

The following pages are meant to provide you with a reference guide for the 2017-2018 Year-End report for all programs funded by the Child Nutrition Council of Manitoba. This document is a resource only to assist you in ensuring you have all the required information before completing your report. You must **complete your report online** at this link: <http://childnutritioncouncil.com/year-end-report/>

If you have any questions or require assistance, please contact us by email at info@childnutritioncouncil.com or by phone at 204-202-1233.

Thank you,

Child Nutrition Council of Manitoba

Section I: Contact Information

- School Division or Education Authority*
Please select from the following list. If you do not see your school division or education authority, choose "Not Listed".

School Division or Education Authority (if not listed above)

- School or Community Site Name*
Please select from the list below. If you do not see your school or community site listed, please select "Not Listed" and enter in the following question.
- School or Community Site Name (if not listed above)
- Name of Person Completing the Report*
- Email*
Please ensure this email is entered correctly. Upon submission, a copy of the report will be emailed to this address.
- Principal or Site Authority Email*
Please ensure this email is entered correctly. Upon submission, a copy of the report will be emailed to this address.

Section II: Program Information

- How many students in grades K-6 accessed the program per day?*
- How many students in grades 7-12 accessed the program per day?*
- Total number of students who accessed program.
- How many students who accessed the program were part of an off-campus or alternative education program?
- How many days per week did you offer a breakfast, snack and/or lunch program?*
- If your program ran for less days per week than originally intended was it due to limited funding?*
- Yes
- No
- The program ran for the number of days we had planned
- What type of program did you offer?*
- Please select all that apply to programs that are using the Council's support:

Breakfast program

Snack program

Lunch program

Vegetable and Fruit program (only vegetables and fruit offered)

- What equipment was available to your program?

Refrigerator

Freezer

Stove top

Oven

Sink

Toaster

Dishwasher

Reusable Dishes

- What was the total number of weeks the program was offered?*

Please provide a number, not a range. Note: a school year is 37 weeks.

- If your program ran for less weeks than originally intended was it due to limited funding?*

Yes

No

The program ran for the number of weeks we had planned

Section III: Program Management

- Who was involved in your program?*

Principal/Vice Principal or Site Authority

Nutrition Program Staff

Classroom Teacher

Resource Teacher

Education Assistant

Community Connector

Secretary

Custodial Staff

Students

Parents, Caregivers or Grandparents

Community Members

Other

Please Describe:

- If students had an opportunity to develop skills by participating the program, please tell us in what way. Select all that apply.*
 - Menu planning
 - Shopping and budgeting
 - Cooking and food preparation
 - Delivery of food to students
 - Clean-up
 - Food Storage
 - Students did not participate in the program
 - Other
 Please describe:

- Who was involved with grocery shopping for your program?*
- Please check all that apply.
- Principal/Vice Principal or Site Authority
- Nutrition Program Staff
- Classroom Teacher
- Resource Teacher
- Education Assistant
- Community Connector
- Secretary
- Custodial Staff
- Students
- Parents, Caregivers or Grandparents
- Community Members
- Food is Delivered
- Other
- Please describe:

- Was one person at your location certified for safe food handling?*
- At least one person who is certified in safe food handling should be on site when food is being prepared and served for your program. You can find information regarding Certified Food Handler Training Programs [here](#).
- Yes
- No
- How many parent/community/staff volunteer hours were contributed to the operation of your program during the school year?*
- Please enter the number of hours. If no volunteer hours were contributed enter zero.

- How many paid staff hours were contributed to the operation of your program during the school year?*

Please enter the number of hours. If no staff hours were entered, enter zero.

- How did you deliver your program to students?*

There are many different models for delivering a nutrition program, all with their own advantages in different contexts. You can find descriptions of program delivery models [here](#).

Meal or snack room

Classroom

"Grab and go"

Part of school canteen or cafeteria

Other

Please describe:

- Which of the following types of foods did your program have the capacity to regularly (at least twice/week) serve?*

Please select all that apply.

Cooked items such as scrambled eggs, soup, casseroles, hot oatmeal

Baked items such as muffins, quiche, loaves, baked oatmeal

Smoothies

Items requiring preparation time such as chopped vegetables and fruit, sliced hard cheese, yogurt parfaits, boiled eggs, wraps, sandwiches

Items requiring little to no preparation time such as mini carrots, whole fruit, cold cereal, whole grain crackers, cheese strings, yogurt cups

Other

Please describe:

- Select from the following list the MAIN challenge in offering your program. (check one)*

Limited staff

Limited funding for food

Distance to travel to do grocery shopping

Limited time to prepare and serve food

Limited funding for equipment and supplies

Lack of kitchen space

Lack of suitable space for eating

Difficulty finding and/or maintaining volunteers

Difficulty purchasing food during school hours

Availability of nutritious foods

Reports and applications for funding

- If you would like to elaborate further, please provide more information regarding your program challenges.

Section IV: Program Supports

The Child Nutrition Council of Manitoba works to support nutrition programs across Manitoba in a variety of ways, including workshops, receipt reviews, newsletters, resources, fact sheets, social media posts, telephone calls and site visits. Registered Dietitians are always part of this team, and help schools offer healthy options to their students.

- Which of the following supports did your program find useful?*
- Please select all that apply
- Print resources
 - Online resources
 - Website
 - Social media
 - Receipt review
 - Workshop
 - Visit from program dietitian
 - Other
 - None of the above
 - Please describe
- If you accessed supports from the Council did they have a positive impact on your program?*
- For example, changes to your menu, involvement of students, or program management?
- Yes
 - No
 - I did not access any supports from the Council
- Do you have any comments about the support your program received from the council and how it impacted your program?
 - If you accessed our social media accounts, tell us which accounts you accessed. Check all that apply:
 - Facebook
 - Twitter
 - Instagram
 - If you accessed our social media accounts, tell us what information you found useful. Check all that apply:

Highlights from other programs

Links to relevant articles

Links to recipes

Events

Other

Please describe:

- What social media content would you like us to share in the future?
- If you are interested in continuing education opportunities to support your program select the options that are most favourable.

Full day Winnipeg workshop in Fall (Oct-Nov)

Full day Winnipeg workshop in Winter (Jan-March)

Full day Winnipeg workshop in Spring (April-May)

Full day workshop offered in my local area

Online learning

Other

Please describe:

- What are some topic areas that you would be interested in learning about to support your program?
- Help us share with others! What was a menu item that worked well for your program this year?

Please include menu items that worked well in terms of student acceptance, purchasing ingredients, ease of preparation, serving and cleaning up.

Section V: Manitoba Egg Farmers Coupons for Nutrition Programs

Manitoba Egg Farmers donated coupons for free eggs in the 2017/2018 school year. These coupons were included with the 2nd grant installment cheques for most programs who received a grant from the Council in the past school year. We would like to gather information about your experience with the egg coupon initiative through your responses to the following questions.

- Did your program receive coupons for free eggs from the Council & Manitoba Egg Farmers?*
- Yes
- No
- Would your nutrition program be able to use egg coupons if they were available for the 2018-2019 school year?*

Note, these coupons are intended to be used for program use, not for staff or families.

Yes

No

If no, please explain

- Did the coupons help you to serve eggs more often?

Yes

No

Did not use the coupons we received

- If you answered No, please explain why

Lack of refrigeration space

Lack of cooking facilities

Lack of staff/volunteers to prepare eggs

Egg allergies

Other

Please explain

- If you did not use the coupons, please explain why.
- Please select the item that best describes your experience with using the egg coupons

All coupons were used

Most were used

Some were used

None were used

- Please describe your experience with exchanging the coupons for eggs

Easy - no challenges

Somewhat challenging - minor problems

Difficult

Not possible

- How successful was the egg coupon initiative?

Extremely successful

Very successful

Moderately successful

Somewhat successful

Not successful

- Do you have any comments specifically about the egg coupons donated by Manitoba Egg Farmers?

Section VI: Financials

REVENUE

Include all sources of revenue such as fundraising, parent/individual donations, school division contributions, and other community donations and grants (list individually).

- Cash on hand*
Amount of funds remaining for your program on June 30, 2018, that you can carry over to the following school year. If you do not have any cash on hand, please enter "0."
- Did your program receive revenue from sources other than the Child Nutrition Council of Manitoba in 2017-2018?*
- If yes, please indicate the sources and amounts of revenue.
Yes
No
- Did your program received any non-financial donations of supplies, or services select all that apply (not including staff or volunteer hours)?*
- None received
Use of Vehicle/Mileage
Equipment
Supplies
Food Delivery
Other
Please describe:
- Please provide an estimate of the dollar value of the non-financial donations in the previous question.*
If none, enter zero.
- If your program received any donations of food select all sources that apply.
Grocery, Bakery or Community Store
Food Distributor
Food Bank
Restaurant
Parents

Staff

Community Members

School/Community Garden

Food Coupons (including Manitoba Egg Farmers' Egg coupons)

Other

Please describe:

- Please provide an estimate of the dollar value of the food donated to your program.*
If none, enter zero.
 - Did your program receive any store discounts for food purchases?*
- Yes
No

TOTAL REVENUE

This field is automatically calculated from your previous responses. Please do not enter a number in the field.

COSTS

Food Costs

- Food costs*
What were your total food costs for the 2017-2018 school year?
- Operating Costs
This section is EXCLUDING all in-kind or donated operating costs. The Child Nutrition Council of Manitoba provides grants to cover food costs for breakfast, snack and lunch programs. At most, you may use up to 20 percent of your total annual grant (or \$500, whichever amount is less) for cleaning products, food delivery, small kitchen equipment, and/or supplies such as disposable bowls, spoons, and napkins if required. However, please enter actual costs, as it is helpful to know the true costs of running a program.
Appliances and maintenance
Supplies
Food delivery or mileage
Personnel
Other
Please describe "Other" costs:

TOTAL OPERATING COSTS

TOTAL COSTS

Total food costs + total operating costs:

Section VII: Priorities and Outcomes

- Has the breakfast, snack or lunch program contributed to improving any of the following? (check all that apply):*
attendance
academic effort and attention span
academic performance
decreased disruptive behavior
socialization among students, school staff and volunteers
school climate
no observed improvements in the areas above
If you checked any boxes above, please describe.
- Has the breakfast, snack or lunch program contributed to any of the following? (check all that apply):*
increased amount and variety of nutritious foods available to your most vulnerable students.
increased awareness and/or acceptance of healthy food choices among students.
increased awareness and/or acceptance of healthy food choices among school staff.
none of the above
If you checked any boxes above, please describe.
- Were you able to achieve your program priorities? Please describe.
Your priorities were entered in your 2017-18 application form.
- You must consult "Moving Forward with School Nutrition Guidelines" when creating and making decisions about program menus (specifically pages 7-9 and 27-32). How successful were you at achieving your goal(s) from your Action Plan (page 10 of the Guidelines).
You can find the Manitoba School Nutrition Guidelines [here](#).
- Do you have any other comments, stories or concerns regarding any aspect of your nutrition program?
- Photos/Artwork
Do you have any photos or artwork from your nutrition program that you would like to share? We may use them to help promote the work of the Child Nutrition Council of Manitoba through social media, presentations, reports, and other communications. You may upload up to three:

Section VIII: Program Receipts

Please indicate you have read and agree to the following:*

I understand that this report will not be considered complete until copies of program receipts have been received by CNCM (refer to the Receipts fact sheet here for more information).

Please do not send originals in the mail. You can: 1) Upload your receipts with this report; OR 2) Scan and email copies to info@childnutritioncouncil.com; OR 3) Mail copies to 191 Provencher Blvd, Winnipeg, MB, R2H 0G4.

Upload receipts

You have the option to submit your receipts here: (Note: Maximum file size is 20MB and you can only upload up to 10 files.)

Section IX: Authorization

School Principal or Site Authority ONLY*

I agree the information in this application is true and accurate and am in agreement with the statements above.

I agree that any submitted photos or artwork have the proper guardian consent in place that enable our school to share these with the Child Nutrition Council of Manitoba.

School Principal or Site Authority Name*