

## Small Communities Transformation Grant

### Healthy Eating Work Plan

Tasks	Completed
<b>Assessment</b>	
Assess current vending machine offerings	
Review current vendor contract	
Assess current catering/meeting menus	
Assess current healthy eating policies	
Conduct employee surveys	
<b>Planning</b>	
Form committee	
Review guidelines and information about healthy eating	
Decide on strategic plan and evaluation plan	
Write/update vending and meeting policies	
Determine: <ul style="list-style-type: none"> <li>Appropriate policy mechanism</li> <li>What guidelines organization will follow</li> <li>Ratio of healthy to unhealthy products</li> <li>What products will be chosen</li> </ul>	
Work with vendor on item selection	
Approve vending policies through proper administrative channels	
<b>Promotion &amp; Implementation</b>	
Implement policy change and strategic plan	
Communicate new policy to vendors and caterers	
Communicate new policy to employees	
Promote vending machine changes through all employee communication channels.	
Write articles, post signs, spread the word and be creative!	
<b>Evaluation</b>	
Compare sales before and after vending policy change, if available, at multiple time points	
Conduct post-implementation employee surveys	
Continue to assess vending machines	