

# Planning & Evaluating Your Service

## **FoodCorps Service Member Action Plan** (p. 23)

Before the start of the school year, FoodCorps partner schools/districts will complete a Partnership Plan detailing an annual plan that builds towards multi-year goals. The completed annual plan will prioritize activities and projects that service members will support. Once the FoodCorps service member begins service, they will work collaboratively with other key stakeholders to review the annual goal and collaboratively complete their Service Member Action Plan.

The FoodCorps Service Member Action Plan includes a Weekly Schedule section where the service member can document and plan their weekly service and discuss professional development goals and FoodCorps-required evaluation components.

Service members may be asked by community members to do things that do not align with their FoodCorps Service Member Action Plan (e.g. staff a table at a farmer's market or chaperone a field trip to the science museum). In those situations, service members should rely on their FoodCorps Service Member Action Plan to prioritize their daily activities and explain that they have a plan that requires them to dedicate their service hours to projects that contribute to the District's goals for the program year. If activities they are doing do not align with their FoodCorps Service Member Action Plan, service members and their site supervisors need to reassess the

projects they are undertaking.

## **Sample School Schedule** (p. 31)

This Sample School Schedule outlines an example week in the life of a FoodCorps service member. Please note that service members are not expected to follow this exact schedule. Because each school co-develops its own Action Plan, every service member's schedule will look slightly different.

## **The Toolshed**

The FoodCorps Toolshed is an online resource hub. It includes FoodCorps-specific materials and other relevant and time-tested resources from FoodCorps partners. This searchable database is available to service members and service sites.

The Toolshed is searchable based on FoodCorps' areas of service. Service members can use it to easily find resources that help them achieve their Action Plan goals. For example, if your team sets a goal to develop a taste-testing program, you can search the Toolshed under "Nourishing School Meals" using the keyword "taste tests." You can also mark a resource as a "favorite" to return to later. Reference your Unlocking the Toolshed handout for more information.

## **Key Tools** (Found in Appendix)

## **Service & Community Guide**

FoodCorps service members use the School & Community Guide to record important contacts, resources, and partners of the school. This ensures that important information is recorded and passed on from year to year. You should regularly update your Service & Community Guide throughout the service term.

## **Observation & Coaching Tool**

The FoodCorps Observation & Coaching Tool is intended to support service members in delivering high-quality hands-on learning experiences to students by providing a clear, consistent definition of the basic components of effective lesson planning and teaching. You should not use the tool to grade or assess; instead, use it to capture and describe what worked well and to guide conversations about what could be improved about how a specific lesson was planned.

## **Know Your State & District Policies Worksheet**

The choices schools can make about their food environment are often governed by policies at many levels: federal, state, district, and school. These policies can directly influence students' experiences of and decisions about food in school. These policies may make it easier—or harder—for your school community to make certain changes, so it is important to understand what policies are in place and how you might be able to influence them. This optional worksheet outlines some of the policies that are helpful to know about at the start of your service term.



**FOODCORPS**  
**Service Member ACTION PLAN**

<b>Site Name:</b>
<b>School(s) / District(s):</b>
<b>Service Member Name, pronouns:</b>
<b>Site Supervisor Name, pronouns:</b>
<b>School Advisor(s) / District Staff Member Name, pronouns:</b>

**Overview:** At the start of the service term, schedule time with your site supervisor to review their site and district multi-year goals and their annual plan that outlines the priority activities for the upcoming year that will support advancing their longer term goals. That conversation will inform your top priorities for the year. The **Service Member Action Plan** supports the service member, in collaboration with a site supervisor, district staff and/or a school advisor, in documenting the details of day to day service, and to identify key contacts, resources, and sources of support. The final portion of the action plan focuses on the service member’s schedule and professional development plan.

While filling out your Service Member Action Plan, you'll notice that sections are color coded to differentiate what is required for Food Education service members to fill out (orange), what is required for School Nutrition service members to fill out (purple), and what is required for **all** service members to fill out (blue).

Please treat this as a living document to be revisited and edited to support planning, collaboration, and reflection throughout the year.

**Online submission of your Service Member Action Plan is due October 28th, 2022.** The completed plan will be submitted online via an invitation from FoodCorps staff.

## Getting Started

Here are some steps to take before filling out your Service Member Action Plan that will help get you started:

1. [Review Key Dates](#) (Section 1 of the Handbook): Review this document for important deadlines and activities.
2. **Review your Service Site's Partnership Plan:** Meet with your service site supervisor to discuss the Partnership Plan they developed in collaboration with FoodCorps staff. The Partnership Plan includes sections on 1) Multi-Year Goals and 2) Annual Planning. The **Multi-Year Goals** section supports the development of longer term district goal/s and creates a roadmap for how to reach them through yearly objectives. The **Annual Planning** section supports planning out the next year of FoodCorps partnership. In this section, site partners have identified activities and projects that will support their multi-year goals and identify who will be leading and supporting them.  
  
Below are questions that might help get you started as you and your site supervisor discuss the Partnership Plan together:
  - What are you working towards with FoodCorps? What are your multi-year goals?
  - What are the top priorities for the FoodCorps partnership this year?
  - How do I fit into these priorities? What will my role be? What activities will I support? What is my role in x,y,z project/activity?
  - Who else should I talk to next to get started planning?

### Link to Partnership Plan

3. **Review the Service & Community Guide:** Your Program Coordinator will share any previous Service and Community Guides from your service site as well as a template for you to fill out throughout your service. The Guide is a tool to document the service year and help bridge the transition between service members. Successfully completing the Service and Community Guide will take time, so we strongly encourage dedicating monthly time throughout the year to updating it.
  - a. **If you are in a service site that has previously hosted a FoodCorps service member,** you will find key information from last year included in the Service & Community Guide. By reviewing it, you can gain insight into details of last year's service site including who key stakeholders, events, resources, etc. Look through the information provided and then prepare to add that information for your service site throughout the year.
  - b. **If you are serving in a new service site,** review the information that you will need to update throughout the year.

### Link to Service & Community Guide

## WEEKLY SCHEDULE

Insert a link to a scheduling document, calendar, or fill out the schedule below. If you alternate schedules every other week, feel free to fill out two schedules and label them. If you would prefer a monthly schedule template, you can copy and paste it from [here](#).

**Schedule Checklist:** *Please work with your site supervisor to ensure that your schedule includes all of the following*

- At least 30 minutes for lunch each day
- Adequate time for planning, preparation, and clean-up
- Key details (schools/districts, location, time, frequency, etc.)
- Weekly, individual check-ins with Site Supervisor
- Time allotted for filling out timesheets and R&R logs
- Specific class times with teacher names (if applicable)

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7 - 8					
8 - 9					
9 - 10					
10 - 11					
11 - 12					
12 - 1					
1 - 2					
2 - 3					
3 - 4					
4 - 5					

**REQUIRED ACTIVITY (Food Education Service Members):** Teach or co-teach a minimum of 80 students ongoing hands-on, food-based lessons in the classroom or garden for 10+ instructional hours.

**Plans for Ongoing Classes**

*(list all classes here, copy template as needed)*

<b>Class, Teacher, School</b>		<b>Class, Teacher, School</b>	
<b>Frequency</b>	Weekly   Every Other Week   Monthly	<b>Frequency</b>	Weekly   Every Other Week   Monthly
<b>Day(s)</b>	Mon.   Tues.   Wed.   Thurs.   Fri.	<b>Day(s)</b>	Mon.   Tues.   Wed.   Thurs.   Fri.
<b>Time(s)</b>		<b>Time(s)</b>	
<b>Key Resources Needed</b>		<b>Key Resources Needed</b>	
<b>Other Details</b>		<b>Other Details</b>	
<b>Class, Teacher, School</b>		<b>Class, Teacher, School</b>	
<b>Frequency</b>	Weekly   Every Other Week   Monthly	<b>Frequency</b>	Weekly   Every Other Week   Monthly
<b>Day(s)</b>	Mon.   Tues.   Wed.   Thurs.   Fri.	<b>Day(s)</b>	Mon.   Tues.   Wed.   Thurs.   Fri.
<b>Time(s)</b>		<b>Time(s)</b>	
<b>Key Resources Needed</b>		<b>Key Resources Needed</b>	
<b>Other Details</b>		<b>Other Details</b>	

**REQUIRED ACTIVITY (Food Education Service Members) Vegetable Preference Survey Sample Group**

*Instructions:*

1. Review the instructions included in the Vegetable Preference Survey Packet.
2. Submit a list of ongoing classes (second grade or above with stable attendance/ same students each time) to your Program Coordinator who will then select your survey group.
3. Record the group name, school, or program name, and plan you intend to follow for ensuring that sample group receives 10+ hours of nutrition-, food-, and garden-based education.

<b>Class/Group Name:</b>	
<b>School:</b>	
<b>Grade Level:</b>	
<b>Number of Students:</b>	
<b>Plan for reaching 10 hours:</b>	

**REQUIRED ACTIVITY (School Nutrition Service Members):** Actively contribute to initiatives and projects that lead to changes to the district or school menu in alignment with partner goals.

<b>Activities contributing to Menu Change:</b>	
<b>Key contact(s):</b>	
<b>Frequency of activity:</b>	
<b>Resources Needed:</b>	
<b>Other Details:</b>	

**Key Service Member Activities:** Based on the goals and objectives of your service site this year, what will you be responsible for? How will you support? Use the table below to plan out the details of these activities. Copy and paste to add more activity boxes.

<input type="checkbox"/> [Activity]	<b>Key contact(s):</b>	
	<b>Frequency of activity:</b>	
	<b>Resources needed:</b>	
	<b>Other details:</b>	
<input type="checkbox"/> [Activity]	<b>Key contact(s):</b>	
	<b>Frequency of activity:</b>	
	<b>Resources needed:</b>	
	<b>Other details:</b>	
<input type="checkbox"/> [Activity]	<b>Key contact(s):</b>	
	<b>Frequency of activity:</b>	
	<b>Resources needed:</b>	
	<b>Other details:</b>	
<input type="checkbox"/> [Activity]	<b>Key contact(s):</b>	
	<b>Frequency of activity:</b>	
	<b>Resources needed:</b>	
	<b>Other details:</b>	



<b>Presentation on FoodCorps:</b> FoodCorps service members will provide an "Introduction to FoodCorps" presentation to all school and/or nutrition services department staff within the first month of the school year. Please copy this table for every school/district you are serving.	
<b>Date of Presentation:</b>	
<b>Key contacts:</b>	
<b>Other details:</b>	

<b>REQUIRED ACTIVITY:</b> Service Member Schedule Review
<p>Once you complete your FoodCorps Service Member Action Plan(s) in collaboration with your site(s), review your activities with your supervisor to ensure your schedule will be realistic and achievable. If you are serving multiple sites, it's especially important to closely look at your combined schedule. Questions to discuss include the following:</p> <ul style="list-style-type: none"> <li>• Do I have enough time built in to plan and prepare for lessons and other activities?</li> <li>• Are there any missing pieces (resources needed, key contacts, etc.) that are essential to success? If so, how can we fill in those blanks?</li> <li>• Does anything in my schedule feel unrealistic? Why, and how should we address it?</li> <li>• What am I most excited about? What am I most concerned about?</li> <li>• What date should we schedule for our first FoodCorps Service Member Action Plan check-in to see how things are going?</li> </ul>

## Professional Development for your Service

While developing your Professional Development (PD) Goals for the year, consider:

- What specific skills do you most need to develop and hone over the upcoming year to successfully serve your schools?
- Review the [FoodCorps Core Competencies](#) - what 2–3 competencies do you want to develop this year?
- What is your plan for developing skills and competencies this year? (examples include attending local, state, or online trainings; connecting with community partners; having an experienced educator observe your teaching, etc.)
- Make sure your goals are SMARTIE (Strategic, Measurable, Ambitious, Realistic, Time-bound, Inclusive, Equitable). See this worksheet [here](#) from The Management Center for more information on how SMARTIE goals can drive results and affect positive change.

**PD Goal #1**

*Plan for Meeting Goal:*

**PD Goal #2**

*Plan for Meeting Goal:*

**PD Goal #3**

*Plan for Meeting Goal:*

# Sample Service Member Schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00–9:00	Planning and prep block	School breakfast promotion activities	Planning and prep block	School breakfast promotion activities	Planning and prep block
9:00–10:00	Classroom or garden lesson	Planning and prep block	Classroom or garden lesson	Planning and prep block	Classroom or garden lesson
10:00–11:00	Classroom or garden lesson	Classroom or garden lesson	Classroom or garden lesson	Classroom or garden lesson	Classroom or garden lesson
11:00–12:00	Meetings with teachers	Garden maintenance	Cafeteria presence	Cafeteria presence	Meetings with teachers
12:00–1:00	11:30–1:30 Cafeteria presence				Garden maintenance
1:00–2:00	Lunch and break	Lunch and break	Lunch and break	Lunch and break	Lunch and break
2:00–3:00	Planning and prep block	Classroom or garden lesson	Planning and prep block	Volunteer coordination activities	Weekly reporting activities
3:00–4:00	Classroom or garden lesson		Classroom or garden lesson	After-school garden club	
4:00–5:00					
5:00–7:00	Parent Teacher Association meeting *		Family cooking night *		

Service members deliver engaging, hands-on learning opportunities to students

Optional—service members can help students show up to class well-nourished by promoting breakfast

This can include a variety of activities! Service members will plan details with cafeteria and school staff at the start of the year

Planting, weeding, watering, and building raised beds will keep your school garden healthy!

Planning, set-up, and cleanup takes time!

Planning with teachers to incorporate hands-on learning into their classes

Service members must complete weekly reporting and reflection requirements

Family engagement activities are one form of school community engagement

Optional—service members can lead a Sprouts Scouts club

- Hands-On Learning
- Nourishing School Meals
- Culture of Health
- Planning and Reporting



Service members broadly engage school community members throughout all activities