

Planning Your Year

Scratch Cooking throughout the School Year



JANUARY

MENU PLANNING

- Project budgets and plan out menu cycles.

MEET WITH LOCAL PRODUCERS

- Procure local goods through research and communication with prospective vendors.



FEBRUARY

SUBMIT YOUR COMMODITY ORDER

- Procure items that will align with your mission and vision.

IDENTIFY GRANT OPPORTUNITIES

- Explore and prioritize grants that can help meet your goals. Funds are available for equipment, technology, farm to school programs, and more.

START YOUR BUDGET

- Budgets serve as the roadmap for the goals of the department.

MARCH

*National Nutrition Month
National School Breakfast Week*

MEET WITH VENDORS

- Establish relationships with local vendors and define your expectations and requirements. Sample new products and ingredients that you might want to add to your menu mix.



APRIL

Earth Month; Earth Day

RECIPE TEST IN KITCHEN

- Conduct menu tastings with the students in order to get feedback.

START CEP APPLICATIONS

- Identify whether the CEP may be a good fit for your program.

PLAN SUMMER FEEDING

- Figure out shift schedules, marketing, and menu plans.

MAY

CELEBRATE YOUR TEAM

- After a successful school year, take the time to celebrate your staff with a fun get-together.

USE EXISTING INVENTORY

- Reduce waste and cost by using remaining inventory before the end of the school year.

PREPARE FOR CLOSING

- Use commodities to keep your menu fresh and exciting.

FINALIZE SUMMER FEEDING PLAN

JUNE

FINALIZE MENU

- Share the menu with your community.

PLAN BACK TO SCHOOL TRAINING

- Start free with next school year and ensure your team understands this year's goals.

RECRUIT NEW TEAM MEMBERS

- Hire new talent and start the onboarding process before the school year begins.

June 30th: Review Financials

June 30th: CEP/Provision 2 Deadline

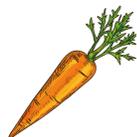


JULY

START ACCEPTING FREE AND REDUCED APPLICATIONS

- Encourage families to fill out F/R applications in order to support students district-wide.

ATTEND THE SNA ANNUAL CONFERENCE



AUGUST

TRAINING AND ORIENTATION

- Provide culinary skills training.
- Support your staff with food management professional development, offered through the School Food Institute.
- Introduce new team members to the mission.
- Share out upcoming challenges.



SEPTEMBER

BACK TO SCHOOL

- Introduce students to the school meal program and any changes.

Grace period ends for Free and Reduced applications



OCTOBER

*National School Lunch Week
Farm to School Month*

CELEBRATE FARM TO SCHOOL MONTH

- Highlight program partners with posters or posts on social media.

Verification period for Free and Reduced applications

NOVEMBER & DECEMBER

PREPARE FOR BREAKS

- Utilize existing inventory.
- Think outside the box with new recipes.

APPRECIATE YOUR TEAM

- Celebrate your program's achievements.
- Recognize individual staff members.

THINK PLANT FORWARD

- Learn about how plant forward meals can balance your menu mix.
- Start getting ready for menu planning next month!

