

ACTION PLAN FOR DEVELOPMENT AND LAUNCH OF A FOOD BANK NUTRITION POLICY

To be used by food bank staff

GOAL: Improve the nutritional quality of foods and beverages distributed through _____ .
Name of Food Bank

OBJECTIVE: Develop and implement formal (official), written food bank nutrition policy to guide decisions about food procurement and inventory.

I, _____, Executive Director of _____ have reviewed the steps outlined in this action plan and identified the human resources necessary to accomplish these tasks. I approve that my staff has the authority to move forward with this project as detailed in this plan.

PART 1- NUTRITION POLICY PLANNING AND DEVELOPMENT

Action Item	Time Frame	Questions To Consider	Your Notes
1. Participate in Developing Food Bank Nutrition Policy to Procure Healthful Foods - an online course.	March 9 – April 17, 2015		
2. Brainstorm community members and food bank staff that could help you persuade food bank management to pursue the development of a nutrition policy. Reach out to these champions and ask them to support your efforts.		Who in your organization or within your community could help promote the idea of developing a food bank nutrition policy? Be specific.	Write the name of the person, their organization/company if they are outside the food bank, and the reasons they may be a strong ally. 1. 2. 3. 4. 5.

PART 1- NUTRITION POLICY PLANNING AND DEVELOPMENT

Action Item	Time Frame	Questions To Consider	Your Notes
<p>3. Schedule an informal meeting/discussion with your Executive Director to suggest that the food bank develop a nutrition policy. Consider bringing one or two of your champions with you for support.</p>		<p>Write your 5-minute elevator speech about why your food bank should consider a nutrition policy and ask to present a 20-minute presentation at the next management meeting.</p>	<p>Write the key points you want to communicate (i.e., you elevator speech).</p>
<p>4. Present the benefits of a nutrition policy to the management team and/or other stakeholders.</p>		<p>During week 2 of the course you will be able to download slide presentation that can be used or adapted when meeting with stakeholders. This resource provides a brief overview of the benefits and process of developing a nutrition policy.</p> <p>Who would benefit from hearing this presentation? Brainstorm people and venues that you could present this information. Work with your ED to get permission to do this.</p>	<p>Write a list of stakeholders who should hear the rational presentation and possible meetings or venues where you could present the slides.</p>

PART 1- NUTRITION POLICY PLANNING AND DEVELOPMENT

Action Item	Time Frame	Questions To Consider	Your Notes
5. Recruit a nutrition policy-working group.		Working group members should represent key staff from each department and membership should be approved by ED. Aim to include an agency/client representative in meetings, or to review out of session drafts. See ‘Stakeholder Checklist’ document. Consider other follow-up activities as discussed in the course.	
6. Plan activities and agenda for nutrition policy working group.		Define the goals, scope, time frame, and agenda for meetings of the nutrition policy-working group. Devise methods to consult stakeholders who will not be involved in the working group.	

PART 1- NUTRITION POLICY PLANNING AND DEVELOPMENT

Action Item	Time Frame	Questions To Consider	Your Notes
7. Convene the nutrition policy-working group.		Schedule at least 3 meetings. See ‘Suggested Agendas’ and ‘Guide to Convening a Policy Working Group’ document. Draft a rough policy after meeting 2 or 3. Be specific. Look at policy example and list of foods created above. It is optimal for 2 members of the group to draft the policy to be circulated to all members and others for review, discussion and comment.	
8. Consult widely with all staff and improve nutrition policy draft.		Circulate draft and solicit honest feedback including areas of concern and disagreement. Obtain approval from working group and from ED for first draft. Also share with other staff and document any areas of disagreement, questions or concerns.	
9. Submit first draft of nutrition policy to for review and feedback.		Include areas of disagreement and concerns that came up in meetings.	

PART 1- NUTRITION POLICY PLANNING AND DEVELOPMENT

Action Item	Time Frame	Questions To Consider	Your Notes
10. Re-convene working group, consider feedback, and revise draft policy as appropriate, and circulate to all stakeholders for comment.		<p>It is typical for important organizational documents including policies to require many rounds of discussion and revision.</p> <p>Expect to have 3-5 drafts of policy before its final as the first year's policy.</p>	
11. Revise second draft of nutrition policy based on stakeholder feedback with approval of working group and ED.			
12. Present policy to Board of Directors for approval.		<p>Utilize/modify example slides/handouts for presentation and present proposed nutrition policy. Identify implications of policy for food bank practices and anticipate BOD concerns Prepare responses ahead.</p>	

PART 2- NUTRITION POLICY IMPLEMENTATION

Action Item	Time Frame	Questions To Consider	Your Notes
1. Launch, disseminate, and communicate approved policy to all stakeholders.		Share at member agency conference, workshops, on website & in newsletters.	
2. Refine job roles and organizational practices to implement the policy.		Review and identify jobs and practices that will be affected by implementing the nutrition policy (i.e., receiving, sourcing, agency relations, evaluation, accounting).	
3. Develop and conduct staff trainings.		The policy group may decide to integrate a plan to develop a system to refresh/increase food bank staff's nutrition knowledge and understanding by conducting presentations, trainings, food demos, etc. May need to develop separate trainings for different groups within the staff.	
4. Outline time frame and plan for implementing policy.			
5. Monitor and review progress on policy goals.		Ongoing. Develop and implement methods for monitoring and tracking food inventory to identify progress towards policy goals	