



Dear Educator:

My name is Haley Potter and I am the newly elected Beef Education Advisor for MT CattleWomen. I am going to work diligently this year and the years to come to update our program and make it more accessible to you and your students. In the past you have been contacted via mail, however I feel we can communicate more efficiently by email. You may still contact Suzanne Bohleen by mail if you prefer, or have already been in contact with her for a current project at your school.

I encourage you to take the opportunity to participate in our Beef Education program for grades 7-12. The program runs by October 1st to June 15th each school year. We are able to provide you with beef and educational materials due to the hard work of Montana beef producers and the generosity of the Beef Checkoff and Montana Beef Council.

Included along with this letter is a materials request form, activity report, and beef purchase order form. The materials request form contains a list of free materials that we have on hand and can send you for free. We need at least 12 days' notice of when you will need the items you have requested. There are also resources you can print at your own convenience available at www.beefnutrition.org.

Activity reports **must** be filled out within 30 days after requesting materials and/or purchasing beef. These reports are crucial to ensuring we get funding each year and we can track how many students you reached from our materials.

Beef purchase order forms must be filled out correctly and have correct documentation to adhere to guidelines set by Montana Beef Council. Along with the completed form, you will need the original receipts, and to have it signed by the vendor or FCS department chairperson. Please note that you need a new purchase order each time you purchase beef and it must be submitted within **30 days**. We do not want to make vendors wait for payment. Due to the price increase, we will also not reimburse for Organic or Natural Labeled beef. It is recommended to spend between \$0.50 -\$1 per student when purchasing beef.

To summarize, make sure the paperwork is filled out accordingly to the directions and sent to myself either by email or mail. I am happy to answer any questions if you are new or wanting advice on an activity. I am working hard to implement more tech savvy activities and will try to send you emails periodically with online activities for students. Educators that work hard to complete their forms and do activities promoting beef with their students will receive a Thank You Gift on us! I look forward to be a part of your learning program.

Haley Potter

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... The Voice of Women in the Cattle Industry.