



M UNIVERSITY OF MICHIGAN

Building Healthy Communities: Engaging Middle Schools Through Project Healthy Schools

2020-2021 Application

Applications due by 11:59PM Eastern Time on April 17, 2020

School Information	
School name	School address
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: _____
Total school enrollment: _____ Enrollment of grade that will receive PHS Lessons: 5th _____ 6th _____ 7th _____	

Contact Information*	
Primary contact person at school	Title of contact person
Phone number	Email

**This is the person Project Healthy Schools 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

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Principal or Assistant Principal*	
Name	Title
Phone number	Email

**See page 5 for principal responsibilities*

Superintendent	
Name	Phone number
Email	

PHS Lessons*	
When and where will Project Healthy Schools lessons be taught? (e.g. health class, science class, PE class, etc.)	
What is the length of time of the class where PHS lessons will take place? _____ minutes	
What percent of students in the grade where lessons will be taught 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 addresses

**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 (best number for phone interview prior to May 15, 2020)
Name	Email
Position	Phone number (best number for phone interview prior to May 15, 2020)

**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

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

What other health and wellness programs and/or funding do you currently have at your school?

**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

Tell Us More About Your School

Identify one policy that you hope to implement that will improve health and well-being at your school:

Identify three goals that you hope to implement that will improve health and well-being at your school:

How did you hear about our program?

Submitting your application

Submit your completed application by 11:59PM Eastern Time April 17, 2020

Choose an option to submit:

- Complete this fillable PDF and then click the red submit button to email it to Projecthealthyschools@med.umich.edu.
- Print application, fill out by hand, scan completed application, and email it to Projecthealthyschools@med.umich.edu.

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

If the red button does not prompt an email window please use your preferred email to send the application PDF to projecthealthyschools@med.umich.edu

Key Dates

February 25, 2020	Webinar with Q & A from 3:30 p.m. to 4 p.m. Eastern Time (sign up at www.projecthealthyschools.org/involved/start.html)
April 17, 2020	Applications due by 11:59PM Eastern Time
May 15, 2020	Mandatory principal and school wellness champion(s) phone interview or in-person school visits completed.
Week of June 1, 2020	Selected schools announced
Fall 2020	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 and sustainability of all Project Healthy Schools components (assessment 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.).
- Notify PHS if there are any staff changes at the school that will affect the implementation of Project Healthy Schools.

PHS Lessons

School Responsibilities:

- 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.
- Identify teacher(s) to teach the lessons
- Schedule time for the teacher(s) to be trained (less than two hours total)
- Identify 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 has strong leadership potential and the capacity to build support for the program within the school community. They also should be organized, responsive, highly motivated and passionate about health and wellness.

Continued on page 6

Wellness Champion continued...

The wellness champion 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 with assistance from the school wellness team.
- 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 and the 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.
- Documenting program progress by submitting photos, quotes, success stories, and tracking program completion on the Project Healthy Schools 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 in 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.

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