



CHECKLIST FOR IMPLEMENTING A SUCCESSFUL SCHOOL FOOD DONATION PROGRAM

- Review pertinent Food Recovery Policy and Resources
 - County Health Department *Guidelines on Food Donations* (contact the Florida Department of Agriculture and Consumer Services' Food Recovery Specialists at 850-617-7165 for assistance)
 - Legal Fact Sheet: *Bill Emerson Good Samaritan Food Donation Act* (**Attachment 1**)
 - United States Department of Agriculture's Memo allowing for the donation of USDA foods (regardless of program) to non-profit agencies (i.e. food pantries and soup kitchens). (**Attachment 2**)
 - *Why Reduce Food Waste in Schools?* (**Attachment 3**)
- Contact your Food Service Director and discuss your plans for developing a food waste diversion program together. (**Attachment 4**). Bring copies of the USDA memo as well as a copy of *Why Reduce Food Waste in Schools?*
- Arrange a meeting between the school and a non-profit food pantry to discuss logistics, such as scheduling regular pick-ups that are convenient to the school cafeteria staff. The school district and/or health department may also want you to have an agreement with the non-profit you wish to work with. (**Attachment 5**)
- Bring your plan to the school district. They can then make food donations from your school (or all schools) a district policy.
- Utilize the *foodrescue.net* tracking tool to measure impact and share results with your school and community. Track data for a minimum of one week to get an accurate idea of impact.
- For assistance in completing any of the above steps, please contact the Florida Department of Agriculture and Consumer Services' Food Recovery Specialists at 850-617-7165.



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