



RUNNING A RECIPE SWAP

STAFF ENGAGEMENT ACTIVITY

Kia ora!

Encourage your colleagues to prevent waste, save money and help the environment one meal at a time!

A 'Recipe Swap' is an easy way to showcase Love Food Hate Waste's four steps to effective meal planning. It's a fun and interactive way to help colleagues tackle 'Step 3: Choose Meals' by sharing creative meal ideas and family favorites.

This activity encourages staff to exchange their 'go to' recipes that see them through the busy nights, win over picky eaters, use up leftovers, or make the most out of pantry staples. It's a great way to foster creativity in the kitchen and get everyone on board with our mission to reduce food waste in homes across Aotearoa.

What You'll Need:

- **A Platform for Sharing/Submitting recipes:** A staff communication platform (e.g., Slack, Teams, a shared document or folder, or a physical or digital bulletin board) where employees can easily submit and view the recipes.
- **[Optional] A virtual or physical time and location:** to share and vote for recipes over a cuppa
- **Incentive:** A small prize or recognition for the best recipes (e.g., a grocery voucher, reusable shopping bags, or a feature in the next team newsletter).
- **Promotion:** A clear, concise communication plan to get staff excited and involved.

This toolkit has everything to set you on the right track!

This activity has been developed as part of The Food Critics Campaign (3-30 March 2025) that aims to reduce household food waste through effective meal planning.
This activity and the assets included in this guide can be used at any time beyond 3 March 2025
For further info, please contact info@lovefoodhatewaste.co.nz

SAVE MONEY DO BETTER MEAL PLANNING

1. CHECK YOUR WEEK

WHO'S HOME?
WHEN WILL YOU BE BUSY OR TIRED?

2. CHECK WHAT YOU'VE GOT

SEE WHAT NEEDS USING UP IN YOUR FRIDGE, FREEZER & PANTRY.

3. CHOOSE YOUR MEALS

PLAN EASY, FLEXIBLE MEALS. DON'T FORGET TO USE YOUR LEFTOVERS.

4. CREATE YOUR LIST

AND TAKE IT WITH YOU.

REPEAT AND SAVE MONEY!

LOVE
FOOD
hate waste
NEW ZEALAND

GET THE
FREE
MONEY
SAVER
MEAL
PLANNER



5 STEPS TO A SUCCESSFUL RECIPE SWAP!

01 Set the Date, Timeframe & Modality

Choose a timeframe for the swap (e.g., one or two weeks) to give everyone time to participate and submit their recipes. Decide whether you'll run it as a digital swap or an in-person event.

- For in person events you'll need a wall where people add their recipes throughout the recipe swap timeframe. Stickers or marker pens for people to vote for their favourites! A communal space or hallway is a great opportunity to draw other colleagues in, consider making the space pop with [our posters](#).
- For digital events, we recommend people submit recipes to a digital whiteboard (e.g. Miro) for easy access and voting. Alternatively, you could ask people to share on Teams, Slack or save them into a shared folder.

02 Define the Focus

Encourage staff to submit recipes that:

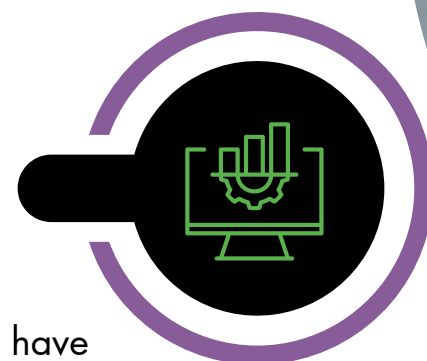
- Are family favourites for picky eaters
- Use up leftovers or ingredients they already have in their pantry or fridge.
- Are flexible, easy-to-make meals or freezer-friendly dishes for busy nights
- Are adaptable for varying portion sizes or dietary preferences.



05 Share & Celebrate!

Once the swap ends, here's how you can wrap it up:

- Feature the best recipes in your team newsletter or on your intranet.
- Recognize participants by sharing their tips and ideas with the group.
- Send a final email or post thanking everyone who participated and share the winner (or just recognize the effort) with a "job well done" message.



04 Share & Vote over a cuppa!

Run a digital or virtual morning tea where participants can peruse the recipes and vote for their favourites!

- Announce the winners for each category
- Remind participants of the 4 key steps to meal planning.
- Consider printing or offering out the digital downloads of the LFHW NZ Meal Planner, Meal Planning Steps or Easy Choice Family Kai Cook books!

03 Communicate the challenge

Use the suggested copy on the following page to explain the recipe swap and get people excited!

- Keep the momentum going by reminding staff about the benefits of sharing their recipes and learning from others. Share examples of the recipes as they come in to keep the excitement up.
- Encourage staff to get creative and share recipes that are easy to make, cost-effective, and flexible for different dietary needs.



SUGGESTED COPY & RESOURCES

Intro Email or Intranet Message:

Subject: Join the Recipe Swap – Share Your Favorites and Help Reduce Food Waste!

Hi Team,

We're excited to kick off a fun and easy way to get everyone involved in reducing food waste – the Recipe Swap! This is your chance to share your go-to recipes that help tackle those busy nights, win over picky eaters, or make the most of pantry staples or transform leftovers!

Did you know the average family throws away \$1510 worth of food every year? The great news is [meal planning](#) can be a great way to make sure you make the most of your food and saving food from the bin! Let's inspire each other and make food waste a thing of the past.

Here's how to get involved:

1. Share your favourite go to recipe under one of the following categories

- Are family favourites or fake-aways for picky eaters
- Use up leftovers or ingredients they already have in your pantry or fridge.
- Are flexible, easy-to-make meals or freezer-friendly dishes for busy nights

Use the template attached and add your recipe to the <wall location / Miro board here / folder here

2. Vote for your favourites

Get inspired by what your colleagues are cooking and discover new ways to reduce waste! Add a thumbs up [or sticker for physical locations] to your favourite recipe!

3. Explore & celebrate over a cuppa on <date>

Get inspired and make your final votes. Prizes will be awarded for category winners!

Don't miss out on this fun way to save money, reduce waste, and make mealtime stress-free We can't wait to see what's cooking in your kitchen!

Ngā mihi,

Follow Up Email

Subject: Last Call for the Recipe Swap – Don't Miss Out!

Hi Team,

The deadline for our Recipe Swap is fast approaching, and we don't want you to miss the chance to share your favorite meals, discover new ideas from your colleagues (and win some fun prizes!)

This isn't just about swapping recipes—it's about making a real impact on food waste. Did you know that the average Kiwi family throws away over \$1500 worth of food every year? By planning meals better and using up leftovers, we can save money and reduce stress, all while cutting down on food waste.

To those that have already submitted your recipe, thank you! Don't forget to vote for your favourites! If you haven't yet, there's still time to join in:

- Use the template attached and submit your recipe by [end date]
- Join us on <date>, get inspired by what your colleagues are cooking, discover new ways to reduce waste and cast your final votes! Winners will be announced at <time>

The more recipes we share, the better we can all save money, reduce waste, and keep mealtime stress-free. We can't wait to see what you've been cooking!

Ngā mihi,

Additional Resources

Spruce up your contribution wall and share resources to boost participation and elevate your colleagues' meal planning game with the below downloads!

- [LFHW NZ Meal Planner](#)
- [Meal Planning Steps Poster](#)
- [NZ Food Waste Posters & Recipe cards](#)
- [Family Choice Kai Cookbooks](#)

For more resources, check out www.lovefoodhatewaste.co.nz

<ORGANISATION NAME> RECIPE SWAP!

Name:

Process:

Recipe Name:

Category:

- Family favourites or fake-aways for picky eaters
- Great for using up leftovers or ingredients they already have in your pantry or fridge.
- Flexible, easy-to-make meals or freezer-friendly dishes for busy nights

Ingredients:

Vote casting space!