School Breakfast Club request for support letter template

**Please note:** If you are asking for supplementary food donations, please check the Department of Education ‘[School canteens and other school food services policy](https://www2.education.vic.gov.au/pal/canteens-and-healthy-eating/policy)’ to ensure the food you request is green rated and in line with these guidelines.

The [Healthy Eating Advisory Service](https://heas.health.vic.gov.au/) also provides information about the provision of healthy food choices.

This letter template includes variable paragraphs for:

**1. Volunteer support**

**2. Food donations**

**3. Infrastructure/appliance or financial donations**

**Introduction to letter**

Dear <Contact person at organisation’s name>,

<School name> is participating in the School Breakfast Clubs Program, a partnership between the Victorian Government and Foodbank Victoria to provide healthy and nutritious meals to students at school so that they can get the most out of their education.

I am writing because I would like to ask for <organisation’s name> support to help us deliver this essential program at our school.

Breakfast is the most important meal of the day. It sets children up to concentrate and learn, but unfortunately not all children are able to start the day with a healthy breakfast at home.

Independent research shows the significant positive impact School Breakfast Clubs are having on students:

* 81% of teachers surveyed report improvements in concentration for students who attend Breakfast Club.
* 76% of teachers surveyed report improvements in social relationships between staff and students who attend Breakfast Club.
* 72% of teachers surveyed report improved engagement with classroom activities for students who attend Breakfast Club.
* 70% of teachers surveyed report behavioural improvements for students who attend Breakfast Club.

Our school Breakfast Club runs every [Monday/Tuesday/Wednesday/Thursday/Friday/every morning] before school from [time am] to [time am].

**Option 1: asking for volunteers**

Volunteers are vital to running our School Breakfast Club. We are currently seeking volunteers to assist with setting up our breakfast space, preparing and serving breakfast, interacting with students, and cleaning up.

Would you, or your members, consider helping our students by volunteering at our School Breakfast Club?

It is a wonderful opportunity to have a positive impact on the lives of our students and to connect with the local community in a warm and welcoming environment.

If you, or your members are available and interested in assisting on one or more days, please contact <School Breakfast Club Program Coordinators name> on:

Phone:

Email:

**Option 2: asking for food donations**

Much of the food we serve at our School Breakfast Club is provided to us by Foodbank Victoria. Foodbank provides a range of fresh and ambient products, including cereals, bread, UHT milk, oats, muesli, baked beans, canned fruit, fresh fruit, carrots, vegemite, and honey. However, there are some supplementary breakfast foods that we like to provide to ensure we meet our students' varying tastes and dietary needs.

We would be so grateful if <organisation name> would consider donating <name specific foods/foods e.g. multi grain or wholegrain bread> to support our School Breakfast Club. Would you be able to help us in this way?

If you are interested in supporting our School Breakfast Club, please contact <School Breakfast Club Program Coordinator’s name> on:

Phone:

Email:

**Option 3: asking for infrastructure/appliance or financial donations**

To ensure we can offer students a variety of food options at our Breakfast Club, we are in need of appliances including a <fridge/microwave/toaster/other appliances).

Would <organisation name> consider donating <name specific appliance or financial amount> to support our students and our School Breakfast Club?

If you can support our School Breakfast Club, please contact <School Breakfast Club Program Coordinator’s name> on:

Phone:

Email: