Nutrition Wellness Policy
Checklist for Food at Meetings and Catered Events

1. Yes ____ No ____ **Water** is easily available at the meeting. (Applies to all meetings.)

2. Yes ____ No ____ This is an **all-day event**. (if no, skip to #3)
   - a. Yes ____ No ____ Only beverages or healthy snack options are offered at mid-morning and mid-afternoon breaks. (See Priority Foods and Beverages list.)

3. Yes ____ No ____ A **snack** is offered at the meeting. (if no, skip to #4)
   - a. Yes ____ No ____ A **fruit** or **vegetable** is offered. (Satisfies the low-calorie offering.)
   - b. Yes ____ No ____ A **whole-grain** product is offered if processed grains are offered.
   - c. Yes ____ No ____ A **protein** source is offered.
   - d. Yes ____ No ____ Efforts have been made to include **cultural foods**.
   - e. Yes ____ No ____ **Hawaii-grown** and **organic** foods have been requested.

4. Yes ____ No ____ A **meal** is offered at the meeting. (if no, skip to #5)
   - a. Yes ____ No ____ The meal has **low-sodium** options.
   - b. Yes ____ No ____ The meal has **fat-free or low-fat** options.
   - c. Yes ____ No ____ The meal has options with **no or low added sugar**.
   - d. Yes ____ No ____ A **protein** source is offered.
   - e. Yes ____ No ____ The meal has a **vegetarian** option.
   - f. Yes ____ No ____ The meal has **small-portion meal** options.
   - g. Yes ____ No ____ The meal has **small-portion dessert** or **fruit** options.
   - h. Yes ____ No ____ Efforts have been made to include **cultural foods**.
   - i. Yes ____ No ____ **Hawaii-grown** and **organic** foods have been requested.

5. Yes ____ No ____ Opportunities for **physical activity** are offered at the meeting such as a stretch break at least after every hour of sitting, or walking breaks for longer meetings.

*See following pages for examples, notes and best practices.*
Examples, Notes and Best Practices

1. Water
   
   NOTES
   - Serve water cold whenever possible.
   - Water may be made available via pitchers of water with cups, the presence of water fountains inside room, etc.
   - If no water is available in the meeting room, make sure to allow for more frequent breaks for people to access water fountains or refill water bottles.

   BEST PRACTICES
   - To pitchers or carafes of water, add slices of flavorful herbs, spices, vegetables, or fruit (e.g., mint leaves, slices of fresh ginger, cucumber, lemon, lime, orange, strawberries, etc.) along with ice.

2. Snacks

   NOTES
   - Fruits and vegetables qualify as a low-calorie snack.

   BEST PRACTICES
   - Offer more than one type of fruit and vegetable.
   - Offer only items from the Priority Foods and Beverages list on page 8 of the Intra-Departmental Directive.

3. Meals

   BEST PRACTICES
   - Offer a generous number of items from the Priority Foods and Beverages list on page 8 of the Intra-Departmental Directive.
   - Request 9.5 to 11 inch plates for meal service.
   - Make sure that the meal includes several culturally appropriate food options.
   - Make sure that the meal includes as many Hawaii-grown and organic food options as possible.

4. Vegetables and Fruit

   EXAMPLES
   - Fresh fruits and vegetables on a tray, washed and ready to eat
   - Salads: lettuce, chopped vegetables, etc. with olive oil and vinegar or lemon juice dressing
   - Mixed fruit salad (without added sugar or cream)
   - Raw, cut-up vegetables with hummus or a low-fat dip made from herbed, plain yogurt
• Sliced fruit with nut butters
• Unsweetened, unsulfured dried fruit (with or without nuts and seeds)

BEST PRACTICES
• Display vegetables and fruits attractively and prominently.
• Slice fruit and vegetables as needed to make them easier to eat.
• When served buffet style, place vegetables and fruit near the beginning of the line to encourage their selection.
• When substituting fruit for dessert, provide more festive offerings like grilled pineapple, baked apples or pears, or mixed berries. Dessert can be a major source of sugar and fat, so always offer fruit as one of the options.

5. Whole-Grains

NOTES
• When offering whole-grain products at a minimum, ensure that whole-grain is the first ingredient and that the product has ≥2.5g fiber and/or ≥16g whole grain per serving.

EXAMPLES
• A pot of oatmeal for breakfast
• Whole-grain toast and bagels
• Brown rice
• Air popped or lite popcorn with minimal or no added sodium, butter, or oils
• Whole-grain crackers (such as Triscuit or Ak-mak crackers)
• Whole-grain muffins

BEST PRACTICES
• Serve only grain products made from 100% whole-grain.

6. Protein Sources

EXAMPLES
Vegetarian (not vegan)
• Plain yogurt
• Hard boiled eggs
• Low-fat cheese or cream cheese

Vegan Vegetarian
• Nuts and seeds and nut butters (unsalted or lightly salted)
• Beans and peas
• Hummus or other bean dip
• Tofu
Not Vegetarian
- Lean cuts of meat, skinless poultry
- Fish and seafood, especially types that are lower in mercury*
  - *Lower-mercury fish and seafood include: akula, awa (milkfish), moi, mullet, opelu, salmon, small fish that can fit in a frying pan whole, ika (squid or calamari), tako (octopus), scallops, and shrimp

7. Vegetarian Options

   NOTES
   - A vegetarian option must include a protein source, not just vegetables. (see above)

   EXAMPLES
   Vegan
   - Tofu stir fry
   - Black beans and brown rice
   - Bean burritos
   - Lentil or split pea soup (made without meat broth)
   - Whole-grain pasta with lentils and walnuts

   Non-Vegan
   - Veggie pizza with part-skim or low-fat cheese
   - Vegetable quiche
   - Whole-grain pasta dishes with part-skim or low-fat cheese

8. Small Portions

   EXAMPLES
   - Half-portion entrée upon request
   - Sandwiches and wraps cut into halves or quarters
   - Mini-bagels or mini-muffins
   - Personal-size portions of popcorn or nuts
   - 2-inch square piece of cake
   - Mini-cookies (about 1½ inch diameter)
   - Cookies in a 100-Calorie pack

9. Cultural Foods

   EXAMPLES
   Traditional Hawaiian foods include:
   - Kalo (taro)
   - Poi
• Lu’au leaves
• Sweet potatoes
• Breadfruit
• Banana
• Mountain Apple
• Greens
• Seaweed
• Fish

10. **Asking for Hawaiian Cultural Foods, Hawaiian-Grown Foods, and Organic Foods**

My policy says that I’m supposed to try to include Hawaiian cultural, Hawaiian-grown, and organic foods.

1. Are these foods included in the standard menu, or do I have to make a special request?
2. Can we have a sign identifying the entrée or side dish say that this is a Hawaiian cultural food, Hawaiian-grown, or organic?

11. **Physical Activity**

**NOTES**

- Get up for a “standing ovation” between speakers.
- Include a stretch break after at least every hour of sitting.
- Organize physical activity breaks that can be modified or adapted for people of all abilities, such as stretching exercises that can be performed in a seated position.

**BEST PRACTICES**

- Lead fun physical activity breaks. Add music when possible.
- Select a location that provides surrounding areas to walk or cycle.
- Provide maps of the area showing safe routes for walking and cycling.
- Specify a casual dress code for meetings to make physical activity more appealing.