

**School Cafeteria Incentive Program**  
**Using the ETM Machine and ETM Card System**

**Materials Needed:**

1 ETM subscription per teacher/classroom/block      1 ETM Card per teacher/classroom/block  
Tablet/cell phone

**Possible Materials Needed:**

Pocket Charts      Lanyards      Card holders      File Folder  
Pocket Card Protector Sheets      Clear packing tape

**Set Up:**

1. Each classroom/grade/lunch block/table is assigned to **one** ETM Card.
2. Decide how the ETM Card is to be stored or carried to and from the cafeteria. (*A description of each on page 3.*)

Pocket Chart



Lanyard & Card Holder



File Folder & Pocket Card Protector Sheets



Tape to the edge of table



3. Design a chart of acceptable behaviors that will promote a deposit. Keep the chart simple with no more than 5 targeted behaviors. These can be changed from time to time. **Set a total** price that can be earned for exhibiting all five behaviors.
4. Design a chart of unacceptable behaviors that will cause a withdrawal. These behaviors are different than the acceptable ones. Keep the chart simple with no more than 3 targeted behaviors. These can be changed from time to time. Set a price that can be withdrawn for **each behavior**.
5. Hang behavior chart/s in a good location of the cafeteria.
6. Allow students to have input on what behaviors should go on the charts.
7. Decide if you will be using both types of behavior charts or just one type. Here is an example of both types of charts.



8. Generate a list of rewards and pricing for each reward. Allow student input. Make another chart for this. *(Details and ideas on page 4.)*

## Storage and Easy Access to ETM Cards:

- 1. Pocket Chart** – This system of storing ETM Cards allows scanning of the cards fast and easy. These charts come in all sizes, so one or two charts may be all that is needed to store all of the ETM Cards in one spot.
  - Hang the pocket chart on the wall or with a pocket chart stand.
  - Write the teacher/classroom/block name on the back of each card.
  - Place the cards in the pockets so that the QR code is facing out. Cards can be scanned without removing them from the pocket.
- 2. Lanyard and Card Holder**- This system allows for the transportation of the ETM Cards from classroom to cafeteria on a daily basis. It is stored in the individual classrooms.
  - It can be worn by teacher and scanned when students are picked up.
  - It can be given to a student as a classroom job.
- 3. File Folder and Pocket Card Protector Sheets** – This system uses very little space. All ETM Cards can be moved around easily and stored on a shelf. All of the ETM Cards are stored in one file folder. Cards do not have to be removed to scan them.
  - Write the name of teacher/classroom/block on the back of each card.
  - Place the cards in each pocket so that the QR code is facing up. This allows for fast scanning.
- 4. Taped to the edge of a dining table**- This system is a good one to use if classrooms are assigned specific tables in the cafeteria. By taping it to the table allows for the tables to be washed without removing the cards. Cafeteria monitors can easily move from one table to the next, scanning cards and depositing or withdrawing as needed instead of at the end.
  - Write the name of teacher/classroom on the back of each card that is assigned to the table.
  - Tape all cards with the QR code facing up securely to the edge of the table. Make sure it is waterproof.

## Rewards:

Rewards for this set up should be designed for groups not individuals. Try to think in terms of tiers. The first tier of rewards would be for individual classrooms. The second tier of rewards would be for whole grade levels. The third tier of rewards would be for the whole school. Determine which tiers will work best with the student population. **Choose to do only one or all three.**

There are many websites that offer ideas for inexpensive to no cost rewards. Do your research and make a list of all possibilities. From the list, divide them into the three tiers.

### First Tier – Individual Classrooms

- These rewards are small.
- Time frame is weekly or monthly.

### Second Tier – Grade Level

- These rewards are bigger.
- Time frame is monthly or end of grading period.

### Third Tier – Whole School

- These rewards are fewer but bigger.
- Time frame is the end of a semester or year.
- If you are going to use this along with another tier, consider making the cost of rewards based on average weekly earnings instead of a set amount.

Here are examples for each tier:

Tier 1 Reward Chart	Tier 2 Reward Chart	Tier 3 Reward Chart
<ul style="list-style-type: none"><li>1. Extra Recess.....\$50.00</li><li>2. Lunch in the Classroom.....\$40.00</li><li>3. Movie with lunch.....\$100.00</li><li>4. Movie at the end of the day.\$150.00</li><li>5. Music during lunch.....\$75.00</li></ul>	<ul style="list-style-type: none"><li>1. Pizza Party.....\$300.00</li><li>2. Dance Party.....\$200.00</li><li>3. Movie with lunch.....\$100.00</li><li>4. 30 Minute Recess.....\$150.00</li><li>5. Music during lunch.....\$100.00</li></ul>	<p>Student/Teacher Basketball Game</p> <p><b>\$1,000.00</b> Weekly average - \$75.00</p> <p>Carnival</p> <p><b>\$2,000.00</b> Weekly Average - \$100.00</p>

## **Implementation of the ETM Machine APP and ETM Card System:**

The setup is the hard part. It takes time and organization up front. Once it's done, the implementation is easy.

- Determine who can give deposits and withdrawals for identified behaviors. These people will need to have a user account.
- Determine when money will be deposited or withdrawn – immediately or end of lunch or both.

**When depositing money**, the amount shown on the Acceptable Cafeteria Behavior Chart is only a possible amount. So for example, the chart says if all five of the items on the list were successful at the end of lunch, the class can get up to \$25.00. But let's say, the serving line was a little too noisy and too many warnings were given, that might bring the deposit down to \$20.00. Maybe the class was only successful in one of the five areas. This would only give the class a deposit of \$5.00.

**Withdrawing money** only comes if one of the items from the Unacceptable Cafeteria Behavior Chart is exhibited. This should be separate from the earnings of the other chart.

If students want to know the balance immediately, cafeteria monitors can scan the QR code of that class and a balance will show up.

Weekly or monthly transaction reports can be printed out or emailed to teachers. These reports provide educators with balances, dates and a record showing what types of behaviors were being exhibited by students. These reports can be used to determine changes in the charts, pricing, incentives, etc.

Revisit and make changes to charts and implementation throughout the year, especially if there are areas that not working effectively.

### **Alternative Set up and Implementation:**

Teachers can determine their own incentive rewards and pricing within their classroom or grade level. The Cafeteria Behavior Charts are still needed to give cafeteria monitors guidance in depositing and withdrawing.

The Unacceptable Cafeteria Behavior Chart can be excluded from the implementation.