

Steps to Starting Your Own SUMMER FOOD SERVICE PROGRAM



1. Determine whether you would like to operate as a sponsor, a site, or both. (see p.3 for details on sponsor and site responsibilities)

- **SPONSOR** Your organization would make a great **sponsor** if you have capable staff and good management practices to run a food service, and would like to make an investment in the children in your community. Sponsors handle the administrative and financial responsibility for the program.
- **SITE** Your organization would make a great **site** if you have the ability to supervise a food service for children, and have a safe, clean, sheltered facility where kids can eat. Though it is not a requirement, the most successful sites provide recreational and/or enrichment activities for the children.

2. Determine whether there is a need in your community and where it exists.

- Find out whether there is already a Summer Food program nearby.
- If there is a program nearby, determine whether it is “open” and accessible to the community. You can do this by contacting the Summer Food office in the Florida Department of Education or Florida Impact (see below for contact information). A list of sites is also available at www.summerfoodflorida.org.
- If there is not a program nearby, or the nearby program is not accessible to most of the children in need in the community, there is probably a need to create a new Summer Food site.
- Talk with people in your community to help you identify potential sites and partners. •SCHOOLS •PARKS & RECREATION DEPARTMENTS •CAMPS •COMMUNITY ACTION AGENCIES •COOPERATIVE EXTENSION OFFICES •YOUTH PROGRAMS •PARENT & TEACHER ASSOCIATIONS •HOUSING AUTHORITIES •OTHER CHURCHES •COMMUNITY POOLS •CIVIC ORGANIZATIONS •LIBRARIES •CITY & COUNTY BOARDS AND COMMISSIONS.

3. Contact the Summer Food office at the Florida Department of Education (DOE) to let them know that you are interested in becoming a site or sponsor.

- If you’d like to be a **sponsor**, DOE will keep in touch to notify you when sponsorship trainings will take place. (New sponsor trainings normally take place late February, early March, so contact DOE during the first of the year.)
- If you’re interested in being a **site**, they can put you in contact with existing sponsors so that you can work with them to become a site in the coming summer.
- Florida Impact can also give you information on the existing sponsors in your area.

4. Attend mandatory trainings.

- **Sponsors** must attend a mandatory state training held by DOE in February or March of each year. Contact the Department of Education to get details on the training schedule. (2009 training details listed below)
- **Sites** must attend trainings held by the sponsor on how to properly administer meals and handle paperwork (meal counts).

5. Enlist community support.

- The most successful summer meal programs are the result of great community partnerships. See “ Step 2” for a list of ideal community partners.
- It’s a GREAT IDEA to organize a community meeting in January of each year to bring together summer meal providers and community members to determine the most efficient and effective way to serve kids in need in the whole community. This helps everyone to maximize their resources, give the community the opportunity to invest in the program, and avoid duplicating efforts.
- Local businesses are often willing to support well-operated summer food programs with monetary and in-kind donations.
- Local high schools and other educational institutions often have students that need to fulfill volunteer requirements. Summer programs are a great opportunity to give them the opportunity to give back to their communities.

6. Spread the word about your program. One of the reasons more kids don’t participate in local summer meal programs is because they and their parents don’t know about them. The more kids a summer meal program serves, the more reimbursement that program will receive to serve quality meals and cover costs. If kids and parents don’t know about the program and don’t feel welcome, they won’t come!

- Put information about your program in: NEWSPAPERS, LOCAL RADIO, PARENT TEACHER BULLETINS, GROCERY STORES, LOCAL CONVENIENCE STORES, CHURCHES, PARKS, LIBRARIES, AFTERSCHOOL PROGRAMS, LOCAL HEALTH DEPARTMENT OFFICES, SALVATION ARMY, and OTHER PLACES THAT PROVIDE ASSISTANCE TO FAMILIES IN NEED. (Be sure to get approval before posting materials.)
- Make sure posters are easy to read and will catch the attention of parents & kids.
- Sponsors can arrange to have news coverage of a kick-off day or a theme day (like “Beach Day” or “Luau Day”).
- Have “Tell-a-Friend” cards available for kids to give to friends and neighbors.

Contact Information:

Florida Department of Education, 1-800-504-6609

Florida Impact, (850) 309-1488

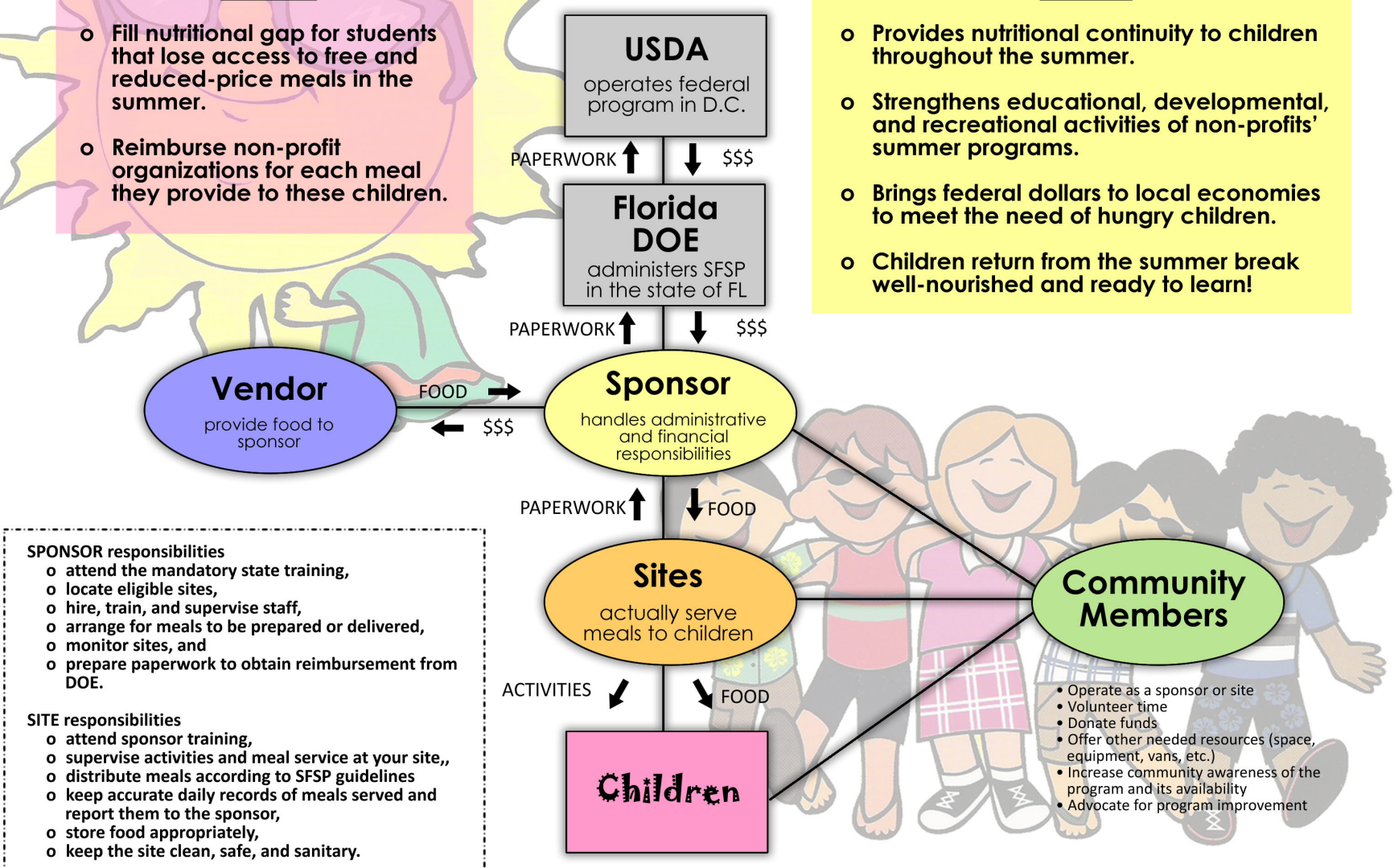
Summer Food Service Program (breakdown)

PURPOSE

- o Fill nutritional gap for students that lose access to free and reduced-price meals in the summer.
- o Reimburse non-profit organizations for each meal they provide to these children.

BENEFITS

- o Provides nutritional continuity to children throughout the summer.
- o Strengthens educational, developmental, and recreational activities of non-profits' summer programs.
- o Brings federal dollars to local economies to meet the need of hungry children.
- o Children return from the summer break well-nourished and ready to learn!



- SPONSOR responsibilities**
- o attend the mandatory state training,
 - o locate eligible sites,
 - o hire, train, and supervise staff,
 - o arrange for meals to be prepared or delivered,
 - o monitor sites, and
 - o prepare paperwork to obtain reimbursement from DOE.
- SITE responsibilities**
- o attend sponsor training,
 - o supervise activities and meal service at your site,,
 - o distribute meals according to SFSP guidelines
 - o keep accurate daily records of meals served and report them to the sponsor,
 - o store food appropriately,
 - o keep the site clean, safe, and sanitary.

Community Members

- Operate as a sponsor or site
- Volunteer time
- Donate funds
- Offer other needed resources (space, equipment, vans, etc.)
- Increase community awareness of the program and its availability
- Advocate for program improvement