Grocery Ordering Email Instructions

GROCERY DELIVERY: **Order 7 days before desired delivery date**

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. For each week, there is one form for **CookShop Classroom for After-School,** and one form for **CookShop Families.** Classroom and families groceries must be placed in the same order for the same delivery time.

Week	CookShop for After-School Order Worksheets	CookShop for Families Order Worksheets
1	Lesson 1	Workshop 1
2	Lesson 2	Workshop 2
3	Lesson 3	Workshop 3
4	Lesson 4	Workshop 4
5	Lesson 5	Workshop 5
6	Lesson 6	Workshop 6

- *Save each document separately as your Site Name, CCas/CF and Corresponding Lesson #*
  Ex: {Site's Name} _CCas_Lesson{#}.xls
  {Site's Name}_CF_Workshop{#}.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

Site Name:	Please Select Site Name Here
Order Date:	
Store Name:	Pioneer
Store Email	email a copy of order form to: pioneer.cookshop@gmail.com; CookShopGroceryOrders@foodbanknyc.org
Store Contact:	Obidio/ Marleni
Store Phone:	718-585-7416

Lesson 1: Meet MyPlate & The Food Groups

Delivery Date:	
Delivery Time:	
Delivery Location (Site Address):	
Coordinator Contact and Number:	
Site DBN#:	DBN #

Number of Cookshop Classrooms for After-School Classrooms	
Fill In:	

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

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

Site Name:	Please Select Site Name Here
Order Date:	

- Complete the delivery information:

Delivery Date:	
Delivery Time:	
Delivery Location (Site Address):	
Coordinator Contact and Number:	
Site DBN#:	DBN #

CookShop
Classroom
for After-School

FOOD BANK
FOR NEW YORK CITY
foodbanknyc.org

CookShop is a program of
Food Bank For New York City

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. **Delivery Location (Site Address) -** Enter your address plus any delivery related notes ex. cross street or location within your site

d. **Contact Person –** Enter the Coordinator's 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. **Site DBN-** Do not edit this field. Your school DBN number will automatically populate when you select your site name.

- Number of Classrooms – Enter the amount of classrooms you are ordering for. For CookShop Families, you do not have to fill in this field.

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

Number of Cookshop Classrooms for After-School Classrooms	
Fill In:	

CookShop
Classroom
for After-School

FOOD BANK
FOR NEW YORK CITY
foodbanknyc.org

CookShop is a program of
Food Bank For New York City

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

Items to be delivered for CookShop
Lesson 1: Meet My Plate & The Food Groups

INGREDIENTS	QTY	SIZE	QUANTITY TO BE DELIVERED (CookShop Coordinators to complete this section)	QUANTITY RECEIVED (Site Use Only)
Carrots	1	1-lb bag	0	
Reduced Fat Feta Cheese	1	4-ounce container	0	
Green Bell Pepper	1	medium	0	
Chickpeas	1	15-ounce can	0	
Olive Oil	1	8.5-ounce bottle	0	
Garlic Powder	1	2.25 ounce bottle	0	
Lemon	1	small	0	
McIntosh Apple	2	medium	0	
Whole Wheat Pitas	2	12-ounce package (6 count)	0	
Dish Soap	1		1	

No additional items may be ordered unless written approval from the Food Bank is attached.

This institution is an equal opportunity provider and employer.
This material is funded by USDA's Food Stamp Program (SNAP-Ed) Eat Smart New York

- Review your order form. If any fields are highlighted make all necessary corrections.
- Save your order as noted in *Step 1*
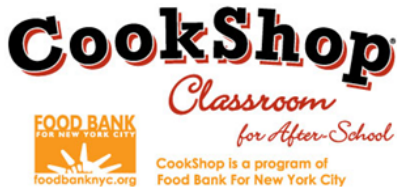- Repeat with the CookShop for Families form

Step 3 – Emailing Order Forms

Grocery Order Form

Site Name:	**Please Select Site Name Here**
Order Date:	
Store Name:	**Pioneer**
Store Email	email a copy of order form to: pioneer.cookshop@gmail.com; CookShopGroceryOrders@foodbanknyc.org
Store Contact:	**Obidio/ Marleni**
Store Phone:	**718-585-7416**

- Once you've reviewed and ensured your order forms are accurate and complete, you must email the forms to both your assigned grocery store and copy the Food Bank For New York City at cookshopgroceryorders@foodbanknyc.org.

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

    For example: CAMBA @ PS 100 CookShop Lesson 1

Step 4 – Confirmations & Receiving Groceries

- *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 questions or concerns about your grocery store please contact CookShop.

CookShop
Classroom
for After-School

FOOD BANK
FOR NEW YORK CITY
foodbanknyc.org

CookShop is a program of
Food Bank For New York City

Receiving Groceries

To ensure all ingredients have been delivered and are of good quality coordinators must check the groceries while the drivers are present. If items are missing please contact the store immediately and request redelivery. If items are of poor quality please take a photo of the item in question and request redelivery of that item from the store. Please send a copy of the photo to your Food Bank contact.

Check the **Ingredients list**, **Size**, **Quantity to be delivered** and the **Quantity Received** to confirm items delivered.

Items to be delivered for CookShop
Lesson 1: Meet My Plate & The Food Groups

INGREDIENTS	QTY	SIZE	QUANTITY TO BE DELIVERED (CookShop Coordinators to complete this section)	QUANTITY RECEIVED (Site Use Only)
Carrots	1	1-lb bag	0	
Reduced Fat Feta Cheese	1	4-ounce container	0	
Green Bell Pepper	1	medium	0	
Chickpeas	1	15-ounce can	0	
Olive Oil	1	8.5-ounce bottle	0	
Garlic Powder	1	2.25 ounce bottle	0	
Lemon	1	small	0	
McIntosh Apple	2	medium	0	
Whole Wheat Pitas	2	12-ounce package (6 count)	0	
Dish Soap	1		1	

No additional items may be ordered unless written approval from the Food Bank is attached.

This institution is an equal opportunity provider and employer.
This material is funded by USDA's Food Stamp Program (SNAP-Ed) Eat Smart New York