

# 8 Tips for Building a Wellness Team

1

## **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.

2

## **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.

3

## **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.

4

## **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.

5

## **Celebrate successes.**

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

6

## **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.

7

## **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.

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## **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](#).