

Zone Action Plan Cover Sheet

Zone #: 3

Zone Leader Contact:

Name: Donna Cook

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Fiscal Agent Contact:

Name:

Address:

Email:

Phone:

Zone Baseline Information: Please submit the following information. This will not be counted for or against the Zone UPS funds

1. How many wellness policies has your zone collected and/or could collect?
2. Name, organization, and contact information of ALL zone partners, and indicate which members are ACTIVE zone partners. (OK to attach a file or list names below)

See attached
3. How much In-Kind support did the zone receive in 2006? (List the type of support and approximate amount)

December 12, 2007 Workshop meet room donated by The Cleveland Clinic	- \$250.00
Traveling to conferences/meetings)- 120 hours	\$1200.00
December 12, 2007 printing for conference/handouts- 3 hours coordinating and printing + cost of printing	\$75.00
December 12, 2007 2 speakers for conference	\$400.00

Zone 123**EXAMPLE**

Broad Objective: Zone Educational Conferences/Workshops						
Objective #1: (Keep it SMART. Specific. Measurable. Appropriate. Realistic. Time Specific) In August 2007, provide school wellness policy educational workshop to 100 school staff/administrators via a “Putting the Pieces Together: School Wellness Policy Conference”					Total UPS Funds Utilized: \$1500	
					In-Kind or Support funds: \$1200 (From Lung Assoc., CVH grant, Krogers)	
Tactics	Person(s) Responsible	Resources Needed	Deliverables (# of kids impacted, # of attendees, etc)	Target Date	Status	Evaluation (if needed)
1. Create agenda	Judy C. Conference planning sub-group	Use OAFHK samples from other zones	Agenda creates and approved by zone team	April 2007	<input type="checkbox"/> Not Started <input checked="" type="checkbox"/> In Planning <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Changed	
2. Contact Speakers	John P.	Contact info Zone mentor support	Speakers confirmed and understand job duties	May 2007	<input checked="" type="checkbox"/> Not Started <input type="checkbox"/> In Planning <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Changed	
3. Event logistics. Food, location, AV, etc	Sue F. Conf. planning sub-group	\$ to reserve space, food, AV,	Location confirmed, request form submitted, food ordered – confirmed	June 2007	<input checked="" type="checkbox"/> Not Started <input type="checkbox"/> In Planning <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Changed	
4. Communication. Registration emails/ mailing, follow up emails	John P.	In-kind mailing – from ACS	Email and post cards sent	June, July, August 2007	<input checked="" type="checkbox"/> Not Started <input type="checkbox"/> In Planning <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Changed	
5. Conduct Conference	All Zone committee	Handouts, PPT disks	100 attendees, Post-Surveys , New contact info	August 21, 2007	<input checked="" type="checkbox"/> Not Started <input type="checkbox"/> In Planning <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Changed	85% of attendees rated the conference as excellent; committed to making change
6. Post conference follow up	Zone leader, Zone committee	Post eval and conf documents	PPTs, docs, photos sent to JD to post on website; Evals reviewed; Attendees get follow up email	September 2007	<input checked="" type="checkbox"/> Not Started <input type="checkbox"/> In Planning <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Changed	

Ohio Action for Healthy Kids: Zone Action Plan 2008-09

Zone: 3 Date: 7/29/08

Broad Objective: Zone Educational Conferences/Workshops						
Objective #1: (Keep it SMART. Specific. Measurable. Appropriate. Realistic. Time Specific) During the 2008-09 school year, Zone 3 will provide 2 educational workshops. The first workshop will target Cuyahoga County, our largest county in the zone to increase physical activity opportunities for PE teachers to take back to their districts and share with the group. The second workshop will be located in a Zone 3 county which currently has low participation and focus on an expanded look at grant writing for school educators- where to find opportunities, how to write an effective grant proposal and how to make a grant work for your school needs based upon feedback from last year's workshops. Workshop #1 will feature information on Ohio Action for Healthy Kids resources with a focus on GameOn! Zone 3 had funds left over from last year which will also be used to provide supplies and speakers for the zone workshops.					Total UPS Funds Utilized: \$ 3000.00 plus utilization of some funds from last year In-Kind or Support funds: Cleveland Clinic support, Brooklyn schools support in form of location space, CCBH department support	
Tactics	Person(s) Responsible	Resources Needed	Deliverables (# of kids impacted, # of attendees, etc)	Target Date	Status	Evaluation (if needed)
1. Determine audience and key topics for workshop #1	Donna Cook Alison Patrick	Zone 3 members Betty Kern	Planning workshop for 50 physical education teachers in Cuyahoga County	July 2008	<input type="checkbox"/> Not Started <input type="checkbox"/> In Planning <input type="checkbox"/> In Progress <input checked="" type="checkbox"/> Completed <input type="checkbox"/> Changed (Please explain)	
2. Create agenda for workshop #1	Alison Patrick	Betty Kern computer	Agenda created	July 2008	<input type="checkbox"/> Not Started <input type="checkbox"/> In Planning <input type="checkbox"/> In Progress <input checked="" type="checkbox"/> Completed <input type="checkbox"/> Changed (Please explain)	
3. Create flyer and letter for the teachers and administrators at the schools #1	Donna Cook	Betty Kern Donna Cook	Flyer created Letter created which will go to the schools in Cuyahoga county	2 nd week of August delivery to schools and up on website	<input type="checkbox"/> Not Started <input type="checkbox"/> In Planning <input checked="" type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Changed (Please explain)	

Ohio Action for Healthy Kids: Zone Action Plan 2008-09

4. Create objectives for workshop #1	Donna Cook Betty Kern	Betty Kern	Objectives created and communicated to speaker , waiting on approval	1 st week of August	<input type="checkbox"/> Not Started <input type="checkbox"/> In Planning <input checked="" type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Changed (Please explain)	
5. Confirm speaker and discuss objectives and goals #1	Donna Cook Alison Patrick		Speaker confirmed	Confirmed speaker in July, objectives confirmed 1 st week of August	<input type="checkbox"/> Not Started <input type="checkbox"/> In Planning <input checked="" type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Changed (Please explain)	
6. Determine location, food and equipment needs #1	Alison Patrick Donna Cook	Vendor support	Location confirmed 7/28/08, equipment to be ordered and food still being determined	2 nd week of August	<input checked="" type="checkbox"/> In Progress	
7.Registration workshop #1	Donna Cook	Word of mouth Website In-kind mailing	Registration will begin shortly with forms coming to Donna Cook, emails will be sent when registration received	To begin after sent to schools 2 nd week	<input checked="" type="checkbox"/> Not started	
8. Execution of workshop #1	Zone 3	Zone 3 support and school districts support	Track new participants, complete evaluations for further programming	September 17,2008	<input checked="" type="checkbox"/> Not Started	
9. Workshop evaluation and followup #1	Donna Cook	Survey	Send out feedback summary to group,	Week of 9/22/08	<input checked="" type="checkbox"/> Not Started	

Ohio Action for Healthy Kids: Zone Action Plan 2008-09

		Zone 3 members	update new members, followup as needed			
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Zone: 3 Date: 7/29/08

Broad Objective: Zone Mini-grants						
Objective #1: (Keep it SMART. Specific. Measurable. Appropriate. Realistic. Time Specific) During the 2008-09 school year, zone 3 will provide mini grants that are in direct alignment with the goals of Action for Healthy Kids. The schools attending our meetings and workshops will be eligible to apply for the mini grants. \$1000 of the grant money will be targeted to breakfast grants.					Total UPS Funds Utilized: \$ 3000.00	
					In-Kind or Support funds: Cleveland Clinic, CCBH	
Tactics	Person(s) Responsible	Resources Needed	Deliverables (# of kids impacted, # of attendees, etc)	Target Date	Status	Evaluation (if needed)
1. Determine the number of grants that will be awarded and the \$\$ amount	Zone 3 members	Zone 3 members	1/3 must go towards breakfast funding	9/08	<input type="checkbox"/> Not Started <input checked="" type="checkbox"/> In Planning <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Changed (Please explain)	
2. Determine the distribution schedule for the mini grants	Donna Cook	Guidance from UPS Grant guidelines	Looking to distribute grants throughout the zone, looking to reach new schools especially	9/08	<input type="checkbox"/> Not Started <input checked="" type="checkbox"/> In Planning <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Changed (Please explain)	
3. Update the					<input type="checkbox"/> Not Started <input type="checkbox"/> In Planning	Adding a site visit to

Ohio Action for Healthy Kids: Zone Action Plan 2008-09

application form including criteria and requirements for completion	Donna Cook	Guidance from Jan Meyer	Create documents Establish additional criteria	9/08	<input checked="" type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Changed (Please explain)	the criteria for applicants
4. Determine communication plan with the school for follow through of mini grant funding	Donna Cook Alison Patrick Zone 3 member	School contacts	Get more involvement from the schools receiving grant, added support from OAHK offered	9/08	<input type="checkbox"/> Not Started <input checked="" type="checkbox"/> In Planning <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Changed (Please explain)	
5. Distribution of applications		Zone 3 members	Available online and in hard copy to designated applicants TBD	Early 9/08		
6. Review committee for applications, notification of awards	Zone 3 subcommittee	Zone 3 members	Good assortment of schools and organizations to review applications	Committee identified 9/08	<input type="checkbox"/> Not Started <input checked="" type="checkbox"/> In Planning <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Changed (Please explain)	
7. Follow-up of mini grants	Zone 3 subcommittee	Zone 3 members and school contacts	Report created of schools applying		<input checked="" type="checkbox"/> not started	

Zone: _____ Date: _____

Broad Objective: Zone Outreach/Recruitment						
Objective #1: (Keep it SMART. Specific. Measurable. Appropriate. Realistic. Time Specific) Zone 3 will increase school participation and partner organizations in the 2008-09 school year by 50% through outreach efforts as well as marketing.					Total UPS Funds Utilized: 0	
					In-Kind or Support funds: Cleveland Clinic , CCBH, Children's Hunger Alliance, AHA, ACS	
Tactics	Person(s) Responsible	Resources Needed	Deliverables (# of kids impacted, # of attendees, etc)	Target Date	Status	Evaluation (if needed)
1. Create a marketing strategy to recruit more members	Donna Cook	Zone 3 contacts	Add at least 5 new schools in first two months as a result of workshop and school contact	10/08	<input type="checkbox"/> Not Started <input checked="" type="checkbox"/> In Planning <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Changed (Please explain)	
2. Increase use of website as marketing tool	Donna Cook	Webmaster for OAHK site	Increase communication with webmaster to update our zone 3 site on a regular basis	Ongoing as of 8/08	<input type="checkbox"/> Not Started <input checked="" type="checkbox"/> In Planning <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Changed (Please explain)	
3. Update current listing	Donna Cook	Zone 3 members Computer access	Resource available to new members that is up to date	8/08	<input type="checkbox"/> Not Started <input type="checkbox"/> In Planning <input checked="" type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Changed (Please explain)	
4. Reach out to area non-profits and businesses for support-in kind or cash	Zone 3 committee	Contacts Zone 3 members Phone	Increased resource base for members Invite to zone 3 meetings	8/08 ongoing	<input type="checkbox"/> Not Started <input type="checkbox"/> In Planning <input checked="" type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Changed (Please explain)	

Ohio Action for Healthy Kids: Zone Action Plan 2008-09

		Computer				
5. Strategy for increased school participation on all levels	Zone 3 members	Buy-in from school administration Time Marketing tools	Increased impact on students in school based upon utilization of OAHK resources	8/08	<input type="checkbox"/> Not Started <input type="checkbox"/> In Planning <input checked="" type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Changed (Please explain)	

Zone: 3 Date: 7/29/08

Broad Objective: Zone funding and in-kind support						
Objective #1: (Keep it SMART. Specific. Measurable. Appropriate. Realistic. Time Specific) During the 2008-09 school year , zone 3 will develop a tracking system and a plan to increase in kind support as well as zone funding.					Total UPS Funds Utilized: 0	
					In-Kind or Support funds: Cleveland Clinic, CCBH, AHA, ACS, Children's Hunger Alliance	
Tactics	Person(s) Responsible	Resources Needed	Deliverables (# of kids impacted, # of attendees, etc)	Target Date	Status	Evaluation (if needed)
1. Use workshops and meetings as opportunity to discuss and identify possible funding sources	Zone 3 members	Listings of grant opportunities Zone 3 support	Grant opportunities Assistance with grant writing if needing	9/08 at first workshop	<input type="checkbox"/> Not Started <input checked="" type="checkbox"/> In Planning <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Changed (Please explain)	
2. Create friendly competition among counties to find new funding	Donna Cook Zone 3 members	Participation from all counties in zone 3	Increased funding for zone activities More opportunities for kids in our zone	9/08	<input checked="" type="checkbox"/> Not Started <input type="checkbox"/> In Planning <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Changed (Please explain)	
3. Establish handout of					<input type="checkbox"/> Not Started	Carryover from last

Ohio Action for Healthy Kids: Zone Action Plan 2008-09

resources	Zone 3	Zone 3 members	Marketing resource to bring in new members	10/08	<input type="checkbox"/> In Planning <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Changed (Please explain)	year's action plan
					<input type="checkbox"/> Not Started <input type="checkbox"/> In Planning <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Changed (Please explain)	
5.					<input type="checkbox"/> Not Started <input type="checkbox"/> In Planning <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Changed (Please explain)	

Zone: _____ Date: _____

Broad Objective:						
Objective #1: (Keep it SMART. Specific. Measurable. Appropriate. Realistic. Time Specific)					Total UPS Funds Utilized:	
					In-Kind or Support funds:	
Tactics	Person(s) Responsible	Resources Needed	Deliverables (# of kids impacted, # of attendees, etc)	Target Date	Status	Evaluation (if needed)
1.					<input type="checkbox"/> Not Started <input type="checkbox"/> In Planning <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Changed (Please explain)	
2.					<input type="checkbox"/> Not Started <input type="checkbox"/> In Planning <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Changed (Please explain)	
3.					<input type="checkbox"/> Not Started <input type="checkbox"/> In Planning	

Ohio Action for Healthy Kids: Zone Action Plan 2008-09

					<input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Changed (Please explain)	
4.					<input type="checkbox"/> Not Started <input type="checkbox"/> In Planning <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Changed (Please explain)	
5.					<input type="checkbox"/> Not Started <input type="checkbox"/> In Planning <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Changed (Please explain)	