

**Nutrition Education Project
Scope of Work Activity Protocol**

Scope of Work Activity	Family Health Event / Link to whole-school events	
Activity Objectives	Increase students' and parents/caregivers' awareness of:	
	1. The importance of eating fruits and vegetables	
	2. The need for 30/60 minutes physical activity per day for adults/children	
	3. Programs that can help families access low-cost, high-nutritional-value foods	
Audience	Specify teachers, students, families, & @ all f & r schools or target schools	Specify Grade Levels
	Parents/caregivers, students, and siblings at 10-14 target schools.	K-5

Evaluation	How will activity be evaluated?	
	Process:	
	<ul style="list-style-type: none"> • Calendar of Family Health Nights (or other whole-school event) • Attendance logs • Written report on activities • Community contact logs 	
	Impact:	
	<ul style="list-style-type: none"> • Survey of knowledge/ attitude change 	

Estimated Expense:

(Breakdown into itemized list, vendors...)

Note: Expenses for each whole-school event will vary, depending on components chosen.

Expense Item See Gift Card Protocol Sheet	Estimated Expense
Ingredients for fruit recipe	\$50 per 75 participants
Ingredients for vegetable recipe	\$50 per 75 participants (approx. \$100 total for 2 recipes for 75-100 participants)
Bean tambourine materials <ul style="list-style-type: none"> • Plates • beans • staples • staplers 	<ul style="list-style-type: none"> • \$2 per 100 plates • \$3 per large bag • \$1 per box • borrow from SHPD & site
Educational Materials (brochures, posters, recipe books)	
Prizes (t-shirts, aprons, lunchboxes, etc.)	

Fruit & Vegetable “goodie bags”	
Paper goods for snacks: <ul style="list-style-type: none"> • Plates • Napkins • Cutlery • Cups 	<ul style="list-style-type: none"> • ? • ? • ? • ?
Possible Component items: <ul style="list-style-type: none"> • Hand soap • Paper towels • Tablecloths • Butcher paper (from site?) • Mystery Fruit containers 	<ul style="list-style-type: none"> • \$1 ea. • \$2 per 2 rolls • \$3-4 ea. • use site’s • free / recycled
Prizes <ul style="list-style-type: none"> • Fruit • Stickers • Bookmarks • Pencils • 5 a Day pens • T-shirts • Lunchboxes 	<ul style="list-style-type: none"> • \$2-3 per pound • ? • ? • ? • ? • ? • ?
Glo-Germ set (?)	<ul style="list-style-type: none"> • \$50-60 for kit (see www.glogerm.com)
Copies of event fliers, programs	<ul style="list-style-type: none"> • make copies at SHPD

Activity Description:

(Include details of activity components)

Scope of Work (SOW): “Every year 14-24 target schools will hold 1– 2 Family Health Nights and/or participate/link to 1-2 all school events such as a Health Fair, Literacy Night or Back-to-School Night involving 400-1000 parent/caregivers.”

Note: Family Health Night will include all SOW Activities, whereas link to an all-school event could include one or more Activities.

SOW Component	Activities
<p>A hands-on cooking demonstration with low-cost, high-nutrition, culturally appropriate foods.</p> <p>Goal: Increase likelihood that participants will eat healthier diets by giving them the opportunity to practice making snacks using healthy, affordable, readily available ingredients and simple preparation techniques.</p>	<p><u>Vegetable Recipe</u></p> <ul style="list-style-type: none">• Examples: Spring Roll, Wraps, Quesadilla, Faces, Butterflies• Materials: cooking cart, paper products, food ingredients, copies of recipe (translated if necessary)• Recipe must follow Network recipe guidelines (for simplicity, use recipes from <i>Kids get Cookin’</i> or <i>Healthy Latino Recipes</i>)• Participants should make or help make the snack themselves• Plan to have one snack station for approximately every 20 participants planning to attend (i.e. for 60 participants → three stations) to prevent long lines and encourage participation• Requires 2 volunteers per station• May serve as the focal point of a Vegetable Module—see additional vegetable activities in Other Components category, below. <p><u>Fruit Recipe</u></p> <ul style="list-style-type: none">• Examples: Healthy Sodas, Smoothies, Yogurt Parfaits/ Fruit Kabobs• Follow above guidelines• May serve as the focal point of a Fruit Module—see additional fruit activities in Other Components category, below. <p><u>Handwashing</u></p> <ul style="list-style-type: none">• Required before making snacks• Can be its own station or incorporated into recipe stations• Emphasis on proper hand washing technique• Materials: hand soap, paper towels, instructional poster and/or handouts, stepping stool/chair for sink• Optional materials: “Glo-Germ” teaching set, hygiene-related worksheets• Requires 1-2 volunteers.

	<ul style="list-style-type: none"> Optional: expand this activity to include other safe cooking practices such as knife safety and safe food prep.
<p>Parents/caregiver education (presentation, Q&A, written materials) on:</p> <ol style="list-style-type: none"> 1) the need for more fruits and vegetables per day, 2) the need for 30-60 minutes of physical activity per day 3) physical activities families can do together, 4) how to access nutritional programs for low-income families—both WIC and food stamps and 5) promotion of school breakfast and lunch programs. <p>Specific education topics may include:</p> <ul style="list-style-type: none"> • Healthy Snacking • Healthy Role-Modeling • Cooking with Kids • Packing a Healthy Lunch • Cooking Links to Math & Literacy <p>Goal: In a fun and interactive environment, educate participants about making healthy choices for themselves and their families.</p>	<p><u>Sign-In Table</u></p> <ul style="list-style-type: none"> • <i>Require each participant to sign in! Sign-in sheet should have a separate space for each participant’s name and ask them to indicate whether they are a parent/caregiver, school faculty/staff, or student (indicate grade level). This information is required for grant documentation.</i> • Give participants event evaluation forms, translated if necessary. ETR will create this form for you with advance notice (see timeline). Provide incentives for completion, if possible. • Provide event program with room layout, station summaries. • Provide nametags if appropriate. • Offer at least some family-focused literature (see below for guidelines) at this station. • Clearly position this station at entrance. • Station requires at least one volunteer who is well-known at the site. <i>Be sure there is a volunteer present at all times!</i> <p><u>Family-Focused Literature</u></p> <ul style="list-style-type: none"> • Resource distribution depends on event layout: can offer all materials in one location or at corresponding activity stations (e.g. physical activity brochures at Heart Power station, cookbooks at Cooking Station, etc.). • If possible, provide fruit and vegetable baggies for gathering materials. • Offer parent/caregiver-focused pamphlets, brochures, and informational handouts appropriate for population, such as <ul style="list-style-type: none"> ○ “Serving Sizes” from the <i>Power Play School Idea & Resource Mini Kit</i> ○ “Help Kids Eat More Fruits and Vegetables” Power Play, CA Dept’ of Health Services ○ Cookbooks: <i>Discover the Secret to Healthy Eating</i>, <i>Healthy Latino Recipe</i>, and <i>Kids...Get Cookin’</i> by Public Health Institute. ○ The “Feeling Good” series from SF Dept’ of Public Health (in 3 languages) ○ WIC informational brochures ○ Food Stamp informational brochures (must be offered in convenient, yet inconspicuous, manner due to possible social stigma associated with this program.) ○ School Lunch applications, if appropriate

	<p><u>Heart Power / Cardio Course</u></p> <ul style="list-style-type: none"> ● Activity suggestion: <ul style="list-style-type: none"> ○ Instruct participants on taking pulse (posters available from American Heart Association). ○ Have students and parents take resting pulse, record on large poster. ○ Participants do vigorous physical activity (such as dancing to <i>Shake It Up</i> CD, see below) for 1-2 minutes, then take elevated pulse. ○ Record pulse on poster, notice change in pulse. ○ Promote the message: it is healthy to get your heart pumping hard every day (60/30 minutes for kids/adults). ● Provide physical activity handouts for kids and caregivers, such as <ul style="list-style-type: none"> ○ “Food Gives Us Energy to Move!” handout from TEAM Nutrition, USDA (online) ○ “Weight and Health” brochure from the Feeling Good series ● Materials: posters, educational handouts, stopwatch, markers ● Optional materials: cones, jump ropes, music, balls ● Requires at least one enthusiastic volunteer <p><u>Family-Focused Presentation (optional)</u></p> <ul style="list-style-type: none"> ● Most appropriate at a small event (with no more than 20 parents/caregivers). ● Requires at least one SNC, NPTL, and/or HA presenter. ● Materials: handouts, visual aids, poster paper for scribing ● Choose one of 5 basic topics listed in SOW Components, above. ● Follow NEP workshop outline on the topic (see Parent Workshop Protocol). ● Be sure all content is translated, if necessary. ● Provide activity and supervision (i.e. video, see Other Components, below) for children while parents/caregivers attend presentation.
	<ul style="list-style-type: none"> ● CBO participation will vary depending on site and event

Other Components supporting objectives but not listed in SOW (optional)

***Note: see Nutrition Olympics Protocol for other optional activity ideas**

Video

- Use a video promoting fruits & vegetables and PA, such as “Willie Munchright” (lower grades) or “Janey Junk Food’s Fresh Adventure” (upper grades).
- This could be an option for children if parents attend presentation during event.
- Show video in room adjacent to event room
- Use site VCR
- Requires at least one volunteer.
- If video will be shown repeatedly during event, volunteer should make announcements to all participants before each showing.
- Adult may lead children in discussion after video. (See “Janey Junk Food” workbook for ideas.)

Bean Tambourine

- Could be added to Vegetable module along with vegetable recipe.
- Materials: large paper plates, staples, staplers, markers, beans in containers such as Tupperware from carts, instruction sheet (available online in NEP folder)
- See instruction sheet for steps; display for participants
- Requires 2 volunteers because younger students need help with this activity.
- Include educational component for parent/caregivers, such as bean recipes, cost comparisons, nutrition facts.

Mystery Fruit & Fruit Riddles

- May be added to the Fruit module along with a fruit recipe.
- Mystery Fruit requires students to identify a fruit using all senses except sight. Place a different fruit in each of three paper bags, oatmeal canisters with sock taped to the top, or pillow cases with rubber bands.
- Fruit Riddles: From *What is a Vegetable?* Poster, worksheet on back side. To make, copy and cut apart riddles and answers. Tape to index cards and arrange on table at event. Ask participants to match riddles with correct answers.
- Both of these activities can be monitored by one volunteer.

Apple Toss

- May be part of fruit module
- Requires 1-2 volunteers
- Offer fresh fruit, stickers, pencils, or bookmarks as prizes.
- See Nutrition Olympics Protocol for instructions.

Nutrition Trivia Prize Wheel

- Good teaching opportunity—adjust trivia questions to age of participant
- Participants spin the wheel and answer nutrition trivia question for a prize.

- Wheel and trivia (in Nutrition Decathlon packet) at SHPD
- Requires one energetic volunteer
- Offer fresh fruit, stickers, pencils, or bookmarks as prizes.
- See Nutrition Olympics Protocol for instructions.

Reading Table / Read -o- Rama

- Provide a wide variety of fiction and non-fiction books about food, nutrition, and physical activity.
- Place this table in a central location to encourage all participants to read.
- Post a sign reminding participants to look, not take, the books.
- Requires one watchful volunteer.
- Provide parents/caregivers with a list of books. Lists can be found in *How to Teach Nutrition to Kids*, *TWIGS*, and the *Michigan Team Nutrition Booklist* (see ME)

Shake it Up with Fruits & Veggies CD-several fun songs

- CD at SHPD
- Play this on boom box from site.
- Post lyrics from selected songs on wall and provide lyric sheets for students.
- Alternatively, dancing to ‘Fruity Frambaloozie’ (14) or ‘Veggie Rap’ (#15) could be used to increase heart rates for Heart Power.

Room Set-up

- Delegate set-up duties to volunteers in advance (see timeline).
- Hang (laminated, if possible) posters “What is a fruit?” “What is a Vegetable?” “Power Up! “Sensational Food” at event.
- Have student volunteers create large, legible station signs for each station.
- Murals: Place large pieces of butcher paper on wall or tabletop, asking “What is your favorite fruit or vegetable?” Provide markers and crayons for students to illustrate their favorites. After the event, hang this in cafeteria or hallway.
- Consider electrical outlets (will you need extension cords?) lighting, entrance and exit, parking, trash cans.
- Post signs, translated if necessary, around school to direct participants to event.

Planning Timeline

Include media notification, evaluation, translation, duplication, purchasing,

<input checked="" type="checkbox"/>	Time Frame	Activity Component	Point Person/s (SNC, NPTL, HA, Teachers...)
<input checked="" type="checkbox"/>	When creating site plan (first month on site?)	Based on site and NEP calendars, identify date for event. <ul style="list-style-type: none"> • Make sure there are no other all-school events that night or that week. • Discuss date with Nutrition & Wellness Team. • Have event included on school calendar. 	SNC, Nutrition & Wellness Team
<input type="checkbox"/>		Begin recruiting volunteers and planning event. <ul style="list-style-type: none"> • Ask at least 2 SNC's for help on this date. • Schedule planning meeting with NPTL and/or HA 	SNC, NPTL, HA
<input type="checkbox"/>		Find out about similar past events at site. Identify appropriate CBO's to participate in event; contact them and discuss event objectives and plans.	SNC, NPTL, HA
<input type="checkbox"/>	2 months prior to event	Create event flier including RSVP instructions. <ul style="list-style-type: none"> • Use network Media Kit template, if available. • Submit draft to NEP director for review • Submit finalized flier for translation if necessary. • Create or revise other event materials, such as program listing stations. 	SNC, NPTL SNC, NPTL
<input type="checkbox"/>	One month prior to event	Have planning meeting with NPTL and/or HA. <ul style="list-style-type: none"> • Finalize event components. Distribute promotional fliers to all families at site. <ul style="list-style-type: none"> • Use network template, if available. • Translate, if necessary. If parent presentation will be an event component, find translators if necessary.	SNC, NPTL, HA SNC, NPTL, teachers SNC, NPTL, HA

		Draft press release and submit to director for review. (Use template from SFUSD website.)	SNC
		Attend PTA, faculty, and student club meetings to recruit event volunteers.	SNC, NPTL, HA
<input type="checkbox"/>	3 weeks prior	Revise press release and send.	SNC
		Begin gathering materials for stations.	SNC, NPTL, HA
<input type="checkbox"/>	2 weeks prior	Check in with volunteers and answer ?s	SNC, NPTL, HA
		Check in with NPTL and/or HA—finalize details.	SNC, NPTL, HA
		Distribute projects for students to complete (e.g. making station posters, fruit & vegetable murals)	SNC, NPTL
		Confirm room layout.	SNC, NPTL, HA
		Check in with custodian	SNC, NPTL, HA
		<ul style="list-style-type: none"> Discuss set-up and clean-up procedures, room eccentricities, electrical outlets, garbage etc. 	
		Make sure that event room will be available and confirm <i>when</i> it will be available.	SNC, NPTL, HA
<input type="checkbox"/>	1 week prior	Final count of RSVPs for shopping and copies.	SNC, NPTL, HA
		Reminder notice to all families (send home with students) and faculty (in bulletin).	SNC, NPTL, HA
		Distribute event layout, schedule, materials, and instructions to all volunteers.	SNC, NPTL, HA
		Shop for non-perishable items.	SNC, NPTL, volunteers
<input type="checkbox"/>	Day before	Quick check-in with custodian.	SNC, NPTL
		Check carts to make sure you have equipment you need.	SNC, NPTL, volunteers
		Purchase perishable items	SNC, NPTL, volunteers

<input type="checkbox"/>	Day of event	Set up event room. <ul style="list-style-type: none"> • Arrange, wash, and cover tables • Hand posters and station signs • Post signs at school entrances to direct participants Prep food. Hold a pre-event meeting with all volunteers to review event plans and answer questions about stations. <ul style="list-style-type: none"> • Provide copies and post event timeline delineating presentation times if applicable. 	SNC, NPTL, volunteers SNC, NPTL, HA, volunteers SNC, NPTL, HA
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