



## CHECKLIST FOR IMPLEMENTING A

# SUCCESSFUL SHARE TABLE PROGRAM

- Review pertinent Food Recovery Policy:
  - County Health Department *Guidelines on Share Tables* (contact the Florida Department of Agriculture and Consumer Services' Food Recovery Specialists at 850-617-7165 for assistance)
  - Legal Fact Sheet: *Bill Emerson Good Samaritan Food Donation Act* (**Attachment 1**)
  - United States Department of Agriculture's Memo, *The Use of Share Tables in Child Nutrition Programs* (**Attachment 2**)
- Meet with administration, cafeteria manager, volunteers and those interested in starting the program to review logistics and plan.
- Ensure you have proper supplies for your share table. Each school may require different supplies depending on their county's guidelines and/or implementation plan.
  - Refrigerator
  - Ice cart/tub with drainage to hold milk and perishable items
  - Temperature log (**Attachment 3**)
  - Adult to monitor share table
- Send out a program letter to inform parents, students, faculty and staff on share tables and their benefits. (**Attachment 4**)
- Teach students and staff about your share table program with an assembly or morning announcement discussing:
  - What is Offer vs. Serve
  - How food recovery reduces greenhouse gases while feeding those in need
  - The results of your school's Student Food Waste Audit
  - Share table procedures – when to place items in cart, how to visit share table, etc.
- Launch Food Rescue – Volunteers maintain notebook to track food items shared/donated, temperature chart.
- Utilize the *foodrescue.net* tracking tool to measure impact and share results with your school and community. Track data for a minimum of one week to get an accurate idea of impact.
- (Optional) Arrange for a food pantry to receive donations (i.e. items left on the share table). Complete the Donation Agreement Form (**Attachment 5**). For more information on food donations, please see the *School Food Donation Checklist*.
- (Optional) Conduct a student food waste audit – *Guide to Conducting Student Waste Audit* (**Attachment 6**). Alternatively, collect all unopened and unpeeled food items that typically end up in the trash each day, tally and enter data into *foodrescue.net* tracking tool, thus providing baseline data to share impact.

For assistance in completing any of these steps, please contact the Florida Department of Agriculture and Consumer Services' Food Recovery Specialists at 850-617-7165.



This institution is an equal opportunity provider.

**Florida Department of Agriculture and Consumer Services**  
**Nicole "Nikki" Fried, Commissioner**