Timeline for Planning a Summer Meal Program  
(adapted from Washington Summer Meal Guide)

**October-December:**

- Find out if there was a program in your area using the [Summer Meal Search Tool](https://www.washington.gov/summermeals)
- Talk with the current summer meal sponsors in your county
- Consider your organization’s capacity to run a program or partner with others to expand capacity in your area

**January:**

- Find out which schools are eligible sites for a summer meals program in your area
- Look at existing programs in your area to see how many days they operated
- Hold a planning meeting with schools, community agencies, churches and local leaders to identify areas of need

**February:**

- Contact OSPI to discuss your summer plans and confirm the eligibility for program sites
- Decide which program model will work best for your organization
  - self prep food vs food vendor
  - run the program with hired staff vs volunteers
- Start to solicit partnerships to operate meal sites, provide activities, etc.

**March-April:**

- Secure the application from OSPI and attend the required training for sponsors
- Develop a budget that meets your program goals
- Talk to local organizations about your program and organize a summer meal outreach campaign

**May:**

- Submit your Summer Meals Application to OSPI
- Conduct trainings for meal site monitors, staff and volunteers
- Purchase equipment needed for program operation
- Prep outreach materials, connect with nearby schools to distribute them
- Plan an outreach campaign – [check out the Summer Meals Outreach Toolkit](https://www.washington.gov/summermeals)

**June-September:**

- Plan a kick-off event for your Summer Meals Program
- Continue outreach throughout the summer to keep kids coming
- Conduct regular site monitoring at your meal sites
- Evaluate your menu and site - solicit feedback to better serve kids
- Submit your reimbursement claims to OSPI