



## Real Food Progress Report | TEMPLATE

*Maintaining consistent accountability and momentum around your multi-year action plan requires (at least) an annual review of progress and upcoming plans. This helps all key stakeholders synchronize their efforts, reiterate the purpose and goals, specify successes and challenges, and together chart a path for the year to come.*

*Data collection and goal setting for annual progress reports should be coordinated by the food systems working group. Objectives evaluated should be sourced from the multi-year action plan originally adopted by the university.*

*Key elements of an annual progress report include:*

### Introduction & Purpose

In no more than a few sentences, state why your school has committed to prioritizing real food and how this progress report reflects that goal.

### Report Highlights

Summarize recent achievements in increasing real food on campus. This may include: educational events, procurement changes, new collaborations, etc.

### Current Challenges

Explain obstacles and limitations encountered in working toward real food goals and share ideas for solutions.

### Procurement Data

Summarize this year's Real Food Calculator findings and other institutional metrics, including:

- Total purchases by food category
- Percent real food purchases
- Real food purchases breakdown by category
- Trend comparisons to past years

### Progress Chart

Update the original chart from your Multi-year Action Plan to reflect current progress toward real food goals. Include targets for the upcoming year. See sample chart below for guidance.

### Additional Discussion

If necessary, further explain end-of-the-year findings, ongoing initiatives, or goals for the future.



## Progress Report Chart | Example

	Objective	Responsible Party	Metrics	2014-2015 Status (last year)	2015-2016 Status (current year)	2016-2017 Targets (upcoming year)
Food & Beverage Procurement	By 2018, 25% of all university purchases will be compliant with real food guidelines.	Housing and Food Services	% of total purchases	Did first assessment using Calculator; at 8%	10.8%	13%
		Franchised and other contract food vendors	% of total purchases	Feasibility study completed for franchised food vendors	Every vendor complied with our request to offer at least one Fair Trade beverage and one local/organic/FT food item.	Start using Calculator to assess future potential for growth; continue to support shifts to fair trade rice, coffee, tea etc.
	Source 80% 'real' beef by 2020	Food Systems Working Group	# of events	Launched 1 <sup>st</sup> Annual Regional "Meat-Up" farmer-rancher symposium w/ local cattle ranchers, veterinary faculty, and university extension officers.	Sponsored 2 Student-led trips to local ranches; Hosted 2 <sup>nd</sup> Annual "Meat Up" symposium	Sponsor meat-industry themed documentary film festival, with accompanying filmmaker and producer panel; Host 3 <sup>rd</sup> Annual "Meat Up" symposium
		Dining Services	% purchases meet criteria	Integrated 2 new real beef vendors	Switched 75% of ground beef to local sources; measured 56% real beef	70% real beef
	Work with distributors to increase transparency, support for local farmers	Dining Purchasing Director; Real Food Interns	# of local farms selling to distributor	Identified 10 new potential farmer-vendors; Held initial round table discussion with university.	Worked with 8 farmers, extension to satisfy food safety, liability reqs; Held second round-table with 20 local producers	12 new farmers working with distributor; 4 new farmer-vendors with direct university contracts
		Dining Purchasing Director; Real Food Interns	% of total dining dollars reliably traced to farm of origin	Got all distributors to share supplier list with contact information; contacted farmers for verification	Worked with distributor on sticker system for labeling "real" products from loading dock to serving line	80% items traceable
Student Leadership & Learning	Create positions for four student interns to help execute real food action plan	Food System Working Group	# Interns Hired; # Report-back sessions	Developed job descriptions; hired 4 interns (Calculator; Producer Liaison; Dining Sustainability; Student Programming) in MAY	Reported on Calculator, other findings in December; 2 interns to stay on for the summer; completed 1-year performance evaluation with Dining Services	Continue with 4 interns; strengthen collaboration with student activities office, student government; work study office;
	Sponsor student-led academic research projects each semester	Food Systems Working Group; Faculty Reps	# of academic research projects completed	Connected with ES101 - completed producer profiles; posters with data + farmer stories featured in dining hall.	Continued relationship with ES101; Worked with business students to craft business plan for local farmer cooperative.	Continue relationship with ES101; Connect with communications & marketing department to work on promotion.
	Involve students in upcoming contract re-negotiation process	Housing and Food Services Office	# of students included	Identify potential student leaders for committee	3 students from FSWG review broad-line distributor contract	Evaluate process and prepare for upcoming food service contract