

BREAKFAST FOR LEARNING  
**START-UP KIT**

# START-UP KIT

## TABLE OF CONTENTS

STARTING YOUR STUDENT NUTRITION PROGRAM .....	1
Determine If There's A Need .....	2
Form Your Committee .....	2
Involve The Community .....	3
Set Your Objectives .....	5
Develop An Action Plan .....	6
Evaluate Your Student Nutrition Program .....	7
SUCCESSFUL START-UPS .....	8
Words From the Wise .....	8
In the Beginning .....	9
The Place .....	10
How Much Will It Cost? .....	10
Job and Role of a Coordinator .....	10
FUNDING YOUR STUDENT NUTRITION PROGRAM .....	12
First Steps To Success .....	12
Funding Sources .....	13
Components of Proposal Writing .....	16
VOLUNTEERS .....	17
Recruiting .....	17
Training and Orientation .....	18
Guidelines for Volunteers .....	19
Volunteer Safety and Security .....	19
Volunteer Recognition .....	20
MENU PLANNING .....	21
Food Safety .....	21
Nutrition Education .....	21
<b><i>Join the Club!</i></b> .....	23

# START-UP KIT

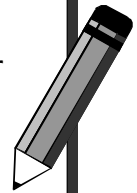
Thank you for your interest in BREAKFAST FOR LEARNING. Student nutrition programs are an excellent way to help ensure that all children in Canada have the opportunity to attend school well nourished and ready to learn.

The BREAKFAST FOR LEARNING Start-Up Kit is an invaluable source of information to help you organize and operate a successful nutrition program. We recommend reading the Start-Up Kit before completing a grant application. This will make the job of starting a nutrition program a lot easier, as well as acquaint you with the BREAKFAST FOR LEARNING values. When you have covered each section in the Start-Up Kit, you will be well prepared to complete the grant application form and get your program going.

The information in this document has been gathered from volunteers who, like you, are in the field. Keep in mind that the following tips and suggestions are a starting point — as you gain more knowledge and experience, you will want to explore the *Keys to Success*.

## – Remember –

Contact your local Provincial or Territorial Coordinator at [www.breakfastforlearning.ca](http://www.breakfastforlearning.ca)



## STARTING YOUR STUDENT NUTRITION PROGRAM

There are as many different ways to set up student nutrition programs, as there are communities in Canada. The key is to make your program fit the needs and the resources of *your* community. You can ensure that happens by starting with these two principles:

1. Involve many different people in the decision-making process, so that the community feels it owns and can sustain the student nutrition program for as long as it is needed.
2. Involve the parents. Their involvement is the number one factor in determining the purpose and the success of any student nutrition program.

This kit helps you:

- Set up and organize your committee
- Define your objectives
- Design your plan for action

# START-UP KIT

- Start your student nutrition program

Setting clear objectives in the beginning and defining roles for each committee member will go a long way toward helping you reach your goals.

## Determine If There's A Need

You want your program to fit the need, so the first step is to determine specifics about your community's need for a student nutrition program. Start by asking questions.

Contact people you think will need and use the student nutrition program:

- parents
- community members
- interested groups
- school staff
- students

Ask questions such as:

- Do you agree a student nutrition program would be a benefit to our school or community?
- Is there support from parents, school staff and community members to start a student nutrition program?
- Is something similar already being done in the community?
- Would a breakfast, lunch or snack program best serve student needs?

If you need to, ask other people to help with the questions. For example, your local public health department or board of education may have a survey that you can adapt, or go to [www.breakfastforlearning.ca](http://www.breakfastforlearning.ca) for help.

Once you've established that there is need and support for your student nutrition program, you're ready to start.

## Form Your Committee

You may already be a group — a parent-teacher association, neighborhood group, tenant association or school council — with a defined structure and set of goals. It's still

# START-UP KIT

a good idea to look at how the student nutrition program will fit into your existing organization.

Whether you're working with an existing or brand new group, it's important to establish the objectives of the student nutrition program committee and the role of each member.

There are a wide variety of jobs to be done in any committee.

- List each job that needs to be done, for example, coordination, communication, recordkeeping and community outreach. The range and variety means opportunity, and room, for many willing hands.
- Decide who is best suited to each job based on interest as well as experience.
- Make sure everyone is happy with the responsibilities they are taking on. An unhappy committee member is more likely to lose interest or become frustrated.
- Try to be flexible. The role of the committee and each member will change as you get closer to your goals.

## Involve The Community

The most successful student nutrition programs are those developed, organized and sustained by community members themselves. Communities have the ability, will and expertise to mobilize and take action through these programs.

### Invite parents

Calling on parents and caregivers to be part of the decision-making committee from the outset is the most effective way to get their support and commitment and to keep them involved.

- Many parents are under stress and often feel that they do not have time to get involved. Try to accommodate their needs so they can participate as equal partners in the committee and the student nutrition program. For example, change the time or location of your meetings, or help arrange child care.

# START-UP KIT

- Try to include family members in all aspects of the program: sitting on committees, planning menus, helping with the daily operations of the program, developing the education plan, and socializing with each other and with the children.

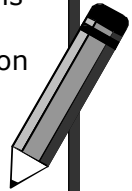
## Invite new members

For all volunteer groups, particularly small or recently formed groups, it's important to invite new members to help share the work and contribute new ideas and expertise.

- Bring new members up to date quickly with a current information package that includes the goals and objectives of your student nutrition program and a concise history of your committee activities. Without it, you may end up losing valuable volunteers as well as giving possible supporters the impression of disorganization.

### Stay focused

As you reach out to new people and groups, you may be exposed to a bewildering array of new ideas as well as unexpected obstacles. This is an important time for your committee to stay focused on its goals and objectives.



- Remember that each member is valuable and has something unique to offer.

- Be receptive to new ideas and to old ideas expressed in new or different ways.

## Make contact

Knowing your community is key to making things happen. Develop a list of people and groups you think are important to your effort and personally talk to them. Plan how to develop contacts and how you want people to be involved.

- Invite individuals or groups to your meetings, though it may be a good idea to first approach them in a more relaxed and personal manner.
- Parent groups, anti-hunger coalitions, faith groups, advocacy organizations and the business community can be helpful contacts.
- Local retailers, grocers and business people may be willing to help, either individually or through their business associations, since you'll likely buy food and supplies from them.

# START-UP KIT

- Teachers, school nurses, doctors, local public health departments, nutritionists and dietitians may be interested.


## Set Your Objectives

Establishing objectives that are specific and realistic will increase your chances of success. Ideally, your committee can reach a consensus on your goals and objectives.

The following steps will help:

- Make sure that the fundamental concerns of each committee member are addressed.
- Put your ideas in writing to help keep the committee focused.
- Begin with the broad goals the committee wants to address.
- Based on your list of goals, set realistic and measurable objectives that are specific to your committee, with a proposed time frame to complete each one.

**- Remember -**  
Small, incremental successes are important and should be celebrated.



The following are considered some measurements of success for existing programs.

Sample Objectives	Examples of Success Measurements
<ul style="list-style-type: none"><li>• Increase healthy eating choices by children</li><li>• Increase healthy eating choices by parents</li><li>• Provide nutrition education</li><li>• Number of parents participating regularly</li><li>• Parents' better choice of food</li></ul>	<ul style="list-style-type: none"><li>• Number of children participating regularly</li><li>• Children's knowledge of healthy eating choices</li><li>• Children's better choice of food</li><li>• Parents' knowledge of healthy eating choices</li><li>• Educational components in the program and/or school curriculum</li></ul>
<ul style="list-style-type: none"><li>• Reduced absenteeism at school</li><li>• Improved attention in the classroom</li><li>• Sustain and strengthen social support networks of parents/families</li></ul>	<ul style="list-style-type: none"><li>• Lower absentee rates</li><li>• Anecdotal feedback from teachers and parents</li><li>• Parents' positive perception of program success</li></ul>

# START-UP KIT

- 
- Increased support for school staff
  - Number of volunteers involved
  - Increased community involvement
  - Number of organizations involved
  - Number of parents involved
  - Number of children involved
  - Number of businesses in private sector involved
  - Number of complementary programs
- 
- Financially self-sufficient and sustainable
  - Budget targets met annually

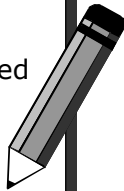
## Develop an Action Plan

Your action plan is like a road map, guiding you to where you want to go. It should be designed to help you reach your goal along the shortest, most economical route possible.

### Realistic and shared

Make sure that your action plan is manageable, and that the deadlines are realistic.

Be sure the work is equally divided, so that committee members won't get frustrated or overwhelmed.



- Start by listing all the steps you can think of that you'll need to take in order to reach your objectives.
  - Examine your list, and identify any resources — such as money, people, physical space, equipment and food — you need for each step.
  - List potential supporters who may be able to help you get what you need.
- Organize your list in the order steps need to be done.
  - Set a time frame for completion of each step.
  - Decide who will be responsible for each step on the list. It may help to form sub-committees for different tasks (for example, administration, community outreach, fundraising and volunteer recruitment). Be sure to consider each member's interests and expertise when assigning tasks.
  - Keep track of everything done so you can evaluate your progress. Write down things that worked as well as things that didn't.



# START-UP KIT

- Recognize each step that takes you closer to your goals. Celebrate your successes so the committee doesn't lose its momentum and energy.

## Evaluate Your Student Nutrition Program

Why do you need to evaluate your program? The reasons are many:

- When you set your objectives, you are also deciding what to evaluate in your student nutrition program to measure its success. Evaluation completes the process.
- The most important lessons that we learn and insights we gain are from experience. When you document your experience, the committee learns what is appropriate in student nutrition programs, what does and doesn't work.
- You can share your experiences to assist others.
- You help others see the value, importance and effect of your student nutrition program.
- Those who fund your student nutrition program, especially government agencies, may require evaluation as part of the funding.

## Numbers equal knowledge

An especially important part of your evaluation is keeping track of the financial details and the number of participants in your student nutrition program.

You can measure the effectiveness of the program by recording who participates at what time and at what cost. After about a year, you'll begin to see cycles of participation in your program and can plan budgets, menus and volunteers more effectively. Some type of form is a consistent and simple way to keep records for your student nutrition program.

# START-UP KIT

## SUCCESSFUL START-UPS

### Words From the Wise

Thriving student nutrition programs across Canada include the following on their “To Do List for a Successful Student Nutrition Program.”

- Encourage **participation** of parents and other members of the community in the daily operation of the student nutrition program.
- Encourage **universal inclusion**, regardless of a child’s ability to pay.
- Make the student nutrition program a **fun, warm, caring place to be**. Plan special activities such as birthday celebrations and theme parties to encourage participation in the program.
- Develop **policies** to handle behaviour problems and to promote positive relationships among the children, staff and volunteers. Contact your local school to find out their regulations.
- Seek and welcome **volunteers** from diverse sources and backgrounds; treat them like the valuable asset they are.
- Facilities and food-handling procedures must meet local **health standards**.
- Serve **nutritious food**, that follows school nutrition policies in your province/territory and that includes a variety of dishes representing all the cultures in your community.
- Identify a **program coordinator** who will be directly involved with the student nutrition program on a regular basis. Children are more comfortable when a familiar face is present.
- Include **nutrition education** in the program, and show creative ways that children can be properly nourished in the program and at home. Promote environmental awareness.
- Open a bank account and keep clear **records of income and expenses**.

# START-UP KIT

- **Keep records** of all student nutrition program participants on file, including registration forms, medical information (*especially food allergies*) and attendance.

You may not get everything happening at once — or right away — but that’s okay! Once your student nutrition program is a go, Keys to Success are there to help, building on the material provided here. When you’re ready for or need more know-how, information, resources or connections on any aspect of your student nutrition program, go to [www.breakfastforlearning.ca](http://www.breakfastforlearning.ca) or contact your Provincial/Territorial Coordinator.

## In the Beginning

### Inclusive

It’s important for the committee to reflect the community it will be serving. It should include parents, teachers, program staff (if any), volunteers and the business community. Hopefully, the committee will include a wide variety of people with different experiences and strengths to draw on:

- Some are “movers and shakers” who enjoy going out into the community to raise awareness about the student nutrition program.
- Some are great behind-the-scenes organizers.
- Some have lots of related experiences to draw on.
- Some bring fresh ideas and enthusiasm.

A successful program is a place where all of these people can contribute.

### Evolving

As your student nutrition program moves from start-up into operation, it’s natural for the committee to change. Through every phase of your program, it’s important to match people to tasks where they feel they can make the best contribution. It’s important to vary and balance — or even rotate — tasks so committee members stay enthusiastic.

### Guiding

A steady hand at the helm keeps everything operating smoothly. Establish a committee to be responsible for setting and publicizing the start date of the program, organizing the location, organizing volunteers, hiring extra staff if needed, preparing menus, and

# START-UP KIT

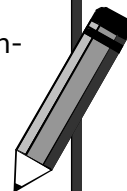
planning events and activities to encourage participation in the student nutrition program.

## The Place

One of your committee's first tasks will likely be finding a location for your student nutrition program. Community centres, schools, day-care centres and churches are some of the more common options. Once you've found a site for your program, you'll need to complete a contract with the owner of the property.

### "Best fit" means:

- Safe and easy for the students and parents to get to
- Kitchen space, including dish-washing and cooking equipment if you are serving hot foods

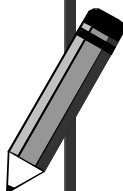


## How Much Will It Cost?

### Delivery costs

Many successful communities have been able to deliver programs at the following per day cost for food and staff:

- \$0.85 per child for breakfast
- \$2.00 per child for lunch
- \$0.55 per child for snack



- Estimate a cost for each child, including food, staff, rent and utilities (if the space is not donated). Costs will vary from one community to another.
- Try to find ways to reduce each of your expenses. For example, working with local merchants and other programs can reduce food costs.
- Use the cost per child to develop an operating budget, which you can use to set your targets for fundraising.

## Job and Role of a Coordinator

### Day-to-day responsibility

Volunteers are essential to keep the cost of running a student nutrition program to a minimum. However, the day-to-day operation of a program and coordination of

# START-UP KIT

volunteers requires organization and time. It's important to have one individual take on that responsibility.

This position has many names — breakfast club coordinator, program coordinator, food coordinator — but these modest titles fail to describe the great responsibility of the job. And it's huge. In addition to endless patience, coordinators must possess leadership and organizational skills. The coordinator should be on-site every day, working with volunteers to look after some or all of these kinds of tasks:

- Planning nutritious menus
- Organizing the meals and snacks, from preparation to cleanup
- Buying, storing and keeping track of food
- Registering students
- Spending time with the students in the program
- Collecting volunteer consent forms
- Training volunteers
- Scheduling and coordinating volunteers
- Drawing up and adhering to budgets
- Keeping track of daily expenses
- Organizing and filing all the student nutrition program paperwork

Successful coordinators work well with other people. They may be called on to:

- Act as the liaison for parents, volunteers, students and educators
- Consult with volunteer committees over finances and safety and health procedures
- Plan special events, newsletters and fundraising drives

Above all, coordinators involve the kids. They invite young people to assist with food preparation and cleanup and other aspects of menu planning. This helps to develop food and communication skills among the young, which in turn promotes leadership skills.

You may need to consider paying an honorarium to a volunteer or hiring staff in order to effectively meet all of your student nutrition program's operational needs.

Keep in mind that important program decisions — especially financial ones — should always be made in consultation with the Program Committee.

# START-UP KIT

## FUNDING YOUR STUDENT NUTRITION PROGRAM

By operating a student nutrition program in your community, you are offering a valuable service. There will be many people who, given the opportunity, would like to donate goods, services or money to make that program a success. Remember, people give to those who ask. You may have to ask a lot of people before you start to see any return. Don't get discouraged. Keep on asking!

### First Steps To Success

- Write a detailed mission statement.
- List your goals and objectives.
- Outline your program budget, administrative procedures and financial assumptions.
- Estimate your costs per child and your start-up costs.
- List potential sources of revenue and decide how much each one should contribute (for example, parental contributions, 40%; business and community, 30%; government agencies and foundations, 30%).
- Illustrate the need for your student nutrition program, and have clear, detailed proposals ready.

### Helpful definitions

The following will guide you in recording how much you need to fundraise for the operation of your program.

#### **Grants:**

Money received or expected from grants awarded from government organizations, foundations, donations (your main source of funding should be listed first, then other amounts and their sources in descending order).

#### **Other monetary donations:**

Donations from individuals, including parent donations.

#### **Other:**

Money from other sources not listed above: fundraising events, special one-time donations, etc.

#### **Total cost of program:**

Include all actual cash costs expected for the operation of your program. Do not include in-kind donations.

#### **Estimates of in-kind donations:**

Estimate how much the items or services which were donated would cost if you had to pay for them. For example, you could use the provincial minimum wage as an hourly rate, and the retail price to estimate equipment and supply costs.

#### **Food Cost:**

Multiply the number of children expected per day X the cost per meal X the number of operating days per year.



# START-UP KIT

Your goal for fundraising should be to secure long-term funding for the student nutrition program. The more sources of funding you have, the greater security you will have.

## Funding Sources

### Parental Contributions

Parental contributions — including volunteer time and in-kind donations — are essential to a successful student nutrition program.

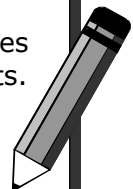
- Parents care about their children’s health and will welcome and appreciate an opportunity to support a program that contributes to their children’s well-being.
- Parents and children gain a sense of ownership of the program.
- Programs gain an important source of revenue.
- Funding organizations gain confidence that the community supports the program.

The experience of other food programs shows that parental contributions are directly related to the expectations of the organizing committee and how committed parents are to the program. Business or community donations can add to, but not replace, parental contributions to the student nutrition program.

BREAKFAST FOR LEARNING expects student nutrition programs to ask all parents for a financial contribution. A confidential

### Guidelines for planning and managing parental contributions

- Develop a budget for your program (including food, equipment and staffing costs).
- Set a goal for the parental contributions portion.
- With your planning group, determine what level of contribution is possible and notify parents in writing about the method of payment. Assume that all parents can make a contribution.)
- Establish a method of communicating regularly with parents about the program (for example, newsletters, payment envelopes, parent nights).
- Have one person maintain records of money collected and report to the coordinator at the end of each month.
- Keep contributions confidential.
- Every group handles parental contributions differently. Find the method that works best in your community. Collection methods that work for other programs include:
  - payment envelopes sent home with students returned weekly or monthly.
  - monthly packages for cheques or cash brought in by parents.
- Don’t forget to seek input from parents.



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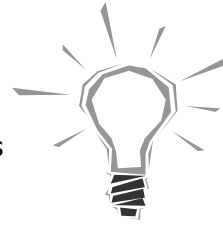
parental contribution system should be set up before your program starts.

When presenting an invitation to parents or students to make a financial contribution, it is important to do so in a way that does not exclude or stigmatize children. Your student nutrition program should be available to all children, regardless of ability to pay.

## BRIGHT IDEAS!

Be creative and work with the parents to develop a contribution system that works in your community.

- Send unmarked envelopes home that parents can return weekly or monthly with their contribution.
- Have a place or container where children can drop in a contribution.



## Fundraising

Always start your fundraising efforts in your community. Contact:

- local businesses
- service and social clubs
- religious and community organizations
- professional associations
- any other groups you feel would assist a student nutrition program

Organize fundraising events not only to bring money into your program but also to bring awareness into your community. If there is no support in your local community, you're less likely to find funds elsewhere.

## Grants

Most programs receive some funding from foundations, such as BREAKFAST FOR LEARNING, and/or from local, municipal, provincial/territorial and federal government agencies. Funders usually have criteria describing the types of activities or organizations they support. If there's a match with your student nutrition program (or parts of it), put your best foot forward and submit a well-written proposal.



# START-UP KIT

- Be specific in your proposal. Provide the grantor the information asked for.
- Don't assume the grantor knows about you. Tell them how great you are.
- Write in plain English. The clearer, the better.
- Be positive. Accentuate your strong points and achievements.
- Make sure the numbers add up. Double and triple check.
- Send the number of copies requested. Follow instructions to the letter. Don't give an easy excuse to dismiss your application.
- Don't waste money on expensive covers. It's substance that counts.
- Be neat and clean. Type or print neatly. Make copies of the blank form so you can do as many drafts as necessary — then do your good copy.
- Have your proposal read by people not familiar with your field. They will tell you if your message is clear and precise.
- Keep it simple but long enough to clearly communicate your message. Attach extra material if appropriate.
- Don't call attention to your shortcomings in the written proposal, but be prepared to discuss them and the solutions in a meeting.
- Support your comments. Use examples from your own experience, quote other people and refer to materials such as this kit.
- Be aware of your deadline and meet the deadline date.
- Keep a copy for your records

# START-UP KIT

## Components of Proposal Writing

Include and clearly explain the following in your proposals for funds.

<b>Summary:</b>	Explain the request clearly and concisely. What do you want and why?
<b>Introduction:</b>	Describe the agency's qualifications or credibility. Who are you?
<b>Problem statement or needs assessment:</b>	Document the needs to be met or problems to be solved by the proposed funding. Why do you need the funds?
<b>Objectives:</b>	Establish the benefits of the funding in measurable terms. What are your specific targets?
<b>Methods:</b>	Describe the activities to be employed to achieve the desired results. How will you meet those targets?
<b>Evaluation:</b>	Present a plan for determining the degree to which objectives are met and methods are followed. What will your success measurements be?
<b>Future or other necessary fundraising:</b>	Describe a plan for continuation beyond the grant period and/or the availability of other resources necessary to implement the grant. What are your sources of revenue? Will they sustain you beyond the grant period?
<b>Budget:</b>	Clearly outline costs to be met by the funding source and those to be provided by the applicant or other parties. What areas will the grant money go to? What areas will be covered by other sources of funds?

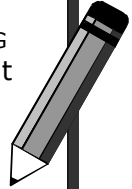
# START-UP KIT

## VOLUNTEERS

Cheerful, reliable, dedicated volunteers who enjoy children are essential to your student nutrition program. In addition to keeping operating costs as low as possible, volunteers provide evidence of community support and involvement in your program. Be sure to treat your volunteers as the valuable assets that they are. All volunteers should be given job descriptions, work schedules and training.

### **– Remember –**

BREAKFAST FOR LEARNING recommends one adult volunteer for every 15 children in your breakfast program.



## Recruiting

Parents and family members are often keen volunteers, and could form the core of your committee, but it's also important to reach out to other members of the community to recruit a full team of volunteers for your student nutrition program.

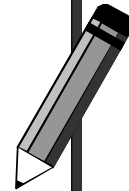
- Contact school principals and teachers.
- Approach religious organizations, cultural associations, seniors' clubs, service clubs, business associations, the Girl Guides and Scouts, and any other groups within your community.
- Check your local phone book to see if there is a volunteer centre in your community that can help you recruit people.
- High school students make excellent volunteers. In many provinces and territories, they need to complete a number of hours of community service in order to graduate. Encourage students to volunteer, perhaps at their former elementary schools; they have creative ideas, high energy levels and can be positive role models for the younger students.

# START-UP KIT

## Volunteer Welcome Kit

Give new volunteers some background information about your organization. Here are items you may wish to include:

1. Welcome letter
2. History of the program:
  - Why it started
  - How and when it began
  - Who's involved
3. Description of location and map:
  - Mark parking areas and public transportation stops
  - Name of the site (school, community centre, church)
  - Name and phone number of the person(s) with keys or access to facilities in case of an emergency
  - If your program is located in a school, give the name of the principal, teacher contact and telephone number
4. Volunteer job description
5. Policy regarding behaviour management
6. Signed agreements
7. Program volunteer guidelines
8. Monthly work schedule



## Training and Orientation

Every student nutrition program is different, and you'll need to develop a training plan that is tailored to the needs of your volunteers and the type of work they'll be doing within the program.

- The coordinator should meet with all new volunteers before they become involved in the program to discuss their responsibilities and to agree on a schedule that meets everyone's needs.
- Make sure each volunteer is given a job description, guidelines for handling food and a copy of your policy for handling behavioural problems among the children.
- As a suggestion, have experienced volunteers train new recruits ("buddy system").

# START-UP KIT

## Guidelines for Volunteers

It's important for volunteers to know what is expected of them. Post your guidelines and update them as needed.

- Follow student nutrition program guidelines concerning confidential information shared by children.
- Wear a name tag so students can call you by name.
- Ask your coordinator to instruct you on food handling and safety practices.
- Ensure that your personal belongings are stored in a safe place.
- Learn proper procedures in case of emergencies, such as choking, burns, allergic reactions or behaviour problems.
- Regardless of your food preferences, be enthusiastic about all food served.
- Dress appropriately.
- Inform the coordinator immediately if there is a question about the freshness or quality of the food.
- Do not attend if you are sick. Inform the coordinator as soon as possible.

## Volunteer Safety and Security

In addition to the “emergency contact” information provided on the Volunteer Registration form, consider establishing policies and procedures to be followed if a volunteer suddenly becomes ill.

The student nutrition program coordinator should be responsible for ensuring that every program participant is dealt with in an appropriate manner. Many schools have a “Code of Behaviour” that specifically outlines the types of behaviour that are acceptable within the school. Obtain a copy from the school in which your program is located or from a school within your community. Post it onsite. Or develop your own Code of Behaviour.

# START-UP KIT

## Volunteer Recognition

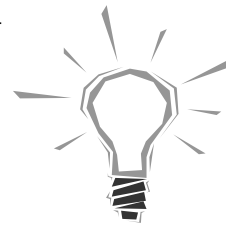
Volunteers are the foundation of any successful student nutrition program and deserve recognition for their work:

- Give them lots of encouragement.
- Tell them how important they are to the committee and everyone who is in some way a part of the student nutrition program.
- Make sure the volunteers share in the success of the committee. (An enthusiastic team of volunteers goes a long way in making the student nutrition program a success.)
- Thank them – regularly and frequently.
- Remind the children to thank the volunteers.

### **BRIGHT IDEAS!**

Some ways to thank your volunteers:

- Create, or have the children create, Certificates of Recognition. Certificates are also available from BREAKFAST FOR LEARNING.
- Have the kids sing a thank you song at the end of the program time.
- Have the children draw pictures of the volunteers, write the volunteers' names on them and use them to decorate your space.
- Plan a special day when the kids will serve a meal to the volunteers, instead of being served.



# START-UP KIT

## MENU PLANNING

- BREAKFAST FOR LEARNING recommends using *Canada's Food Guide to Healthy Eating* as a core resource for menu planning.
- Consider foods that reflect multicultural food preferences of the students, keeping in mind that children do not always prefer the foods of their culture.
- Include parents, volunteers and students in planning menus.
- Get expert advice from a family studies teacher, community dietitian or public health nurse in your area.
- Post the week's or month's menus in a highly visible spot. Send a copy of the upcoming month's menu home to parents. Include recipes children have enjoyed for the family to make at home.
- Keep a record of the menus as they are planned, evaluating menus as to likes and dislikes, ease of preparation and serving and costs. This will help in future planning.

## Food Safety

For information and advice on food handling and safety for your student nutrition program, contact your local health unit and ask to speak with a public health inspector. Arrange for all staff and volunteers to attend a food-handling workshop.

## Nutrition Education

Student nutrition programs provide great opportunities to make food and eating a positive experience for students — and that's the goal of nutrition education. Since children in your program attend school, keep your "teaching about nutrition" relaxed and informal. For example:

- Children constantly learn from what adults say and do. Student nutrition program staff and volunteers who are nutritionally aware and mindful of their own actions make good role models.

# START-UP KIT

- Talk with children (without “lecturing”) about what you are doing and why you are doing it.
- Decorate and supply your student nutrition program area with posters, games, books and other resources that support healthful eating practices and impart a positive message to children about food and eating.
- If the school your students attend has nutrition education as part of the curriculum, coordinate an activity or menu in your program to reinforce key messages.

Take advantage of the many nutrition education resources available from BREAKFAST FOR LEARNING. Also consider contacting your local health unit for more information on nutrition and/or advice on where to obtain other nutrition education resources.



# START-UP KIT

## KEEP UP THE GREAT WORK!

And remember — when you're ready for or need more know-how, information or resources on...

- **committee set-up**
- **program coordinator job description**
- **volunteer management**
- **nutritious menu planning**
- **food safety procedures**
- **bookkeeping basics**
- **evaluation surveys**
- **sample letters, forms and templates**
- **or *any aspect* of your program**



...go to [www.breakfastforlearning.ca](http://www.breakfastforlearning.ca) and ***Join the Club!***



**Join the Club and unlock your student nutrition program's full potential with the **KEYS TO SUCCESS!****