

## MANAGEMENT POLICY FOR BREAKFAST CLUB OF CANADA'S FINANCIAL SUPPORT

*\*Also see document: Guiding Practices*

### GENERAL INFORMATION

Breakfast Club of Canada has to be extremely vigilant in regards to the management of its budget and food supplies in order to ensure the sustainability of our programs and to be able to justify the expenses related to our mission. The financial support offered to schools by Breakfast Club of Canada has to be used solely for the purchase food.

The food purchased must be healthy and comply with the recommendations of Canada's Food Guide along with the School Board's food policy (if applicable). The menu includes a minimum of 3 food groups out of the 4 which are recommended daily (including a serving of fruit/vegetable and a serving of dairy product). The school is invited to share a copy of its menu with their regional coordinator for analysis purposes.

The school will submit quarterly financial and breakfast program data to Breakfast Club of Canada, along with all related receipts, through the tools provided by Breakfast Club of Canada.

### DESCRIPTION OF THE SUPPORT OFFERED BY BREAKFAST CLUB OF CANADA

Once the analysis of the needs and the reality of the environment is completed, BCC can offer financial support per student, per morning that may be used only to purchase food.

In accordance with the result of the analysis of the needs and of the environment, a part or the totality of the necessary equipment required for the preparation and serving of the breakfast could be provided to the school. The school must then make a commitment to ensure the equipment is maintained, and repaired if necessary.

All schools which are financially supported by Breakfast club of Canada receive concrete support from the regional coordinators for recruiting and training the volunteers and sharing knowledge of best practices. They also offer supervision and evaluation of the breakfast program, and help with different youth projects. This support allows and ensures that each club is a safe and inviting place to its participants, whether it may be children or volunteers.

### PURCHASES NOT AUTHORIZED BY BREAKFAST CLUB OF CANADA

- Candy and chocolate
- Chocolate or caramel sauce
- Pastries, cakes or cookies
- Marshmallows
- Jell-O and pudding
- Bacon and sausages
- Pâtés
- Sweet cereals (Cereals must contain less than 5 g of sugar or less than 10 g of sugar for cereals containing dried fruits)
- Spreads like: Cheez Whiz, Nutella, Caramel, etc.
- \*Steel wool
- \*Cleaning products that are not from nutrition grade (ex. : Vim, Hertel, domestic dish soap, etc.)
- \* *Dish mops*

*\*Those products are not authorized by MAPAQ.*

## ADDITIONAL INFORMATIONS

### Parental contributions:

The school (or the committee that manages the school breakfast club) is encouraged to request financial and volunteering contributions from the parents, and also to develop partnerships with local vendors or establishments with the goal to reduce the costs of the breakfast program and ensure its durability. The non-financial contributions that are responding to our norms are also welcome

Breakfast Club of Canada's recommendation for parental contributions:

- Elementary schools = \$0.30 per breakfast or \$45 per year.  
For a family: 3 payments of \$25 or \$75 per year.
- High schools = \$0.50 per breakfast or \$75 per year.  
For a family: 3 payments of \$40 or \$120 per year.

### Breakfast for the school's team.

The Breakfast Club of Canada, have established a project inviting the breakfast school's team to have breakfast with the students. There is a lot of relational advantage for doing so, other than to generate the amount of funds that can be re-invested directly in the breakfast program of the school. All information, and tools required, to put such a project in place is available from the regional coordinator.

The money accumulated from the parental contribution and/or the breakfast team/school, needs to be re-invest in the school, to complete and improve the menu and could also be used for other purchases, such as:

- Dishwashing liquid (products approved for use with food preparation)
- Sanitizer (ex : Bactol)
- Tablemat
- Hairnet (hair and beard)
- Paper cups
- Dish and towel cloths
- Coffee for volunteers

\* Please note that the above is a list of buying examples. All other reasonable buying inquiries, which are not on this list, need to be analysed for approval.

Note: in the event that the following products are not available by the school, the club could provide them, following the needs analysis.

- Dishwashing liquid (products approved for use with food preparation)
- Sanitizer (ex : Bactol)
- Tablemat
- Hairnet (hair and beard)
- Paper cups

## UNUSED FUNDS

Throughout the year, the Club, in collaboration with the community, analyzes expenses and orientates future payments to enable the breakfast program to end the year with a security fund representing 15% of its annual value. This balance enables the breakfast program to begin before the first payment is given at the beginning of the school year. The school takes responsibility for ensuring that the money in its possession will be readily available for the start of the next school year.

For any questions regarding this policy, you are invited to contact your regional coordinator of Breakfast club of Canada.

\* Please note that this policy is subject to revision. If so, the partner school will be advised rapidly.