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Brighter Bites Site Requirements

Produce Distribution—Bagging

- Appropriate INDOOR bagging space with adequate supplies (gym, cafeteria, multi-purpose room) and a point of access for a delivery truck and electric pallet jack
 - Large trashcans, minimum of two dollies/flatbeds, minimum of 4 large tables
- Distribution space that is the same as bagging space, to reduce the movement of bags and maintain the integrity of produce
- School's Volunteer Coordinator recruits parent or community volunteers for every produce bagging day (minimum of 10 volunteers per 150 families served)
- Principal encouraged to stop by a minimum of 2 produce bagging periods per semester to contribute to our co-op model and show their support to the volunteers

Nutrition Education

CATCH

- All Main Classroom teachers + enrolled Art, Music, SPED, PE teachers complete and log CATCH lessons depending on their level of implementation:
 - 1 lesson per grading period for Bronze level schools (First year sites)
 - Each subsequent year of programming your school will be asked to teach more lessons per grading period.
 - All lessons logged on track.brighterbites.org each grading period
- Form CATCH/Coordinated School Health/Wellness Committee so they can fully implement CATCH, including star tasks
- Hang GO SLOW WHOA Posters provided by Brighter Bites
- Principal adheres to Brighter Bites-CATCH Checklist which outlines how the principal can support CATCH in their school
 - Examples: Making the announcements mentioned below and providing positive reinforcement for both teachers and students
- Principal sends email communications to teachers to remind them to teach and track CATCH lessons.

Produce Activities

- All Main Classroom teachers + enrolled Art, Music, SPED, PE teachers complete weekly produce activities.
- All produce activities logged on track.brighterbites.org each week in each classroom.



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- Principals make weekly announcements after bagging is over to remind teachers to do a produce activity.

Training

- Prior to the start of school, invite Brighter Bites staff to give a 30-minute presentation to all Main Classroom teachers + Art, Music, SPED, PE teachers about their role in the Brighter Bites Co-op as outlined above.
- Send your school's health champion or main point of contact (or other appropriate person) to an annual CATCH training offered in the fall (1 day)
- Send your CATCH/Coordinated School Health/Wellness Committee to an annual Orientation to Nutrition Education. Date and Time determined by your ISD and your city's Brighter Bites team. (2 hours)

Fun Food Experience

- Brighter Bites Distribution time aligns with school dismissal or occurs immediately following school dismissal so parents and children participate in the observational learning experience together
 - *Distributions are not permitted before school dismissal.*
- Principal and faculty support Brighter Bites' efforts to encourage parents to bring their children to distribution
- Principal is encouraged to stop by a minimum of 2 distributions per semester to contribute to our co-op model

Communication

- Principal circulates and supports Brighter Bites Staff Participation Policy which outlines the difference between *Main Classroom teachers + Art, Music, SPED, PE teachers* and *other school staff*.
- Access to principal and main point of contact via email and for periodic meetings including but not limited to:
 - Meeting before distributions begin in August or September
 - At the end of each semester to review school's performance regarding all Brighter Bites Pillars using our Site Report Card
- Principal follows up with teachers regarding their Nutrition Education requirements throughout the year: CATCH Lessons and Produce Activities
- Principal makes weekly morning announcements on Brighter Bites Day using a script provided by your school's program coordinator
- Allowance to put up external signage on school campus to remind parents of Brighter Bites Day

Promotion

- Recruit families to sign up in the first two weeks of Fall and participate in program for at least 12 out of 16 weeks



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- Encourage faculty and staff to speak with kids and their parents about Brighter Bites and strongly promote enrollment within the first two weeks of fall programming
- Allow Brighter Bites time to speak with parents to help in recruitment efforts in August and September at Open House or Meet the Teacher
- Show parents the Parent Participation video (<https://www.brighterbites.org/participate/>) through email, text, or at school events during August and September
- Advertise Brighter Bites on the school website and Facebook page
- Invite Brighter Bites to school events like Health Fairs
- Allow for Brighter Bites to utilize a bulletin board on campus throughout **the year**