

SORT → SAVE KIT

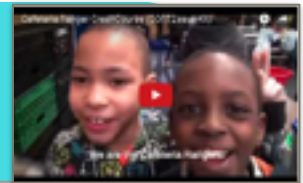
quick LAUNCH GUIDE

Here are the
8 STEPS
to launch your

CAFETERIA RANGER PROGRAM

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

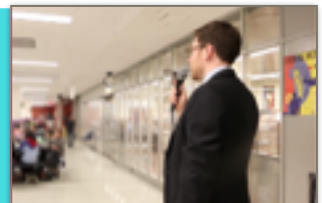
- Collect "before data" that is simple or detailed
- Take time to observe your cafeteria in action



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:

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