



Name of Program: Tray Only

Name of School: _____

Contact Person(s): _____

START DATE	TASK	NAME	NOTES	DONE
	Set initial meeting(s) with CNS, admin, custodial and kitchen staff to gather and disseminate information		Download Form 1	
	Collect data of current disposal process in lunchroom			
	Obtain prices for polystyrene trays, compostable trays and identify the difference			
	Decide whether to include breakfast trays at the start of this program			
	Identify approximate difference in cost between polystyrene and compostable trays		See Guide Pages 12 and 15	
	Identify initial financial backing		See Guide Page 12	
	Procure trays and establish ongoing purchasing procedures			
	Make necessary announcements to begin program			