## Sponsor Timeline

	Check list						
		Take time to learn about SFSP in Montana and across the US.					
		Hold a planning meeting with school food services, community agencies, parents, teachers, church leaders, and local officials to determine areas of need, meal sites, and existing summer programming. Contact MFBN for assistance.					
		Contact OPI to determine if your community is eligible for a SFSP site and to request an application.					
Use this timeline to help plan a SFSP site in your community!		Contact other SFSP sponsors in Montana with questions about effective methods to run a site, menu planning, and getting kids to participate (see contact list on MFBN website). Contact a <i>Montana School Food Service Peer Consultant</i> to ask questions about the day to day running and management of a food service program (this list is also found on the MFBN website).					
		Decide how you will obtain meals for the site (self prep vs. vended). Figure out meal preparation logistics. i.e. where will they be made, who will make the meals, etc					
		Notify the local health department of your intention to have a food site. Provide them with a list of sites you plan to serve. Submit a copy of this letter with your OPI application.					
		Determine cost of operation and reimbursement amount (estimates).					
		Return completed application to OPI. The earlier you turn in your application the sooner you may begin training staff.					
		Attend OPI Sponsor Training.					
		Hire Staff (Site Monitor, Site Supervisor, Support Staff) and organize volunteers.					
		Train staff and volunteers.					
		Work on community and business partnerships. Reach out to schools, neighborhoods, businesses, residents, and local government.					
		Notify local media about your site. Advertise your site by distributing flyers to students before school ends, hanging up informational flyers all over town, airing public service announcements on TV and radio, etc					
		Plan and host a kick off event for new sites.					
		Conduct pre-operational visits to all new sites using forms from OPI. Make sure the site meets all requirements.					
		Set up monitoring schedule and keep accurate records and reports. These documents must be kept for three years.					
		Send OPI all site updates including changes in meal times, site locations, field trips, etc					
		Send reimbursement claims to OPI.					
		Evaluate what went well in your program, and start planning for next year!					

Give yourself a pat on the back for helping kids in your community gain access to nutritious food during the summer months!

Jan	Feb	Mar	Apr	May	June	July	Aug	Sept

Visit www.mfbn.org/pub/summerfood for more tools and tips to help you plan a summer food site!