The Team Snack Communication Handoff

Confirm the adults, product, and serving arrangement.

A shared snack requires a clear agreement before purchase.

Example: the organizer asks families to use the private approved channel, reviews the proposed packaged product with the responsible parent, and selects individual family snacks when shared handling is unresolved.

01 Confirm the team arrangement

Use private channels for individual needs.

Organization's food policy location

Designated organizer / contact

Private parent communication route

Shared food approved or on hold

02 Review the proposed product

Do not rely on a brand name alone.

Exact product / package information

Adult reviewing suitability

Substitution rule / unanswered question

Packaging or instructions to retain

The Team Snack Communication Handoff / Review & follow-through

03 Plan the adult handoff

Follow the organization and child's existing plan.

Responsible event adult

Snack delivery time / place

Distribution and separation arrangement

Absence or last-minute change contact

04 Check inclusion and follow-through

Record communication without health details.

Alternative family arrangement agreed

Unresolved issue requiring a stop

Handoff completed with whom

Next-event communication improvement