

May 2025 Ordering Calendar				
Monday	Tuesday	Wednesday	Thursday	Friday
			<b>1 AFSS Review</b> May. 12 – May. 16 <b>Create and Print Production Worksheet for following week:</b> May. 5 – May.9 <b>Edit and complete Driftwood or Clearbrook Farms order for:</b> Next Tuesday	<b>2 Consolidation for Shopping list M/F, G/SS, CK, Goldstar and Chemical</b> May. 12 – May. 16 <b>Edit and complete Driftwood or Clearbrook Farms order for:</b> Next Wednesday
<b>5 Print and Review Receiving Tickets the week of:</b> May. 12 – May. 16 Any adjustment for receiving tickets for ALL Vendors must be emailed to Vendors by 3:00PM. NNC Adjustments 12:00 PM <b>Edit &amp; complete Driftwood or Clearbrook Farms order for:</b> Thursday	<b>6 Edit and complete Driftwood or Clearbrook Farms order for:</b> Friday	<b>7 EZ Steps Menu Plan Quantities (ALL Sites)</b> June. 9 – June. 13*EEC and site with RAP program June 11-13 <b>Edit and save Shopping list - M/F, G/SS, CK, Goldstar and Chemical</b> May. 19 – May.23 *Remember any <b>M/F</b> or <b>G/SS</b> deliveries <b>May 26 Holiday</b> should have been moved to last scheduled delivery for the week of May. 19 – May. 23 <b>Edit &amp; complete Driftwood or Clearbrook Farms order for:</b> Next Monday	<b>8 AFSS Review</b> May. 19 – May. 23  <b>Create and Print Production Worksheet for following week:</b> May. 12 – May. 16  <b>Edit and complete Driftwood or Clearbrook Farms order for:</b> Next Tuesday	<b>9 Consolidation for Shopping list M/F, G/SS, CK, Goldstar and Chemical</b> May. 19 – May. 23  <b>Edit and complete Driftwood or Clearbrook Farms order for:</b> Next Wednesday
<b>12 Print and Review Receiving Tickets the week of:</b> May. 19 – May. 23 Any adjustment for receiving tickets for ALL Vendors must be emailed to Vendors by 3:00PM. NNC Adjustments 12:00 PM <b>Edit &amp; complete Driftwood or Clearbrook Farms order for:</b> Thursday	<b>13 Edit and complete Driftwood or Clearbrook Farms order for:</b> Friday	<b>14 EZ Steps Menu Plan Quantities (ALL Sites)</b> August 11-15 (Opening) August 18 – 22 (Opening) <b>Edit and save Shopping list - M/F, G/SS, CK, Goldstar and Chemical</b> May. 27 – May.30 August 4-8 (Opening) <b>Edit &amp; complete Driftwood or Clearbrook Farms order for:</b> Next Monday	<b>15 AFSS Review</b> May. 27 – May. 30 August. 4-8 (Opening) <b>Create and Print Production Worksheet for following week:</b> May. 19 – May. 23 <b>Edit and complete Driftwood or Clearbrook Farms order for:</b> Next Tuesday	<b>16 Consolidation for Shopping list M/F, G/SS, CK, Goldstar and Chemical</b> May. 27 – May. 30 August. 4-8 (Opening) <b>Edit and complete Driftwood or Clearbrook Farms order for:</b> Next Wednesday
<b>May 19 Print and Review Receiving Tickets the week of:</b> May. 27 – May. 30 August. 4-8 (Opening) Any adjustment for receiving tickets for ALL Vendors must be emailed to Vendors by 3:00PM. NNC Adjustments 12:00 PM <b>Edit &amp; complete Driftwood or Clearbrook Farms order for:</b> Thursday	<b>May 20 EZ Steps Menu Plan Quantities (ALL Sites)</b> August 25 – 28 *(Opening) September 2 – 5* (Opening) *Remember this will create shopping list for <b>M/F</b> deliveries for <b>Aug 29-Sept 1 Holiday</b> , these shopping lists must be moved to the last scheduled delivery for the week of <b>August 25-28 (do not move G/SS August 29-September 1)</b> <b>Edit and save Shopping list - M/F, G/SS, CK, Goldstar and Chemical</b> June. 2 – June. 6 August 11 – 15 (Opening) August 18 – 22 (Opening) <b>Edit &amp; complete Driftwood or Clearbrook Farms order for:</b> Friday	<b>May 21 AFSS Review</b> June 2. – June. 6 August 11 – 15 (Opening) August 18 – 22 (Opening)  <b>Edit and complete Driftwood or Clearbrook Farms order for:</b> Next Tuesday	<b>May 22 Consolidation for Shopping list M/F, G/SS, CK, Goldstar and Chemical</b> June. 2 – June. 6 August 11 – 15 (Opening) August 18 – 22 (Opening) <b>Create and Print Production Worksheet for following week:</b> May. 27 – May. 30 <b>Edit and complete Driftwood or Clearbrook Farms order for:</b> Next Wednesday	<b>May 23 Print and Review Receiving Tickets the week of:</b> June. 2 – June. 6 August 11 – 15 (Opening) August 18 – 22 (Opening) Any adjustment for receiving tickets for ALL Vendors must be emailed to Vendors by 3:00PM. NNC Adjustments 12:00 PM <b>Edit &amp; complete Driftwood or Clearbrook Farms order for:</b> Thursday
<b>May 26 Holiday</b>	<b>May 27 EZ Steps Menu Plan Quantities (ALL Sites)</b> June 16 – 20* EEC,RAP,BTB, LAB,ST & ESY *Remember this will create shopping list for <b>M/F</b> deliveries for <b>June 6-11 &amp; June 19</b> , these shopping lists must be moved to the last scheduled delivery for the week of <b>June 2 – 10 (do not move G/SS June 11-13 and June 19)</b>  <b>Edit and complete Driftwood or Clearbrook Farms order for:</b> Friday	<b>May 28 EZ Steps Menu Plan Quantities</b> June 23 – 27* EEC,RAP,BTB, LAB, ST & ESY *Remember to move <b>M/F June 19</b> to the previous delivery date Edit and save Shopping list - M/F, G/SS, CK, Goldstar and Chemical  June 9 – 13*Remember do not move <b>G/SS June 11-13</b> June 16 – 20*Remember this will create <b>M/F June 19</b> this shopping list must be moved to last scheduled delivery *Remember do not <b>G/SS June 19</b> <b>Edit &amp; complete Driftwood or Clearbrook Farms order for:</b> Monday	<b>May 29 AFSS Review</b> June 9 – 13 Main Site,EEC and site with RAP program June 16 – 20 EEC,RAP,BTB, LAB, ST & ESY  <b>Create and Print Production Worksheet for following week:</b> June. 2 – June. 6 <b>Edit and complete Driftwood or Clearbrook Farms order for:</b> Next Tuesday	<b>May 30 Consolidation for Shopping list M/F, G/SS, CK, Goldstar and Chemical</b>  June 9 – 13 Main Site,EEC and site with RAP program June 16 – 20 EEC,RAP,BTB, LAB, ST & ESY  <b>Edit and complete Driftwood or Clearbrook Farms order for:</b> Next Wednesday

\*M/F = Meats/Frozen   G/SS = Grocery/Staples/Supplies

Onesource communications are turned off on Consolidation Day for Shopping List

Revised 4.29.2025