

# A list of tools with a yellow post-it note Description automatically generated

# Tool #1 Tips: Recruitment Strategies

* Invite a variety of students from different grades to participate. Remember that older students will be graduating and leaving the school so include students in grades four to twelve to support continuity and program sustainability
* Invite student, staff and parent participation on the committee by promoting Healthy Schools and the Healthy Schools Committee at your:
* School Council meetings
* Staff meetings
* Student Council meetings
* School assemblies and school-wide events
* Have students fill out a request to join the committee
* Put up flyers around the school advertising for the Healthy Schools Committee **(**[**SEE TOOL # 2**](#Tool2)**)**
* Include announcements supporting the school recruitment for Healthy Schools representatives
* Insert an announcement into the school newsletter, school calendar, and social media platforms promoting involvement **(**[**SEE TOOL # 3**](#Tool3)**)**
* Set-up displays at school events such as school barbeques, meet-the-teacher and welcome to kindergarten nights with sign-up sheets
* Invite your public health nurse to support your committee and initiatives
* Promote and talk to parent volunteers already in the school
* Have school administration or the Healthy Schools Champion spread the word; they may have more influence on parents and teachers
* Promote recognition of Healthy Schools volunteers’ participation through features in the school newsletters and the social media platform or a recognition award at the end of the school year
* Find more champions who believe in a healthy school and encourage these people to promote the benefits to the school
* Promote and highlight the healthy activities already in place within the school
* Look to other schools for examples of what is working well to encourage the school to promote the benefits of a Healthy School

# Tool # 2 Sample Recruitment Flyer

**Attention all Parents and Caregivers!**



The Healthy Schools Committee wants to know…

***What are important health issues for you?   
How can we work together to find solutions?***

Parents and caregivers are a valuable part of a “Healthy Schools” approach and   
we are inviting anyone interested, along with educators, students   
and school staff to work together towards improved health!

***Come join the*** Click or tap here to enter text. ***Committee!***

Get involved and make a DIFFERENCE in the health of your school, the health of your children and the health of your school community!



Our next meeting will be held on Click or tap to enter a date.

We meet approximately once a month.

If you have any questions, please contact: Click or tap here to enter text. at Click or tap here to enter text.

# Tool # 3 Raising Awareness Newsletter Insert

Healthy Schools, Healthy Kids!

Healthy Schools are places where children and youth are supported by their school community to make healthy lifestyle choices. Students, school staff, parents, caregivers and community partners can work together to improve the overall health and well-being of the school community.

Some of the benefits of becoming a Healthy School include improved academic success, increased mental health and well-being, increased skills to make healthy choices, student engagement, enhanced relationships and staff-student connectedness.

Click or tap here to enter text. is interested in becoming part of the Healthy Schools program. he Windsor-Essex County Health Unit is available to strengthen our efforts with tips, support and tools.

If you would like to learn more about the Healthy Schools program, contact Click or tap here to enter text. at Click or tap here to enter text.. An information session will be held soon. Stay tuned for more information.

Thank you!

# Tool # 4 Volunteer Recruitment Form

What does a healthy school mean to you? Does it mean having a safe playground or lots of opportunities for physical activity and play? Does it include an environment where students show respect or a place where they can get healthy breakfasts and snacks? A healthy school will likely include all these elements. Healthy Schools can also be so much more!

Click or tap here to enter text. is looking for volunteers to sit on our Healthy Schools Committee and help with activities. We need parents and caregivers, school staff, and students. We will conduct a survey to identify the health priorities that are most important to our school community. We will then review the priorities and come up with creative ideas to address them. We will put our ideas into action and then celebrate our success!

**If you are interested in helping to support healthy school activities, please sign up below.**

|  |  |  |
| --- | --- | --- |
| **Name** | **Phone Number** | **Email Address** |
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If you need more information, feel free to call Click or tap here to enter text. at Click or tap here to enter text..

# Tool # 5 Sample Announcement

**Healthy Schools Committee Launch**

We are on our way to becoming a healthier school!

Click or tap here to enter text. is pleased to officially announce we have formed a Healthy Schools Committee. Our goal is to support and promote healthy choices and activities that will make our school community a healthier place to work and learn.

Our Healthy Schools Committee members include school staff, parents/caregivers and students.

Click or tap here to enter text.

This committee will keep you informed of various Healthy Schools activities going on in the school through the school’s newsletter, social media platforms, school calendar, and/or school bulletin boards. Stay tuned for announcements on these exciting initiatives!

New members are always welcome! If you are interested in joining or have a question for a member of the Healthy Schools Committee, please contact our Healthy Schools champion: Click or tap here to enter text.at Click or tap here to enter text.

**We are one step closer to making our school healthier!**

# Tool # 6 Getting Organized for the First Meeting

|  |  |  |
| --- | --- | --- |
| ✓ | **Introductions** | Welcome everyone! Use an icebreaker to encourage interaction among members. This is the time to learn more about your peers! |
| ✓ | **Visioning exercise** | Before getting started, conduct a visioning exercise asking members about their vision of a healthy school. Highlight what the school may already be doing to promote health. |
| ✓ | **An organized group is a successful one** | Provide a Healthy Schools folder for each member to keep track of important papers and materials. |
| ✓ | **Review the agenda** | Have an agenda ready for distribution to members. The agenda should include topics for discussion, a time guideline and the name of the person responsible for the item. For the first meeting, the Healthy Schools champion may choose to chair. If possible, try rotating the chair for subsequent meetings. [**(SEE TOOL #7)**](#_Tool_#_7) |
| ✓ | **Assign a volunteer to take the minutes** | Briefly explain how to take notes for those who are unfamiliar. Use the template provided in this resource as a guide. Provide members with a copy of the minutes after the meeting. [**(SEE TOOL # 8)**](#_tool_#_8) |
| ✓ | **Establish roles and responsibilities** | The roles and responsibilities determine how the committee will run. These guidelines will help our group work more effectively. **(**[**SEE TOOL # 11**](#_Tool_#_11) and [**TOOL #12**](#_Tool_#_12)**)** |
| ✓ | **Discuss working as a group** | Briefly discuss basic guidelines to ensure the group works well together. **(**[**SEE TOOL #13**](#_tool_#_13)**)** |
| ✓ | **Complete a Healthy Schools Committee contact list** | Make a list of contact information for each member. If a member is a student, include their teacher’s name and grade. Post a copy of the list on the school bulletin board so that school community members know who to contact if needed. **(**[**SEE TOOL #14**](#_tool_#_14)**)** |
| ✓ | **Participation is a step in the right direction!** | Thank the committee members for joining and participating. Encourage and build excitement for the future of the program and the health of the school! |

# Tool # 7 Sample Agenda – First Meeting

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date:** |  | | | | | |
| **Time:** |  | | | | | |
| **Location:** |  | | | | | |
| **Meeting Topic** | | **Suggested Duration** | **Suggested Activities** | | | |
| **Introduction Meeting** | | 45-60 minutes | 1 | Welcome and Introductions |  |
| 2 | Warm-up/icebreaker |  |
| 3 | Agenda review |  |
| 4 | Assign minute-taker |  |
| 5 | Establish roles and responsibilities |  |
| 6 | Working effectively as a group |  |
| 7 | Healthy Schools visioning exercise |  |
| 8 | Establish a committee name |  |
| 9 | Collect contact information |  |
| **Next Steps:** | |  | | | |
| **Next Meeting Date:** | |  | | | |

# Tool # 8 Meeting Minutes Template

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** | Click or tap to enter a date. | **Chairperson:** |  |
| **Time:** |  | **Note/Minute Taker:** |  |
| **Location:** |  | | |
| **Attendees:** |  | | |
| **Regrets:** |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| MEETING MINUTES | | | | |
| **Agenda Item** | **Discussion Points** | **Action Item** | **Person Responsible** | **Timeline** |
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# Tool # 9 Visioning Exercise

Complete as a committee to help create a shared vision of a healthy school.

**Discussion Questions**

**Champion/chair records responses on flip chart**

1. What comes to mind when I say the word “healthy”?
2. What images or thoughts do you have when I say, “healthy school community”?
3. What affects the health of children and youth?
4. Who or what are the greatest influences on the health of children?
5. What makes one child healthier than another child?
6. What does our school do already to support health and well-being?

**Visioning activity – What is your vision of a healthy school community?**

Imagine our school community two years from now. You are at a Healthy Schools celebration event to celebrate the successes we have achieved. On this piece of paper take a few minutes to write down all your thoughts and then we will share them together.

* What does our school look like as a healthy and thriving school community?
* What do you see/hear/feel?
* What does the school community look like?
* How do people feel?
* What programs and services are in place?
* What has changed?

Now, based on this exercise and our school survey, choose the **top three** areas that you would like to focus on.

Break up into groups and write your ideas onto flip chart paper and share your priority areas within your group. Choose a group member to present them to the larger group. As a team, we will prioritize them. Use one colour sticker for most important issues and another colour sticker for the second and third choices. This will help organize the focus of the Healthy Schools activities.

# Tool # 10 Setting Smart Goals

When developing an action plan, be sure that your goals and activities are **SMART**!

**Specific**

Once you have chosen your health topic, the next step is to set specific goals that describe what you would like to accomplish. Answer the questions: who, what, where, when and how when setting goals.

**Measurable**

Identify how to measure your goal’s success. Be specific. Use specific targets and indicators to determine whether you have been successful at the end of the year.

**Action-oriented**

Decide how to meet your goal. What action(s) will be completed to make sure you achieve your goal? Outline your actions in the action plan.

**Realistic**

Reflect on your goals to make sure that you can achieve them. Assess if there are enough resources, support and time available for the goals to be completed.

**Time-oriented**

Consider how much time is needed to complete the activity and meet the goal. A target date gives everyone the motivation to reach the goal within a specific time-period. If a timeline is not established, there may be less motivation and focus on reaching the goal. Consider factors that may influence the timeline and make sure the timeline is realistic.

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How will you measure success? Be specific.

# Tool # 11 Sample Roles and Responsibilities

**Guiding Principles for the Healthy Schools Committee**

**1. Purpose of the Committee**

The purpose of the Healthy Schools Committee is to help the school community promote and support healthy practices in the classroom, throughout the school and in the home to improve the health and learning of our students. For example, consider initiatives related to nutrition, physical activity, sun safety or mental health and wellbeing.

**2. Membership**

The Healthy Schools Committee is made up of four or more school community members including at least one staff/administrator, parent/caregiver, and student with an interest in health. Members must be willing to represent the school on key health issues and be able to commit the time to carry out the goals of the Healthy Schools Committee. Members are asked to commit to at least one year. Membership will be reviewed and confirmed at the first Healthy Schools Committee meeting of the school year. Sub-committees will be formed as needed to help with specific health initiatives.

**3. Roles of the Healthy Schools Committee and Sub-committee members**

**Chair/Co-chair**

* Set the meeting agendas with input from the members
* Ensure a meeting room is available
* Chair meetings and act as a contact person for the committee
* Ensure there is a recorder and minutes are taken and shared
* Maintain a record of activities, plans, minutes, and reports
* Submit reports as necessary to School Council and school administration

**Recorder**

Minute-taking will be rotated among members for each meeting. Minutes will be distributed seven days prior to the next meeting.

**4. Expectations of the Healthy Schools Committee and Sub-committees:**

* Select a chairperson
* Establish the roles and responsibilities
* Attend and participate in scheduled meetings
* Coordinate assessment of school health needs. Brainstorm potential solutions/activities and set priorities for action
* Develop and review a School Health Action Plan based on school community member feedback
* Work with sub-committees, School Council, and school community members to carry out the duties
* Manage resources and budget, and review progress
* Facilitate communication and awareness of Healthy Schools information and activities among all school community members (School Council, parents/caregivers and any new or existing school committees)

**5. Meetings**

The Healthy Schools Committee meets on the Click or tap here to enter text. for Click or tap here to enter text. hours unless otherwise scheduled. Meetings are held in Click or tap here to enter text.at Click or tap here to enter text.. Meetings are held to discuss progress, review challenges, and make changes to the action plan. The chairperson notifies members of any changes to meetings.

**6. Duration of the Committee**

At the end of each school year the Healthy Schools Committee will review its activities and progress and identify next steps.

Click or tap here to enter text. Click or tap here to enter text.

Click or tap here to enter text. Click or tap here to enter text.

*Administration* *Healthy Schools Committee Champion*

**Signatures of all Healthy Schools Committee Members:**

# Tool # 12 Roles and Responsibilities Template

|  |  |
| --- | --- |
| **Purpose of the committee:**   * Why the committee exists |  |
| **Membership:**   * Include school staff, parents/caregivers, students, a public health nurse, community members |  |
| **Roles of members/chairperson:**   * + - * Outline tasks for each member |  |
| **Expectations:**   * + - * Steps to achieving goals |  |
| **Meetings:**   * + - * How often, when, how long and location |  |

# Tool # 13 Working Effectively as a Group

The following tips will help the Healthy Schools Committee work effectively as a group to achieve their goals.

**Establish Good Communication**

* Listen to others when they are speaking
* Keep people informed of plans and progress
* Make sure everyone gets a chance to speak
* Take turns presenting ideas
* One person speaks at a time
* Be open to ideas and respect different opinions

**Identify Roles of Members**

* Encourage group members to attend meetings regularly
* Identify individual role preferences
* Ensure each member has the opportunity to contribute equally
* Come to the meetings prepared and have any assigned tasks completed
* Ask questions
* Participate regularly

**Other Important Tips**

* Start and end meetings on time
* Watch for conflicts and deal with them promptly
* Negotiate problems and accommodate differences in the working styles and needs of group members
* Involve people in different ways based on their skills and interests
* Rotate responsibilities to ensure fairness and equal opportunities to members
* Share the process for how decisions are made
* Ensure everyone on the committee is clear about any decisions and action plans

made in the meetings

* Cell phones are off or turned on to the vibrate mode

# Tool # 14 Committee Member Contact List

Name of School: Click or tap here to enter text.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** (student, staff, parent/caregiver, principal, community member) | **Email address or contact information** | **Teacher’s name and grade for students** |
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# Tool # 15 Sample Survey Letter

We want to know what health topics are important to you!

The Click or tap here to enter text. Healthy Schools Committee would like to identify the health topics and issues that are most important to you. The committee will be providing surveys for students, staff, parents, and caregivers to complete. We appreciate your participation, as these surveys will help decide which health topics to focus on in our school, along with the activities that we will plan throughout the school year.

The surveys will also help us to understand the level of interest our school community has in becoming a healthier school. We plan to identify school activities that are already in place that support and promote health as well as look at areas that may require change or strengthening.

The Healthy Schools Committee will collect the results and share them with you. We hope this will encourage people to work together to make our school a healthier place. Your ideas and thoughts are important to us and we are open to any new ideas you may have. We are all a part of our school community and together we can make a difference!

If you have any questions or concerns regarding the survey, please contact our Healthy Schools Champion Click or tap here to enter text. at Click or tap here to enter text.. We thank you for your thoughts and ideas!

**Have a voice in your school. Speak up and be a part of the change!**

# Tool # 16 Sample Student Survey: Grades 1 to 3

To help the Healthy School Committee understand what is important to students in grades 1-3, discuss the following questions with students to gain their thoughts and opinions.

**Draw a picture of things you can do at school to help you feel healthy.**

Is there a snack you would like to eat? What kinds of activities or things to play with would you like to have at recess? Can you think of anything else that you can do at school that is good for your health?

|  |
| --- |
| **What school activities make you feel healthy?** |
| **What would you like to see at our school to help you feel healthier?** |

# Tool # 17 Sample Student Survey: Grades 4 to 8

A healthy school environment is important to everyone. We are asking you to provide ideas on how to create a healthy school. Please complete the questions below and return the survey to your teacher.

|  |  |
| --- | --- |
| **What is your idea of a healthy school?** |  |
| **What school activities make you feel good and healthy?** |
| **What would you like to have at your school to help you feel healthier?** |

**As a student, what issues are important to you? Please check three boxes *below:***

|  |
| --- |
| Mental Health and Well-being *(Stress, coping, self-care, etc.)*  Physical Activity *(sports, recess activities, clubs, etc.)*  Healthy Eating *(snacks, meals, school food days etc.)*  Violence and Bullying *(in person or online)*  Healthy Relationships (*relationships with family, friends/peers, school staff, etc.)*  Injury Prevention *(sun safety, road safety, playground safety, sport injuries, etc.)*  Substance Use Prevention *(vaping, tobacco use, cannabis/marijuana, alcohol, drugs etc.)*  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Are you interested in being part of our Healthy Schools Committee? If you want to be part of our group, please provide your information below.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name:** |  | **Teacher:** |  | **Grade:** |  |

# Tool # 18 Sample Student Survey: Grades 9 to 12

A healthy school environment is important to everyone. We are asking you to provide ideas on how to create a healthy school. Please complete the questions below and return the survey to your teacher.

|  |  |
| --- | --- |
| **What is your idea of a healthy school?** |  |
| **What current school activities make you feel good and healthy?** |
| **What would you like to have at your school to help you feel healthier?** |

**As a student, what issues are important to you? Please check three boxes *below:***

|  |
| --- |
| Mental health and well-being *(Stress, coping, self-care, etc.)*  Physical Activity *(sports, clubs, etc.)*  Healthy Eating *(snacks, meals, cafeteria food selection etc.)*  Violence and Bullying *(in person or online)*  Healthy Relationships (*relationships with family, friends/peers, school staff, dating, etc.)*  Injury Prevention *(sun safety, road safety, sport injuries, etc.)*  Substance Use Prevention *(vaping, tobacco use, cannabis/marijuana, alcohol, drugs etc.)*  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Are you interested in being part of our Healthy Schools Committee? If you want to be part of our group, please provide your information below.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name:** |  | **Homeroom Teacher:** |  | **Grade:** |  |

# Tool # 19 Sample Staff Survey

A healthy school environment is important to everyone. A Healthy Schools approach focuses on health topics specific to the needs and priorities of the school community. We are asking parents/caregivers, staff and students to provide their thoughts and ideas on how to create a healthy school.

Please complete the questions below and return the survey to the Healthy Schools Committee by Click or tap to enter a date..

|  |
| --- |
| **What current school activities make you feel good and help you to feel healthy?** |
| **What would you like to have at your school to help you feel healthier? How can we do this?** |

**As a school staff member, what health issues are important to you? Please check three boxes *below:***

|  |
| --- |
| Mental Health and Well-being *(Stress, coping, self-care, etc.)*  Physical Activity *(sports, clubs, etc.)*  Healthy Eating *(snacks, meals, cafeteria food selection etc.)*  Violence and Bullying *(in person or online)*  Healthy Relationships (*relationships with family, friends/peers, school staff, dating, etc.)*  Injury Prevention *(sun safety, road safety, sport injuries, etc.)*  Substance Use Prevention *(vaping, tobacco use, cannabis/marijuana, alcohol, drugs etc.)*  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **What is your vision for a healthy school?** |

**Are you interested in being part of our Healthy Schools Committee? If you want to be part of our group, please provide your information below.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Position:** |  |

***Thank you for helping our school to become a healthier place.*** If you have any questions, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

# Tool # 20 Sample Parent/Caregiver survey

A healthy school environment is important to everyone. A Healthy Schools approach focuses on health topics specific to the goals and priorities of the school community. We are asking parents/caregivers, staff, and students to provide suggestions and ideas on how to help us create a healthy school.

Please complete the questions below and return the survey to the Healthy Schools Committee by Click or tap to enter a date..

|  |  |
| --- | --- |
| **What current school activities make you and your family feel good and feel healthy?** |  |
| **What would you like to see at our school to help you and your family feel healthier?** |  |
| **How can we do this?** |  |

**As a parent/caregiver, what health topics are important to you for your children? Please check three boxes *below:***

|  |
| --- |
| Mental Health and Well-being *(Stress, coping, self-care, etc.)*  Physical Activity *(sports, clubs, etc.)*  Healthy Eating *(snacks, meals, cafeteria food selection etc.)*  Violence and Bullying *(in person or online)*  Healthy Relationships (*relationships with family, friends/peers, school staff, dating, etc.)*  Injury Prevention *(sun safety, road safety, sport injuries, etc.)*  Substance Use Prevention *(vaping, tobacco use, cannabis/marijuana, alcohol, drugs etc.)*  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **What is your vision of a healthy school?** |  |

**Are you interested in being part of the Healthy Schools Committee? If yes, please complete the information below. I am interested in being a:**

Committee member  Activity supporter Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: Click or tap here to enter text. Phone Number: Click or tap here to enter text.

**Thank you for helping our school to become a healthier place.**If you have any questions, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

# Tool # 21 Sample Survey Summary

**Another step in the right direction!**

The Click or tap here to enter text. Healthy Schools Committee conducted surveys of students, staff, parents and caregivers to identify the health goals and priorities within our school. The committee has learned a lot about the health of our school through these surveys. Thanks to everyone who completed a survey; your input was very important.

|  |
| --- |
| **As a result of the survey, we learned that we are already supporting health in the following areas:** |
| **We also learned that the following areas need improvement:** |
| **As a committee, we have prioritized our health topic(s). We have chosen to focus on the following:** |

In the next few months, we will develop activities for our school community based on these priority topics. We may request your help in planning and carrying out these activities and we encourage your participation! We will keep you posted on upcoming activities.

If you have any questions, concerns, or additional ideas on ways to address these goals, feel free to contact a committee member or our Healthy Schools Champion, Click or tap here to enter text. at Click or tap here to enter text.

***Thank you for your suggestions!***

***You spoke - we listened! Stay tuned for fun activities coming your way!***

# Tool # 22 Year-End Committee Evaluation

**Which of the following best describes your role?**

Student  School staff Parent/Caregiver  Community member

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Strongly disagree** | **Disagree** | **Neither agree nor disagree** | **Agree** | **Strongly agree** | **N/A** |
| **I feel comfortable participating during the meetings.** |  |  |  |  |  |  |
| **I understand what is expected of me and my role on the committee.** |  |  |  |  |  |  |
| **Committee members work well together.** |  |  |  |  |  |  |
| **I have a say in Healthy Schools planning and decision-making.** |  |  |  |  |  |  |
| **As a school we made a positive difference in the school.** |  |  |  |  |  |  |
| **As a result of the committee, I have developed new skills.** |  |  |  |  |  |  |
| **As a result of the committee, I am more aware of the health priorities in my school.** |  |  |  |  |  |  |
| **As a result of the committee, I feel more connected to my school.** |  |  |  |  |  |  |

|  |
| --- |
| **What do you like about the committee?** |
| **What challenges did you face as a committee?** |
| **How do you think the committee could improve?** |
| **What changes would you like to see next year?** |

***Thank you for your participation!***

# Tool # 23 Participant Activity Evaluation

Activity: Click or tap here to enter text. Date: Click or tap to enter a date.

**Please complete your responses in the table below:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **Somewhat** | **No** |
| **I enjoyed the activity** | **A blue smiley face with two eyes  Description automatically generated** | **A blue face with a straight face  Description automatically generated** | **A blue face with a sad face  Description automatically generated** |
| **I learned something new** | **A blue smiley face with two eyes  Description automatically generated** | **A blue face with a straight face  Description automatically generated** | **A blue face with a sad face  Description automatically generated** |
| **I would like to do this activity again next year** | **A blue smiley face with two eyes  Description automatically generated** | **A blue face with a straight face  Description automatically generated** | **A blue face with a sad face  Description automatically generated** |
| **What did you like most about the activity?** |  | | |
| **What health-related actions do you plan to do after participating in the activity?** |  | | |
| **What did you learn from the activity?** |  | | |
| **What would you change about the activity?** |  | | |

***Thank you for your participation!***

# Tool # 24 Healthy Schools Process Implementation Checklist

|  |  |  |
| --- | --- | --- |
| **STEP 1: FORM A COMMITTEE**   * Educate the school community about the Healthy Schools approach * Communicate with key school community members about Healthy Schools * Form a diverse Healthy Schools Committee representing the whole school community * Conduct the first Healthy Schools Committee meeting * Establish a general vision of what a Healthy School looks like |  | **STEP 2: NEEDS ASSESSMENT**   * Complete surveys for:   + Parents/caregivers   + Staff   + Students * Review and discuss the results of your surveys and any school data * Establish priority areas for your school * Communicate the results and priority areas with the school community |
|  |  |  |
| **STEP 3: ACTION PLAN**   * Develop goals for health topic(s) and select appropriate activities * Develop an action plan addressing all Five Foundations for a Healthy School * Communicate and promote the action plan with school community members * Start working on the activities according to the action plan * Review action plan progress and revise as needed * Carry out the Healthy Schools action plan and activities |  | **STEP 4: EVALUATE AND CELEBRATE**   * Determine if you have met your activity goals * Confirm completion of the steps in the Healthy Schools process * Complete the Healthy School Committee year-end evaluation * Gather feedback from:   + Parents/caregivers   + Staff   + Students * Plan for next year’s Healthy School   Committee and activities   * Communicate achievements with the school community * Celebrate with the committee and the entire school community |

# Tool # 25 Reflection and Planning for Next Year

|  |  |  |
| --- | --- | --- |
| **What was successful this year?**  **List the top three initiatives.** | 1 |  |
| 2 |  |
| 3 |  |
| **Why was it successful?** |  | |
| **What challenges did we face this year?** |  | |
| **How did we overcome our challenges?** |  | |
| **How can we improve next year?** |  | |
| **What will our primary health topic be next year?** |  | |
| **What are the top priorities for next year?** | 1 |  |
| 2 |  |
| 3 |  |

**Plan for next year’s first meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date and Time:** | Click or tap to enter a date. at Click or tap here to enter text. | **Location:** | Click or tap here to enter text. |

# Tool # 26 Year-End Celebration Ideas

**Congratulations!** You have made a difference in the health of your school community. Be proud and celebrate your accomplishments! Here are some healthy celebration *ideas* for your committee and school.

**Healthy Schools Committee**

* Take a **picture of the committee** and recognize them in the last school newsletter of the year or via social media
* Give each member a special **certificate of recognition** acknowledging their efforts and participation on the committee
* **Potluck lunch or dinner:** Have everyone bring a food item/dish along with the recipe (you may choose to make copies of the recipe to give each member of your committee)
* **Create a theme** for the celebration (such as Hawaiian)
* Provide “active” **prizes** such as a free day at the local gym or recreation centre. Contact local businesses and ask for donations

**School-wide Celebration**

* **Have a celebration assembly:** Involve the school community by having a fun assembly that highlights the healthy achievements made by the school; involve performances/drama presentations and guest speakers
* Provide a **free, nutritious lunch** for the school or allow each classroom to have a celebration over the lunch period
* Have an “active” **family night** such as a dance party, fitness night or bowling night
* Give each student a **recognition prize** such as a sticker, pencil or magnet as an appreciation gift to raise awareness about Healthy Schools. Ask local businesses or organizations for donations
* Send a **thank you letter home to parents/caregivers** in appreciation of their efforts towards becoming a healthier school
* School Spirit Day - wear school spirit clothing to the celebration.

# Tool # 27 Recognition Certificate template



# Tool # 28 Sample Year-End Update

**Way to go!**

As we come to the end of the school year, the Healthy Schools Committee would like to thank all students, staff, parents/caregivers, and community members for supporting our journey to becoming a healthier school. We hope you have learned positive health behaviours to use at school, home and in the community.

We have made excellent steps in the right direction! A few examples of our accomplishments include:

Click or tap here to enter text.

These accomplishments are a result of your suggestions and hard work. We appreciate your enthusiasm and support and hope this will continue next year as we continue to build a Healthy Schools community.

The Healthy Schools Committee always welcomes new members and ideas. Stay tuned for new and upcoming activities next year!

Thank you again. If you have any further questions, please contact the Healthy Schools Champion Click or tap here to enter text. at Click or tap here to enter text..

**Congratulations!**

[](https://www.wechu.org/school-health/healthy-schools-committee-toolkit)