**SCHOOL ACTION PLAN TEMPLATE**

Use this template to plan healthy school activities that will help you reach your school year goals.

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| ***Goal One:*** *Your school community goal(s) for becoming a healthy school. Ensure that they are SMART (Specific, Measurable, Attainable, Realistic and Timely). Goals should reflect the target your school community has for the year.* |
| ***Objective One:*** *The objective should break the goal down into parts. A goal will typically have 2-4 objectives. Objectives should be achievable in 1-3 months, although some may be on-going objectives. Ensure that each objective is measurable and leads you towards your goal.* |
| **Activity** | **Partners Engaged** | **Timeline** | **Funds** | **Progress** |
| **From APPLE** | **From School** | **From Grants** | **From Other** | **Total** |
| *Activities are specific initiatives, actions, and strategies that will help you reach the objective, and consequently, the goal. Plan your activity to support your objective.*  | *Partners are those individuals or organizations that support the school community in hosting successful activities (staff member, school cook, class, parent, volunteer, community organization, etc.). If possible, add a name and contact information.* | *Expected date of completion or duration of activity if ongoing.* | *List the funds provided by APPLE Schools.* | *List the funds that your school dedicates to the healthy activity.* | *List the funds that you secure through grants dedicated to the healthy activity.* | *Any other funds used to support the healthy activity.* | *The total of all the funds used to support the healthy activity.* | *The progress report should include a short description related to completing each activity, and attaining the objectives and goals. Include information on each activity’s success, any changes that should be made in the future, and ways the activity is (or will be) sustainable.**Submit the progress report to APPLE Schools twice during the school year — about midway and end of the school year. Update progress on a regular basis as the activities are occurring. If another person is the lead on an activity, encourage them to update the progress to create sustainability and represent various voices in the plan.* |

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