

Safe & Healthy Food Pantries Action Plan

TOOL 3c



This template is designed to assist you in developing an action plan to implement food pantry strategies to support a safe and healthy food pantry. Use your self-assessment and other assessment results to guide your action plan, prioritizing areas that need improvement. Consider which strategies are timely, realistic, and achievable for your pantry when developing your action plan.

Action plan definitions

Action areas: What broad action areas does your food pantry want to address? Examples: procure/purchase safe and nutritious food, distribute safe/nutritious food, and support clients in safe/nutritious food decisions. These broad action areas are outlined in the self-assessment and Strategies section.

Overarching goal: Provide healthier food choices to pantry clients

Strategy to implement: What strategies does your pantry want to implement to address the identified action areas? Examples: adopt, post, and communicate a nutrition/food safety policy, educate your donors, secure fresh/safe produce, etc. These strategies are outlined in the self-assessment and Strategies section.

Tasks: What steps you will take to implement your identified strategy?

Person(s) responsible: Which individual(s) will take responsibility for implementing tasks to complete your identified strategy(ies)?

Resources needed: What resources do you currently have or will need to help you complete your strategy?

Measurement: How will you know if you have been successful at making progress towards implementation of your strategy?

Timeline: When will the task(s) be completed?

Action area	Strategy to implement	Tasks	Person(s) responsible	Resources needed	Measurement	Timeline

Overarching goal: provide safe food to pantry clients

Action area	Strategy to implement	Tasks	Person(s) responsible	Resources needed	Measurement	Timeline