

SAMPLE
Fresh Fruit and Vegetable Program
School Action Plan

School Name: Healthy Hearts Elementary

Date: Monday, June 11, 2009

Key Elements	Action	Deadline for Completion (If Applicable)	Person Responsible for Completion
Purchasing			
-Bids	Identify vendors/follow procurement procedures/ determine produce specifications	Late spring	Food service director
-Contact vendors	Discuss delivery schedule and method of payment	After bid process is complete	Food service director
-Ordering	Determine what produce will be ordered	Monthly basis	Food service director
-Storage	Store deliveries in food service cooler/purchase one refrigerator for athletic and after-school activities	Purchase new refrigerator by July 30, 2009	
Preparation			
-Equipment	Already have knives, cutting boards, etc.	N/A	N/A
-Food safety	Add section to school food safety plan including FFVP standard operating procedures	July 30, 2009	Food service director
-Staffing	Two hours per day on days the snack is served; 1-2 food service staff	N/A	Food service director at the school will work with staff to determine daily what items need to be prepped for the snack
Distribution			
-Equipment	Purchase baskets for classrooms, two delivery carts, tongs	July 30, 2009	Food service director
-Food safety/sanitation	<ul style="list-style-type: none"> • Purchase gloves, napkins • Ensure students wash hands before eating snack 	<ul style="list-style-type: none"> • Order on as needed basis • Share procedures with teachers at all-staff meeting at beginning of school year 	<ul style="list-style-type: none"> • Food service director • Teachers

-Delivery methods/location/ time/personnel	Classrooms (Monday–Thursday at 9:30 am). One basket/tray of produce to each classroom.	N/A	<ul style="list-style-type: none"> One student helper will be sent to cafeteria to pick up carts with classroom snacks and deliver the snacks in baskets to the classrooms. Empty cart will be returned to the cafeteria.
-Storage of excess	Teachers will return baskets with perishable foods to the cafeteria at lunch. Any nonperishable items may remain in the classroom for the rest of the day.	N/A	<ul style="list-style-type: none"> Food service staff will be responsible for stocking refrigerator on a daily basis and will follow first-in, first-out (FIFO) procedures. Teacher will bring basket to cafeteria. Food service staff will follow standard operating procedure for storing the excess.
-Cleanup	May need to purchase a few more trash cans	<ul style="list-style-type: none"> Purchase new cans by July 30, 2009. Discuss cleanup issues at all-staff meeting at beginning of school year 	<ul style="list-style-type: none"> Food service staff will order trash cans. Food service staff, teachers, and janitorial staff will communicate with each other to determine best practices for cleanup.
Claims			
-Who will complete claims	Submit original to state agency.	Claims due to state agency by the 10 th of the following month covered by the claim	Food service director along with food service administrative personnel
-Who reimburses vendors	Reimburse vendor	Monthly	Food service director along with food service administrative personnel
Marketing and Promotion			
-Methods: Parents	<ul style="list-style-type: none"> Flyer Display at back-to-school event Announcement on website 	<ul style="list-style-type: none"> Make 200 copies to be sent home with first newsletter of school year Back-to-school event on August 1, 2009 July 30, 2009 	<ul style="list-style-type: none"> School administrative assistant will make copies to include with the newsletter Food service director and school nurse will work on this event together and will involve students in making the display Media specialist will update website
Students	<ul style="list-style-type: none"> Morning announcement with nutrition nugget Fruit & Veggie Challenge 	<ul style="list-style-type: none"> Give nuggets to principal on monthly basis. Month of September 	<ul style="list-style-type: none"> FFVP manager will give a list of nutrition nuggets to the principal to be read with the morning announcements featuring the snack of the day School nurse will take lead on organizing this event
Staff	PowerPoint sharing details	Share at all staff meeting the	FFVP manager will share PowerPoint and

Administration	PowerPoint sharing details or abbreviated version at school board meeting	beginning of the school year First school board meeting of the school year	answer questions FFVP manager and/or principal will share PowerPoint and answer questions
Community	Announcement in local newspaper's community section	July 2009	FFVP manager will write news release
-Special events	Fruit & Veggie Fear Factor	March 2010	Coordinate with National Nutrition Month activities
-Partners	Work with local grocery stores and Purdue Extension to provide promotional items	Start contacting in June 2009 and throughout the year	FFVP manager
Nutrition Education			
-Classroom activities	Solar system activity	Various fruits representing the various planets of the solar system	FFVP manager partners with teachers to provide ideas and offer fruits/vegetables with educational lesson (as long as the fruits/vegetables can be consumed)
-Special events	Celebrating Helen Keller's life	Students pretend to be Helen Keller and see what it was like for Helen to eat fruits and vegetables	Same as above
-Partners	Purdue Extension, local growers, local library	Start contacting in June 2009 and throughout the year	FFVP manager
-Other			
Other			
-Impact	Administer state agency survey	As determined by state agency	FFVP manager coordinates survey administration/principal coordinates with staff to insure staff cooperation