

FOODWISE CONTEST INSTRUCTIONS

Once the FoodWISE contest is launched, participants will submit ideas through the paper form. Encourage your team to submit ideas or let them know how well you're doing. Share these numbers with your team to create excitement.

At the end of the four-week contest period, all submissions will be sent to you to discuss with the jury. The Institution Lead should assemble a selection committee comprising a minimum of three site-level stakeholders, including food waste champions, managers, and executive chefs to ensure a well-rounded evaluation of the submitted ideas.

The winning idea should be selected based on the following criteria:

- ☒ **SPECIFICITY:** Does the idea clearly state what it intends to do to reduce food waste?
- ☒ **MEASURABILITY:** Is it possible to measure the impact of the idea—whether it is volume of food waste, time saved, simplicity of a process to avoid errors, etc.?
- ☒ **ACHIEVABILITY:** How practical is the implementation of the idea? Consider factors like cost, available technology, and the need for additional resources or training.
- ☒ **RELEVANCE:** How much does the goal matter to your job or help improve your workplace?
Example: A goal to use leftover bread for making croutons instead of throwing it away is relevant if you often have leftover bread.
- ☒ **TIME-BOUND:** Results should be visible after a reasonable amount of time.
- ☒ **INNOVATION AND CREATIVITY:** How original and creative is the idea? Does it present a new approach or improve upon existing processes in a novel way?
- ☒ **IMPACT POTENTIAL:** What is the potential impact of the idea on reducing food waste? Consider both short-term and long-term effects.
- ☒ **EMPLOYEE ENGAGEMENT:** Does the idea encourage participation and engagement among staff? Consider how the idea fosters a sense of involvement and ownership among employees.