

Lincoln Elementary Healthy School Pilot Healthy School Team (HST)

Background

The Lincoln Elementary HST is a subcommittee of the Mount Vernon Healthy Communities Project (MVHCP), created by the Improving Nutrition for Children at School, Increasing Physical Activity for Children and Healthy School Pilot (HSP) Planning Team; committees in the first phase of implementation of the project action plan. The HST will have at least one representative serve on the MVHCP Leadership Team. This representative will serve as a liaison between the committee and the Leadership Team.

Role

The role of the HST is to represent various community interest groups during a planning process leading to the adoption of a Lincoln Elementary Healthy School Action Plan for improving nutrition and increasing physical activity for children at Lincoln Elementary School. The HST is responsible for all aspects of the planning process from start to finish and will assure that various components of the project are completed in a timely manner (e.g., vision and goal statement, resource and facility inventory, outreach to stakeholders, implementation strategies, funding opportunities, public participation, draft and final documents, etc.). HST members and their affiliation will be identified by name in press releases and at public events during the project.

Phase one of the project is the planning phase, consisting of assessment prioritization and creating an action plan. Phase two is the implementation phase, where the action plan is implemented.

Volunteers recruited at the February 24, 2005 Community Forum will be asked to commit to the Planning Phase and will be given the opportunity to continue to work through the implementation phase.

Responsibilities

HST members will be asked to attend 5-8 meetings and or events over the next eight months and to perform various work assignments between meetings. Meeting and work assignments will be for four primary purposes:

1. *Planning and Decision Making* – This includes planning and participating in meetings to review and direct project progress, discuss ideas and issues, and make decisions on a variety of topics. The HST will report and make recommendations to the Healthy School Pilot Planning Team and the MVHCP Project Leadership Team for their information, feedback and advocacy.
2. *Research and Writing* – This includes participation in fieldwork and research to gather information and prepare written documents and reports. Also included may be writing assignments for a variety of documents such as meeting notes, newsletters, press releases, and chapter components for the final plan.
3. *Outreach and Advocacy* – This includes making presentations to various boards, commissions, other organizations, and individuals to inform them about the project and gain their support.
4. *Early Action Project Management* – This includes planning, organization and implementation of one or more easily accomplished projects. Examples include holding a community meeting to share the action plan, conducting a survey to determine current classroom reward practices.