

Appendix D

A Closer Look At The Work Plan and Timelines

- ✓ Communities host Farm to School Salad Bar visioning sessions Jan – April, 2008.
- ✓ Representatives from the school, the health authority, local Food Action Networks (FANs), and the community attend.
- ✓ A Farm to School Salad Bar team is established.
- ✓ The vision, goal, objectives and approach are clarified.
- ✓ Roles are established and a work plan and budget is completed.
- ✓ A RFP is submitted to PHABC by April 30, 2008.
- ✓ A minimum of 12 schools meeting specific criteria, are selected to participate in the program by May 15, 2008.
- ✓ A grant allocation agreement is developed between PHABC the school and at least one farm. Funds are transferred.
- ✓ Key staff/volunteers are identified (those who will manage the program, administer funds, coordinate the program, grow, prepare and serve the food, develop and implement the education plan, and communicate/promote the program).
- ✓ The first Farm to School Salad Bar conference is held to launch the initiative by June 30, 2008.
- ✓ Schools premises are readied by fall of 2008.
- ✓ An agreement is drawn up between the school and at least one farm by fall/winter of 2008.
- ✓ All programs will be launched by the fall of 2008.
- ✓ Programs operate a salad bar a minimum of 2 times per week for 26 weeks in the 2008/09 school year.
- ✓ Foods served on the salad bar are local, fresh, nutritious, safe, and culturally appropriate.
- ✓ A website will be launched by the end of the summer of 2008.
- ✓ Biannual newsletters will begin in the fall of 2008.
- ✓ All schools have provided input to the evaluation plan and begin collecting data by the fall of 2008.
- ✓ All schools to submit at least 1-2 stories and a photos of their program every 12 months
- ✓ All schools are to submit narrative and financial reports per the grant agreement.
- ✓ The Farm to School Salad Bar guidebook will be completed by the spring of 2009.
- ✓ A final celebration may be held by June 30, 2009 pending funding.