ONCE A MONTH
·meals·

Group Swap **Planning Worksheet**

This sheet will help you think through the planning and invitation process for your group swap. You will need to consider the survey responses you received from your invitations to make sure your group is on the same page and will function well together.

Already have a swap community?

If you have a community in mind that you know fairly well: Start by going through this worksheet, then hand out the survey for more detailed information. Choose a specific menu by using the Assessment Worksheet.

Just getting started?

If you are building a new swap community: List the names of those who may be interested in the chart below and give them the survey. Proceed to the Assessment Worksheet, then complete this Planning Worksheet and choose a specific menu.

1. **Fill out the following information based on survey responses:**

	Name	Location	Food Type	Calendar/Budget	Servings
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Total # of Servings

2. **Create subgroups (optional)**
   Now that you have finished your list, consider the size of your group. If you have a larger group in mind, you may choose to break up into subgroups based on location, food type/sensitivities, or whatever makes sense for your community. See your Assessment Worksheet for examples.
   Note: The ideal group size will yield 16–24 servings (for example 6 families x 4 servings each = 24 servings total)

Group 1 .... servings	Group 2 .... servings	Group 3 .... servings
TITLE	TITLE	TITLE
NAMES / SERVINGS	NAMES / SERVINGS	NAMES / SERVINGS

3. **Get some feedback from your group!**
   Send out invitations and surveys to potential group members. Make sure to include your name, contact info, and desired repsponse date. If you aren't yet sure what date/time or location will work for the group, mark the box that requests group member suggestions.

4. **Complete the Assessment Worksheet**
   Once you have received your group's surveys and finished this worksheet, complete your Assessment Worksheet. This will help you choose the right menu for your group swap.