

BRINGING HEALTHY FOOD TO HUNGRY MINDS

Food & Friends Network Meeting Notes

April 29, 30, May 12019

9:30 – 3:30 P.M.

Monday April 29 – Guelph Public Health
160 Chancellors Way
Guelph, ON
N1G 0E1

Tuesday April 30 — Fergus Public Health
474 Wellington Road #18, Suite 100
RR#1 Fergus, ON
N1M 2W3

Wednesday May 1 - Orangeville Public Health
180 Broadway
Orangeville, ON
L9W 1K3

Welcome – Anita

Thanks to the 64 participants who represented 58 programs for attending!

- F&F will need to purchase Grocery vouchers in new school year – Please complete, scan and email to foodandfriends@childrensfoundation.org the [brief questionnaire](#) to identify:
 - programs who will buy in:
 - funding instead vs vouchers
 - # of vouchers needed
- F&F sends a newsletter insert to the UGDSB superintendent and WCDSB & PCDSB & Quatre Riviere office coordinators every month. Coordinators are asked to approach the Office Coordinators and Principal about getting information posted to the school board app, website or the newsletter.
- F&F will be asking for copies of the Principal Responsibilities and Succession Planning docs to upload to WebTracker. Please have scanned and emailed to foodandfriends@childrensfoundation.org by end of school year
- Continued support from Ministry, BCC, PCCC, Tim Hortons, Hendrix Genetics and Grocery Foundation.

Food & Friends Committee Workplan Update – Anu, Teen, Betty Ann or Anita

The F&F committee has been working on work plan which has been established from the Children's Foundation of Guelph and Wellington's operational plan.

There are four main components to the plan:

1. Policy and Procedure
 - We've completed the review Beliefs and Principles



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- and Fund Distribution Policy (now called Procedure)
 - We shared how the CFGW F&F General Program Allocation distribution works. It is based on the following formula:
 - Points are awarded to each SNP based on
 - Breakfast vs. morning meal vs. lunch vs. snack programs (based on variable costs)
 - Secondary school vs. elementary school (nutritional needs of participants. E.g.: a teenager needs more calories than an eight year old.)
 - Frequency of program (# of days)
 - Number of participants
 - 20% of funding will be held for rural programs struggling to purchase groceries at an equivalent value as urban programs
 - The total number of points then is divided into the total funds available resulting in a dollar value for each point. This value is then applied to the number of points calculated for each SNP.
 - For example if the total number of points for all the SNP is 150,000 then divided into \$99,000 available would result in the value being \$0.66 per point. A SNP with 1500 points will then receive \$990.00
 - Each allocation will then be evaluated by the Program Director and Student Nutrition Program Manager(s) and reallocated if necessary based on considerations noted in the [standard operating procedure](#)

Comment [AM1]: Contact anita@childrensfoundation.org if interested.

2. Finance and Funding Allocations

- The Program Financial overview was completed in February, and will be completed again in May and September.
- The review of Allocations will be completed in July.

3. Mission and Strategic Direction

- We review the work plan every month to be sure we are on track.

4. Program Oversight

- The review of the Recommended Practices Evaluation Results will be done in July.
- Background work on the implementation of inclusivity initiative(s) to create a more welcoming environment at the Food & Friends programs will begin in August.
- Refining program level advocacy activities and creating an implementation plan for these activities was completed in April.
 - A big part of this work involves the Children/Youth Charter of Rights becoming part of the grade five and ten curriculum.
- Background work on the review of food costs and serving sizes with current funding allocations began in April and will be completed in August.
- The development of the Program Dashboard is ongoing and is expected to be completed in June.

We are looking for participation on the committee specifically from Wellington and Dufferin programs. We meet from 8:00 – 9:30 am the first Tuesday of each month of the school year. Calling in to the meeting is a way to overcome transportation and timing issues. Please contact foodandfriends@childrensfoundation.org if interested.



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Help Kids Live Free From Hunger Review

See [presentation](#) and [notes](#) in “Resources” on the website about:

- What worked well
- New community relationships
- Lessons learned
- Celebration hosting
- Live Free materials
- Communications

Congratulations to all the Live Free award winners and to Sanoh Canada Ltd. who attended to present the Spirit Award in Dufferin.

Network Cafes - Anita

Fantastic results, feedback and suggestions of the three cafés:

1. Changes
 1. What is changing for you?
 2. How have your needs changed?
 3. If you could change one thing about the Food & Friends program it would be:
 4. What is on your mind?
2. Warm environment – cultural food inclusion
 1. What does “welcoming environment” mean to you?
 2. How can we bring awareness about different food practices items amongst the current student demographics?
 3. How can we help the newcomer students become familiar with certain Canadian foods that are not common in other countries?
 4. How can we make meals both fun and an educational experience for all students?
3. Qualitative feedback (stories and thank you cards)
 1. Choose the best ways to communicate these impact stories with the Food & Friends team:
 2. Please take a blank piece of paper provided and over the next 5 minutes, individually write down a success/impact story about one of your students, volunteers, families, etc. and the difference the nutrition program has made for them. Thank you for all the great stories!
 3. What are ways to encourage success/impact stories at your program level?
 4. Would offering an incentive at different times throughout the school year encourage/remind you to share an impact story with Food & Friends (eg. put your name in a draw for a prize once you communicated your story with us)?

Grant Renewal

****Please refer to the [Grant Renewal Checklist](#) in “Resources”**

Grant renewal opens **May 1st**.

Grant renewal is due: **Friday May 31st (you will be unable to complete it after this date).**



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MCYS, CFGW Partnership, BCC and Grocery Foundation are applied for with this one renewal.

If you have more than one program, you will need to complete separate grant renewals for each program.

You must use **Internet Explorer** or **Google Chrome** to complete this process.

If there are any changes to your program for next year (Principal, office administration, school enrollment, type of program, etc.), please make note of it in the 'Program change notes' section under the 'Financial' tab.

Hitting the Save button at the bottom of each page will save your renewal changes but will take you out of the renewal and you will have to click the date to go back in.

Financial Information Tab –

If you are starting your program the first day of school then you will enter **39 weeks here**, if you are starting later then please subtract the number of weeks from 39.

Tracking proper average students served (or meals served): It is very important that we get accurate number for how many students you are serving. At one point we had said use the formula 75% of your population for snack programs and 50% or 25% for a healthy bin program, but we are finding that in many cases these numbers are not representative of how many students are actually being fed.

For example, we have recently looked at food costs divided by the number of students that are reported, and in some cases it says that the cost per meal is \$0.02 or \$0.10 - it should never cost only \$0.02.

We need this accurate information so please track accurate numbers for May and June, using the [meals prepared tracking sheets](#) provided so we can get a more accurate number for what a meal/snack costs. Please send us this information on **June 21st**.

Card Balance: Please enter the amount in without dollar signs (\$).

Sign off and Submit tab –

New this year:

- Contribution: Click on the drop down menu to select yes or no if your school/program has contributed financially to your nutrition program. Fill in the amount that has been contributed (grants, donations, fundraising etc.) e.g.:
- Fresh From the Farm
- Green Apple
- PCCC
- In kind



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If unsure look on category summary to see if any donations were received.

Live Free donations for this year can be included in this total. Live Free donations are separated on Recommended Practices evaluation so will not be considered next year.

New this year:

Understanding: Check off that you understand that the September – June category summary/bank statement is due in June and that your grant renewal will not be considered complete until we have received it.

Make sure to keep the printed copy of the grant renewal for yourself and keep it in your file box. Allocations for the next school year will be sent out at the end of August or beginning of September.

If you need our help with your grant renewal, please let Anita, Bobbi or Heather know. And PLEASE don't wait until the last day or so before the due date, as we get very busy!

President's Choice Children's Charity

The Food & Friends program manager/director had applied for the President's Choice Children's Charity (PCCC) grant on behalf of eligible programs for this school year. Part of this grant is an agreement to provide a final report and all the receipts for your purchase back to PCCC. You should have all received an email from PCCC with a link to this final report. If you didn't and you received a PCCC grant, please let one of us know.

We are offering to complete this final report for all of the programs that we applied for. Please send your program manager/director the email that PCCC has sent you and we will try to complete it to the best of our ability. This report is due **May 11th**.

New PCCC grants can be applied for and are also due **May 11th**.

They **MUST** receive your final report before they will consider your new application. The coordinator and principal to review and approve it before we can submit it.

Criteria for PCCC grant:

1. Be a publicly funded school for children and/or youth between junior kindergarten and the last year of high school.
2. Operate a meal program in the school at least four days per week; 30 weeks per year.
3. Meals must include at least 1 serving of each the 3 food groups, based on the new version of Canada's Food Guide and/or Canada's Food Guide for First Nations, Inuit and Métis and adhere to all school, district/division board and/or provincial nutrition policy (where applicable).
4. Deliver a universally available, non-stigmatizing program to all students regardless of ability to pay.
5. Have diverse funding sources with government, community and family support to maximize program stability.



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The PCCC grant and report should only be done on Chrome or Internet Explorer.

Year End reporting

****Please refer to the [Year End Report Checklist](#) in "Resources"**

Due **June 14th**

Before completing the year-end process, ensure monthly reporting is up-to-date on your program's WebTracker reporting system: <https://mywebtracker.ca/Account/Login/SNPGuelph>

- Enter monthly reporting for May, including *Current Balance* (by June 7)
- Enter monthly reporting for June, including any actual expenses or income up to June 14.
- If missing information from September-April, contact Program Manager or Director

Year End Process

School programs: Ask your Office Coordinator (May need to ask the principal to request document) print out an account Category Summary from September to the current date. Community agencies: obtain current bank statement

Projected income and expenses for remainder of June on either the Category Summary or bank statement.

Manually enter these amounts on the Category Summary along with the amount of unspent grocery cards to give us a more accurate picture of your surplus/deficit.

Monthly Summary

In WebTracker : <https://mywebtracker.ca/Account/Login/SNPGuelph>:

Click on Client Report and then on Year-to-date Summary

Then click on SHOW (button)

The information in this report has been filtered into from your monthly reports.

Check that all the transactions on your Category Summary make sense compared to your Client Report.

As well, make sure that all funding is accounted for (e.g., school fundraisers and Live Free amount) Ministry, BCC, Grocery Foundation and CFGW Partnership breakdowns are shown at the bottom of the Client Report.

Please notify your program manager/director if you find any errors made on the monthly reporting as they will be able to make these corrections before you submit this report. (Especially volunteer information)

The most important information on the Client Report is the income and expense amounts which are added at the bottom of each category. If everything is accounted for, you can now print out your Client Report.

Receipts

Collect current receipts in your accordion file box for one full school year. (Receipts for the school year DO NOT need to be included in the year-end report)



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Please have the Principal/Executive Director Review the Year-to-date Summary, Category Summary and receipts.

After they have reviewed the documents ask them to sign the Category Summary.

Submit Year End Documents

Scan and save signed copy of the only the Category Summary and email it to foodandfriends@childrensfoundation.org by **June 14th**.

Please name your document with program name/program type/category summary/2019. We need to receive this information no later than this date so that if we have any questions we can contact you before summer vacation.

We ask that you PDF your acknowledgement letters to foodandfriends@childrensfoundation.org with the title of program name, 1st, 2nd or 3rd acknowledgment letter.

Volunteer Appreciation

- Purchasing gifts or providing honorariums (under \$300 for UGDSB or \$150 for WCDSB, PCDSB) for your non-school employee volunteers is an acceptable expense to your programs.
- We have listed some examples of items that you can give to your volunteers in our program coordinator manual under the volunteer section.
- We know the countless hours and incredible passion that you have put into your programs, and I'm sure we speak on behalf of the students when we say thank you all for your hard work and dedication to your programs. [Volunteer Certificates available](#) on "Resources".

Closing remarks

- Gov't cut backs
 - No word on any cuts to any funding yet
 - 10% decrease of food funding (\$31,500) will be projected by F&F (Anita) - will know before school year starts.
 - Notes taken about work/job action
- Mileage forms can be found online in Resources: shortest distance between home or school. Please submit these to foodandfriends@childrensfoundation.org before the end of the school year or submit to Office Coordinator for reimbursement from the program.
- Thank you cards or art from students: any would be appreciated. Please provide them on visits or by mail.
- Please use the program coordinator manual. It contains most of the answers to your questions. Find it at: <http://www.childrensfoundation.org/food-and-friends/resources>
- Thank you to Mochaberry, Platters and Centre Wellington District High Schools for providing wonderful lunches for the meetings. And to Ontario Student Nutrition Services for snacks.

Deadline review



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- Amalgamated renewal: Ministry/CFGW Partnership/BCC/Grocery Foundation – Opens May 1.
Deadline May 31
- PCCC grant and report: May 11
- Grocery Foundation Voucher Program questionnaire: June 1
- Year-end report: June 14
- Meals prepared tracking sheets: June 21
- Metro Green Apple report is due 30 days after the project is completed or by July 21
- Vouchers expire July 31

Thank you so much for your time and commitment to student nutrition in your school/agency.

