

School Food & Nutrition Professional Workplan: 2010-2011			
	<i>Healthier US School Challenge</i>	School Nutrition Association	Fuel Up to Play 60
Summer 2010 (Aug)	Obtain award applications		
	Register as a Team Nutrition school	Complete <i>Keys Express</i> online self-assessment	Join school on FUTP60 website and tell a friend
	Review nutrition education materials		Identify a Program Advisor(s); review funding opportunities and application deadlines.
	Obtain copy of school district wellness policy & suggest changes (if necessary to meet criteria listed in matrix)		
	Obtain results from SMI/CRE review (or schedule review); Take any corrective actions noted & document plan/response		
	Obtain (or develop) competitive foods criteria; Review to ensure they meet Dietary Guidelines		
	Use online HUSSC Competitive Foods Calculator & gather necessary supporting documents	Develop department goals for 2010-2011 & next 2-3 years	
	Discuss physical education goals with PE and health teachers	Compile/update/develop: * 2009-2010 Profit & Loss Statement * Policies & procedures manual * Standard operating procedures (receiving/storage) * Bid packages for food and large equipment to meet criteria	
		Plan/offer/compile evidence from staff trainings and professional development opportunities that meet application indicators (see criteria matrix)	
		Develop marketing plan and begin working with one allied organization for promotional activity	
Compile evidence of previous marketing/communications and/or nutrition education activities			

Fall 2010 (Sept - Oct)	Develop menus, recipes, and production plans as needed for lunch (HUSSC and SNA) and breakfast (SNA only)		Recruit core team of students, and draft key players of colleagues and parents.
	Compile 4 weeks of lunch menus to ensure they meet award criteria	Seek student input to finalize menu plans	Build visibility and excitement - schedule a program kickoff event, display kit promotional materials
		Complete nutrient analysis for 1 week of menu	Encourage students to take the pledge and register online.
		Conduct survey for student feedback on menu items	Encourage students to take online polls to help survey the school and work with core team to complete the School Wellness Investigation.
		Continue to offer staff trainings and support professional development opportunities	Report progress on Adult Dashboard.
			Work with core team to use results of polls and investigation to choose one healthy eating and one physical activity play to implement. Apply for funding opportunity, first deadline is October 1.
	Develop and conduct nutrition education activities with input from classroom teachers		Motivate entire student body to participate in Fuel Up To Play 60 Challenges (one every 5-6 weeks).
	Conduct and record evidence of marketing/communications or nutrition education activities		
	Record daily participation in school lunch and breakfast meals		
	Compile menus, production records, recipes for application		
Winter 2010-11 (Nov-Feb)		Notify SNA of intent to apply by 11/1	Continue to promote activities.
		Submit District of Excellence application by 11/30	Work with core team to develop strategy and goals for implementing healthy eating and physical activity plays.
			Review funding opportunities; second deadline December 1st.
		Continue to offer staff trainings and support professional development opportunities	Continue to encourage students to participate in Challenges and track their behaviors.
	Conduct and record evidence of marketing/communications or nutrition education activities		Report progress on Adult Dashboard.
	Record daily participation in school lunch and breakfast meals		Share success stories along the way.
	Compile menus, production records, recipes for application		Continue to work with core team to evaluate and tweak healthy eating and physical activity plays.
Plan next steps for long-term positive changes in school and apply for final funding applications; deadline TBD.			

Spring 2011 (Mar- June)		Notify SNA of intent to apply by 3/1	
		Submit District of Excellence application by 3/31	Continue to promote, share successes, motivate students to participate in program and challenges, etc.
		Continue to offer staff trainings and support professional development opportunities	Share success stories, complete post school wellness investigation and begin planning for next year.
	Record daily participation in school lunch and breakfast meals		
	Conduct and record evidence of marketing/communications or nutrition education activities		