



nrgBalance Zone Checklist

1: Publicize your Keystone Healthy Zone Status

- _____ Display your nrgBalance Zone banner
- _____ Download your school's nrgBalance Zone Web banner from www.nrgbalance.org and display on your school Web site
- _____ Submit the template "nrgBalance Zone Press Release" to your local media outlets

2: Form a School Health Council (SHC)

- _____ Review "School Health Council Resource Guide"
- _____ Schedule a meeting with school administration to receive approval to form school building health council
- _____ Schedule and publicize first SHC meeting
- _____ Invite suggested SHC representatives to attend meeting and serve on Council
- _____ During first meeting, set goals for SHC and determine regular meeting Schedule
- _____ Continue to hold regular SHC meetings and share impact of Council activities with school administration, parents, school board officials, etc. (Your nrgBalance Zone School Building Report is an ideal tool for communicating your impact.)

3: Develop a School Wellness Policy for your Building

- _____ SHC reviews "School Wellness Policy FAQs"
- _____ Review a copy of your school district's school wellness policy.

- _____ SHC convene School Wellness Policy development group to include: students, parents, representatives of school food authority, school board, school administration, community members and other relevant school professionals (school nurses, teachers (PE, health education and family and consumer science))
- _____ Set timeline/work plan for developing administrative regulations
- _____ Establish oversight committee to ensure regulations are being met and consistently communicated

4: Obtain Parent/Staff Buy-in

- _____ Mail (or e-mail) template "nrgBalance Zone Parent Letter"
- _____ Invite parent participation on SHC
- _____ Consider suggestions from "Tips for Involving Parents in School Health & Wellness"
- _____ Set-up SHC display at events where parents are invited to the school (i.e., Back to School Night, sporting events, choral/musical productions, etc.)
- _____ Set-up SHC display or prepare brief presentation for faculty/staff in-service days

5: Share the nrgBalance Message (Download FREE resources and materials at www.nrgbalance.org and click on "health education materials")

- _____ Utilize nrgBalance 12345! Morning announcement samples to share the message with students and staff
- _____ Download and assemble an nrgBalance 12345! bulletin board display
- _____ Download and distribute nrgBalance 12345! fact sheets at parent attended events
- _____ Utilize nrgBalance 12345! Newsletter inserts in school newsletters, newspapers and Web sites
- _____ Consider utilizing the nrgBalance 12345! newsletter Template for SHC specific communication to staff and parents

Level 6: Host an nrgBalance Event (Access online planning guides, template promotional materials, downloadable posters and stickers at www.nrgbalance.org and click on "for schools")

_____ Celebrate Apple Crunch in October

_____ Go for the Greens in March

_____ Move it Outside in April

Level 7: Obtain Student Buy-in

_____ SHCs should invite student feedback, consider suggestions from “Tips for Involving Students in School Health & Wellness”

_____ For students age 13 – 18, SHCs should consider engaging a previously established youth serving organization (i.e., Student Council, sports team, Student Press, National Honors Society, Chorus, etc.) at their school in the nrg Powered by Choice campaign: www.poweredbychoice.org

Level 8: Share your school's success

_____ Highlight your school's efforts to promote nutrition & physical activity by uploading photos, success stories and media clippings. Visit www.nrgbalance.org.

Level 9: Establish Policies and Administrative Regulations that create an energy balanced school environment

_____ Increase physical activity opportunities before, during, and after school

_____ Implement nutrition guidelines in all places food and beverages are available (a la carte in cafeteria, school parties, sporting events, fundraisers, vending and school store)

_____ Provide instruction for lifetime physical activities (walking, biking, paddling, snow sports, hiking, dancing, etc.)

_____ Display nutritional guidelines choices (calorie count and nutritional values) in all food areas, especially in middle and high school. This allows students to make informed decisions about their food choices.