



2011-2012

SCHOOL WELLNESS TEAM ACTION PLAN

Application

4/13/2011



Growing School Wellness Teams:

Thank you very much for your commitment over the last year to school wellness!

This new action plan is designed to help your school move to the next level by strengthening your wellness team and implementing more school initiated projects and activities. As the end of the W.K Kellogg funding approaches, we hope to have wellness teams firmly established in schools, so that all of the great work you have begun continues, regardless of FFI funding.

We at FFI have learned a lot about wellness teams over the last year from all of you. We have incorporated into this next action plan many of the strategies and components that have worked well within your teams.

The **most important** component of a wellness team is **teamwork**. In order to make long term changes in student health and school environments, it takes the work of many individuals working on a multitude of levels with the school. No one person can do this alone. Work with your team over the next year to build and develop trust among members, learn about each other, as you work together to build a healthy and strong school community.

As such, we ask that teams strive to have the following:

1. Diverse representation: (9 – 14 members are encouraged):
Recommended: 1 administration, 2-3 teachers (including physical education teacher), 2-3 parents and/or community members, food service, school nurse, at least 2 youth members
2. Designate regular monthly meetings, or a minimum of 6 meetings per year
3. Create a working statement of purpose to build a vision for your team

Continued Support with FFI:

We are looking forward to continuing our work with you in the coming year. Resource contacts will work with individual schools to build capacity with team members, youth teams, food service, and others. Your resource contact will serve as your guide throughout the action plan process. In addition, FFI will continue to provide stipends for trainings throughout the year for teachers and staff.

TIPS FOR AN EFFECTIVE SCHOOL WELLNESS TEAM

These tips were adapted from the Alliance for a Healthier Generation Toolkit: School Wellness Council and Promoting Healthy Youth, Schools, and Communities: A Guide to Community-School Health Councils. Links to these guides are available at www.iowafoodandfitness.org.

- I. **Do your homework.** Completing a baseline assessment of your schools health environment will help your team (1) find out where your school most needs to be improved, (2) measure its progress, and (3) generate new ideas. We suggest the following assessments (Links to these can be found at www.iowafoodandfitness.org):
 - Local School Wellness Policy Evaluation Checklist
 - CDC School Health Index

- II. **Involve Students.** School wellness teams exist to improve students' health and they need to be integrated into the decision-making process. Also, students are often the best advocates for healthy schools and are powerful spokespeople with school decision makers and community members. Use these helpful tips when collaborating with students:
 - Be clear about roles and expectations
 - Prioritize youth involvement in all your activities
 - Create one or more student positions on the school wellness team
 - Provide opportunities for students to develop their skills on the team

- III. **Identify the team's purpose.** A school wellness team can serve many purposes in a school. Defining your team's purpose will provide a common focus which will improve the efficiency and effectiveness of your team. Record your team's statement of purpose, and return to it at a regular basis to guide the team's work. Your team may choose one or several of these purposes:
 1. Advocate for creating a healthier school environment.
 2. Educate the school community about the school environment and increase support for healthy initiatives.
 3. Suggest school policies that will promote health.
 4. Plan and implement programs for students and staff.
 5. Evaluate the health environment in the school.

IV. **Make real changes.**

VISION + SKILLS + INCENTIVES + RESOURCES + ACTION PLAN = CHANGE

What's needed for change to occur? If one of these pieces is missing the following things may result: confusion, anxiety, slow change, frustration, and false starts. When your team encounters a set-back, identify which one of these pieces are missing and work to engage all of these pieces. Don't be discouraged by set-backs, learn from them and use this formula to work through them.

- V. **Write a desired outcome or vision statement.** Go through this process before writing your team's desired outcome/vision statement.
- Using the list below, discuss the need for a vision with your team
 - Read your school's mission statement and see if there is alignment
 - Review your school wellness team's statement of purpose
 - Brainstorm visions as a whole team and then have a small group develop and present the final vision statement to the team

A vision...

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| <ul style="list-style-type: none"> • <i>Organizes and unites us around a common purpose</i> • <i>Expresses what we want our future to be</i> • <i>Is personal as well as group centered</i> • <i>Expresses what could be when we use our talents and strengths</i> | <ul style="list-style-type: none"> • <i>Communicates confidence in our ability to get the job done</i> • <i>Guides our actions and attracts others to our cause</i> • <i>Uplifts, compels, challenges, and inspires</i> |
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- VI. **Adopt a structure.** Having a structured school wellness will ensure stability, reduce conflict, and contribute to sustainability. Define your school wellness team's structure and decision making process.

Making Decisions

- Democratic: One person, one vote—with majority rule.
- Consensus: Seeks the agreement of most participants, but also resolves or mitigates the objections of the minority to achieve the most agreeable decision.

Effective Meetings:

- Designate team member roles
- Develop a communication strategy for you team
- Start and end the meeting on time
- Have a consistent agenda format and send out the agenda before the meeting
- Encourage participation by asking questions rather than making statements
- Ask for action and seek commitment from participants.

Member Roles and Responsibilities

- Chair: Attend and lead all meetings. Create and send out meeting agendas 1-2 days before each meeting.
- Co-chairs: Co-chairs can share the chair responsibilities or fill-in when the chair can't fulfill their duties.
- Student chair: Communicate student ideas and desires to the school wellness team. Facilitate student survey's and student awareness campaigns.
- Secretary: Record meeting minutes and email to team members. Maintain a calendar for the wellness team that includes deadlines, activities, and other relevant events.
- Treasurer: Manage wellness team grants and funds. Give a financial status report to team on a regular basis.



DIRECTIONS FOR COMPLETING SCHOOL WELLNESS TEAM ACTION PLAN APPLICATION 2011-2012

Action Plan Deadlines:

June 3: Rough Draft of Action Plan Application; Letter of Intent for Wellness Project

September 1: Final Draft of Action Plan Application

September 30: Final Wellness Project Proposal Due

FFI will be reviewing action plans over the summer. When schools resume in August, we will have suggestions/updates for you to help complete your final draft. Please complete the following prior to your action plan submission.

Each school submitting an action plan will receive \$500 towards their wellness team projects.

- Completed Action Plan Application, including reflection and goals
- Submitted vision statement, or submit meeting date to develop vision statement: Date of meeting: _____
Statements must be completed before 12/15/11
- Copy of your school wellness policy and most recent policy evaluation
Date last evaluated: _____
- Letter of Intent for School Wellness Project (optional)
- Send or email your Action Plan to: nealem01@luther.edu Electronic Copy Preferred**
Emily Neal, School Outreach Coordinator
Luther College
700 College Drive
Decorah, IA 52101

* Each school will be assigned a FFI school wellness resource contact to assist with completing your action plan. Once your action plan is submitted, your resource contact will be available to attend your school wellness team meetings and will be your primary contact to receive FFI assistance and resources.



Visit our website to find...
www.iowafoodandfitness.org

- this School Wellness Team Action Plan Application,
- links to other published school wellness team guides and resources,
- your school's resource contact information, and much more!

1. **Go to** www.iowafoodandfitness.org
2. Click on the **Schools & Youth** Tab
(Literally, click on the words "Schools & Youth" and it will take you to a page on school wellness.)



SCHOOL WELLNESS ACTION PLAN APPLICATION

School/District:

Mailing Address:

Telephone:

School Wellness Team's Chair (Co-Chairs):

Email:

Telephone:

What will be your meeting schedule for the 2011/2012 year? (Bi-monthly minimum)

School Wellness team members

<u>Name/Position</u>	<u>Email</u>

2010 SCHOOL WELLNESS TEAM REFLECTION

Please answer the following questions. Answers may be typed out and submitted along with the Action Plan Application.

1. Share some successes your school wellness team has had this year. They can be significant projects, team building accomplishments, school and community awareness for wellness, et cetera.
2. What conditions, factors, or situations contributed to these successes?
3. What are some setbacks you experienced this year? What does your team need to move past these setbacks? What does your school need to move towards a school culture of wellness?
4. Food Activities/Policies: What current/on-going projects are being implemented at your school relating to: nutrition, procurement of local healthy food, school lunch reform policies, food education?
5. Fitness Activities/Policies: What current/on-going projects are being implemented at your school relating to active transportation to school, increased physical activity in the classroom environment, or additional fitness activities (i.e. morning mile, mileage clubs)?

SCHOOL WELLNESS GOALS AND POLICY TARGETS 2011-2012

*In the form that follows, please describe your desired projects, policy changes, and activities for the school year. A robust school wellness program, addresses the needs of students on a variety of levels. We encourage you to think about writing goals addressing the following school components: **Nutrition Education, Physical Activity, Parent Outreach, Staff Wellness, School Meal Program***

1. Goal/Policy Targets:

Write what your team wants to accomplish during the 2011-2012 school year. Please have a **minimum of five goals**. You do not need to have one goal for every component; you may have multiple goals for one component. Please do not worry about getting too caught up in “goal” language. We encourage you to think about why you are doing something, and how you are going to do it.

2. School Commitment:

Identify who will commit to see that the goal is achieved and what contributions, time, or actions will they perform.

3. FFI Resource Request:

In order to achieve your schools’ goals, FFI may be able to provide funding, human resources, or other resources. If you have a specific idea of how FFI could support your school list it here and we will review all requests and try to fulfill as many as possible.



W.K. Kellogg Foundation Food & Community Partner

SAMPLE GOAL AND POLICY TARGET FORM

Goal	School Commitment/Contact	FFI Resource Request
Implement nutrition education with 5 th grade science	<ul style="list-style-type: none"> -Send 5th grade team to FFI teacher education workshop - Discuss new curriculum at fall inservice 	<ul style="list-style-type: none"> -Curriculum support for 5th grade team -\$300 for 30 hours of curriculum development included in our wellness project
Increase recess by 5 minutes every day (25 min. a week)	<ul style="list-style-type: none"> - School wellness team will present to the school board - This will be written into the school wellness policy upon approval 	<ul style="list-style-type: none"> - Request for any research based evidence for physical activity contributing to better academic performance
Offer two seminars a year for parents about healthy eating, packing school lunches & school treats	<ul style="list-style-type: none"> -Secretary will send out newsletters to parents -Provide space for workshops -Involve teachers in workshops 	<ul style="list-style-type: none"> -Help plan and teach parent workshops -Provide lists of suggestions for lunches and snacks
Create a survey for staff to see what they're interests would be for staff wellness programming	<ul style="list-style-type: none"> -School nurse with help of wellness team will create the survey -Surveys will be emailed to all staff (or use of Survey Monkey) 	<ul style="list-style-type: none"> -3 visits from FFI staff to help implement staff wellness program (December-March 2012)
Serve local vegetables/fruit once a week for 6 months.	<ul style="list-style-type: none"> - Food service staff will plan the menus accordingly - High school youth will help harvest and deliver produce from the school garden -Designate money from food service budget to used to procure local food 	<ul style="list-style-type: none"> - Request for FFI communications staff to come to take pictures and create a media buzz -Request to FFI to help with connecting to procurement sources, and with other schools doing this same initiative



GOAL AND POLICY TARGET FORM

As a team, fill this out for the 2011-2012 school year.

Goal	School Commitment/Contact	FFI Resource Request



OPTIONAL: INDIVIDUAL SCHOOL WELLNESS PROJECT PROPOSAL

FFI would like to offer a onetime grant opportunity for schools to build wellness initiatives and programs. You may apply for up to \$2000 for wellness projects. Grants money should be used to build wellness capacity in your school through integrated programming. Projects should have a far reaching impact within your school.

Letter of Intent:

If you are interested in participating in this opportunity, please submit a **letter of intent** with your action plan application, by June 3. Outline your ideas for projects. After submission, your resource contact will be working with you to narrow down and strengthen your proposal. Final proposals are due September 30, 2011. Grant award decisions will be made by the FFI vision team, and notification of award will be giving by December 1st. We strongly encourage you to discuss ideas with your resource contact throughout the process.

Things to keep in mind for final proposals:

- Target Audience: we encourage schools to think of programs that have a far reaching impact on school wellness throughout the district
- Integration of the project into a variety of subjects and/or school activities
- Objectives and Activities
- 25% in-kind match, we will be asking school to make a minimum in-kind match. This does not have to be a cash match.

What We Do Not Fund:

- Programs or events outside of Allamakee, Chickasaw, Clayton, Fayette, Howard, or Winneshiek, County
- School operating support
- Staff position
- Individual requests for personal assistance or sponsorship
- FFI will not fund certain types of infrastructure



Scheduled Events and Opportunities

Please highlight or check off the activities your school would like to participate in.

Data Collection:

1. Spring Data Collection with Student Travel Tally

Description:	School Commitment	FFI Commitment
As a means of tracking your school's progress, the National Center for Safe Routes to School provides surveys for teachers and parents. Once completed, this data can be sent to the NCSRTS to be processed and compared with past years.	<ul style="list-style-type: none"> • 100% Commitment from teachers (if completing Student Travel Tally) • Champion to take charge of school or parent survey collection • Copy data sheets and send to the National Center for Safe Routes to School (NCSRTS) 	<ul style="list-style-type: none"> • Serve as a liaison between school and NCSRTS • Facilitate "progress meetings" • Assistance with post-data processing

2. Community Mapping & Assessments:

Description:	School Commitment	NEI F&F Commitment
GIS mapping and other assessments for walkability can be done throughout the region, examples include mapping various one to two mile routes around a school, Walking School Bus routes, sidewalk assessment, and crosswalk availability.	<ul style="list-style-type: none"> • Determine goals for mapping & assessments (determine action plan) 	<ul style="list-style-type: none"> • Review baseline mapping and assessment data completed by RC&D in 2008-09. Work with school-community team to complete an assessment of walkability needs • Use regional resources (Iowa Department of Public Health, Luther College GIS students, Iowa State Extension etc.) to map communities. • Assistance presenting maps/assessments to school administration, city council, etc.

Walk and Bike to School Events:

3. Go-the-Distance Day: May 6, 2012:

Description:	School Commitment	FFI Commitment
Go-The-Distance Day is a FREE one-day event for Iowa Schools. Its purpose is to show Iowa youth that physical activity is fun and a healthy choice, while increasing public support of physical activity!	<ul style="list-style-type: none"> • Register your school on www.iowasportsfoundation.org • Plan school activities (physical activities, healthy local snacks, or incentives) 	<ul style="list-style-type: none"> • Provide resources and ideas for walking activities • Facilitate local/regional communications and news coverage

4. Bike to Work/School Week: May 16-20, 2012 and

5. International Walk to School Day (I-Walk): October 5

Description:	School Commitment	FFI Commitment
May 16-20 is national bike to work week! October is Walking Month. Why not make it a community celebration by encouraging students to bike to school!	<ul style="list-style-type: none"> • Instruct students on bicycle safety prior to event : if applicable. • Notify parents of event • Publicize event in school communications • Encourage participation • Take photos 	<ul style="list-style-type: none"> • Facilitate local/regional communications and news coverage

6. Walking School Bus House Party:

Description:	School Commitment	FFI Commitment
Organize walking school buses and/or bicycle trains in the neighborhoods around the school. Walking School Buses and Bicycle Trains are comprised of students walking or biking to school together. The routes are pre-designated and have an adult chaperone.	<ul style="list-style-type: none"> • Help send fliers/newsletters to students homes 	<ul style="list-style-type: none"> • Facilitate meetings • Provide fact sheets • Orientate school bus drivers • Mini-grants available for supplies (i.e. vests, handheld stop-signs, school bus stop signage, etc.)

Classroom Opportunities

7. Walking Competition:

Description:	School Commitment	FFI Commitment
Host a month long walking/biking competition between classes. Create an award to give to the class with the most students walking or biking to school.	<ul style="list-style-type: none"> • Track of mileage or minutes walked throughout school • Link benefits of walking to classroom curriculum • Take photos 	<ul style="list-style-type: none"> • Provide templates for competition scoreboards and fact sheets

8. Mileage Club:

Description:	School Commitment	FFI Commitment
The Mileage Club is based on a non-competitive philosophy that encourages students to be active to together. Students set mileage goals and run or walk to reach their goal. Mileage Club participants learn discipline, how to set goals, make new friends and have fun!	<ul style="list-style-type: none"> • Establish a Mileage Club Coach • Encourage school-wide participation • Take photos 	<ul style="list-style-type: none"> • Provide Mileage Club Toolkit with scorecard template, newsletters, and fact sheet

Community Events:

9. Safe Routes to School Presentation:

Description:	School Commitment	FFI Commitment
Help establish safe and enjoyable walking/biking routes to school.	<ul style="list-style-type: none"> • Dedicate meeting time and place • Publicize event in school communications and in local newspaper 	<ul style="list-style-type: none"> • Provide Safe Routes to School speaker • Provide a press release template for media • Publicize event on FFI website • Assistance facilitating and networking for regional participation

Youth Experiences

10. Crossing Guard Training:

Description:	School Commitment	FFI Commitment
Crossing Guard Training involves teaching older students the necessary skills to facilitate safe walking and biking transportation for the school. With adults, students gain leadership and awareness as they help others safely meet their active transportation needs.	<ul style="list-style-type: none"> • Designate adult crossing guard trainer • Obtain permission from parents and guardians of youth crossing guards • Incorporate Crossing Guard training into the school day to make it available for all students 	<ul style="list-style-type: none"> • Organize and facilitate crossing guard training • Supply crossing guard materials (vests and hand-held stop signs) • Provide CGT Toolkit with a sample schedule, tips, and safety measures

Staff Wellness:

11. Staff Wellness Opportunities

If your school is interested in offering wellness opportunities specifically for staff we can help find a program that fits your needs. Here are three established programs. Let us know if you would like us to help formulate a program that meets your school’s needs!

1. **Stress-Less Challenge** Free: Each week the Stress-Less Challenge focuses on a different strategy to reduce stress. The weekly strategies are small, easy things you can do anytime and anywhere. The four weeks are: Move More, Laugh a Little, Money Management, and Make yourself a Priority.
2. **Lieutenant Governor’s Challenge** Free: The Lieutenant Governors' Challenge: 12 week reward based program focuses on healthy fitness and nutrition choices.
3. **Live Healthy Iowa 100 Day Challenge** The Live Healthy Iowa 100 Day Challenge is a team based weight loss and physical activity program that will assist you in making positive changes that lead to a healthier lifestyle. There is a fee for this program.

Local Food Procurement:

12. School Food Consultation: November 2011-January 2012

Description:	School Commitment	FFI Commitment
Food service directors receive one-on-one assistance from FFI staff to set 3-5 local food procurement goals for the school year.	<ul style="list-style-type: none"> Support food service director's time for consultation 	<ul style="list-style-type: none"> Assist with farmer education to fill bids and to connect farmers to schools for the next school year.

**Local Dirt (www.localdirt.com) is a free online database for selling and buying local foods.*

13. Producer Visits: Limited Participation

Description:	School Commitment	FFI Commitment
Schools receive 1-3 school lunch visits from farmers local to their school district. This unique experience engages students in the lunchroom like nothing else, and proves to get children to try local food. Limited participation, must participate in Home Grown School Lunch week.	<ul style="list-style-type: none"> Responsible for food purchases. Must either serve a local food for lunch or offer samples of the local food. 	<ul style="list-style-type: none"> Help with sourcing local food. Work with schools to identify local farmers. Provide marketing materials.

14. Home Grown School Lunch Week: September 19-23

Description:	School Commitment	FFI Commitment
This third annual event provides a time for food service to showcase local food. Local food is incorporated into the weekly menu and is labeled for students to see. Education and advertising can be integrated as well.	<ul style="list-style-type: none"> Purchase \$300 worth of local food Must complete Annual School Food Survey Submit menu plan by Sept. 1 Final summary report and photos required. 	<ul style="list-style-type: none"> \$300 worth of kitchen, garden, or education equipment

We strongly encourage schools participating in HGSLW to add in components to include classrooms, teachers, students and parents in this initiative! Have a lunch box local challenge!

15. 5th Season Workshop for Food Service Staff:

Description:	School Commitment	FFI Commitment
Designed to bring food service staff together to learn cooking techniques, learn recipes for using local foods and prepare and preserve local produce to use during the winter.	<ul style="list-style-type: none"> • Host or participate in a 5th Season Workshop 	<ul style="list-style-type: none"> • Help coordinate workshop • Help with promotion of event • Stipends for substitute pay and mileage reimbursement • Provide host site

16. School Food Service Networking Meeting: TBD January

Description:	School Commitment	FFI Commitment
Hosted each year to share new information and provide a way for food service across the region to share experiences and learn from each other.	<ul style="list-style-type: none"> • Send food service employees. 	<ul style="list-style-type: none"> • Stipends for substitute pay and mileage reimbursement

17. ServSafe Food Safety Training: July 27, 2011 (Alternate Date July 28)

Upper Iowa University 8am-5pm

Description:	School Commitment	FFI Commitment
Food safety is the foundation of any school cafeteria. ServSafe™ is a nationally accredited food safety program. Food service employees will learn foundational knowledge and skills for daily operations, and have the chance to earn a five-year certification .	<ul style="list-style-type: none"> • Publicize event in school communications • Train other who are not at the workshop 	<ul style="list-style-type: none"> • Provide a ServSafe™ 5th Edition Manual and proctor certification exam (\$150 value) • First 15 participants can attend free of charge. Additional participants will need to pay \$125.

18. SafeFood and Knife Skills Training: August 2, 2011

Location TBD 9am-3pm

Description:	School Commitment	FFI Commitment
Safefood training in the morning and knife skills training in the afternoon. Option to take only half a day. Safefood will be different from last year. We recommend taking this class again unless already ServSafe certified.	<ul style="list-style-type: none"> • Publicize event in school communications • Encourage sharing with other food service staff 	<ul style="list-style-type: none"> • \$50 stipends available for the first 25 participants

School Garden:

19. School Garden Harvest Logs

Description:	School Commitment	FFI Commitment
School gardens are not only beautiful, but they are economical. Fill out a School Garden Harvest Log to find out how much money your garden is making.	<ul style="list-style-type: none"> Log harvest out of the school garden (youth, food service, teacher, volunteer) Submit logs for calculations of value of food produced by school garden (FFI staff) 	<ul style="list-style-type: none"> Complete a report for the school wellness team. \$200 worth of garden equipment and/or food preservation, kitchen equipment

20. Deepening Your School Garden Workshop: For Food Service Staff and Educators

Description:	School Commitment	FFI Commitment
Learn how to use garden produce in school meals, how to make kid-approved healthy recipes, how to link a garden to classroom curriculum, and how to showcase your school's garden	<ul style="list-style-type: none"> Must have had a school garden for at least a year 	<ul style="list-style-type: none"> Assistance coordinating workshop Assistance with promotion of event Substitute pay and mileage reimbursement as available

Teacher Trainings:

21. High School Family and Consumer Science (FCS) Workshop: October 26, 2011

Description:	School Commitment	FFI Commitment
3- 3 ½ hour training offered to FCS teachers, includes SafeFood training, followed by either knife skills or a nutrition update.	<ul style="list-style-type: none"> Send one high school family and consumer science teacher 	<ul style="list-style-type: none"> Provide a two hour Safe Food training, information and resources. \$65 dollar classroom grant

This workshop will be offered after the already scheduled required Elkader, FCS teacher meeting.

22. Whole Wellness-Whole Curriculum: AEA continuing education workshop (same as Safe Routes to School listing): Tentative Dates 2011: November 9 (8 – 4:30), November 16 and 30, (4 -8 pm)

Description:	School Commitment	FFI Commitment
Learn about the importance of infusing healthy living into your curriculum. Learn activities, lessons and designs that align with the Iowa Core Curriculum, and create a healthy learning environment for students! Learn about Action Math, Edible Science, and Healthy History! This 15-hour course can be taken for recertification or graduate credit with the AEA.	<ul style="list-style-type: none"> Encourage a minimum of two, K – 6th grade teachers to attend Publicize event in school communications Encourage attendees to share information with other teachers 	<ul style="list-style-type: none"> Provide a recertification/ graduate credit with AEA. \$65 mini-grant for classroom Stipends to support substitute pay

23. District-Wide School Wellness In-service *(same as Safe Routes to School listing):*

Description:	School Commitment	FFI Commitment
A three-hour wellness in-service lead by FFI members will include sessions for elementary, middle and high school teachers, FCS/vocational agriculture teachers, food service staff, and administration.	<ul style="list-style-type: none"> • Register for three-hour in-service training 	<ul style="list-style-type: none"> • On-site training that emphasizes team building and strengthens wellness activities. • Provide information on Healthy Kids Act and best practices for wellness teams • Assistance with wellness messaging throughout school

Date of in-service _____

contact, Emily Neal, nealem01@luther.edu