

Wellness Principle: Policies to Promote Health

Promising Practice: School Wellness Council

Aim: The mission of the School Wellness Council is to identify, plan and implement activities to improve the school environment and to promote the health and well being of faculty, staff and students in the school.

Wellness Council

Getting Started How To's :

1. Convene a School Wellness Council:

- ❖ Enlist administration approval and recruit potential members (administration, faculty, staff, students, family members, community partners).
- ❖ Set a date for the first meeting and identify champion(s) to distribute meeting announcements.

2. Conduct the First Meeting:

- ❖ Print meeting materials (agenda, sign-in sheet, communication list)
- ❖ Collect contact information (e.g. name, email and phone) for the communications list.
- ❖ Select a committee name and chairpersons.
- ❖ Discuss a needs assessment, interest survey, school inventory to guide future activities.
- ❖ Choose program champions to organize and lead next steps (inventory, interest survey, etc.).
- ❖ Schedule the next meeting and update school/community on wellness activities.

3. Craft a Plan

- ❖ Print meeting materials (agenda, sign-in).
- ❖ Review feedback from interest survey or needs assessment.
- ❖ Prioritize areas for improvement and discuss potential next steps. Focus on importance, feasibility and sustainability.
- ❖ Draft a tentative timeline with programs/actions you would like to implement.
- ❖ Choose program champions to organize and lead next steps.
- ❖ Discuss the budget for each and if outside funding or support is available.
- ❖ Schedule the next meeting and update school/community on wellness activities.

4. Commence Action and Update

- ❖ Print meeting materials (agenda, sign-in).
- ❖ Review the implementation of activities (Were tasks completed? What were the best/most helpful parts of the activities? What should be changed for the next time?).
- ❖ Plan upcoming activities and review the next steps in the action plan (Does the action plan need to be changed or revised? Should new activities be added to improve the effectiveness of the wellness program?).
- ❖ Schedule the next meeting and update employees on school/community wellness activities.

5. Complete, Evaluate and Report

- ❖ Print meeting materials (agenda, sign-in)
- ❖ Review the implementation of activities (report on outcomes, discuss recommendations for next year's wellness program, document program successes and barriers).
- ❖ Plan upcoming activities and review the next steps in the activity plan.
- ❖ Finalize evaluation plan (survey students, staff, committee).
- ❖ Set the next meeting and update school/community on wellness activities.

Keys to Success: One person should not try and take the responsibility of conducting a school wellness council alone. Recruit other school key players and delegate responsibilities among the group.

More Information: [American Cancer Society Promoting Healthy Youth, Schools and Communities: A Guide to Community-School Health Councils](#)

[Action for Healthy Kids Wellness Policy Tool](#)

[What is A School Wellness Council](#) by the Alliance for a Healthier Generation

Reference: ACTION! Toolkit: A Worksite Wellness Program for Elementary School Personnel. Tulane University School of Public Health and Tropical Medicine (2009).