quick LAUNCH GUIDE

STEP 1
WATCH the video, “Cafeteria Ranger CrashCourse”
Learn how the Cafeteria Ranger system works

STEP 2
ENGAGE Key Players
- Pitch the program to your Principal, Custodians, Kitchen Staff, and School Aides
- Share the “Cafeteria Ranger CrashCourse” video

STEP 3
OBSERVE and Collect Data
- Collect "before data" that is simple or detailed
- Take time to observe your cafeteria in action

STEP 4
CHOOSE a date for the LAUNCH DAY
- Make an announcement
- Send out introduction letters to teachers and parents

STEP 5
SCHEDULE the Cafeteria Ranger classes
- Review how the rotational system works
- Print out the Sign-up Sheets and Yearlong Schedule Template
STEP 6: PREP Communications and Supplies
- Print signs and badges
- Order the gloves
- Watch the video “How to Assemble the SORT2SAVE signs”

STEP 7: TRAINING for Ranger Classes - students and teachers
- Show the SORT2save cheer! (6 minutes)
- Teach Job Descriptions and Gratitude (20- 40 min. lesson)

STEP 8: Set-ups and Operations
- Watch the video, “Sorting Station Set-up Samples”
- Set-up your Sorting Station(s)
- Review the Daily Operations

CONGRATULATIONS!
You are ready to launch your
CAFETERIA RANGER PROGRAM

A few important reminders:
- Remember to remind all key players of the new cafeteria procedures.
- Ask your principal or vice principal to make an announcement in each of the cafeteria lunch periods on Launch Day.
- DOCUMENT - Take photos so you can create a poster with “before” and “after” images.
- MAKE IT FUN!!!