

Healthy Foods Policy Timeline

1. Determine Purpose & Intent of Policy

1-2 weeks to talk with staff about what a Healthy Foods Policy might look like at your agency and outline the process to create and implement.

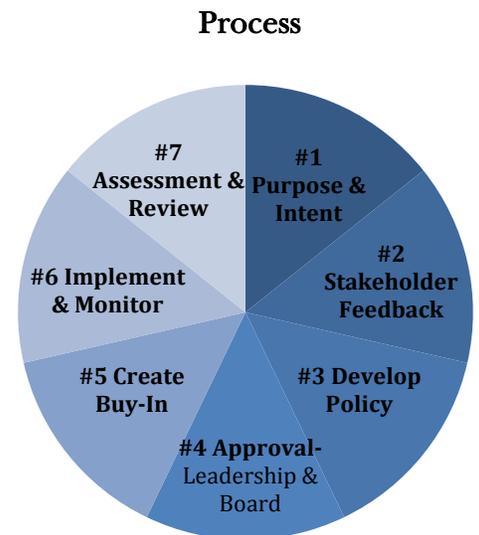
Who's Involved:

Questions to Think About:

Why are you implementing a Healthy Foods Policy?

Do you want the policy to reflect the work you're already doing or establish new procedures? What could change?

Timeline:



2. Gather Stakeholder Feedback

3-4 weeks to talk with staff, volunteers, and other key stakeholders who will be affected by the policy. Explain the project and gather opinions. Consider one on one interviews, surveys, focus groups, and more casual conversations.

Who's Involved:

Questions to Think About:

What stakeholders do we need to engage and how are we going to reach them?

What questions are we going to ask them to solicit feedback?

Timeline:

3. Develop the Policy

1-2 weeks to synthesize stakeholder feedback into the top priorities for your organization. Create a draft document following the steps outlined on the back of the “Creating a Healthy Foods Policy” handout.

Who’s Involved:

Timeline:

4. Finalize Policy & Gain Approval

2-4 weeks to share the policy and get final approval from your organization’s key leadership and board. Make final changes if necessary and prepare for implementation.

Who’s Involved:

Questions to Think About:

How are you going to handle key leaders or board members who are hesitant about the policy?

Timeline:

5. Create Buy-In from Stakeholders

3-4 weeks to share the policy with a broader base of your key stakeholders. Help them feel that their input was a vital part of the process. Also reiterate why you are implementing this policy. Work to create excitement about implementation.

Who’s Involved:

Questions to Think About:

What is the best way to reengage our stakeholders?

How can we frame the messaging about the policy to be best understood from all of our stakeholders?

Timeline:

6. Implement Policy

1-4 weeks to prepare new processes for implementation. Depending on your policy and the number of changes the policy requires this step could take a bit longer. It is important to begin implementing changes, even if small, so the policy doesn't lose momentum after engaging stakeholder feedback.

Who's Involved:

Questions to Think About:

Do any of the changes outlined in our policy require additional spending and funds?

Do we need to retrain staff and volunteers to be more aligned with the policy?

Timeline:

7. Assess & Evaluate Policy

On-going but recommended to at least evaluate the policy annually.

Who's Involved:

Questions to Think About:

How are we going to solicit feedback from stakeholders?

Are there any quantitative metrics we can use to assess the impact and changes?

Timeline:

