



**FOOD & Friends Program**  
DUFFERIN · WELLINGTON · GUELPH

## Principal Responsibilities

The principal works with the on-site program coordinator to ensure effective and accountable operations of the student nutrition program.

The on-site program coordinator is responsible for the daily operations.

The Food & Friends Student Nutrition Program Manager/Director provides ongoing resources and support to the principal and on-site program coordinator. She/he provides help with new program set-up, grant writing, fundraising, volunteer recruitment, training and reporting.

## Responsibilities of the Principal

- Assist in establishing a school-based student nutrition program committee to help plan and confirm finances and data of the program.
- Ensure on-site program coordinator is assigned, trained and supported.
- Understand program criteria and maintain practice that follows these criteria (grant/program/nutrition guidelines) by being familiar with the Program Coordinator Manual.
- Plan for sustainability of program in future years by:
  - Embracing opportunities for fundraising e.g. Help Kids Live Free From Hunger Campaign.
  - Advocating for school-generated funding to be directed to the Student Nutrition Program (a percentage of current fundraising activities).
- Provide financial accountability by ensuring funding requirements are met.
  - Quarterly reports due by the 7<sup>th</sup> of at least October, January, April and June, year-end reports
  - Complete grant renewal(s)
- Encourage positive school community involvement.
- Create effective school community communications.
- Understand the needs for the Student Nutrition Program in your community and advocate on behalf of those needs.
- Ensure coordinator/on-site program committee participation in Food & Friends network meetings.
- Ensure all volunteers complete the Accessibility for Ontarians with Disabilities (AODA) training
- Ensure students adhere to the school's code of conduct while attending Student Nutrition Program.
- Ensure that volunteers adhere to school policies including obtaining police checks.

Principal signature \_\_\_\_\_ Date: \_\_\_\_\_