



## Building Healthy Communities: Engaging middle schools through Project Healthy Schools

2017-2018

Frequently Asked Questions

**1. Why can't schools that already received a Building Healthy Communities program apply again?**

It is our goal to involve as many schools as possible. Therefore, schools that been awarded another Building Healthy Communities program or have previously implemented Project Healthy Schools are not eligible to receive this award. We do, however, encourage middle schools in the same district as those that already have Project Healthy Schools to apply.

**2. Our school hasn't become involved in wellness programs or grants yet. Are we less likely to be selected?**

No. Our goal is to include schools with a variety of experience related to wellness programs and grants. Schools that already have a wellness team and/or participate in other programs such as Fuel Up to Play 60 are encouraged to apply, as well as those that have not been involved in wellness programs or grants.

**3. What are the criteria for award selection?**

School selection is based on several components including level of commitment from school administration and staff, lesson instruction (preference is for schools where the lessons will be taught in physical education, health or core class of at least 45 minutes), a wellness team (functioning or identified) that is comprised of a variety of members, and a complete application. Socio-economic status (Free/Reduced Lunch), geographical location or participation in other school wellness programs outside of Building Healthy Communities is not considered as part of the selection criteria.

**4. How will we know if our school is selected or not?**

Schools that are and are not selected will be informed by June 12, 2017 through an email message to the principal, wellness champion(s), and to the person that completed the application.

**5. If we are selected, do we need to do anything to get ready?**

There are two program requirements prior to program implementation: schedule a school site visit and a half-day program orientation by Fall 2017. Attendance by the principal/administrator overseeing the program and the staff member(s) selected to be the wellness champions is mandatory at these events. All members of your team should review the **Request for Applications** and the application itself before the training since these tools explain the details of the program.



Please also visit our website at [www.projecthealthyschools.org/BHC](http://www.projecthealthyschools.org/BHC) to find more information, including a sample lesson.

**6. Will our school receive a check if awarded this program?**

No. You will be assigned a Project Healthy Schools wellness coordinator who will work with you to implement the program in your school. This coordinator and other Project Healthy Schools staff will be responsible for purchasing items that are needed for the program and other school wellness activities, as agreed upon by the school and approved by the wellness coordinator.

**7. Will our school be responsible for any reporting requirements related to this award?**

Yes, the wellness champion(s) will be trained on reporting requirements for the Building Healthy Communities: Engaging middle schools through Project Healthy Schools program. These items may include program updates, photos, quotes and success stories.

**8. How long does the program run?**

The program is run with on-site staff support at your school from a Project Healthy Schools coordinator for one year. Beyond the first year of programming, the PHS coordinator will be available as a resource and to connect your school to the Project Healthy Schools network. Your PHS coordinator will work with your school on a long-term plan for sustainability. Project Healthy Schools strives to create sustainable programming so that the program will continue even after the coordinator is no longer on-site.

**9. How do we submit our application?**

The application may be hand-written or completed electronically. Applications can be submitted either by:

- Completing the fillable pdf application and emailing it to Project Healthy Schools ([projecthealthyschools@umich.edu](mailto:projecthealthyschools@umich.edu))
- Scanning and emailing the application to Project Healthy Schools
- Mailing the application to:  
University of Michigan - Project Healthy Schools  
Jean DuRussel-Weston  
2060 Wolverine Tower  
3003 South State Street  
Ann Arbor, Michigan 48109

Applications must be turned in by 5:00 p.m. on April 14, 2017.

**10. Who can I contact if I have additional questions?**

For questions, contact Jean DuRussel-Weston at (734) 764-0290 or [jdurusse@umich.edu](mailto:jdurusse@umich.edu).

**Before filling out the Application:**

- Provide your team with copies of the *Request for Applications* with enough time to review it so all team members will understand their program responsibilities. This is a comprehensive program that requires the engagement of the principal, teachers, wellness champion(s), food service director and wellness team members.

**Tips for creating a competitive application:**

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- The class that you identify in the school day (minimum 45 minutes) for the 10 Project Healthy Schools lessons should be a health, physical education or core class, and be taught to all sixth-grade students. Other classes such as an advisory or a homeroom period are not encouraged. The curriculum used with the program has been developed by Project Healthy Schools and is specifically designed for sixth graders.
  - A successful wellness champion is usually a staff person at the school who is responsible for teaching at least part of the PHS curriculum. It is also important that your wellness champion(s) be passionate about health and have a strong commitment to wellness at your school.
  - Wellness teams vary by school and can include representation from staff, administrators, food service, students, parents and other community members. The composition of a wellness team may vary, but should represent your individual school. This is a comprehensive program that requires the collaboration of the entire school community. Creative or unique approaches to forming school wellness teams are encouraged.
  - After you finish your application, review it to make sure that all items are answered. Brief, clear responses are easiest for reviewers to read. Do not leave any items blank; use “N/A” if the question does not apply to you. Do not provide information that is not requested. Have someone else read your responses to make sure they are understandable to someone that is not familiar with your school, programs or staff.