



**Funded by Beef Farmers & Ranchers**

## Beef for the Classroom Program

### **Guidelines:**

1. Only beef may be purchased with program funds (fresh or further prepared).
2. Beef must be used for class curriculum only.
3. The teacher must complete the Beef for the Classroom application form to be approved to receive beef reimbursement. Keep in mind that only a limited number of applications will be approved; so be sure to send yours in early!
4. Once approved, the teacher will receive confirmation from the NY Beef Council.
5. The teacher can then conduct the beef lesson(s) anytime throughout the school year and will purchase the beef for the recipe to be prepared during the lab.
6. The teacher will then return the Beef for the Classroom evaluation form along with the receipt for beef purchases to the New York Beef Council for reimbursement.
7. All receipts must be submitted to the New York Beef Council by July 1.
8. After review, the check will be made out to the school. No check will be issued to an individual. Checks will not be issued without receipts and evaluation forms.
9. After receiving the completed evaluation form and grocery receipt, the NYBC will issue a reimbursement check to the payable school address.
10. Please be judicious with your spending/purchasing of beef and take into consideration your class size. We want to be able to assist as many school districts that are in need as possible with the allocated funds, we have available.
11. Remember that you have \$100 in beef purchases available. If you intend to teach multiple lessons utilizing beef throughout the year, please wait until all lessons are completed or the \$100 maximum has been purchased before submitting paperwork. Only one check per school will be processed.

### **Please note the following:**

1. Receipts should include the name of the store where beef was purchased and the school's name.
2. Funds can only be used in a classroom/lab setting. Funds CANNOT be used for school BBQ's or other school functions.
3. A new application must be filled out for each new school year. Failure to follow these guidelines will affect the schools' ability to receive funds in the future.

### **Questions or Concerns Contact:**

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