

General Program Start-Up Check List

- Review Kick Off video and package, share with volunteers
- Determine plan for program based on school board, Public Health and Tastebuds guidelines
- Equipment (do you have all equipment needed? Fridge, freezer, thermometers, bins, etc.)
- Confirm volunteers and roles
 - Ex. Coordinator, reporting, ordering, shopping, budgeting, menu planning
- If prepping food, does at least 1 person per day have SFH? When does their certification expire?
- Are SNP staff aware of any allergies/special diet considerations?
- Begin thinking about the program budget and fundraising (Tastebuds budget and fundraising calculator can help)
- Have any relevant Board policies been consulted?
- Proper cleaning and sanitizing products on hand?
- Plan program menu (consult Nutrition Guidelines and sample menus)
- Contact your CDW to set up training for any new volunteers or those who would like a refresher