

## 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  $\geq 2.5\text{g}$  fiber and/or  $\geq 16\text{g}$  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.