**[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 Completed  or 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* |  |
|  | 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* |  |
|  | 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 Completed  or In Process | Projects |
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| GOAL 3 | Identified Action | Outcome to Evaluate | Actions Completed  or In Process | Projects |
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| GOAL 4 | Identified Action | Outcome to Evaluate | Actions Completed  or 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 |  |  |  |