

# PROCESSES



## Creating a 10-Month Action Plan

### Purpose:

To create a document that guides the school with their health and wellness goals (school action plan).

### Materials:

- 10 pages of chart paper
- Markers
- Stickers in the shape of dots
- Star stickers
- Sticky tack or transparent tape
- Current action plan (if available)
- References (one copy per group)
  - District wellness policy or school wellness guidelines
  - List of monthly campaigns (one copy per small group)
  - Joint Consortium for School Health, Healthy School Planner Foundational Module Report for the school

### Time for Process:

- 45 minutes

### Pre-process Steps:

1. Create a list of activities that the school currently participates in that relate to comprehensive school health (use the activity column of the current action plan if available).
2. Divide the activity list so that each activity can be distributed individually (i.e., one activity on one piece of paper).
3. Print off one copy of all references listed above for each small group.
4. Prepare the room with tables for small group work.
5. On each table, place markers, a copy of resources, 10 dot stickers per person, and equally divided activities (several per table).
6. Write each month (September to June) on one side of 10 chart papers as a heading. Post them around the room.

### Process:

1. Sit participants in small groups of 4-5.

- a. Shift focus to activities on table. Ask participants to divide them into wellness priorities (Healthy Eating, Physical Activity, and Positive Mental Health) and label them as such.
  - b. Have the participants sort the activities onto the pages representing the 10 months, choosing the month that they feel is the best time for the activity to be implemented.
  - c. Encourage participants to add other activities that they think should be considered to each of the month pages.
2. Once the activities are sorted into the appropriate months, give each participant 10 dots and invite them to select the top ten activities they would like to see continued or added to the action plan. At this time, you should put stars next to any activities that are non-negotiable due to expectations from the district or school policies.
3. As a large group.:
    - a. Review each month's activities.
      - i. Are there too many in any month or not enough? Are the priorities (Nutrition, Physical Activity, and Mental Health) addressed?
      - ii. Are there direct links to the components of comprehensive school health (teaching and learning, community partnerships, policies, and social and environment) addressed each month?
      - iii. Are there other activities that should be included? Should some activities be moved to other months (if there are too many in one month and not enough in another)? Or eliminated altogether (not enough support)?
    - b. Choose a monthly campaign for each month that fits with the chosen activities.
    - c. Establish a plan to determine who will take on roles and responsibility for each of the activities during the next school year. Commitment from staff can be gathered either in the spring or the fall.

### **Next Steps:**

1. Using one of the action plan templates, input the information into the action plan template.
2. Meet with the administration of the school to determine how costs will be covered in the budget (either from APPLE funding, school funding or other sources).
3. Bring back the action plan for final approval and seek commitments to roles and responsibilities from all staff members.
4. Share the action plan with other stakeholders (students, parents, community members, APPLE Core committee) to solicit support, buy-in, and/or participation.