



Name of Program: Full Pilot: 5-Phase Implementation

Name of School: _____

Contact Person(s): _____

PHASE 1: COLLECTION OF GENERAL INFORMATION FOR SINGLE SCHOOL

| START DATE | TASK | NAME | NOTES | DONE |
|------------|---|------|---|------|
| | Familiarize yourself with the Guide | | Download Forms: 1, 2, 3, 4, 5, 9 and 10 | |
| | Set initial meeting(s) with ETC, CNS, admin, kitchen staff, and PTA to gather and disseminate information | | | |
| | Check with sanitation and health departments for restrictions if necessary | | | |
| | Ensure any before and after school programs are included as key stakeholders | | | |
| | Schedule an interest meeting for school staff and parents, including custodial and food service staff | | | |
| | Collect Data of current process in lunch room | | | |
| | Consider compost hauling and facility options | | | |
| | Use above information to develop roll out and timeline | | | |

PHASE 2: AUDITS

| START DATE | TASK | NAME | NOTES | DONE |
|------------|---|------|--|------|
| | Gather supplies: clipboards, signage, scale, gloves, pens/ pencils, labeled bins, liquid bucket and rags | | | |
| | Schedule volunteers to perform waste audit | | | |
| | Schedule two-week dumpster audit | | <i>Dumpster audit must be completed before you begin the pilot, generally performed by custodial staff</i> | |
| | Set dates for Dumpster audit and Waste Audit | | | |
| | Announce the lunch room audit in the school system- PTA/connected/public school info office (others as needed). | | | |
| | Perform lunchroom waste audit | | Download Form 3 | |
| | Perform dumpster audit | | Download Form 4 | |

PHASE 3: SET UP FOR LUNCH ROOM PILOT

| START DATE | TASK | NAME | NOTES | DONE |
|------------|--|------|---|------|
| | Select a volunteer coordinator | | | |
| | Begin to develop a volunteer list | | | |
| | Create volunteer schedule(s) | | | |
| | Make sure all volunteers are vetted by district | | | |
| | Train volunteers, cafeteria staff | | | |
| | Gather supplies: clipboards, signage, gloves, pens/pencils, rags, labeled bins, liquid bucket and sink | | | |
| | Assign a photographer/ blogger/writer/ videographer to record the process | | | |
| | Provide recommendations for month-long pilot to leadership | | | |
| | Submit Insurance Waiver form if needed | | Download Form 5 | |
| | Decide whether to collect uneaten/blemished food | | | |
| | Have compost hauler in place (be sure to include purchase or rental of bins & scheduling of pick ups) | | <i>Consider grants, ETC help, CNS pilot money, etc.</i> | |
| | Review audits | | | |
| | Procure trays | | | |
| | Use Volunteer form, if needed | | | |
| | Make sure initial signage is complete | | | |

PHASE 4: ONE-MONTH L/R PILOT

| START DATE | TASK | NAME | NOTES | DONE |
|------------|--|------|-------|------|
| | Set up initial cafeteria lunch line of bins, buckets and posters | | | |
| | Download lunchroom operations forms | | | |
| | Continue to train new cafeteria staff, volunteers | | | |
| | Keep track of problems, volunteer sign-ups, and any change or progress | | | |
| | Continue to work with students, volunteers, and staff to identify problems | | | |
| | Order permanent signage, if necessary | | | |

PHASE 5: PERMANENT LINE; SET GOALS; SCALE UP

| START DATE | TASK | NAME | NOTES | DONE |
|------------|--|------|---|------|
| | Review 30 day pilot | | <i>Conclude pilot phase but keep process in place</i> | |
| | Slowly reduce the number and frequency of volunteers | | | |
| | Perform second Dumpster Audit and compare results with initial audit | | Download Form 4 | |
| | Analyze data and present findings to leadership | | | |
| | Continue to work with students, volunteers, and staff to create a permanent lunch line | | | |
| | Post permanent signage | | | |
| | Create permanent one-page Green Lunch Procedures | | | |
| | Connect PTA and parents to Feed the Bin and other resources | | | |
| | Set-up permanent lunch line | | | |
| | Create Green Team, Sustainability Champions, other ongoing groups incl. parents, PTA and Compost Helpers | | | |
| | Begin conversation about expansion of pilot to other products or places | | | |
| | Consider any publicity | | | |
| | Integrate program into curriculum | | | |
| | Assess next steps | | See Guide Page 17 | |