**SCHOOL ACTION PLAN TEMPLATE**

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

**School Vision:** *Write your school’s vision statement for creating a healthy school community. Create a vision with input from all school community members.*

**School Year Goal(s):** *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.*

**ACTION PLAN EXPLANATION:**

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| **Activities** | **Timeline** | **Expenses** | **Partners Engaged** | **Progress** |
| *Activities are specific initiatives, actions, and strategies that will help you reach the goal.**Plan your activity to support your goal. Please identify if it is targeting physical activity (PA), Healthy Eating (HE), Mental Health (MH).*  | *Expected date of completion or duration of activity if ongoing.* | *Indicate the budget allotted for each activity. When creating your action plan, be sure to indicate if the monies are coming from APPLE funding or other sources.* | *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.* | *The progress report should include a short description related to completing each activity and attaining 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.*  |

**School Vision:**

**School Year Goal(s):**

**SEPTEMBER**

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| --- | --- | --- | --- | --- |
| **Activities** | **Timeline** | **Expenses** | **Partners Engaged** | **Progress** |
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| *Review and revise school action plan* |  |  |  |  |
| *Determine leads for each activity* |  |  |  |  |

**OCTOBER**

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| **Activities** | **Timeline** | **Expenses** | **Partners Engaged** | **Progress** |
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| *Fall support meetings* |  |  |  |  |

**NOVEMBER**

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| **Activities** | **Timeline** | **Expenses** | **Partners Engaged** | **Progress** |
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**DECEMBER**

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| **Activities** | **Timeline** | **Expenses** | **Partners Engaged** | **Progress** |
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**JANUARY**

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| **Activities** | **Timeline** | **Expenses** | **Partners Engaged** | **Progress** |
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| Update action plan progress to date and funds |  |  |  |  |

**FEBRUARY**

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| **Activities** | **Timeline** | **Expenses** | **Partners Engaged** | **Progress** |
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**MARCH**

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| **Activities** | **Timeline** | **Expenses** | **Partners Engaged** | **Progress** |
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**APRIL**

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| **Activities** | **Timeline** | **Expenses** | **Partners Engaged** | **Progress** |
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| Complete JCSH School Planner. Send report to School Health Mentor |  |  |  |  |

**MAY**

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| **Activities** | **Timeline** | **Expenses** | **Partners Engaged** | **Progress** |
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| Update action plan progress to date and expense |  |  |  |  |

**JUNE**

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| **Activities** | **Timeline** | **Expenses** | **Partners Engaged** | **Progress** |
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| Review and submit commitment letter for next school year |  |  |  |  |
| Submit fund request form for next school year |  |  |  |  |