

# Health and Wellness Committee Chairman's Guide



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*This item is for PTA use only.*

# **PTA Vision**

Making every child's potential a reality.

## **PTA Mission**

- A powerful voice for all children,
- A relevant resource for families and communities, and
- A strong advocate for the education and well-being of every child.

## **PTA Purposes**

- To promote the welfare of children and youth in home, school, community, and place of worship;
- To raise the standards of home life;
- To secure adequate laws for the care and protection of children and youth;
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth; and
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

## Overview

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Health is a state of physical, mental and emotional wellness – not merely the absence of disease or infirmity. Parents have the primary responsibility for the health of their children, with the school faculty and community playing a vital reinforcing role. The health and wellness of parents is also crucial to the development of all children. The National PTA was founded out of concern for the total health and well-being of all children and youth.

The purpose of National PTA Healthy Lifestyles is to provide services and education through PTA that will ensure the best physical surroundings, mental attitudes, educational programs and projects that will contribute to community success in teaching and supporting healthy habits to prevent illness and chronic disease.

## How to Use

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Use this guide to acquaint yourself with ideas and information to help you in your role as Health & Wellness Chairman.

## Goals

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The goals of this committee are to:

- 1) Promote healthy lifestyles in the home, school and community;
- 2) Emphasize the connection between healthy lifestyles, behavior and learning;
- 3) Promote family and community involvement in helping develop healthier school environments;
- 4) Be involved with policy developments to support healthy school environments.

## Who Should Use

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- All PTA board members

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# Healthy Lifestyles



Parents want to be certain they are doing the right things to ensure their children grow into healthy, happy adults. Schools want to be certain they are doing the right things to ensure their students stay in school and graduate as educated, productive adults.

**Fact:** Properly nourished children perform better in school – both academically and behaviorally.

**Fact:** Physical activity strengthens children’s bodies, minds and self-esteem.

**Fact:** Healthy habits are best formed during childhood.

## Wellness Policy

Federal Legislation from 2006 mandates that each School District participating in the National School Lunch Program (Federal Child Nutrition Act) must have a Local District Wellness Policy.

Policies address guidelines for:

- Physical activity
- Nutrition for foods sold in schools
- Classroom celebrations and student rewards and
- Requires the creation of a School Health Advisory Council

Visit the “For Parents” Health and Wellness page on the Georgia PTA website <http://www.georgiapta.org/resources-health-wellness.html> and the

Health & Wellness Committee Chairs page for more information and additional resources.

<http://www.georgiapta.org/leadership-health.html>

# **PTA & Health and Wellness**

## **Duties of Chairman**

### **1. Become familiar with:**

- PTA vision, mission, purposes, health and wellness positions, resolutions and PTA Bylaws and Standing Rules
- School District mission, goals, health and wellness policy, parent involvement and community relations policy
- School health law and policy
- District Local Wellness Policy
- District School Health Advisory Council
- Health and PE requirements
- Coordinated School Health Program
- Accountability Mandates

### **2. Form a campus PTA Health and Wellness Committee to support:**

- PTA, District and Campus Health and Wellness goals

### **3. Complete a PTA Plan of Work**

### **4. Record work in a PTA Health and Wellness Committee Procedure Book**

### **Who should be part of a PTA Health and Wellness Committee?**

Involve school and community individuals who are committed to improving children's health and academic success. If your school already has a Wellness Team through the School Health Advisory Council, collaborate with that team. Make sure to include in your discussions all

stakeholders who share similar goals and who can help achieve those goals:

- Principal/assistant principal
- School Nurse/ food service manager/ PE teacher/ classroom teachers/ counselor
- Parents/ students/ community members
- School Board members/health organizations/ recreation departments/ civic groups

### **The PTA Health and Wellness Committee should:**

- Promote healthy lifestyles in the home, school and community
- Emphasize the connection between healthy lifestyles, behavior and learning
- Promote parent and community involvement in helping develop healthier schools
- Be involved with policy development to support a healthy school environment

### **Suggestions for Actions to take:**

- Raise awareness and get "buy-in" for Health and Wellness
- Identify existing wellness efforts already underway in your school
  - Use Georgia PTA Health and Wellness resources on website
  - Use National PTA Healthy Lifestyles At Home and School resources available on website
  - USDA Team Nutrition – Changing the Scene Support Materials Improvement Checklist
  - CDC School Health Index
- Create a monthly Health and Wellness message to:
  - Help parents understand and support wellness efforts at home and school
  - Share health tips with parents and school community

- Support a healthy school environment
  - Use healthy classroom celebration, classroom reward, and fundraising ideas
  - Provide resources for parents, teachers and staff to become healthy role models
  - Utilize PTA campus websites, school bulletin boards, newsletters, morning announcements and local media to promote healthy lifestyles
  - Include health and wellness goals in your Campus Improvement Plan
  
- Host a Healthy Lifestyles Event
  - Use national, state and community resources for ideas and information
  - Ask the food services manager, PE teacher, classroom teachers, librarian, counselor and nurse to help
  - Collaborate with other PTA chairmen such as Parent Education, Youth Services, Fundraising, etc.
  - Collaborate with local organizations to assist with presentations and materials
  
- Apply for National PTA Healthy Lifestyles Awards and Georgia PTA Healthy Fundraising Awards and Action for Healthy Kids Awards.

**Benefits of a Healthy Lifestyles School:**

- Lower student and staff absenteeism
- More positive teaching and learning environment
- Better social and academic outcomes
- Reduced student remediation costs
- Healthier future workforce
- Healthier children, families, schools, and community!

**Tips to ensure a successful PTA Healthy Lifestyles Committee:**

- Get administrative support up front!
  
- Ensure all stakeholders:
  - Stay Informed
  - Are included in discussion and decision-making process
  - Are part of implementation plan
  - Are recognized for help and accomplishments
  - Feel like time is well-spent
  - Have regular meeting time
  - Divide work into areas of interest
  - Ensure goals are achievable
  - Apply for Awards and Grants

# PLAN OF WORK



Officer/Chairperson Name: \_\_\_\_\_

Position: \_\_\_\_\_ Year: \_\_\_\_\_

*Copy form as needed for appropriate number of goals.*

<b>Responsibilities/Duties</b>			
<b>Goal:</b>			
	<b>SPECIFIC ACTION STEPS</b>	<b>START DATE</b>	<b>COMPLETION DATE</b>
<b>Budget:</b>			
<b>Resources:</b>			
<b>Evaluation Process:</b>			
<b>Committee Members:</b>			

# **PTA Procedure Book**

## **A Procedure Book:**

- Is vital to the effectiveness of an on-going chairmanship
- Is a record of a year's plans and activities
- Makes tasks easier for those who follow you

## **How to Compile a Procedure Book:**

- Use a loose-leaf folder or notebook
- Separate sections with tabbed dividers
- Include Suggested Table of Contents (see below)

**Note:** Be sure to turn over the procedure book to the new chairman at the completion of your term in office.

## **Suggested Table of Contents:**

### **Directory:**

- Your name, address, telephone number and year served
- Address of Georgia PTA Office and telephone number
- Address of National PTA Office and telephone number
- Name, address, email and telephone number of Local PTA president
- Names, addresses, email and telephone numbers of Council, District and Georgia PTA Board Members with comparable responsibilities
- Names, addresses, email and telephone numbers of committee members
- Resource people, related agencies and organizations in the community

### **Goals**

- List overall goal of chairmanship
- List Specific goals for your term of service
- Plan of Work

### **Events, Projects, Programs**

- List on separate pages each event, project and/or programs including dates, responsibilities, expenses and an evaluation form

## **Materials**

- Materials received from Georgia PTA
- Notes from workshops, Council, Area and Georgia PTA events
- Correspondence
- Materials distributed from your office, such as news releases, calendar of events, etc.

## **Reports**

- Reports – include reports given by your office (list each title separately)
- Forms – include all forms sent by your office for awards at Council, Area, state or national PTA levels

## **Evaluations**

- What were your successes? Why?
- What projects failed? Why?
- What persons, groups, materials were most helpful?

## **Recommendations for Future Committees**

If you made a multi-year plan work, recommendations for future committees will already be part of that plan.

## **Plan a Healthy Lifestyles Event**

**November is National PTA Healthy Lifestyles Month!**

Whether your events are big or small, National PTA has the following resources to help you have a successful event!

Go to [www.pta.org/healthylifestyles](http://www.pta.org/healthylifestyles)

And don't forget to apply for the Healthy Lifestyles Awards from National PTA!

### **Event Ideas**

- **Event ideas from Past Award Winners**  
Ideas and tips from Healthy Lifestyles events from 2008-2009 award winners.
- **Healthy Lifestyles Event Ideas**  
Other Healthy Lifestyles event ideas.
- **How to Get People Involved**  
List of ideas for encouraging participation in Healthy Lifestyles events.
- **Potential Event Partners**  
List of ideas for event partnerships or sponsorships.

### **How to Enter**

- **Sample Proposal and Sample Budget**  
Examples of budgets and Healthy Lifestyles Awards proposals.

### **Parent Guides**

- **Healthy Lifestyles**  
Consider distributing copies of the PTA Healthy Lifestyles Parent's Guide as part of your events and activities.

### **Timeline & Planning**

- **Healthy Lifestyles Planning Process**  
Five-step process for coordinating a Healthy Lifestyles event.
- **Items to Consider**  
Things to think about before, during and after your Healthy Lifestyles event.

## **Awards Programs:** **PTA Healthy Lifestyles Awards**



**PTA Healthy Lifestyles**

Apply now for a PTA Healthy Lifestyles Award!

This November, plan an event that promotes healthy habits among students and families and your PTA could win **up to \$1,000** to support those plans.

What you need to know

- PTA Healthy Lifestyles Awards will be given only to PTAs in good standing
- All applications will be subject to competitive review. Judges will be looking for programs that:
  - Celebrate PTA Healthy Lifestyles Month, and have a long-term impact;
  - Promote healthy lifestyles in the home, school, and community;
  - Promote family involvement in the school;
  - Emphasize the connection between healthy lifestyles and student achievement; and
  - Engage a diverse group of family and community members.

- Each qualified local PTA that submits a completed application will receive at least one of the following:
  - A monetary award of up to \$1,000 to support its PTA Healthy Lifestyles activities
  - A visit to its school by a PTA national officer
  - A certificate of recognition
  
- The monetary award may be used only to cover direct expenses for the proposed PTA project. (Awards granted may be less than the annual requested.)
- Recipients of awards will be notified within four weeks of the application deadline.

If you have any questions, please contact the PTA Information Center at (800) 307-4PTA (4782) or [HealthyLifestyles@pta.org](mailto:HealthyLifestyles@pta.org)

### **Georgia PTA Healthy Fundraising Awards (New)**

- This new Award recognizes one local unit at the Elementary, Middle and High School levels that uses the best example of healthy fundraising. Each winning school will win a **\$1,000 award**.
- Criteria are listed in Resource Guide and can be accessed at site below. Due date for application is the second Friday in March. deteriorate

For more information  
[http://www.georgiapta.org/documents/Healthy\\_Fundraising\\_Award.pdf](http://www.georgiapta.org/documents/Healthy_Fundraising_Award.pdf)

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