

Important Note: This activity was developed for the original Green Lunchroom Challenge program, a voluntary pledge program for K-12 schools to improve the sustainability of their food service operations. The project was coordinated by the [Illinois Sustainable Technology Center Technical Assistance Program](#) with funding from US EPA Region 5.



The following page(s) represent the content of this activity as it appeared on the original project web site, complete with available points and instructions for submitting documentation. **The project is no longer funded and as of June 2018 schools may no longer submit activity documentation to earn points and recognition as described.** The activity is presented for your information to guide your organization's sustainability efforts.

If your school or district implements the suggested activity and wishes to share its experiences, please email [Joy Scrogum](#). Your story may be incorporated into a blog post on this web site, the main ISTC site, or shared on social media to foster networking and inspiration among peer institutions.

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Complete a case study on food waste prevention or reduction activities at your school

Activity Category: Raise Awareness and Share Successes

Activity: Complete a case study on food waste prevention or reduction activities at your school

Rationale: Case studies can serve as sources of inspiration or lessons learned for other organizations interested in reducing or preventing food waste. Sometimes the existence of a case study from a school or similar size or resources can help convince stakeholders that implementing a suggested change is possible.

Activity Description: Submit a case study of a food waste prevention or reduction effort, or a summary of all such efforts, completed at your school/organization as part of the Challenge, written by a representative of your school or organization. **Note that by submitting your case study, you are giving permission for it to be shared on the Green Lunchroom Challenge web site.** This will multiply the impact of your work, providing inspiration to peers in other locations. You will be listed as the author, and may link to the published case study from your personal or school web site. Submitted case studies will be posted to the Green Lunchroom Challenge web site sometime after the end of the Challenge period. Challenge staff reserve the right to edit your case study for length, proper grammar, etc.



Earn Challenge Points (100 points): Download the [Green Lunchroom Challenge Case Study Template](#), and fill in information for each section. Please retain margins, fonts, and font sizes used in the template. Comments are present in the template to help guide you in filling in the blanks. Please replace “[insert information here]” text appropriately and delete comments from the margins prior to submission. Save your completed file with a new, descriptive name (e.g. Yourlastname-food-donation-case-study.pdf) in Word format, and email it to Joy Scrogum at jscrogum@illinois.edu. Submitted case studies must be no longer than 4 pages to be accepted. Your case study may focus on one particular activity (e.g. a food donation program) or it may summarize all the food waste prevention and reduction efforts undertaken during the Challenge period. **Note that only one case study may be submitted by any Challenge participant for points in a given calendar year.** If you are participating as a district, only one case study from a school in your district, or one case study about food waste reduction efforts throughout the district, may be submitted.


The case study may be written by a teacher, administrator, or other staff member, or a parent involved with the PTA/PTO or a student club/organization. If the author is not on the staff directory of your school's web site, Challenge staff will contact the person associated with your Challenge account to verify/clarify their relationship to the school.

If you experience difficulty with formatting using the Case Study Template, you must contact [Joy Scrogum](#) well in advance of the Challenge period deadline to receive assistance with troubleshooting. Do not wait until an hour before the deadline and expect immediate assistance. **Files must be use the template provided to be considered.**

Resources:

 [Green Lunchroom Challenge Case Study Template](#) (This will open a Word Document.)

 [US EPA Food Waste Management Cost Calculator](#) (This will open an Excel file.)

 [The Measure of Success-Calculating Waste Reduction](#) (Not specific to food waste, but can help with calculations involving avoided waste removal costs (see page 14 of the document))

 [Standard Volume to Weight Conversion Factors](#)

 [Estimating Waste Removal Costs](#)

 [Converting Waste Reduction Results into Cost Savings](#)

 [US EPA Waste Reduction Model \(WARM\)](#) (Use to calculate greenhouse gas emission reductions resulting from your activities)

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