



Healthy Schools, Healthy People

Step-by-Step Project Planning Guide

Use this planning guide to help you plan and organize your program. If you have any questions email

SNAP@cleaninginstitute.org.

Name: _____

Class: _____

Period: _____

Steps:

Notes:

<p>1. Learn about Healthy Schools, Healthy People, It's a SNAP!</p> <ul style="list-style-type: none"> Review the materials, visit the website, and think about ways you can become involved. 	<input type="checkbox"/> Date: _____
<p>2. Energize Your School Community</p> <ul style="list-style-type: none"> Review www.itsasnap.org for ideas, statistics and participation details and discuss the ideas and national recognition awards with your students. Ask them to share their handwashing experiences and brainstorm ideas for classroom outreach projects (e.g., brochures, posters, advertisements, social media campaigns, websites, etc.) Discuss team teaching and cross-curricular opportunities with students, teachers and administrators and other school staff. 	<input type="checkbox"/> Date: _____
<p>3. Develop an Action Plan</p> <ul style="list-style-type: none"> Now, Have students select a curricular area and topic for their handwashing project and set up team responsibilities Have students brainstorm and create their projects. <p>Tip: Have students explore ways to work with other classrooms and involve families.</p> <ul style="list-style-type: none"> Guide students in outlining project steps and/or an action plan (e.g., tasks, timelines, etc.) 	<input type="checkbox"/> Date: _____
<p>4. Set Program Objectives and Outcomes</p> <ul style="list-style-type: none"> Have students define objectives and expected outcomes and plan how to measure them. 	<input type="checkbox"/> Date: _____
<p>5. Determine Necessary Resources</p> <ul style="list-style-type: none"> Ask students to investigate required resources, including time, people and materials. <p>Tip: Be creative! Approach your local cooperative extension or other organization for free resources or help.</p>	<input type="checkbox"/> Date: _____
<p>6. Have Fun Implementing Your Project</p> <ul style="list-style-type: none"> Allow class time of give extracurricular credit for projects. Review project at each step; have students measure progress of their objectives. <p>Tip: After the project is complete, have students present it to another class.</p>	<input type="checkbox"/> Date: _____
<p>7. Submit Project for National Recognition</p> <ul style="list-style-type: none"> Write your one page summary and send it in. Deadline is December 1st! 	<input type="checkbox"/> Date: _____
<p>8. Share Results with School, PTA and Community</p> <ul style="list-style-type: none"> Congratulations! You've worked hard to create an important health campaign for students, families, your school and the community. Have students brainstorm ways to present their results, submissions, etc., to these audiences. <p>Tip: Ask students to write a short story, essay, poem, etc. about their experience.</p>	<input type="checkbox"/> Date: _____