

# Checklist for Implementing a Successful Food Recovery Program

- Review pertinent Food Recovery Policy
  1. County Health Department *Guidelines on Share Tables* (Attachment 1)
  2. Legal Fact Sheet: *Bill Emerson Good Samaritan Food Donation Act* (Attachment 2)
  3. United States Department of Agriculture's Memo, *The Use of Share Tables in Child Nutrition Programs* (Attachment 3)
- Meet with administration, cafeteria manager, volunteer and those interested in starting the program to review logistics and plan.
- Register your school. <https://goo.gl/forms/fZ1W0Sn3QP3wIXMI3>
- Arrange for a food pantry to receive donations.
- 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 Recovery – 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 [elaine.fiore@browardschools.com](mailto:elaine.fiore@browardschools.com)  
emf 11.18