

Set up your Evaluation Team

It is recommended that the composition of your school's Evaluation Team comprises of:

Role	Who can fill in this role
Chair of the Evaluation Team	Principal or member of the BoM
Evaluator 1	Principal, Teacher, member of the BoM or member of the Parent's Association
Evaluator 2	Principal, Teacher, member of the BoM or member of the Parent's Association
Note taker	Teacher, member of the BoM or member of the Parent's Association

Please note:

- The Evaluation Team is responsible for the selection of the Hot Meals service provider to the school.
- All Evaluators have an equal voice during the evaluation process.
- It is recommended that different individuals are assigned to each role within the Evaluation Team.