

[District Name] Farm to School Action Plan

Note: To determine the issues and questions that should be addressed under each of the headers below, please refer to the Farm to School Planning Modules, on Basecamp. Feel free to add sections and headers of your own, or to delete sections that aren't relevant to your program.

Farm to School Team

- I. BACKGROUND
- II. MEMBERS
- III. ADVISERS
- IV. NEEDED MEMBERS & ADVISERS
- V. DETAILS & LOGISTICS

Vision, Goals, & Context

- I. BACKGROUND AND PROGRESS TO DATE
- II. LONG-TERM VISION
- III. NEAR-TERM GOALS & OBJECTIVES
- IV. SCHOOL ENVIRONMENT & STUDENT POPULATION
- V. PROGRAM CONTEXT
- VI. POLICY CONTEXT
- VII. INSTITUTIONALIZATION

Local Foods Procurement

- I. BACKGROUND AND PROGRESS TO DATE
- II. DEFINITION OF “LOCAL” OR “REGIONAL”
- III. SOURCING & PROCUREMENT
- IV. DELIVERY, PROCESSING & STORAGE
- V. KEY PLAYERS
- VI. TRAINING NEEDS

Menu Planning

- I. BACKGROUND AND PROGRESS TO DATE
- II. BUDGETING & FORECASTING
- III. MENU AND RECIPE DEVELOPMENT
- IV. SERVICE & PROMOTION
- V. ASSESSMENT & ADJUSTMENT

Food Safety

- I. BACKGROUND AND PROGRESS TO DATE
- II. STATE AND LOCAL HEALTH REQUIREMENTS
- III. FOOD SAFETY IN THE KITCHEN
- IV. FOOD SAFETY IN THE SCHOOL GARDEN
- V. FOOD SAFETY ON THE FARM AND DURING TRANSPORT
- VI. LIABILITY
- VII. TRACEABILITY

Promotion & Outreach

- I. BACKGROUND AND PROGRESS TO DATE
- II. REACHING STUDENTS
- III. REACHING PARENTS
- IV. REACHING TEACHERS
- V. REACHING SCHOOL ADMINISTRATORS AND BOARD
- VI. REACHING FOOD PRODUCERS
- VII. REACHING SCHOOL FOOD SERVICE STAFF
- VIII. REACHING MEDIA & COMMUNITY

School Gardens

- I. BACKGROUND AND PROGRESS TO DATE
- II. GETTING BUY-IN
- III. PLANNING & DESIGN
- IV. FUNDING
- V. MAINTENANCE, STAFFING, & TRAINING
- VI. USING GARDEN PRODUCE

Education & Curriculum Integration

- I. BACKGROUND AND PROGRESS TO DATE
- II. CLASSROOM ACTIVITIES
- III. GARDEN ACTIVITIES
- IV. CULINARY ACTIVITIES
- V. FIELD TRIPS
- VI. AFTER SCHOOL AND SUMMER ACTIVITIES

Evaluation

- I. BACKGROUND AND PROGRESS TO DATE
- II. STUDENT OUTCOMES
- III. TEACHER & ADMINISTRATOR OUTCOMES
- IV. FOOD SERVICE OUTCOMES
- V. FARMER/PRODUCER OUTCOMES
- VI. PARENT/FAMILY OUTCOMES
- VII. COMMUNITY OUTCOMES
- VIII. USING EVALUATION RESULTS

Program Sustainability

- I. BACKGROUND AND PROGRESS TO DATE
- II. INSTITUTIONAL SUPPORT
- III. GRANTS
- IV. DONATIONS & FUNDRAISING EVENTS
- V. PARTNERSHIPS