

Action Steps for Developing Your Local Wellness Policy

WHO	WHAT	NOTES
School Administrator	<ul style="list-style-type: none"> ▪ Identify the person who will lead the development of the policy 	
Lead Person	<ul style="list-style-type: none"> ▪ Meet with the School Administrator to plan the process ▪ Define the committee charge ▪ Determine whether a current school committee can develop the policy or whether a new committee must be formed ▪ If a new committee is required, identify individuals or groups to include and determine the recruitment process and the responsibilities for recruitment ▪ Identify the timeline for the development process and implementation ▪ Obtain the format for district policies ▪ Obtain current school policies that may be affected by the local wellness policy. 	
Lead Person and/or School Administrator	<ul style="list-style-type: none"> ▪ Recruit committee members 	
Lead Person	<ul style="list-style-type: none"> ▪ Plan and facilitate committee meetings, including setting an orientation and preparing agendas ▪ Coordinate action plans with timelines ▪ Provide resource information to all committee members ▪ Lead a shared decision making process 	
Lead and Committee	<ul style="list-style-type: none"> ▪ Identify the person/group who will measure implementation of the policy 	
Lead Person and/or School Administrator	<ul style="list-style-type: none"> ▪ Report progress to school community 	
Lead Person and/or School Administrator	<ul style="list-style-type: none"> ▪ Present completed policy to School Board for Approval 	
Local School Board	<ul style="list-style-type: none"> ▪ Adopt the policy or return to Committee for revisions 	
School Administrator and/or Lead Person	<ul style="list-style-type: none"> ▪ Submit policy to Region 4 Child Nutrition Services for approval 	
School Administrator and/or Local School Board	<ul style="list-style-type: none"> ▪ Communicate the policy to the school community 	
Stakeholders	<ul style="list-style-type: none"> ▪ Implement the policy 	
Designee	<ul style="list-style-type: none"> ▪ Evaluate the policy implementation 	