

# Serving Up Success, Inc.

## Program Guide

The following is a detailed guide in implementing the **Serving Up Success** program. From this point forward, and for illustrative purposes, “**ABC Coffee Café**” will be used when referring to the **Serving Up Success** student-operated business.

1. **Work Site Utility Requirements**
2. **Proposal** (Seek approval from principal and use when seeking sponsorship.)
3. **Logo Design**
4. **Fundraising**
5. **Introduction Letter to Parents** (This letter should be sent home prior to any implementation of the **Serving Up Success** program.)
6. **Student Letter and Release Form** (**Do not allow students to work in Café until parents have signed the waiver.** This release form has been reviewed by an attorney and is used to release you and your school from liability. This should, however, be reviewed by your local school attorneys.)
7. **Menu and Pricing**
8. **“Rewards! The Paycheck System”**
9. **Classroom Store Letter to Parents** (As the **Serving Up Success** program is implemented the parents should approve student’s participation. Be mindful of allergies, ethics, culture and religious affiliation of your student.)
10. **Painting Letter to Parents** (If decorating or painting seek parental approval.)
11. **Sponsorship Letter** (Send to businesses soliciting support and offer to display Sponsor’s sign or logo in the coffee shop.)
12. **Pre/Post Test and Answer Key**
13. **Discussion Questions**
14. **Grand Opening Flyer**
15. **Teacher Survey**
16. **Student Employment Proposal** (If the opportunity exists in “hiring” a regulation education student to assist in opening/closing the coffee shop, this document can be used for administration’s approval.)
17. **Grading Rubric**

## **Program Guide (cont'd)**

- 18. Job Descriptions and Checklists**
- 19. Work Schedule**
- 20. Invoice**
- 21. Job Application Activities**
- 22. Banking Activities**
- 23. Cash Tally Job and Activities**
- 24. Data Collection**
- 25. Employee Contest**
- 26. IEP Objectives**
- 27. Application for Serving Up Success, Inc. Grants**
- 28. Forms Bank**