

TAPs Quick Start Guide



Congratulations on joining the Smarter Lunchrooms Movement (SLM) as a Technical Advising Professional (TAP). This document is a step-by-step guide for providing technical advising to schools interested in implementing SLM.

General Steps for Conducting a Lunchroom Observation and Assessment

1. Generate Buy-In

- Determine how SLM will benefit key stakeholders.
- Provide key stakeholders with basic information on SLM and its benefits.
- Use the **Introduction to SLM** and the **SLM of CA Web Resources Page**.

2. Identify a School

- Ask the school food service director for a school recommendation.
- Complete the **SLM of CA School Identification Form** to identify key stakeholders, school information and a date and time to complete your observation.

3. Provide Overview of Process

- Explain the observation process using the **School Food Service Meeting Observation Overview Guide**.

4. Observe Lunchroom

- Reference the **Observation and Scorecard Assessment Guide** prior to arriving at the school.
- Complete the **SLM Self-Assessment Scorecard**.
- Complete the **SLM of CA Lunchroom Observation Form** and ask for student and maintenance staff feedback.

5. Conduct Debrief Meeting

- Utilize the **Debrief After Observation Guide**.
- Share the successes you observed in the lunchroom.
- Provide feedback based on the scorecard.
- Align strategies with the overall lunchroom goals and objectives.
- Complete the **Action Plan Form**.

6. Follow Up

- Enter scorecard and observation information into the **SLM Self-Assessment Scorecard Reporting Tool** using the **Tips to Successfully Submit Your Data**.
- Scan and save a copy of the scorecard to your computer.
- Download and save your photos to your computer.
- Share copies of the **Action Plan Form** and completed scorecard with food service staff.
- Determine a time to complete a follow-up assessment.
- Repeat Steps 4-6 to complete the follow-up assessment
- Share your successes with the SLM of CA and your partners!