Dear Teacher,

**Happy Healthy Holidays!**

The holiday season is upon us. It is a time for celebration both at home and in school. The [Name of Town] Child Nutrition Program would like to remind everyone that making healthy choices during this season is especially important. We are working with your school to encourage healthy behaviors with our *Happy Healthy Holidays Recipe Contest*.

The contest is open to all students, grades K-12, in the [Name of Town] School System. Submit recipes on the attached application to the school main office by [Day, Month, Date, and Year at Time]. **Please make copies of the contest application and distribute them to your students.**

Recipes must contain low-fat or fat-free dairy (milk, cheese and/or yogurt), fruits, vegetables and/or whole grain as ingredients. For more information on food groups visit [www.choosemyplate.gov](http://www.choosemyplate.gov). Recipes will be judged on the following criteria: number of above food groups included, choice of lower fat ingredients, creativity, taste and general overall appeal. All entries must also include the applicant’s favorite winter physical activity.

Five (5) recipes from each participating school will be selected to participate in a cook-off. A panel of judges will select the winning recipe from each school. Small incentive prizes will be given to all students who submit a recipe. The winning recipe from each school will be awarded a grand prize.

Winning recipes will be printed on the lunch menu and served in the cafeteria in [Month].

This is a great opportunity to share information on healthy snacks with a bulletin board display using the designs and resources at:
<http://www.newenglanddairycouncil.org/ned.cfm?page=bulletin-board-themes>

In addition to the recipe contest, we are offering a *Holidays Classroom Party* catering service. This service is a great help to busy parents and offers healthy alternatives to cookies and cupcakes from home. The attached menu has many options to choose from. Please contact the [Name of Town] Child Nutrition office if you are interested in booking a party or would like more information.

If you have any questions or would like more information about our *Happy Healthy Holidays Recipe Contest* event, please contact me in the [Name of Town] Child Nutrition Office.

Sincerely,

[Name]
[Title]
[Phone Number]