



Checklist for Implementing a Successful Food Rescue Program

- Review pertinent Food Rescue Policy
 1. County Health Department *Guidelines on Share Tables*
 2. Legal Fact Sheet: *Bill Emerson Good Samaritan Food Donation Act* (Attachment 1)
 3. United States Department of Agriculture's Memo, *The Use of Share Tables in Child Nutrition Programs* (Attachment 2)
- Meet with administration, cafeteria manager, volunteer and those interested in starting the program to review logistics and plan
- Arrange for a food pantry to receive donations. Complete Donation Agreement Form (Attachment 3)
- Ensure you have proper supplies for your share table. Each school may require different supplies depending on their county's guidelines and/or implementation plan
 - Refrigerator
 - Ice cart/tub with drainage to hold milk and perishable items
 - Temperature log (Attachment 4)
 - Adult/student to monitor share table
- Students conduct a Food Waste Audit – *Guide to Conducting Student Waste Audit* (Attachment 5)
Alternatively, collect all unopened and unpeeled food items that *typically* end up in the trash each day, tally and enter data into **foodrescue.net** tracking tool. Baseline Data to share impact.
- Send out a program letter to inform parents, students, faculty and staff on share tables and their benefits. (Attachment 6)
- Communicate program to students and teachers. Conduct an Assembly for students:
 - emphasize offer vs. serve - 3 food items required; one must be a fruit or vegetable
 - One action – eliminates greenhouse gases in atmosphere, while feeding hungry in community
 - Share results of school's food waste audit
 - Explain school procedures – when to place items in cart, how to visit share table, etc.
- Launch Food Rescue – Volunteer maintain notebook to track food items shared/donated, temperature chart
- Utilize **foodrescue.net** tracking tool to measure impact, share results with school and community. To get a good idea of impact, track data for a minimum of one week.
- For assistance in completing any of the above steps, please contact the Florida Department of Agriculture and Consumer Services' Food Recovery Specialists at 850-617-7165, or elaine.fiore@browardschools.com