Sample Agenda: Smart Snacks Collaboration Meeting

Introductions	▪ What schools or districts are represented ▪ What departments from those schools/districts are represented (i.e. Child Nutrition Services, Administrators, Student Organizations, PTA)
Review of Smart Snacks in Schools	▪ Facilitator goes through "Smart Snacks 101" PPT
Activity	▪ Separate into respective groups identified during introductions ▪ What parts of the new rules most impact your group? - For example, a la carte sales might most affect Child Nutrition Services while fundraising might most affect the PTA ▪ What are some challenges your group will have to overcome? Where do you need help? Can you work with other groups to achieve greater success? ▪ Brainstorm possible solutions together ▪ Report out as a large group and identify commonalities and potential partnerships!
Activity	▪ Hang flip chart paper around the room ▪ Ask participants to list the names of their vendors ▪ Duplicates can be identified with check marks next to the original post ▪ Divide into groups by vendor name. Note the number of shared vendors. ▪ Discuss other vendors being used by schools and districts ▪ Make a list of shared vendors ▪ Make a list of other vendors to explore ▪ Identify a note-taker to send notes to the group for follow up
Next Steps	▪ Identify participants interested in a vendor follow up meeting ▪ Send inquiry for interest and questions to address ▪ Set date for next meeting to discuss information received

Materials Needed:

- Copy of agenda
- Smart Snacks 101 PPT
- Scratch paper
- Flip Chart
- Markers

Ensure someone takes notes during the meeting. Summarize notes and report back to the group in a timely manner. Set a date for the next meeting.