TABLE FOR TWO Implementation Guideline  
(Corporate Cafeteria)

The TABLE FOR TWO (TFT) program has been adopted by hundreds of corporations across the world. This document explains how to implement the TFT program at your corporate cafeteria. Below is an overview of the process. Details behind each step are explained in the following pages.

1. Plan TFT program
   a) Select/create healthy TFT meal(s)
   b) Decide on frequency
   c) Select donation method

2. Submit an application
   a) Fill out application form and submit to TFT

3. Prepare for launch
   a) Create signage
   b) Communicate the launch to employees
   c) Organize a launch event (optional)

4. Implement TFT
   a) Remit donations to TFT every 3 months
   b) Communicate recent updates (from TFT)
   c) Encourage TFT participation

TFT launch!

To implement the TFT program at corporate cafeterias, the Communications or Corporate Social Responsibility (CSR) department will often work alongside dining services and any outside vendors. Most of the steps above can be led by the cafeteria vendors, but CSR and the company’s dining services department are encouraged to be involved in the steps highlighted in red.

*For details on TFT, including our mission and past achievements, please refer to the following:
  • Website: [www.tablefor2.org](http://www.tablefor2.org)
  • Brochure: available for download from website
  • Annual Report: available for download from website
1. Plan TFT program
2. Submit an application
3. Prepare for launch
4. Implement TFT

a) Select/create healthy TFT meal(s)

**TFT meal guidelines**
TFT-branded healthy meals should adhere to the guidelines below. You may create a new menu item, tailor an existing item to meet TFT requirements or simply re-brand an existing healthy menu item.

**Calories** – TFT suggests a daily caloric intake of 2200-2900* kcal per day, or 2550 on average. Consequently, TFT’s single meal suggestion is one-third of the daily intake, or 750-950 kcal on average.

**Balance** – TFT recommends that the meal be balanced, consisting primarily of whole grains, vegetables and fruits. It is particularly important to avoid partially hydrogenated oils and processed meats, and to limit sodium, sugar, and refined carbohydrates**.

*Based on the recommended dietary allowances set forth by the USDA and international organizations

**For further reading and a revised food pyramid, please consult Walter Willett’s “Eat, Drink, and Be Healthy: The Harvard Medical School Guide to Healthy Eating”

**TFT meal examples**
One or more items (or a meal station) can be designated as the TFT meal(s)/station.

- **Healthy Sandwich**
- **Spinach Salad**
- **Salad Bar**
- **Japanese Lunch Set**
- **Hot meal station**
- **Braised Chicken Cous Cous**

b) Decide on frequency
TFT-branded healthy meals can be served every day or on select days of the week. The TFT meal can be the same meal/station each day or may rotate periodically.

c) Select a donation method (who pays the donation)
Please select one of the following methods to collect donations:

1. **Employee (customer)-incurred system**
   Increase price of TFT meal by US$0.25.

2. **Company-incurred system**
   Keep the original price for the TFT meal. Donations come from either the corporation or cafeteria vendor.

3. **Matching system**
   Increase price of TFT meal by US$0.25. Participating companies match the donation raised from employees.

Example: If the original price of a meal is US$6.00

- **Sell at US$6.25**
  (incorporates US$0.25 donation)

- **Sell at US$6.00**
  (incorporates US$0.25 donation)

- **Sell at US$6.25**
  (incorporates US$0.50 donation)
a) Fill out and submit application form

Please fill in the required information on the “TFT Application Form” (available for download on the TFT website) and submit via email (contact@tablefor2.org) or postal mail.

<table>
<thead>
<tr>
<th>Participant Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company / Organization</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Implementing Location(s)</td>
</tr>
<tr>
<td>Vendor (if outsourced)</td>
</tr>
<tr>
<td>Implementation Date</td>
</tr>
<tr>
<td>From Month Day Year For Years and Months</td>
</tr>
</tbody>
</table>

- Name of the company / location owner who owns or contracts for the cafeteria service
- If a cafeteria is operated by an outside vendor, please fill in the name of the company that operates the cafeteria.
- It is recommended that the TFT program runs for at least 6 months to provide an opportunity for the program to make an impact on customers. Many partners choose to continue indefinitely.
- Please leave the end date blank if the duration is undecided.

<table>
<thead>
<tr>
<th>Signatory Information:</th>
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<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Print Name</td>
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<tr>
<td>Signature</td>
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<tr>
<td>Title</td>
</tr>
<tr>
<td>Contact Information</td>
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<td>Phone:</td>
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<tr>
<td>Email:</td>
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</tbody>
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- Either the company / location owner or cafeteria vendor can provide the signatory information.
a) Create signage

TFT signage is placed by the meal or meal station, on the menu or on tables to signify the health and social contribution from this special meal. If a corporation is interested in creating their own signage, TFT can provide our logo and pictures from our recipient sites. Alternatively, corporations may use a ready-made TFT template that can be downloaded from our website (http://www.tablefor2.org/materials).

1. Plan TFT program
2. Submit an application
3. Prepare for launch
4. Implement TFT

- **Poster 1**
- **Poster 2**
- **Poster 3**
- **Poster 4**

**Table sign**

**Table Tents 1, 2, and 3**

Front

Back

*Posters 1-3 are available in 2 different sizes (11X17 and 18x24 inches)

-Our 11” x 17” posters can be used by the meal station or any small space / walls.

-Our 18” x 24” posters are great for wall displays and on the front door for passers-by.

*Poster 4 and Table sign can be edited with Power Point*
b) Communicate the launch

Communicate the launch of the program to engage employees. Successful communication strategies may include:

1. Display TFT signage at the entrance to the cafeteria or another prominent location, in addition to the TFT meal station
2. Post a message on your internal website
3. Send an e-mail to all employees informing them of this new initiative
4. Write about the TFT program in an internal newsletter

c) Organize a launch event (optional)

A successful TFT launch event is an effective and fun way to engage your employees in this CSR initiative. The event may feature a sampling of the TFT meal(s), a brief presentation by CSR or TFT staff, and presence by top executives to show support. Please contact TFT staff if you require presentation material or other ideas for a successful launch event.
a) Remit donations to TFT every 3 months

The TFT meal is paid for at the point of purchase as usual. The organization or its cafeteria vendor tabulates the number of TFT meals sold multiplied by the per meal donation and remits payments to TFT after the end of each quarter. There are 3 ways to remit donations. Please contact TFT (contact@tablefor2.org) for the mailing address and wire transfer information for each country.

1. Send a check
2. Online (please click the “Donate” button on the TFT website: http://www.tablefor2.org)
3. Wire transfer

b) Communicate recent updates (from TFT)

TABLE FOR TWO will provide regular updates on our activities and impact around the world:

1. Monthly Global Newsletter
   TFT will send a global newsletter by e-mail every month, highlighting our activities from around the globe.

2. Recipient Site Report
   TFT visits our recipient sites every few months and will send a site report by e-mail periodically.

c) Encourage TFT participation

In order to maintain engagement and continue to promote healthy eating, we suggest the following:

1. Display TFT’s global newsletter and site report in the cafeteria
2. Display the “Thank You Meal Counter” (pictured on the right) available for download on the TFT website.