



OUTGOING VOLUNTEERS & CHAMPIONS

Managing volunteers can sometimes come with its share of challenges, but it's a crucial part of maintaining a sustainable breakfast program. In order to provide support in this process, we have compiled resources to help you meet, train and retain future volunteers.

Whether someone is moving on from their role as a volunteer, staff member, or community partner, offering meaningful closure helps celebrate their efforts and encourages a continued connection to the program and the importance of school nutrition.

This checklist provides a variety of practical tips and suggestions for acknowledging and wrapping up someone's involvement with your school breakfast program. Schools can use any or all these ideas—choose what works best for your community, capacity, and the individual's contributions. Whether it's a simple thank-you card or a larger celebration, each gesture helps ensure that every individual feels valued and appreciated.

Above all, the approach should reflect the values of your school community and the significance of the individual's contributions to the student well-being.



EXIT CHECKLIST

1. Acknowledgement

(School Breakfast Program Coordinator, Principal or BCC Coordinator).

- ☐ Confirm the individual's last day and acknowledge their contributions verbally and/or via email.
- ☐ Send a personalized thank-you note or card, including contributions from students and staff where applicable (can be handwritten or using a template – see Appendix A for template).
- ☐ Celebrate their contributions throughout the school community (e.g., morning announcements, school newsletter, or staff meeting shout-out).

2. Offer Closure and Recognition Materials

- ☐ Present a [certificate of recognition](#) or a letter of recommendation (other resources available on [BCC's School's Corner](#)).
 - If appropriate, recognize milestones (e.g., years of service, special projects led, student milestones).
- ☐ Include and share any relevant invitations to upcoming school events (e.g., Breakfast in Unison event, year-end school wrap-up breakfast or a unique farewell event).

3. Debrief and Feedback

- ☐ Offer a short exit conversation via phone or email a survey (see Appendix B and C) to gather reflections, ideas, or suggestions for improving the supportive role experience. This debrief should respect the individual's time.

4. Administrative Wrap-Up

- ☐ School: Where relevant, confirm all school property, keys, or materials have been returned.
- ☐ School: Remove the volunteer from active schedules, email lists, and sign-in rosters.



APPENDIX

The appendices provide options to help schools gather feedback from individuals leaving their role with the school breakfast program. These templates and question guides are provided as suggestions. Schools are encouraged to adapt, personalize, or use them as needed to fit their unique context.

The goal is to provide flexible options to support a positive closure experience while strengthening connections within the school community.



THANK-YOU EMAIL TEMPLATE

Subject line: *Thank You for Making a Difference in Our Breakfast Program!*

Dear [Name],

As your time with the [School Name] Breakfast Program ends, we want to express our heartfelt thanks for your dedication, care, and the time you've given to our students and school community.

Your efforts—whether it was [preparing meals, organizing the menu, welcoming students with a smile, or providing support behind the scenes]—have made a real impact. Because of you, students started their days nourished and ready to learn.

We are truly grateful for your commitment to the program and for being part of the school community. Your presence will be missed, but your contributions will continue to be felt.

On behalf of the entire school, thank you.

We wish you the very best in your next chapter and hope you'll stay connected as a valued advocate for the importance of school nutrition.

With appreciation,

[Your name]

EXIT FEEDBACK SURVEY

Survey platforms examples: SurveyMonkey (free version) or Google Forms

Title: Exit Feedback Survey for Breakfast Program Volunteers

Introduction:

Thank you for the time and energy you've shared with the [School Name] Breakfast Program. As you wrap up your involvement, we'd love to hear about your experience. Your feedback will help us improve how we support volunteers and champions like you in the future.

This survey takes less than 5 minutes to complete. Your responses are appreciated!

1. Name:

2. Email:

3. How would you describe your overall experience supporting the school's breakfast program?

☐ Excellent ☐ Good ☐ Fair ☐ Poor ☐ Other: _____

4. What part of this role did you find most meaningful or enjoyable?

(Open text response)

5. Do you have any suggestions to improve this type of experience for others?

(Open text response)

6. Would you be interested in sharing your story and involvement in school breakfast programming? (your story may be shared in a school or Breakfast Club of Canada newsletter)

- ☐ Yes. Feel free to contact me.
- ☐ No. Please do not contact me for follow-up.
- ☐ Maybe. Feel free to contact me to tell me more.

Thank you for your ongoing support!

Your feedback will help the breakfast program grow and improve. If there is anything else you'd like to share in the future, please feel free to contact us!

EXIT INTERVIEW PHONE CALL

Introduction

"Hi [Individual's Name], this is [Your Name] calling on behalf of [School Name]. First, I just want to start by saying thank you for all your time and dedication to the breakfast program. I'm calling today in hopes that you can share a little bit about your experience supporting the breakfast program—what went well and what could be improved.

It should only take about 5 or 10 minutes. Is now a good time?"

(If yes, proceed. If not, schedule a time. If they don't want to provide their time on the phone, ask if you could send them a short survey by email – see Appendix B for suggestions.)

Potential Questions:

1. To start, how would you describe your overall experience supporting the breakfast program?

(Follow-up if they respond "no": "Is there anything that could have been done to make you feel more supported?")

2. What motivated you to get involved in the first place?

(Provide leading examples if needed: helping kids, interest in school food programs, community involvement, etc.)

3. What did you enjoy most about the experience?

(Provide leading examples if needed: "Was it working with kids, preparing food, or something else?")

4. Was there anything about the experience that was challenging for you?

(Provide leading examples if needed: "Was it working with kids, preparing food, or something else?")

EXIT INTERVIEW PHONE CALL

5. Did you feel welcomed and supported by the school community?

(Follow-up if they respond "no": "Is there anything that could have been done to make you feel more supported?")

6. Do you feel you received enough guidance or training to be confident in your role?

(Follow-up if they respond "no": "If not, what would have helped?")

7. From your perspective, how well do you think the breakfast program is meeting the needs of the students?

(Prompt: "Did you notice any program gaps or do you have any suggestions for improvements?")

8. Do you have any suggestions for improving a support/volunteer role for a breakfast program in the future?

9. Would you recommend that a friend or community member get involved in a school breakfast program? Why or why not?

10. Is there anything else you'd like to share before we wrap up?

Closing:

"Thank you again, [Individual's Name]. We really appreciate everything you've contributed, and your feedback will help the breakfast program grow and improve. If there is anything else you'd like to share in the future, please feel free to touch base with me anytime."