


**2023/24 YEAR OVERVIEW**

<b>August &amp; September</b>		✓
Wednesday, August 30	Place Webtracker Order by 12 noon *for delivery 1st week of school	
Wednesday, September 6	First Day of School *orders placed Aug 28-30 delivered this week	
Wednesday, September 6	Place Webtracker Order by 12 noon	
Wednesday, September 13	Place Webtracker Order by 12 noon	
Wednesday, September 20	Place Webtracker Order by 12 noon	
Wednesday, September 27	Place Webtracker Order by 12 noon	
Friday, September 29	Webtracker Monthly Entry & Financials for September due	
<b>October</b>		
Book site assessment with CDW	In person or virtual	
Date TBA	1st MCCSS Installment 75%	
Wednesday, October 4	Place Webtracker Order by 12 noon	
Monday, October 9	Thanksgiving	
Wednesday, October 11	Place Webtracker Order by 12 noon *food ordering opens Tuesday	
Wednesday, October 18	Place Webtracker Order by 12 noon	
Wednesday, October 25	Place Webtracker Order by 12 noon	
Tuesday, October 31	Webtracker Monthly Entry & Financials for October due	
<b>November</b>		
Wednesday, November 1	Place Webtracker Order by 12 noon	
Wednesday, November 8	Place Webtracker Order by 12 noon	
Wednesday, November 15	Place Webtracker Order by 12 noon	
Wednesday, November 22	Place Webtracker Order by 12 noon	
Tuesday, November 28	Giving Tuesday	
Wednesday, November 29	Place Webtracker Order by 12 noon	
Thursday, November 30	Webtracker Monthly Entry & Financials for November due	

<b>December</b>		
Wednesday, December 6	Place Webtracker Order by 12 noon	
Wednesday, December 13	Place Webtracker Order by 12 noon	
Wednesday, December 20	Place Webtracker Order by 12 noon *last day to order for delivery first week back in January, 2024	
Friday, December 22	Webtracker Monthly Entry & Financials for December due Start of Winter Break	
<b>January</b>		
Date TBA	2nd MCCSS Installment 25%	
Monday, January 8	First Day Back from Winter Break *orders placed December 20 delivered this week	
Wednesday, January 10	Place Webtracker Order by 12 noon	
Wednesday, January 17	Place Webtracker Order by 12 noon	
Wednesday, January 24	Place Webtracker Order by 12 noon	
Wednesday, January 31	Place Webtracker Order by 12 noon Webtracker Monthly Entry & Financials for January due	
<b>February</b>		
Wednesday, February 7	Place Webtracker Order by 12 noon	
Wednesday, February 14	Place Webtracker Order by 12 noon	
Monday, February 19	Family Day	
Wednesday, February 21	Place Webtracker Order by 12 noon *food ordering opens Tuesday	
Wednesday, February 28	Place Webtracker Order by 12 noon	
Thursday, February 29	Webtracker Monthly Entry & Financials for February due	
<b>March</b>		
Date TBA	Great Big Crunch	
Wednesday, March 6	Place Webtracker Order by 12 noon *last day to order for delivery first week back after March break	
Wednesday, March 20	Place Webtracker Order by 12 noon	
Wednesday, March 27	Place Webtracker Order by 12 noon	
Thursday, March 28	Webtracker Monthly Entry & Financials for March due	

<b>April</b>		
Wednesday, April 3	Place Webtracker Order by 12 noon *food ordering opens Tuesday	
Wednesday, April 10	Place Webtracker Order by 12 noon	
Wednesday, April 17	Place Webtracker Order by 12 noon	
Wednesday, April 24	Place Webtracker Order by 12 noon	
Tuesday, April 30	Webtracker Monthly Entry & Financials for April due	
<b>May</b>		
Wednesday, May 1	Place Webtracker Order by 12 noon	
Wednesday, May 8	Place Webtracker Order by 12 noon	
Wednesday, May 15	Place Webtracker Order by 12 noon	
Wednesday, May 22	Place Webtracker Order by 12 noon *food ordering opens Tuesday	
Wednesday, May 29	Place Webtracker Order by 12 noon	
Friday, May 31	Webtracker Monthly Entry & Financials for May due	
<b>June</b>		
Date TBA	Grant Renewals open	
Wednesday, June 5	Place Webtracker Order by 12 noon	
Wednesday, June 12	Place Webtracker Order by 12 noon	
Wednesday, June 19	Place Webtracker Order by 12 noon *last day to order	
Thursday, June 27	Webtracker Monthly Entry & Financials for June due & Grant Renewals due Last Day of School	

## Reminders for Ordering

### [Video Tutorial](#)

- Tastebuds will send a weekly email on Monday (or Tuesday if Monday is a holiday) when prices have been updated and you can begin placing your order.
- **Order deadline: Wednesdays before 12:00noon.** The system locks out at exactly 12:00noon so please ensure your order is submitted before the deadline. In order to accommodate vendor deadlines, NO LATE ORDERS WILL BE PROCESSED.
- All vendors have a minimum order of \$150.00. Orders that do not meet the minimum will not be processed.
- Click "Save and Close" once and wait for the system to process (pressing more than once will submit a duplicate order)

## Food & Logistics

- 24 hours for credit/exchange. Do not throw away the spoiled product - reach out to Food & Logistics Coordinator, Darlene Edmonds at dedmonds@hnreach.ca or 519-587-2441 ext. 321 and cc' your Tastebuds CDW.
  - Include in Subject Line: School Name, Vendor, Issue, and Invoice Number
- Keep spoiled product until directed to do otherwise. If the product is thrown away prematurely, a credit or replacement will not be issued.

## Reminders for Reporting

### [Video Tutorial](#)

- All programs are required to complete the Monthly Entry reports via Webtracker and send your financial statement for your Student Nutrition Program account (Detailed Category Summary) to your CDW on the last day of each month.
- All Data entered into your monthly reports is automatically pulled into your yearly grant renewal.

## Reminders for Funding

- Tastebuds will deposit funds twice from the Ministry of Children, Community and Social Services in October, with 75% of funds deposited and in January, with 25% of funds deposited. This covers a portion of the total food costs for your student nutrition program.
- Other funds should come from your own fundraising efforts and grant applications.