

7 steps Worksheet: Implement change in your school

Steps

MY PLAN

1. Identify Key Stakeholders

- Superintendent
- Principal
- Food Service Manager
- Teacher(s) list 1-5
 - PE
 - Health Science
 - Culinary
- School Nurse
- PTA President
- Parents
- Others (include community partners)

2. Establish Interdisciplinary Relationships

- Get contact info for each key stakeholder
- Find Common ground such as desire to improve academic performance, increase employee moral, increase school funding opportunities
- Utilize network of friends/partners who can vouch for you
- Contact Key stakeholder(s) and make appointment
- Bring specific idea of purpose, mission and plan to meeting

3. Develop Partnerships with other Organizations

- List your existing and potential partners:
 - Existing
 - Potential
- Specify what each partner can/will contribute

- Strengthen or Establish relationship with partner(s)
- Identify and enlist partner(s) to enhance your plan

<u>AM DOing</u>	<u>CAN DO</u>	<u>Will DO</u>
<u>1.</u>		
<u>2.</u>		
<u>3.</u>		

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4. Assessment/Counseling of Teachers/Staff

- Offer and schedule a Free Mini Health Screen to engage Faculty/Staff
- Include Height, Weight, BMI, %Body Fat, BP, (www.musc.edu/leanteam)
- Utilize a questionnaire to survey interest in a proposed program
- Give Feedback about results to individual and administration
- Prepare updated plan based on results of this assessment

5. Needs Assessment: School Health Index

- Partner with DHEC or other trained partner to learn how to conduct School Health Index (<https://apps.nccd.cdc.gov/shi/default.aspx>)

6. Establishment of Wellness Council

- Set a date to meet with at least 1 key stakeholder at school who will Assist in doing SHI and will enlist other school personnel to establish a Wellness Team
- Decide which modules each team member(s) will complete
- Meet again to review findings and establish next step
- Hold regular meetings (< than 1 hr, provide healthy snack and Identify specific goals/activities/accomplishments

7. Selection of Curricula/Activities (specific to your school)

- Decide if School-wide campaign vs. faculty. Open to parents?
- Prioritize specific objective: i.e. Funding vs. Activity
- Identify specific goal: policy, training, awareness,
- Decide on method of delivery (contest, meetings, health fair,)
- Identify resources (Existing vs. Needed)

MY PLAN

AM Doing	CAN DO	Will DO
4.		
5.		
6.		
7.		