



Building Healthy Communities: Engaging middle schools through Project Healthy Schools

2017-2018 Application
Applications due by 5 p.m. on April 14, 2017

Project Healthy Schools targets students in the sixth grade

School Information	
School name	School address (Street address, city, zipcode)
County	School District
Type of school <input type="checkbox"/> Public non-charter <input type="checkbox"/> Public charter <input type="checkbox"/> Private	Grade levels served
Percentage of students that qualify for free and reduced lunch?: _____%	Number of Faculty/Staff: _____
Sixth-grade enrollment: _____	Total school enrollment: _____

Contact Information*	
Primary contact person at school	Title of Contact Person
Phone number (include area code)	Email

*This is the person PHS will contact to set up an interview

Before completing this application, please be sure to read through the program description in its entirety. This and additional information about the program can be found here: www.projecthealthyschools.org/BHC



Principal or Assistant Principal*	
Name	Title
Phone number (include area code)	Email

**See page 5 for principal responsibilities*

Superintendent	
Name	Phone number (include area code)
Email	

PHS Lessons*	
When and where will Project Healthy Schools lessons be taught? (Example: two-week unit in science class, once per week in health class, etc.)	
What is the length of time of the class where PHS lessons will take place? _____ minutes	
What percent of students in sixth grade will receive the 10 PHS lessons? _____ %	
How many teachers will be teaching the PHS lessons? _____	
Name(s) of teachers who will be teaching lessons	Teacher email(s)

**See page 5 for lesson placement criteria*



Wellness Champion(s)*

**Fill out the information below for the identified wellness champion.
The second name is only needed if there will be co-champions.**

Name	Email
Position	Phone number (include area code) (best number for phone interview prior to May 25, 2017)
Name	Email
Position	Phone number (include area code) (best number for phone interview prior to May 25, 2017)

**see page 5 for wellness champion responsibilities*

School Wellness Team*

Does your school currently have a coordinated school health team or wellness team?
 Yes No

**If yes, please list your team’s members and information below.
If no, upon award selection schools will need to identify team members.**

Name	Position	Email

What wellness initiatives or activities has your school held in the past?

**see page 6 for school wellness team responsibilities*

Student Programs

What student clubs or organizations does your school currently sponsor? (i.e. student council, etc.)

Program/Club	Names of teacher sponsors



School Food Service

Food service director name	Email
-----------------------------------	--------------

Is your school food service managed by

Your district

A food service company (company name: _____)

*see page 6 for school food service responsibilities

Open Ended Question

Please provide three reasons why Project Healthy Schools program would be a good fit for your school

Submitting your application

Submit your application by 5 p.m. April 14, 2017

You can submit the application by:

- Filling out the fillable PDF form and emailing it to Project Healthy Schools (**projecthealthyschools@umich.edu**)
- Printing and Scanning your completed form and emailing it to Project Healthy Schools (**projecthealthyschools@umich.edu**)
- Mailing it to:
University of Michigan - Project Healthy Schools
Jean DuRussel-Weston
2060 Wolverine Tower
3003 South State Street
Ann Arbor, Michigan 48109

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

Key Dates

April 14, 2017	Applications due by 5 p.m.
April 24 to May 25, 2017	Mandatory principal and school wellness champion(s) phone interview or school visit
June 12, 2017	School awards announced
Fall 2017	Program implementation begins

Upon award selection, schools will need to provide signatures of all school contacts participating in program implementation.

Program Responsibilities

Principal

The role of the administrator (principal or assistant principal):

- Attend an on-site half-day program orientation.
- Support the implementation of all Project Healthy Schools components (education, environment, measurement).
- Participate on the school's wellness team by attending meetings and supporting initiatives.
- Communicate efficiently with the Project Healthy Schools coordinator and wellness champion to ensure timely delivery of program components.
- Promote Project Healthy Schools throughout the school community (ex: district administration meetings, website, school newsletter, principal blog, back to school assemblies, staff meetings, etc.).

PHS Lessons

Schools will identify:

- A class in the school day (minimum 45-minute period) where 10 Project Healthy Schools lessons will be taught.
It is strongly encouraged that the lessons are taught during health, physical education or a core class.
- Teacher(s) to teach the lessons to sixth-grade students
- Time for the teacher(s) to be trained (less than two hours total)
- Space to store the provided lesson props and materials.

Wellness Champion

Each school must designate one or two people to serve as wellness champion(s) to lead the school in the successful implementation and sustainability of the Project Healthy Schools program. A stipend will be provided to reimburse the wellness champion for his or her time. It is strongly encouraged that this person is a staff member who will be teaching the Project Healthy Schools curriculum. Other traits to look for when identifying a wellness champion are someone who is organized, responsive and follows through and is motivated and passionate about health and wellness.

This person will attend the half-day program orientation and will assist the Project Healthy Schools coordinator with the following duties in year one and will transition to carrying out these duties on their own by the end of the first year:

- Organizing the Project Healthy Schools kickoff activity, event or promotion.

Wellness Champion continued...

- Scheduling the lessons, teacher training, and other logistics as needed. The wellness champion will also help maintain and organize Project Healthy Schools props and make sure lesson disposables (food items, forks, etc.) are prepared.
- Communicating Project Healthy Schools wellness messages to students, staff and families.
- Sharing program updates with the Project Healthy Schools network of wellness champions.
- Participating on the school wellness team and taking a leadership role as needed; also ensuring that the team works on a sustainability plan for future years to provide Project Healthy Schools lesson disposable items and secure materials needed for the program after the first year.
- Organizing school wellness initiatives.
- Encouraging a healthy school environment.
- Document program progress by submitting photos, quotes, success stories, and tracking program completion on the PHS Portal.

School Wellness Team

The school will be responsible for identifying school wellness team members before Project Healthy Schools begins and for arranging the first meeting. A school wellness team is a group of people with the common interest of creating a healthier school environment. The wellness team, with assistance from the Project Healthy Schools coordinator, will assess the school's strengths, identify opportunities to enhance the healthy school environment and create an action plan. This team will be responsible for sustaining the program after the first year.

A variety of representatives should be included on the school wellness team such as an administrator, the wellness champion(s), teachers and other school staff, food service staff, students, parents and community members.

School Food Service

Schools will facilitate collaboration between Project Healthy Schools and the food service director regarding promotion of healthy food and beverage options, and, where possible, incorporate local produce/farm-to-school initiatives and student feedback on school meals.

Supported and sponsored by

