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Brighter Bites Checklist for Administrators

Hello Administrators!

Brighter Bites is excited to be working with you and serving the families at your school this year! Brighter Bites believes that administrators are powerful role models for students, faculty, and staff. You are crucial to our efforts. We can neither successfully create a community of health at your school nor encourage brighter eating habits without your support! We have created a checklist of simple steps you can take as an administrator to support both Brighter Bites during our 16 weeks of programming and the CATCH program throughout the school year. Please consider adopting some (or all!) of the following suggestions, and keep this page to document what you accomplish. The Brighter Bites Program Coordinator for your school will check in with you throughout the year. If you do not have the materials referenced, please let the Brighter Bites Program Coordinator at your school know.

- Make a morning announcement about Brighter Bites every week on Brighter Bites Day! This will help students and staff remember to pick up their bags and provide an opportunity to mention what's in the bag that day.**
- Include information about your school's Brighter Bites Day on your website, in your school messenger, and on your main bulletin board for parents.**
- Encourage your faculty and staff to build a community of healthy eating on your campus by talking about and experimenting with the Brighter Bites bags of produce and recipes both in and out of the classroom.**
- Praise faculty who incorporate CATCH lessons, "Go, Slow & Whoa" language, and Brighter Bites produce into their classrooms.**
- Ensure CATCH posters and signs are displayed throughout your school, including in the cafeteria, gym, hallways, classrooms, and the main office.**
- Be an active member of your school's CATCH Team and support your CATCH Champion at monthly meetings.**
- Complete the CATCH Star Tasks for Principals and Administrators each 6/9-week period.**
- Encourage your Cafeteria Manager to hand out at least 10 CATCH "Caught You Being Healthy" cards per week while students are eating breakfast and lunch.**



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- Arrange to visit classrooms during activities or lessons involving Brighter Bites produce and hand out “Caught You Being Healthy” cards and CATCH MVP cards.
- Give out at least 2 CATCH MVP awards per week.
- Encourage teachers to send home the “I like to Cook it Cook it” and “Family Mealtimes Matter” CATCH pages during the weeks of Brighter Bites programming.