**[Sample Strategic Plan Template adapted from Kent School District]**

**STRATEGIC PLAN FOR FARM TO SCHOOL**

**Overall Mission:** *To increase the use of local food product, especially fresh fruits and vegetables, in the school meal programs and improve the quality of menus.*

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| GOAL 1 | Identified Action | Outcome to Evaluate | Tasks Completedor In Process | Steps or Inputs/Notes |
| *Example: Identify specific local food products, quantities required and sustainable sources to build qualified vendor network.* | 1. *List foods that are available in WA/NW that have application for school menus, are not offered on school menus but have potential value*
 | 1. *WA/NW produce/product items identified*
2. *Examples for menu application/ingredient substitution*
3. *Value of the items to the quality of school menus*
 | 1. *Compile a list of WA/NW produce/product items*
2. *Compile a list of each items menu application or ingredient substitutions*
3. *Value information*
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|  | 1. *Analyze portion costs of products throughout a school year, and compare costs of products in different forms and from different sources*
 | 1. *Price for each produce item and daily produce/menu cost*
2. *Portion costs of produce/products currently used*
3. *Portion costs of produce/products*
 | 1. *Compile a list of price for each produce item and daily produce/menu cost*
2. *Compile a list of portion costs of produce/products*
3. *Compile a list of portion costs of produce/products*
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|  | 1. *Identify and outreach to qualified vendors that are currently serving or have expressed interest in serving school districts in WA/NW*
 | 1. *Criteria for vendors (food safety, distribution and volume, etc.).*
2. *Vendors identified*
3. *Vendors reached*
4. *Expressed challenges and barriers to serving by the vendors – document*
 | 1. *Clear criteria definitions written up*
2. *Contact the vendors to assess their interest, capacity, and commitment*
3. *Compile a list of vendors w/ capacity*
4. *Compile a summary of challenges & barriers*
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| GOAL 2 | Identified Action | Outcome to Evaluate | Actions Completedor In Process | Projects |
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| GOAL 3 | Identified Action | Outcome to Evaluate | Actions Completedor In Process | Projects |
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| GOAL 4 | Identified Action | Outcome to Evaluate | Actions Completedor In Process | Projects |
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## **Timeline:**

*After identifying goals, actions, etc., divide up tasks and set due days that meet your timeline.*

| **Year** | **Month** | **Farm to School Project Coordinator** | **Nutrition Services** | **School Sites** |
| --- | --- | --- | --- | --- |
|  | January |  |  |  |
|  | February |  |  |  |
|  | March |  |  |  |
|  | April |  |  |  |
|  | May |  |  |  |
|  | June |  |  |  |
|  | July |  |  |  |
|  | August |  |  |  |
|  | September |  |  |  |
|  | October |  |  |  |
|  | November |  |  |  |
|  | December |  |  |  |