

Action Plan Example

Farm to School Action Plan

School District Name:

Date:

Goal: Serve more locally-grown fruits and vegetables in school meals

	Needs	Resources	Action Steps	By Whom?	When?
1	Understand seasonal availability of locally-grown fruits and vegetables	NYS Fruit and Vegetable Harvest Calendar	Identify one or two target products to source locally when seasonally available	Food Service Director, others	By (date)
2	Find out whether the target products, as seasonally available, are served on current menus	Farm to school cookbooks	Adjust menus, if necessary, to feature target product(s) at least (x) times/month	Food Service Director, others	By (date)
3	Determine ability of usual distributor to supply local target products, and if distributor identifies source the products (e.g. "NY-grown")	Distributor	Request local products when placing orders through regular distributor	Food Service Director	By (date)
4	Identify farmers willing to sell target products directly to schools	Cornell Cooperative Extension (CCE)	Contact willing farmers and order target products directly from them	Food Service Director, others	By (date)
5	Track use of local target products	Menus Food purchase orders	Highlight local target products on menus, and food orders Tally number times served and amount purchased	Food Service Director	Begin (today's date); continue throughout year

Action Plan Template

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Goal:

	Needs	Resources	Action Steps	By Whom?	When?
1					
2					
3					
4					
5					