

# Sponsor Checklist

## Summer Food Service Program



**COLORADO**  
Department of Education

Thank you for considering being part of the Colorado Summer Food Service Program (SFSP)!  
Here are a few things to consider before you start...



## Program Administration and Fiscal Viability

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- ✓ Is there a need for summer meals for kids in your community? Are you duplicating services/are there already SFSP meal sponsors/sites in your area?
- ✓ What kind of support do you have from your organization's administration, board of directors, and/or staff?
- ✓ Who will be the main program contact? Who will attend trainings, monitor daily program operations, and undertake record keeping?
- ✓ Who will handle the budget and payroll?
- ✓ How will your program ensure fiscal viability?
- ✓ How many children do you expect to feed? What happens if this target is not met/is exceeded?

## Site Management

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- ✓ How many sites will you provide meals to? One or multiple?
- ✓ How will you qualify locations to be free meal sites according to SFSP guidelines (using school district data, Census data, or other)?
- ✓ For particular meal sites that require income eligibility from children, how will you prove eligibility and collect qualifying documentation?
- ✓ Who will be the site supervisor at each site served?
- ✓ How will you hire and train staff at each site and/or recruit and train volunteers?

## Meal Preparation and Service

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- ✓ Which meals and what kinds of food will you serve? At what time?
- ✓ Who will prepare and serve meals? Will you prepare meals in-house or hire an outside vendor?
- ✓ How will you ensure that health department and food safety regulations are met at each site?
- ✓ What kind of equipment (coolers, refrigerators, warmers, supplies) will be necessary?
- ✓ How will meals be transported/delivered to sites?
- ✓ How will records containing the number of meals served be recorded and how will this information be collected from sites?

## Outreach and Promotion

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- ✓ How will you recruit new meal sites? How will you engage with existing summer programs in your service area and encourage them to be a meal site?
- ✓ What role can community partners and businesses help with promotion and support?
- ✓ How will you ensure children and families know about meals?

This institution is an equal opportunity provider.  
*Adapted from Hunger Solutions New York*