



STUDENT ROLES & RESPONSIBILITIES FOR A SUCCESSFUL BIC PROGRAM





DELIVERY TEAM



PICK-UP TEAM

After the bell, the pick-up Team will find **red** and **blue** thermal bags with your classroom's number and teacher's name in the Cafeteria.

Each bag includes entrees, milk, fruits, and the Monthly Meal Count Form for your class.



DROP-OFF TEAM

After breakfast, the drop-off team will bring the red and blue thermal bag back to the Cafeteria.

Each bag should be returned with the completed Monthly Meal Count Form and any sealed leftovers. Make sure the milk jug lid is sealed on tight!

****Please do not throw the Monthly Meal Count Form away!***

We are transitioning away from our daily meal count form to save paper and track at breakfast trends over time.

WHAT IS A COMPLETE BREAKFAST?

1 ENTREE + 1 FRUIT OR 2 FRUIT + 1 MILK

(Milk optional)

(Milk required)

Fruit is ***always*** required for a complete meal.



CLASSROOM TEAM



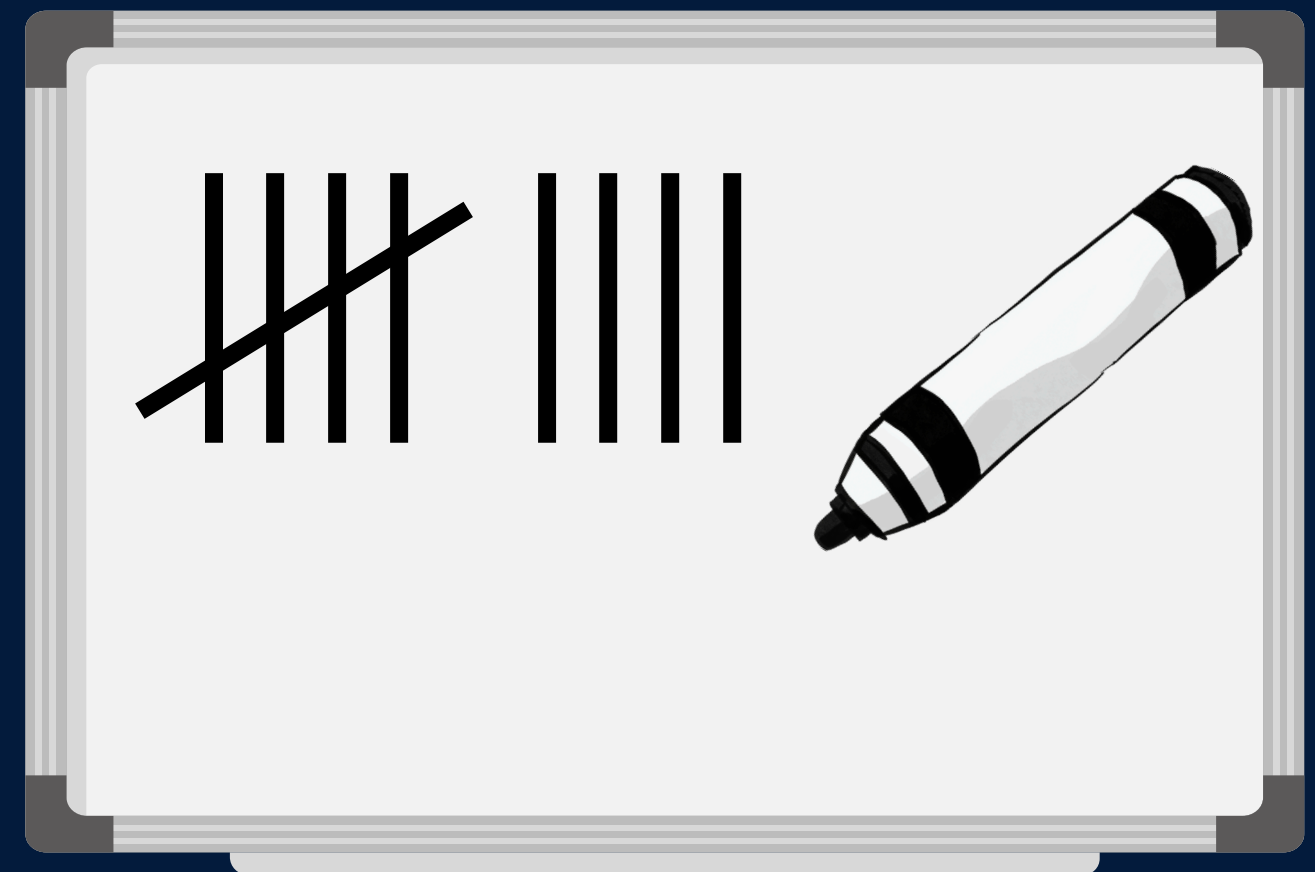
COMPLETE PLATE CAPTAIN

During breakfast, the complete plate captain should ensure each student is taking **up to** *one complete breakfast*.

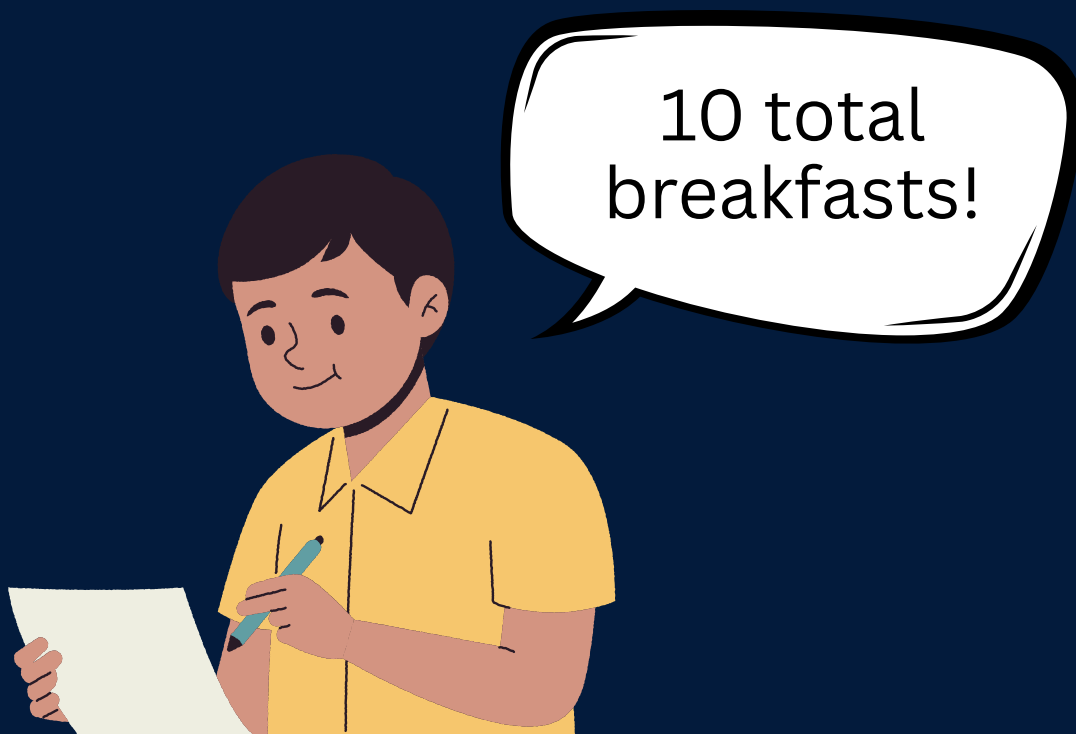
CLASSROOM TEAM

MEAL TALLY CHAMPION

During breakfast with the help of your teacher, the meal tally champion should **count and tally each student** that takes a compliant meal on a piece of paper or a mini white board.



HOW TO COMPLETE THE MEAL COUNT FORM



1) After the **Meal Tally Champion** tallies each complete meal taken on a sheet of paper or a white board, sum all the tally marks. Give the total number of breakfasts to your teacher.

2) Your **Teacher** will write in the total number of breakfast given on the classroom form and any notes for the cafeteria staff.



BIC Meal Count Classroom Form 2025-2026

Teacher's Name _____ Room Number _____

(This form should only be completed by a teacher.)

Students must take a **complete meal** in order to be counted for Breakfast. That means they need to take a **Fruit** and at least **one other item** (milk or the entree). If students want to take fresh or dried fruit that is fine. **Each Morning please keep track or have a student keep track as students take breakfast by writing tally mark for each student on your board or another piece of paper and then totaling up the tally marks for the day and then write it to this sheet.**

	Monday	Tuesday	Wednesday	Thursday	Friday	
Week One						Feedback Week 1
Cafeteria Staff Completes →						
Teacher Completes →						
Week Two						Feedback Week 2
Cafeteria Staff Completes →						
Teacher Completes →						
Week Three						Feedback Week 3
Cafeteria Staff Completes →						
Teacher Completes →						
Week Four						Feedback Week 4
Cafeteria Staff Completes →						
Teacher Completes →						
Week 5						Feedback Week 5
Cafeteria Staff Completes →						
Teacher Completes →						

IMPORTANT! After students take their seats, they may place unwanted items in the share basket for others to eat at recess. All leftover items must be returned to the cafeteria right after recess. Only students may place items in the share basket—teachers may not remove food items from thermal bags to put in share basket.

Teachers Please Complete and Return this form every day. If you have questions please talk to your Nutrition Services Staff.

Nutrition Services Staff at the end of BIC Please total up your daily count for every classroom to get the total # of Breakfasts to put in Titan each day.

Teachers if you need more of something or less of something in your BIC Bags please write a note here for your Cafeteria staff.

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WASTE TEAM

COMPOST CAPTAIN

Collect compostable
in brown bag.

RECYCLING RANGER

Collect recyclables in
brown bag.

LANDFILL LEADER

Collect trash in
brown bag.



LEFTOVER LIBERATOR

Collect sealed
leftover food items
and whole fruit in
thermal bag.

MILK MARVEL

Walk around the room
having students pour
milk into jug, then put
jug into thermal bag.



Make sure the
milk jug lid is
sealed tight!

BIC REMINDERS

Each student is allowed to take **up to one entree, two fruit, and one milk** to still count as a complete meal. **Students can only have one complete breakfast.** They can take additional items from the share table.

- All food should be returned to the cafeteria by lunch time. **To avoid pests in the classroom, no food should be left in the classroom overnight.**



SHARE TABLE

After a student takes a **complete meal** that has been counted, **they do not need to eat the entire meal.**

- Uneaten items from their complete meal can go in the classroom share table, in their backpack for a later snack, or returned in the thermal bag.
- **Leftover food in the thermal bag does not go on the share table. Please return to the cafeteria.**



TEACHERS & SCHOOL STAFF!

If you have any questions or need additional assistance please email:

Eyana Spencer (Nutrition Services Program Manager):

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Kimberly Lee (FoodCorps School Nutrition Specialist):

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