

STEP-BY-STEP GUIDE TO SETTING UP YOUR BREAKFAST PROGRAM

Getting ready to set up a **breakfast program** in your school? Remember that we are here to help you every step of the way! Below is a **checklist** of the various items to take into consideration. Note that the order may vary depending on your individual circumstances and how things progress.

Be sure to head over to our [School Corner](#) for additional tools and resources.

- SCHOOL SUPPORT APPLICATION:** Fill out and submit your Breakfast Club of Canada application form. Be sure to include your school's governing board resolution.
- INITIAL CALL/MEETING :** A BCC coordinator will be in touch to get a better idea of your needs and realities and answer your questions. The coordinator will guide you through the steps involved in getting your program off the ground and make sure it all runs like clockwork. Expect about 3 to 4 months between the first call and the first breakfasts served.
- DELIVERY MODEL:** We will talk about the delivery model and type of support best suited to the needs and realities of your school .*
- LOCATION AND EQUIPMENT:** Your BCC coordinator will work with you to determine the equipment required to run your breakfast program. The equipment will be delivered directly to your school a few weeks after our agreement with you has been signed. You can then set up the required facilities to store and prepare food and establish a system for handling deliveries.
- SITE COORDINATOR/VOLUNTEERS :** Choose a site coordinator (a school staff member or an external volunteer). We will help provide the necessary training. If you require assistance in recruiting volunteers, we have a series of tools that can help you put your team together.
- PARTNERSHIP AGREEMENT :** We will give you an agreement to sign via Docusign, outlining the terms and conditions of the partnership between Breakfast Club of Canada, your school and/or any other organizations involved in the program.
- FOOD OR FINANCIAL SUPPORT:** Your school will receive the first food delivery OR the first monetary installment.
- GRAND OPENING :** Congratulations! Your students can now enjoy their first meal as members of Breakfast Club of Canada!

*We offer a COVID-19-adapted delivery model developed to meet public health guidelines. See our program toolkit for more details.