8 Tips for Building a Wellness Team

Organize your team.
- Enlist leadership support. A superintendent, operations officer, or principal equals successful wellness initiatives and efforts.
- Recruit members of the school community.
- Invite the stakeholders to participate.

Define the team's purpose.
- Begin with developing a team mission and vision.
- Assign roles and responsibilities to ensure the team completes tasks.
- Establish SMART goals for the year.
- Educate team members on wellness policy requirements.

Establish committee procedures and team expectations.
- Set regular meeting times (quarterly, end of semester or beginning and end of the school year).
- Prepare agendas for meetings.
- Use engagement activities to encourage input from the group.

Stay on track by monitoring progress.
- Create an action plan with goals and deadlines.
- Evaluate goals and objectives throughout the year (at the end of each quarter or semester). Adjust where needed.
- Document progress. Retain copies of agendas, sign-in sheets, meeting minutes, photos and social media posts.

Celebrate successes.
- Share successes through school community and social media channels.
- Consider starting a wellness campaign to highlight your district's great work.

Communicate.
- Include language allowing public participation in the development of the written Local Wellness Policy (LWP).
- Annually notify households of the availability of LWP information.
- Provide information enabling interested households to obtain additional details.

Make a plan for notification and engagement.
- Choose the narrative. Are you communicating about an update, asking for feedback, or sharing an event?
- Know your audience. Trying to reach parents or the community at large? What would they best respond to?
- Determine the best engagement platform. Social media? Newsletter? Website?
- Tell a story. Tell the story of your wellness work through pictures and clear captions. Use a school or district hashtag to create excitement and allow others to share in their networks.

Keep an open line of communication with stakeholders.
- Consider establishing a primary point of contact via a district webpage, announcement, or social media post.

For additional training and resources, please see the Georgia School Nutrition Program Training Catalog.