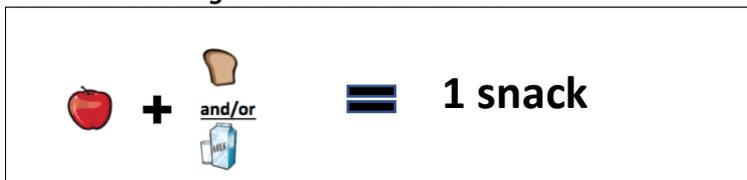


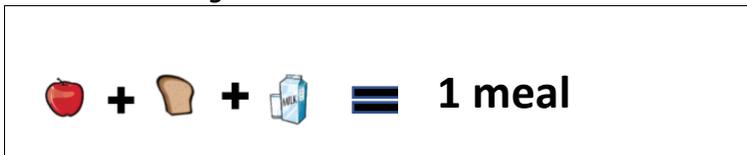
HOW TO COUNT & TRACK SNACKS AND MEALS

(As of September 2018)

2 items served **together** count as **one snack**



3 items served **together** count as **one meal**



Examples

- 30 apples + 30 granola bars together in a bin/on a cart= **30 snacks served**
- 30 melba toast + 30 cheese strings + 30 apples = **30 meals served**
- 30 apples + 25 granola bars together in a bin/on a cart= **30 snacks served** (go with the higher number)

Tracking is always about how much is served; not how much is taken/eaten/# of students

- 30 apples + 30 granola bars in a bin; at the end of the day, 5 apples and 0 granola bars remain= **30 snacks served**. The next day, you add 25 apples and 30 granola bars to the bin= **30 snacks served**
- 24 snacks in a bin for a classroom of 30 students if generally 24 snacks are eaten= **24 snacks served**
- 30 bowls of cereal + milk + 30 apples prepared; 25 students come for breakfast= **30 meals served**
- A student takes one apple but no granola bar; another student takes two cheese strings. All scenarios should be respected and make no difference to counting number of snacks/meals **served**.

Monitor quantities served

- Adjust how much food you serve based on student demand and your budget; you don't want to waste food or put out the same number of snacks/meals every day if it's not needed.

Special Considerations: Foods counted as two servings

- 20 bagels + 20 mini carrot packages = **40 snacks served** (one whole bagel is two servings)
- 10 pitas cut in half + 20 cheese strings + 20 apples= **20 meals served** (one whole pita is two servings)
- Learn more about serving sizes [here](#)

How to track: 4 different methods

- Use a tracking form; record actual number of snacks/meals you prepare/add to the bin(s), daily
- Review your receipts/invoices; calculate number of snacks/meals based on purchases, monthly
- Prepare the same number of snacks/meals each day to simplify (assuming it meets the demand)
- Count all of your food items and divide by 2 for a snack or 3 for a meal (e.g. you put out 75 apples + 60 granola bars = approximately 68 snacks served)