

# Who Does What?

## Planning Committee

The nutrition program Planning Committee will oversee implementation of the program through the Nutrition Program Coordinator. Volunteer members may be sought locally from:

- Principal and/or Vice Principal
- members of School Council
- parents/guardians
- school staff
- Public Health nutritionists or nurses
- local businesses
- service clubs
- faith groups
- other interested groups.
- students

Where possible, the membership of the Planning Committee should reflect the student population of the school.

Before planning the operation of the nutrition program, the Planning Committee should have reached a consensus about its goals and objectives. This will help to focus program decisions and will make evaluation easier. *A Goal Planning sample is provided at the end of this section.*

The Planning Committee will develop a realistic action plan to implement a nutrition program at the school. This action plan should take into consideration the following:

- a safe, clean, comfortable location for the nutrition program within the school
- the type of meal required for a breakfast, snack or lunch program
- the required budget and the funding opportunities
- the receipt of contributions and fundraising opportunities
- community support including the availability of staff and volunteers
- liaison with Nutrition Program Coordinator
- the best ways to communicate to parents/guardians and supporters
- the identification of additional resources that may be needed for volunteer training or menu planning
- measurement of success – evaluation/progress report.

Nutrition program funding should be managed in a manner that is satisfactory to your principal. Please check with your school administration for an explanation of School Board policies and procedures regarding the management and financial record keeping of funds raised by your nutrition program.

**Call York Region Food for  
Learning** for assistance:  
905-868-9691

## Nutrition Program Coordinator

The Coordinator is responsible for the day-to-day supervision of the program. Students are more comfortable when a familiar face is present every day.

With guidance from the Planning Committee, the Coordinator will:

**Recruit** and maintain a volunteer base.

**Work** with volunteers, students and school staff to prepare menus that reflect to the cultures and faiths of students and their families. This can develop leadership skills among youth.

**Cost** out each snack or meal and plan menus. *See sample forms: Costing out the Menu and Sample Menu Planning Worksheets on pages 43-50.* **For assistance contact York Region Food for Learning at 1-800-735-6625 ext. 4397.**

**Purchase** the food.

**Assist** the Planning Committee in preparing applications for funding. Act as primary contact person for information to update parents/guardians and all contributors through the school newsletter, website and at special events at the school.

**Keep** confidential records of staff, volunteers and participants, including registration forms, attendance, medical information regarding allergies, religious/cultural considerations. See *sample Information Form for parents/guardians at the end of this section.*

**Ensure** the highest sanitary practices for food handling and safety are maintained and kitchen facilities are clean. Nutrition program coordinators are eligible to become certified in food handling by participating in a food handling training course instructed by Public Health Inspectors. **Contact Food for Learning at 905 868-9691 for more information.**

**Consult** the Planning Committee and school administration to ensure procedures in situations of emergency, health and safety, injury reports and behavioral problems are set-up, known and followed (for example, procedures to handle choking and allergic reactions).

**Work** closely with school administration and custodial staff to ensure a clean, safe operation.

## Compensation

If your program receives funding from **York Region Food for Learning** you can use a portion of the funds to compensate Nutrition Program Coordinators. An honorarium may be paid, provided that it does not exceed the \$499/year limit set by Revenue Canada Please contact **York Region Food for Learning for more details at 905 868-9691.**

If you decide to pay your coordinator an hourly wage you must work within guidelines approved by your school principal. You can use funds to pay your coordinator providing there are enough funds to maintain nutritious menu choices as well as pay your coordinator.

You can use up to 10% of your York Region Food for Learning funds to compensate coordinators and program volunteers.

## Nutrition Program Volunteers

Volunteers are vital to the success of your program and reflect the support your program has from the community. An enthusiastic, reliable team of committed volunteers will help make your nutrition program a success. Volunteers often appreciate a job description, work schedule and training. See sample – Volunteer Job Description and Agreement form at the end of this section.

### Parental Involvement Promotes Program Success

Involve parents/guardians in your student nutrition program. Their expertise and skills contribute to the success and sustainability of the program.

- **survey** parents/guardians to determine how they can help the program
- **ask** for help with planning the menus, purchasing foods, soliciting donations, preparing food at program site, etc.
- **inform** parents/guardians about the value and benefits of the program.

### Recruiting

Often, parents/guardians share their positive experiences and realize how important and meaningful their contributions can be to the school life of their child and his/her friends.

If your school has difficulty in getting parents/guardians involved or if a few parents are doing most of the work, add students, staff or community representatives to your volunteer team. Recruit high school students to volunteer to help the nutrition program. This volunteer experience could be used to enhance community hours that they need for high school credits.

## Responsibilities

Listing the ways people can meaningfully contribute to your program may help attract more volunteers.

For example adult volunteers could:

- buy groceries
- help plan the menu
- greet and supervise children
- fund raise
- prepare food by washing the vegetables and fruit, making juice, toasting and buttering the bread, bagels etc.
- clear and wash dishes

Student volunteers can:

- arrange foods and re-stock as food is taken by participants
- clean tables with a sanitizing solution

Developing and posting a schedule as well as keeping the principal and the school council informed of the activities and contributions of volunteers help to create and maintain awareness of the program. *A Monthly Tracking form is provided at the end of this section.*

## Community Involvement

Work with leaders from the community to recruit community representatives that are complementary to the school focus, for example, seniors' support. Leaders can be found from local community centres, social agencies, faith centres and businesses.

Such links should be taken on slowly and built over time. The best links are reciprocal; the school should be committed to engaging in local community events such as community fairs and fundraising activities that will help to expand its base of volunteers for the future.

## **Training & Orientation**

Every program is different; you will need to develop a training plan that is tailored to the needs of your volunteers and the type of work they will be doing with the program.

Ensure each volunteer is given a job description and is knowledgeable about food handling and storage, and procedures in situations of emergency, health and safety, injury reports and behavioral problems.

## **Value Volunteers**

All contributions by volunteers should be genuinely valued and recognized. Provide lots of encouragement and remind them of how important they are to the program and the students. Most of all ensure your volunteers share in the success of the nutrition program. Show appreciation to volunteers with student thank-you's, certificates, school newsletter acknowledgements, a poster/bulletin board display, ceremonies or other methods of recognition.

Contact **York Region Food for Learning** if you have a volunteer appreciation event. We may be able to provide resources for your event.

905-868-9691

## Sample • Goal Planning

The following are some measurements of success for existing student nutrition programs. Your goals and objectives should be feasible within a year.

### Goal Planning

Sample Goals	Sample Objectives	Examples of Success Measurements
<ul style="list-style-type: none"> <li>• Build life long healthy eating practices</li> </ul>	<ul style="list-style-type: none"> <li>• Healthier eating choices by students</li> <li>• Creative ways students can be nourished</li> <li>• Provide nutrition education</li> <li>• Promote environmental awareness</li> </ul>	<ul style="list-style-type: none"> <li>• Number of students participating regularly</li> <li>• Student’s knowledge of healthy eating choices; better choices of food</li> <li>• Number of parent/ guardians participating regularly</li> <li>• Educational components in the program</li> </ul>
<ul style="list-style-type: none"> <li>• Improve learning capability of students</li> </ul>	<ul style="list-style-type: none"> <li>• Reduced absenteeism at school</li> <li>• Improved attention/ participation in class</li> </ul>	<ul style="list-style-type: none"> <li>• Lower absentee rates</li> <li>• Anecdotal feedback from teachers and parents/ guardians</li> </ul>
<ul style="list-style-type: none"> <li>• Build local partnerships</li> </ul>	<ul style="list-style-type: none"> <li>• Sustain and strengthen social support networks among parents/guardians/ families</li> </ul>	<ul style="list-style-type: none"> <li>• Parents’ positive perception of program success</li> <li>• Increased community involvement</li> <li>• Number of parents/ guardians involved</li> <li>• Number of volunteers involved</li> <li>• Number of community organizations involved</li> <li>• Number of local businesses involved</li> </ul>
<ul style="list-style-type: none"> <li>• Be independent</li> </ul>	<ul style="list-style-type: none"> <li>• To become financially self-sufficient and sustainable</li> </ul>	<ul style="list-style-type: none"> <li>• Budget targets met annually</li> </ul>

## Sample • Program Announcement and Information Form for Parents/Guardians

Dear Parent/Guardian;

Over the past few months \_\_\_\_\_ (school name) asked our school community if they thought our students would benefit from a nutrition program. As a result of discussion with **list the parents, teachers, school council etc.**, our school is going to start a **type of program** program.

The **Name of program** will start at **time of day** and run **number of days of the week**. The program is open to all children regardless of their ability to pay.

There are many benefits to having a nutrition program available to our students. For example, studies show nutrition programs may improve learning and classroom behaviour. They allow students to eat with their friends and give them the opportunity to try a variety of new foods, which are appealing, culturally diverse, tasty and nutritious. Lastly, the program's focus on nutrition supports the Ontario curriculum.

If you are interested in having your child/ren participate in the **Name of program** please complete the information on the back of this letter and return it to your child's teacher by \_\_\_\_\_.

# Information Form

(Please Print)

\_\_\_\_\_ agree to let \_\_\_\_\_ in grade: \_\_\_\_\_  
(Parent/Guardian's Name) (Student's Name)

take part in the school nutrition program. His/her teacher is \_\_\_\_\_  
(Teacher's Name)

Please list any special health or dietary concerns for your child by answering the following questions.

1. Does your child have any food allergies? Please be specific.

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2. Does your child have any dietary restrictions? Please be specific.

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## Financial Contributions

The **Name of program** will be supported by parental contributions, fundraising and food donations.  
The **Name of program** will cost approximately \$\_\_\_\_\_ a day per child.

Please find enclosed in the unmarked envelope, my contribution to our school nutrition program.

Enclosed is \$\_\_\_\_\_ for the month of \_\_\_\_\_, or for the 3-month period of \_\_\_\_\_.

**All students are welcome to participate regardless of their family's financial capability to contribute to the program.**

## Volunteering

I am willing to assist the program by volunteering 1-2 hours/week:  Yes  No

If you are able to volunteer, please print your name, address and telephone number and the Nutrition Program Coordinator will call you.

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Each month, keep track of participation in your program by filling in this form. You can add or change columns depending on the type of participation you want to track.

## Monthly Participation Tracking Form

*(Please Print)*

School: \_\_\_\_\_ Name: \_\_\_\_\_

Month: \_\_\_\_\_ Year \_\_\_\_\_ Telephone Number: (     ) \_\_\_\_\_

Week	No. of Students Attending the Program	No. of Parent Volunteers	No. of (Non-Parent) Volunteers	No. of Student Volunteers	No. of Teachers/School Staff Involved	No. of Paid Staff
Week 1						
Week 2						
Week 3						
Week 4						
Week 5						
Totals						

## Sample • Check-list for Volunteer Information Package

The following is a list of items you may want to include when welcoming new volunteers to your nutrition program.

- Volunteer registration form and description of the location. Provide a map that shows the parking areas and public transportation stops
- Welcome letter from the Planning Committee or School Council
- Brief history of the program that tells:
  - why the program was started
  - how and when the program began
  - who is involved in the program
  - special features of the program (e.g., several cultural, religiously significant days are celebrated)
- Contact sheet with names and telephone numbers of the Nutrition Program Coordinator and school Principal
- Job description for each role in the operation
- Procedures to manage situations of emergency, health and safety, injury reports and behavioural problems
- Signed agreement
- Monthly work schedule

## Sample • Volunteer Registration Form

Registration Form  
(Please Print)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Languages Spoken: \_\_\_\_\_

Previous Experience (if any): \_\_\_\_\_

**Name of program** at \_\_\_\_\_ School will run from \_\_\_\_\_ to \_\_\_\_\_.

Which hours are you available on each weekday? \_\_\_\_\_

Do you have access to a car to help with food pickup?  Yes  No

Which weekdays would you be available to help with food pickup? \_\_\_\_\_

I understand that during the program, photographs or videotape may be taken while I am a volunteer to help raise awareness and educate about the program and its benefits. However, my written consent will be obtained before pictures are taken of my volunteer activities.

Name of person to be called in an emergency: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name of Volunteer (printed) \_\_\_\_\_

Signature of Volunteer \_\_\_\_\_ Date \_\_\_\_\_

Note: Student volunteers under the age of 18 must have their parent's/guardian's written permission to participate in the program.

Signature of Guardian \_\_\_\_\_ Date \_\_\_\_\_

## Sample • Confirmation and Welcome Letter to Volunteers

Dear Volunteer;

Thank you for volunteering to help with the **name of school nutrition program**. We appreciate and respect that your commitment and energy are important to the success of our school nutrition program. You have agreed to help on \_\_\_\_\_ between the hours of \_\_\_\_\_ and \_\_\_\_\_.

We expect volunteers to:

- Be cheerful, reliable assistants who enjoy children.
- Smile and be welcoming to the children.
- Become aware of cultural differences. Children from different cultures respond differently to various forms of personal contact.
- Follow program guidelines, especially regarding confidential information shared by children.
- Wear a nametag to allow children to call you by name.
- Ask for instruction in food handling and safety practices.
- Ensure your personal belongings are safe.
- Become aware of proper procedures in case of behavior problems or emergencies such as choking or allergic reactions.
- Be enthusiastic about all food being served, regardless of your personal food preferences.
- Inform the Program Coordinator immediately if there are questions raised about the program.
- Not attend if experiencing symptoms of fever, vomiting, or diarrhea etc. Inform the Program Coordinator as soon as possible.

Any suggestions for improving the program or recommendations of other people who may want to volunteer, are welcome.

\_\_\_\_\_  
Nutrition Program Coordinator

\_\_\_\_\_  
Chair, Planning Committee

Nutrition Program Coordinator Telephone Number: \_\_\_\_\_

School Telephone Number: \_\_\_\_\_

## Sample • Volunteer Job Description and Agreement

### Volunteer Job Description and Agreement Form

This form should be completed with the Nutrition Program Coordinator to identify job responsibilities for the volunteer.

Program Name: \_\_\_\_\_

Program Objectives: \_\_\_\_\_

Specific Responsibilities:

- Planning: \_\_\_\_\_
- Purchasing/Pick-up: \_\_\_\_\_
- Food Preparation: \_\_\_\_\_
- Serving Food: \_\_\_\_\_
- Set-up/Clean-up: \_\_\_\_\_
- Supervising Children: \_\_\_\_\_
- Activities/Games: \_\_\_\_\_
- Program Administration: \_\_\_\_\_
- Fundraising: \_\_\_\_\_
- Other: \_\_\_\_\_

Date and Times Available to Help: \_\_\_\_\_

If you are absent or need to reschedule your volunteer time, please call the Nutrition Program Coordinator as soon as possible.

- Program Coordinator: \_\_\_\_\_
- Telephone Number(s): \_\_\_\_\_
- Back-up Person: \_\_\_\_\_ OR School Phone Number(s) \_\_\_\_\_

I accept the responsibilities as outlined in this description and will honor the confidentiality of those participating in the program and information relating to the operation of the nutrition program.

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Name of Volunteer (printed)

Signature of Volunteer

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Date

Signature of Nutrition Program Coordinator