

OSNP BEST PRACTICES

Reporting:

- Submit your monthly online report before the 15th day of the following month.
- Upload your receipts each month as part of your monthly reporting. This receipt upload function is very simple (scan and upload) and allows us to eliminate all other financial reports!

Timelines for spending OSNP funds

- All funding flowed from OSNP in September must be spent by March 31st
- Grant Deposits occur in September (September to March funding) and April (April to June funding)
- All monthly reporting and receipt uploads must be up to date in order for your school's next round of funding to be released.

Best Practice Tips

- Ensure all foods purchased and served to students meet SNP guidelines
- Complete online monthly reports by the 15th day of the following month
- Keep track of program numbers and volunteers (you can use the chart provided)
- Ensure at least *one* member of your team has completed Safe Food Handling Training
- Prepare and post a program menu for ease of shopping and preparation, and to help address allergy concerns
- Connect with your local Community Development Coordinator on a regular basis
- Connect with your local public health unit to ensure you are following safe food handling and food safety guidelines.

Note:

Please contact your local Community Development Coordinator if there are any changes to your program application:

- Increase or decrease in number of students participating
- Delay in start date
- Change of program type (Meal, Blended or Snack)
- Change to Program Coordinator or Principal
- Funding shortfalls

PROGRAM MODELS

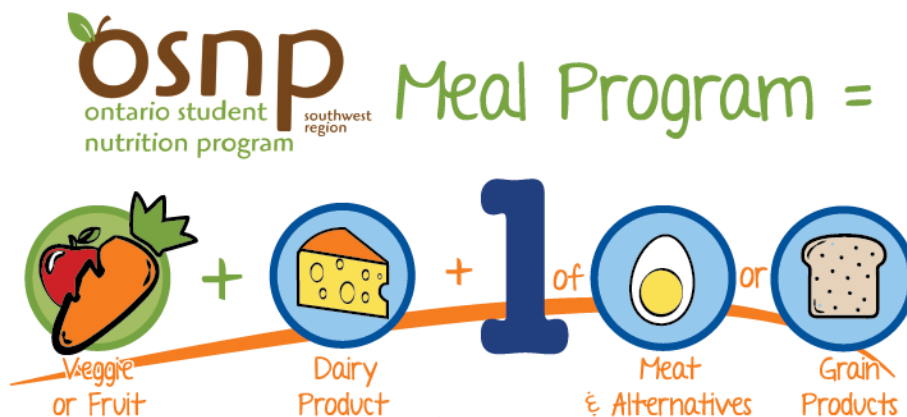
OSNP Healthy Snack Program



OSNP Blended Program



OSNP Meal Program



Role of the Community Development Coordinator

The role of your Community Development Coordinator (CDC) is to provide you with support and assistance to properly operate your Ministry Funded Student Nutrition Program (SNP). This includes assistance with grant applications, renewals, daily program operations, completion of online statistical reporting and receipt upload, food and menu planning, special events, fundraising and many other programming opportunities that will benefit the students involved in your SNP program.

In addition to the above, your CDC will meet with you at least once annually to review and discuss the following SNP elements in a scheduled Site Visit:

- Program model and operational details
- Food compliance to SNP guidelines
- Food Safety Certification assistance
- Food Procurement, how and where foods are purchased
- Volunteer needs, management and training
- Fundraising strategies
- Budget review and reconciliation
- Monthly reporting assistance and review
- Program challenges and successes
- A variety of other comments, concerns, etc.

How to Prepare for a Site Visit

- Ensure all reporting and receipt uploads are up to date
- Ensure work spaces, including kitchen are organized and clean
- Prepare a list of questions or comments for the CDC
- Have your monthly or weekly menu ready for review / posted in food preparation area
- Book time with your principal and other key players before the meeting to review any concerns
- Prepare a list of all donors / potential donors ready for review
- Have safe food handling certificate available
- Ensure OSNP records are ready for review
- Prepare a list of suppliers / locations food is purchased
- Ensure information on all food programs in the school is readily available
- Create a wish list of equipment needs

Closing your Program for the Summer

For a smooth transition into the next school year, take some time to close up your SNP before summer break.

Check out these helpful tips:

Food

- In May, take an inventory of foods left in your pantry and fridge. Plan your final weeks' menus based on what foods you still have left and only purchase what is needed in order to stretch your food dollar
- In June, check the expiry date on all foods in your pantry and fridge and use, donate or discard any items that will expire over the summer months
- Ensure the custodian is aware if you are storing foods in the fridge or freezer over the summer, in case of power outages etc.

Equipment and Facilities

- Ensure all counters, equipment, appliances and utensils are clean and safely stored or locked up for the summer
- Take an inventory of items and let your local CDC know of items you may need for next year (Wish list)

Paperwork and Finances

- Complete and review all monthly reports by July 15th
- Ensure all receipts for April – June are uploaded by the July 15th deadline
- In May, assess all vouchers still remaining and create a plan to use them by the program end date
- If you have left over vouchers please return to your local CDC asap so they can be reallocated on to other programs in a timely manner

Plan for next year

- Meet with your Principal, Teachers, EAs, Volunteers and anyone else involved in the program to discuss next year's program, roles and duties

FUNDRAISING

Fundraising is an essential part of every Student Nutrition Program (SNP).

As outlined in your OSNP Contract, your school is required to generate revenue in support of your SNP. Below are some ideas for raising funds:

Direct Ask	<ul style="list-style-type: none"> • Letters to parents (See Appendix) • Letters to community organizations • Letters to local businesses • Letters to local municipalities • Local granting streams
School Food	<ul style="list-style-type: none"> • Salad bar day • Smoothie day • Soup day • Healthy Hot Lunch Days • Family Dinner night • Fresh Food Boxes/Fresh from the Farm
Community Organizations	<ul style="list-style-type: none"> • Lions • Kiwanis • Knights of Columbus • Rotary • Optimist • Church Groups
Events	<ul style="list-style-type: none"> • Spirit Days (Hat Day, Crazy Hair Day, Jersey Day, etc.) • Movie night • Dress down/dress up days • Fun fair • Family BBQ night
Other Ideas	<ul style="list-style-type: none"> • Bottle drive • 3rd party fundraisers (local business donates a portion of proceeds from a planned event) • Place a donation check box on school payment forms
Grants	<ul style="list-style-type: none"> • President's Choice Children's Charity • Green Apple • Speak Up • Local partnership • F2CC salad bar grants

Sample Parental Fundraising Letter

[Insert school] Student Nutrition Program

[Insert Date]

Dear Parents / Guardians,

As you are probably aware, a Student Nutrition Program has been running here at [insert school]. In order to continue this successful program, we need your help! If you recognize the importance of ALL of our students having the nourishment they need to succeed at school, please consider making a financial or in-kind donation to our program.

This universally accessible program runs [insert program days / times]. All foods prepared and served in the [insert service delivery area] meet Ministry of Children, Community and Social Services Guidelines and follow Safe Food Handling practices. Our wonderful team of volunteers serve approximately [insert # per day or week or year], stigma free regardless of need and it is absolutely free to ALL students!

We are proud to say the [insert program type] program is a safe and positive place for students to gather and socialize with their peers before class/during the morning/during the afternoon. We see the value of providing nutritious food to ALL students to optimize their learning potential. When surveyed, new partner schools indicate an increase in student readiness to learn, an overall improvement in school performance and a reduction in at risk behaviour.

Remember, no donation is too small - every little bit helps to impact the success of our students.

Donations can be made to [insert info here including cashless options and links] and tax receipts are available upon request

Thank you for your generous support

Please return this portion with your donation

YES, I want to help feed our students: ☐ \$10 ☐ \$25 ☐ \$50 ☐ \$75 (or) other \$

Please make cheques payable to: [enter school/program name]

Parent / Guardian name (please print)

Parent / Guardian signature

Date:

Tax Receipt requested: ☐ Yes ☐ No

Your generous support goes a long way!

VOLUNTEER MANAGEMENT

Below is a summary of the primary roles and responsibilities of the School Coordinator, Volunteers and School Administrator.

Principal / School Administrator's Roles and Responsibilities

- Encourage positive school and community involvement and communication
- Promote the importance of universal access - available to every student every day
- Ensure OSNP Contract/Funding requirements are met
- Understand and promote adherence to nutrition standards
- Delegate and ensure all reports are completed and entered in a timely manner
- Assist in volunteer recruitment
- Plan for sustainability
- Assist in fundraising and securing additional funds

*all monthly online reporting needs to be signed off by the individual completing the reports in the identified authorization box and entered by the 15th day of the following month

Volunteer / Coordinator Roles and Responsibilities

- Promote the importance of universal access - available to every student every day
- Track students/meals served, income and expenses, volunteers and volunteer hours
- Enter monthly data online and upload receipts
- Ensure food is prepared and stored according to food safety guidelines
- Shop for appropriate food using the student nutrition program guidelines
- Monitor allergens and do not serve "at-risk" foods
- Promote your student nutrition program at school events
- Assist in fundraising (and securing funds)

Healthy Snack: Menu Template

Month: _____

School: _____ Coordinator: _____ Phone & Email: _____

Healthy Snack Requirements:		Offer 1 full food guide serving of:	Offer 1 full food guide serving of 1 additional food group:			Limit to 1 item per meal:
		Vegetables and Fruit	Milk and Alternatives	Grain Products	Meat and Alternatives	Miscellaneous Foods to Limit
Vegetable or Fruit + 1 other food group		<ul style="list-style-type: none"> • ½ cup vegetables or fruit (fresh, frozen or canned in water) • 1 medium whole fruit • ¼ cup dried fruit • ¼ cup fresh salsa 	<ul style="list-style-type: none"> • 1 cup milk • 1 cup fortified soy beverage • 1 cup cottage cheese • 50 g cheese • ¾ cup (175 mL) yogurt • 200 mL yogurt drink 	<ul style="list-style-type: none"> • 1 slice bread • ½ bagel, English muffin, pita or large tortilla • 30 g cold cereal • ¾ cup hot cereal • 30 g whole grain crackers 	<ul style="list-style-type: none"> • 2 eggs • 1 small hummus container • 125 mL (1/2 cup) canned fish 	<ul style="list-style-type: none"> • 1 tbsp. jam, cream cheese, honey, or salad dressing • 1 tsp non-hydrogenated margarine or butter
Week 1 Menu	Monday	½ cup sliced green peppers		6 Christie Triscuits low sodium crackers		
	Tuesday	1 apple	50g cheddar cheese cubes			
	Wednesday	½ cup baby carrots			Summerfresh mini hummus container	
	Thursday	½ cup mixed berries	¾ cup Plain Greek yogurt			1 tbsp. honey
	Friday	½ cup sliced cucumbers			2 hard-boiled eggs	

Blended Program: Menu Template

Month: _____

School: _____ Coordinator: _____ Phone & Email: _____

Blended Program Requirements: Vegetable or Fruit for the entire school + 2 additional food groups available		Offer 1 full food guide serving to ALL students:	Offer 2 full food guide servings of 2 additional food groups:			Limit to 1 item per meal:
		Vegetables and Fruit	Milk and Alternatives	Grain Products	Meat and Alternatives	Miscellaneous Foods to Limit
		<ul style="list-style-type: none"> • ½ cup vegetables or fruit (fresh, frozen or canned in water) • 1 medium whole fruit • ¼ cup dried fruit • ¼ cup fresh salsa 	<ul style="list-style-type: none"> • 1 cup milk • 1 cup fortified soy beverage • 1 cup cottage cheese • 50 g cheese • ¾ cup (175 mL) yogurt • 200 mL yogurt drink 	<ul style="list-style-type: none"> • 1 slice bread • ½ bagel, English muffin, pita or large tortilla • 30 g cold cereal • ¾ cup hot cereal • 30 g crackers – whole grain 	<ul style="list-style-type: none"> • 2 eggs • 1 mini hummus cup • 125 mL (1/2 cup) canned fish 	<ul style="list-style-type: none"> • 1 tbsp. jam, cream cheese, honey, or salad dressing • 1 tsp non-hydrogenated margarine or butter
Week 1 Menu	Monday	1 cup romaine lettuce	50g mozzarella cubes	½ whole grain pita		1 tbsp. Caesar dressing
	Tuesday	1 medium banana	1 cup white milk	30g <i>Quaker corn bran squares</i> cereal		
	Wednesday	1 mini cucumber		1 slice whole grain bread	2 boiled eggs	1tsp butter
	Thursday	1 medium slice cantaloupe	1 cup cottage cheese	4-6 whole wheat melba toast		
	Friday	½ cup broccoli florets	¾ cup vanilla yogurt	1 <i>kashi 7 grains with quinoa</i> granola bar		

Healthy Meal: Menu Template

Month: _____

School: _____ Coordinator: _____ Phone & Email: _____

Healthy Meal Requirements: Vegetable or Fruit + a Dairy Product + 1 additional food group		Offer 1 full food guide serving of:	Offer 1 full food guide serving of:	Offer 1 full food guide serving of 1 additional food group:		Limit to 1 item per meal:
		Vegetables and Fruit	Milk and Alternatives	Grain Products	Meat and Alternatives	Miscellaneous Foods to Limit
		<ul style="list-style-type: none"> • ½ cup vegetables or fruit (fresh, frozen or canned in water) • 1 medium whole fruit • ¼ cup dried fruit • ¼ cup fresh salsa 	<ul style="list-style-type: none"> • 1 cup milk • 1 cup fortified soy beverage • 1 cup cottage cheese • 50 g cheese • ¾ cup (175 mL) yogurt • 200 mL yogurt drink 	<ul style="list-style-type: none"> • 1 slice bread • ½ bagel, English muffin, pita or large tortilla • 30 g cold cereal • ¾ cup hot cereal • 30 g crackers – whole grain 	<ul style="list-style-type: none"> • 2 eggs • 1 mini hummus cup • 125 mL (1/2 cup) canned fish 	<ul style="list-style-type: none"> • 1 tbsp. jam, cream cheese, honey, or salad dressing • 1 tsp non-hydrogenated margarine or butter
Week 1 Menu	Monday	1 cup mixed lettuce and shredded carrot	50g shredded mozzarella	½ large whole grain tortilla		1 tbsp. ranch dressing
	Tuesday	½ cup mixed berries	1 cup milk	30g cheerios		1 tbsp. honey
	Wednesday	½ cup cherry tomatoes	50g of cheddar cheese	½ whole grain English muffin		1tsp cream cheese
	Thursday	1 medium sliced orange	1 cup cottage cheese	2-3 Ryvita crackers		
	Friday	½ cup celery	50g cheddar cheese cubes		Mini hummus cups	