F2FB Checklist – Assess and Plan
Phase 1: Starting a Farm-to-Food Bank Program

There are a number of resources needed to make any F2FB program viable and sustainable. Gather your community to assess needs and capacities. Involve as many stakeholders as possible in planning to build a program that meets needs and works for everyone.

Step 2: Assess and Plan

Timeframe: Ideally in winter; before March and the start of growing season

☐ Gather interested parties from throughout your community (such as WSU Extension, Master Gardeners, churches, civic organizations, and others) to make a plan.
  □ Vision your ideal F2FB strategy
  □ Brainstorm and discuss what a F2FB program could look like in your community
  □ What resources might you need for a successful F2FB program? What resources does your FB currently have?

☐ Form an action committee with staff, volunteers, other community members
  □ What kind of leadership structure makes sense to make decisions and keep the program moving forward? How will the leadership will be transitioned over time?
  □ Assign roles and make deadlines
  □ Use the “Action Plan Worksheet” (available on NorthwestHarvest.org)

☐ Identify the individual who will be tasked with managing and coordinating the program. Remember that most successful F2FB programs have one dedicated volunteer or staff person to manage the program.

☐ Identify community resources. If your food bank doesn’t have the staff, volunteer capacity, or operational resources, investigate if there are community resources that you can utilize.
  □ Is there another food bank or community garden or health-related organization in your community?
  □ What other resources are accessible in your community?
  □ Is a partnership or collaboration with other community organizations possible or viable?

☐ Develop a program budget for the first year. What costs are associated with implementing your F2FB initiative?
  • Labor and materials for gleaning
  • Transportation costs
  • Cold storage capacity
  • Purchasing dollars
  • Marketing budget (if any)

☐ Identify possible sources of funding. See Growing Connections Quick Tip on ‘Funding’
  • Talk to local businesses, civic clubs, etc. to see if they can sponsor or help you fundraise
  • Hold a local fundraiser

For more information about starting or developing your farm-to-food bank initiative, please email growingconnections@northwestharvest.org, or contact Laura Titzer at 206.923.7423