

School Breakfast Club request for support letter template

Please note: If you are asking for supplementary food donations please check the Department of Education and Training's '[School canteens and other school food services policy](#)' to ensure the food you request is green rated and in line with these guidelines.

For a list of infrastructure/ appliances you might need for breakfast club please check your School Breakfast Clubs Program Tool Kit on page 11.

Letter template Includes variable paragraphs for:

1. Volunteer support
2. Food donations
3. Infrastructure/ appliance or financial donations

Dear <Contact person at organisation's name>,

<School name> is participating in the School Breakfast Clubs Program, an initiative of the Victorian Government and Foodbank Victoria to ensure that students have a healthy and nutritious start to the day.

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 our kids 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 – 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, socialising with students, and cleaning up.

Therefore, I would like to ask if you, or your members, are interested in 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 – asking for food donations)

Much of the food we serve at our School Breakfast Club is provided to us by Foodbank Victoria. Foodbank provides cereals, UHT milk, oats, muesli, baked beans, canned fruit, fresh apples, 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.

Therefore, I would like to ask if <organisation name> could donate <name specific foods/foods e.g. multi grain or wholegrain bread > to our School Breakfast Club?

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

Phone:

Email:

(Option – asking for infrastructure or appliances)

Our School Breakfast Club is in need of a <Infrastructure or appliances/ name item e.g. fridge>. It is important for our students to receive a wide range of foods to meet their dietary needs and we need a <item name> to <describe purpose e.g. store fresh food and milk> for our Breakfast Club.

Therefore, I would like to ask if <organisation name> could donate a <item name> or <make a financial contribution of <amount> towards us purchasing a <item name>>?

(Closing paragraph for all letters)

Thank you very much for taking the time to read this <letter/email>. Your help would be greatly appreciated and will ensure that we can deliver this important program which is making such a positive difference to the lives of our students.

Yours sincerely

<Coordinator or Principal name>