



Top Ten To-Do's – Today and through the Summer

Done	To-Do	Delegated to:
	<p>10. Walk Your Campus Take a quick tour of the school to identify any non-Smart Snack compliant marketing or advertising (vending graphics, scoreboards, school store materials, bulletin boards). Notify administration so updates can be made over the summer.</p>	
	<p>9. Review Production Records Go through all production record books (lunch, breakfast, snacks, FFVP). Pay special attention to meal pattern documentation and any squares that were not filled in. If you do not know what goes in the blank squares, please call the CNFD office.</p>	
	<p>8. Plan Your Training Schedule Outline required and recommended trainings for all meal program staff, including:</p> <ul style="list-style-type: none"> • Civil Rights (required annually) • Offer vs Serve • Food Safety • Meal Charge Policy <p>Consider adding targeted refreshers based on this year's review findings.</p>	
	<p>7. Set Up Professional Standards Logs Create or copy a new annual training log for yourself and your staff. Include staff names and required hours, and track training from July 1 to June 30.</p>	
	<p>6. Evaluate Your POS System & Decide if you will switch from Power Lunch, if using. Complete year-end rollover, verify free/reduced/paid setup for next school year, check for overt identification, confirm pricing accuracy, and plan cashier training for fall.</p>	
	<p>5. Update Nondiscrimination Statements Ensure the correct USDA nondiscrimination statement appears on:</p> <ul style="list-style-type: none"> • Your website • F/R household letters • Newsletters or outreach materials <p>Use the Nondiscrimination statement that is on the NDDPI-CNFD website. Confirm the "And Justice for All" poster is publicly displayed.</p>	
	<p>4. Convene or Prompt a Wellness Policy Meeting Encourage the district to hold a wellness policy review. Bring a list of food service accomplishments, nutrition education efforts, and challenges from recent years. Identify goals for the coming year (e.g., ND Harvest of the Month, breakfast participation strategies, menu enhancements).</p>	
	<p>3. Build or Refresh Your Cycle Menu Include all required components, vegetable subgroups, weekly minimums and maximums and dietary specifications: calories, sodium, and saturated fats are met. Overlay menus with next year's school calendar to account for holidays and non-student days. Map out annual events like Pride of Dakota Day, Apple Crunch, NSLW,</p>	

	Thanksgiving meal, NSBW, and School Lunch Hero Day.	
	<p>2. Cost out your menu. With rising costs, this step is more important than ever. Use the Food Buying Guide to calculate crediting and per-serving costs for recipes, condiments, and purchased items. Don't forget disposable supplies — they add up fast.</p>	
	<p>1. Review the Fresh Fruit & Vegetable Bar Consider simplifying or reducing daily protein options by offering them as alternate entrée items (e.g., for build-your-own salads).</p>	

Bonus 5 for those Ultra Organized School Nutrition Professionals

Done	To-Do	Delegated to:
	<p>1. Update Your Meal Program Marketing A monthly menu alone may not sustain participation. Create simple promotional tools highlighting the value and variety of school meals. SNA resources can help.</p>	
	<p>2. Prepare Household Communications Draft F/R applications, meal pricing letters, charge policy notices, celebration/activity guidelines, and optional newsletters. Consider ways to offer healthy classroom or birthday treats.</p>	
	<p>3. Prepare Staff Communications Develop a welcome message or small incentive for new staff (e.g., one free adult meal, following reimbursement rules). Share key resources: Smart Snacks, Offer vs Serve, Wellness Policy.</p>	
	<p>4. Explore Additional Revenue Streams Consider Smart Snack-compliant a la carte items, catering, summer programs, or vended meals. Ensure pricing supports program financial requirements.</p>	
	<p>5. Rest, Relax & Recharge for the coming School Year. Plan a summer team get-together, brainstorm session, or simple check-in. Staying connected helps the team regroup and build momentum for the new year.</p>	

As you head into summer, we hope you enjoy the slower pace and well-earned break. But just like athletes who make their biggest gains in the off-season, the preparations you make now will set you up for a smoother, stronger year ahead. Every item you check off this list puts you a step closer to a confident start in the fall—and ultimately strengthens the program for the students we serve across North Dakota.

Contact the NDDPI – CNFD office at dpicnfd@nd.gov or 701-328-2294 if you need help with any of the items on this list.

Thank you for all you do. Enjoy your summer, recharge, and take pride in the groundwork you're laying for next year.

