

COMMUNICATION IS KEY

Ongoing communication and collaboration between school staff, administration, volunteers, students, and the committee is essential for continued success. The following ideas will help to keep information flowing at the breakfast club:

CREATE A BREAKFAST CLUB BINDER

Using the Build Them Up! Guide as a starting point, create a breakfast club binder to store all the important information about the club. Be sure to continue adding new documentation to the binder as the breakfast club evolves. The binder will ensure continuity in program operation, should the program coordinator or another key person leave unexpectedly.

HERE ARE A FEW EXAMPLES OF WHAT SHOULD BE INCLUDED IN THE BREAKFAST CLUB BINDER

- Action plan, mission statement, and history of the program;
- Contact information, application, and agreement from Breakfast Club of Canada and any other program funders;
- Any letters that have been distributed, such as newsletters, staff and student surveys, parent letters, grant proposal template, etc.;
- Student allergies tracking sheet;
- Sample menus and recipes;
- Food procurement documentation including the preferred local places to shop, places the school has an account set up, where/ how to order food, stores that offer special deals/discounts etc.;
- Food donor information including contact information on where to access food donations (e.g. Minute Maid coupons) and the best stores to redeem coupons;
- Breakdown of budget;
- All monthly reports and expenditure sheets;
- Volunteer information sheets and schedule;
- Food safety certificate and inspection reports;
- Successful fundraising ideas.



COMMUNICATION STATION

Set up a communication station in the breakfast club's kitchen or preparation area to help facilitate communication between volunteers.

Information can be posted on the fridge, on a bulletin board, or in a volunteer binder.

Post information including: the weekly menu, shopping lists, volunteer schedules and contact information in case someone calls in sick. Also include a cleaning checklist and an FYI section where volunteers can write miscellaneous information like when they will be away or need a replacement, equipment that needs to be repaired or replaced, food that is close to expiry and should be used ASAP, or positive affirmations and stories to inspire other volunteers.



**VOLUNTEER
LOG**

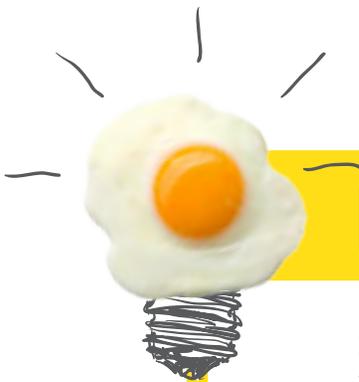


TO DO LIST



**SHOPPING
LIST**

Continue to communicate with parents, students, and the school community by including entries in the school newsletter, attending school staff and council meetings, putting up posters, hosting breakfast events, and updating bulletin boards on an ongoing basis throughout the school year.



BRIGHT IDEAS

Kick off the start of a new school year and the opening of the breakfast club with a launch party!

- Hold a school assembly. Invite guest speakers to talk about the importance of eating a healthy breakfast every morning;
- Invite each class to sign up for a breakfast club tour utilizing student volunteers as the tour guides. Students can learn how the breakfast club works (e.g. what foods are served, what time it starts, emphasizing that everyone is welcome). This will help reduce the intimidation that some students might feel about going to the breakfast club for the first time;
- Challenge students with a contest to design a new logo for the breakfast club;
- Create a Healthy Eating bulletin board or display in the school;
- Plan a special breakfast with the students' favorite healthy foods and recruit teachers, the principal or the school mascot to serve students;
- Introduce a school-wide breakfast challenge to encourage more students to eat breakfast every morning, either at school or at home.