

# Annual process – clubs

Throughout the school year, schools carry out the reporting, evaluation and renewal processes in collaboration with the Club in order to ensure the proper operation and the success of their breakfast programs.



Good Breakfast. Better Life.

Process and purpose	Details	Timeline	Resources involved
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<p><b>1 Strategic planning meeting</b> Start the year with a clear plan Ensure smooth breakfast program operations</p>	<ul style="list-style-type: none"> <li>• Review of the partnership agreement</li> <li>• Last year's breakfast program operations debrief</li> <li>• Share goals and/or action plan</li> </ul>	Fall	<ul style="list-style-type: none"> <li>• School Principal or designated school representative</li> <li>• Head Volunteer</li> <li>• Club Coordinator</li> </ul>	
<p><b>2 Online reporting</b> Submit online reports including stats, revenues, expenses and supporting documents.</p>	<p>Trimesters:</p> <ul style="list-style-type: none"> <li>• First trimester (Sept/Nov): December 15</li> <li>• Second trimester (Dec/Feb): March 15</li> <li>• Third trimester (March/June): Early June</li> </ul>	Each trimester or monthly before the 15th of the following month	<ul style="list-style-type: none"> <li>• Person appointed by the principal (i.e. Head Volunteer, administrative volunteer or school staff member)</li> </ul>	
<p><b>3 Food supply management</b> Optimize food procurement system Avoid waste</p>	<ul style="list-style-type: none"> <li>• Food inventory log</li> <li>• Adjust order quantities (when needed)</li> <li>• Respect food safety guidelines</li> </ul>	Throughout the year	<ul style="list-style-type: none"> <li>• Person in charge of breakfast program operations</li> </ul>	
<p><b>4 Breakfast club evaluation</b> Evaluate breakfast program operations to ensure quality and encourage efficient practices.</p>	The "Breakfast club evaluation" document is an important tool that allows you to evaluate your breakfast program in accordance with the Club's guiding practices and program criteria.	As needed throughout the year	<ul style="list-style-type: none"> <li>• School Principal or designated school representative</li> <li>• Head Volunteer</li> </ul>	
<p><b>5 Coordination committee</b> Get together to discuss program operations and determine a course of action to continuously improve all processes.</p>	<ul style="list-style-type: none"> <li>• Using the "Breakfast club evaluation" document</li> <li>• Share successful endeavors and challenges</li> <li>• Find solutions and create initiatives</li> <li>• Establish an action plan</li> </ul>	At least once per school year and as needed	<ul style="list-style-type: none"> <li>• School Principal or designated school representative</li> <li>• Head Volunteer</li> <li>• Club Coordinator (if needed)</li> </ul>	
<p><b>6 Reapplication</b> Confirm the interest to maintain the partnership with the Club and get feedback.</p>	<p>Complete the online questionnaire annually: School information and questions related to breakfast program impacts, challenges and available resources.</p>	Winter	<ul style="list-style-type: none"> <li>• School Principal or designated school representative</li> <li>• Head Volunteer</li> </ul>	
<p><b>7 Partnership agreement</b> Establish the terms and responsibilities of the relationship between the Club, school and other affiliated organisation(s).</p>	All parties sign the partnership agreement.	May-June	<ul style="list-style-type: none"> <li>• School Principal</li> <li>• Club</li> <li>• Other organisation (if applicable)</li> </ul>	