation email, it is your responsibility to follow up with a phone call to the grocery store representative to verify they have received the order and confirm any delivery details.

If you have any questions or concerns about your grocery orders, please contact your Grocery Store Representative. If you have questions or concerns about your Grocery Store representative, please contact:

Program Support  
 Food Bank For New York City  
 Email: [CookShopgroceryorders@foodbanknyc.org](mailto:CookShopgroceryorders@foodbanknyc.org)  
 Phone: 212.566.7855 ext. 8037 or ext. 8321

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## Receiving Groceries

To ensure all ingredients have been delivered and are of good quality coordinators must check the groceries while the drivers are present.

Check the **Ingredients list**, **Size**, **Quantity to be delivered** and the **Quantity Packed** to confirm items delivered (note the Quantity Packed is optional and can be used either by the store or coordinator to confirm quantities)

	B	C	D	E	F	G	H	I
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32	<b>Items to be delivered</b>			<b>QUANTITY NEEDED PER CLASS</b>			<b>Quantity Packed (Handwritten)</b>	
33	<b>INGREDIENTS</b>	<b>SIZE</b>	<b>QUANTITY TO BE DELIVERED</b>	<b>K</b>	<b>1</b>	<b>2</b>		
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56								

## Distributing Groceries

When distributing groceries use the **Coordinator Checklist** to determine the quantity of ingredients each class will receive.