

Zone Action Plan Cover Sheet

Zone #: 9

Zone Leader Contact:

Name: Sara T. Pappa

Address: 360 Wilson Dr., Xenia, OH 45385

Email: spappa@gcchd.org

Phone: (937) 374-5662

Fiscal Agent Contact:

Name: Carol Gill

Address: 1 S. Main Street, Suite 440, Dayton, OH 45402

Email: carol.gill@odh.ohio.gov

Phone: (937) 285-6250

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?
Zone 9 will attempt to collect wellness polices from all schools that send participants to our workshops and/or receive a mini-grant.
Goal for Zone 9 is 50 policies.

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).
File is attached.

3. How much In-Kind support did the zone receive in 2007/08? (List the type of support and approximate amount).

Office supplies	\$500.00
Parking fees for meetings	\$100.00
Room rental for meetings	\$1800.00
Room rental for 2 workshops	\$1,000.00
OAFHK conference supplies	\$2,000.00
Professional/clerical time	\$8,000.00
 2007/08 TOTAL:	 \$13,400.00

Broad Objective: Zone Educational Conferences/Workshops						
Objective #1: (Keep it SMART. Specific. Measurable. Appropriate. Realistic. Time Specific) Zone 9 will conduct two (2) workshops on school wellness policy success stories/best practices for physical activity and nutrition for a total of 150 participants by May 30, 2009. One workshop will be held in Clark County, a county with limited involvement with AFHK.					Total UPS Funds Utilized: \$1,500.00	
					In-Kind or Support funds: \$1,000.00	
Tactics	Person(s) Responsible	Resources Needed	Deliverables (# of kids impacted, # of attendees, etc)	Target Date	Status	Evaluation (if needed)
1. Create agenda	Workshop planning sub-committee	Model workshops after Zone 9 2007/08 workshops.	Agenda created and approved by Zone 9 members	Fall Workshop: November 2008 Spring Workshop: January 1, 2009	<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)	Fall workshop held by Dec. 31, 2008. Spring workshop held by May 15, 2009.
2. Secure speakers	Workshop planning sub-committee	Model workshops after Zone 9 2007/08 workshops.	Speakers confirmed and approved by Zone 9 members	Fall Workshop: August 1, 2007 Spring Workshop: January 1, 2009	<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)	Fall workshop held by Dec. 31, 2008. Spring workshop held by May 15, 2009.
3. Finalize event logistics	Workshop planning sub-committee	Funds to secure site, food, etc.	Logistics confirmed and approved by Zone 9 members	60 days prior to each workshop	<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)	Fall workshop held by Dec. 31, 2008. Spring workshop held by May 15, 2009.
4. Marketing, event registration	Workshop planning sub-committee	Funds to create and mail	Email and mail brochure	Fall Workshop: September 1,	<input type="checkbox"/> Not Started <input type="checkbox"/> In Planning <input type="checkbox"/> In Progress	Fall workshop held by Dec. 31, 2008.

Ohio Action for Healthy Kids: Zone 9 Action Plan 2008-09

		brochure, registration process in place		2008 Spring Workshop: February 15, 2009.	<input type="checkbox"/> Completed <input type="checkbox"/> Changed (Please explain)	Spring workshop held by May 15, 2009.
5. Conduct workshops	Workshop planning sub-committee	Workshop materials, handouts, equipment, etc.	Goal is 75 participants at each; conduct workshop including evaluations	Fall workshop held by Dec. 31, 2008. Spring workshop held by May 15, 2009.	<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)	85% of attendees rated the conference as excellent or very good; written commitment to making changes at their schools.
6. Post conference follow-up	Workshop planning sub-committee	Evaluations, participant contact info.	Evaluations reviewed, photos and report sent to JD, attendees get follow-up email	30 days after each conference.	<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)	Participants of both workshop will be added to Zone 9 email distribution list.
7. Post conference follow-up (long term)	Workshop planning sub-committee	3-6 month evaluation form sent and/or emailed to all participants	Evaluations reviewed for changes made/improvements to wellness policy practices	180 days after each conference.	<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)	At least 75% of attendees able to identify at least one (1) improvement implemented as a result of attending the conference.

Broad Objective: Zone Mini-grants						
Objective #2 (Keep it SMART. Specific. Measurable. Appropriate. Realistic. Time Specific) Offer and award up to 4 mini-grants by May 30, 2009 to schools that send at least one staff to at least two (2) Zone 9 functions per year.					Total UPS Funds Utilized: \$4,000.00	
					In-Kind or Support funds: \$500.00	
Tactics	Person(s) Responsible	Resources Needed	Deliverables (# of kids impacted, # of attendees, etc)	Target Date	Status	Evaluation (if needed)
1. Finalize mini-grant application and process	Mini-grant sub-committee	Sample grant applications	Application and process approved by Zone 9 members	September 15, 2008	<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)	Award a minimum of 3-4 mini-grants for up to \$1,000 each by May 2009. At least \$1,300.00 must be used for breakfast expansion.
2. Distribute mini-grant applications to eligible schools	Mini-grant sub-committee	Grant applications (extra points may be awarded for breakfast expansion)	100 applications for each workshop	Fall workshop held by Dec. 31, 2008. Spring workshop held by May 15, 2009.	<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)	At least 33% of applicants and money awarded will be used to expand breakfast.
3. Review grant applications and select recipients	Mini-grant sub-committee	Grant applications; time to review with sub-committee	At least 1 school selected from each workshop to receive grant.	Fall: by December 15, 2008 Spring: by May 15, 2009	<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)	100% of funds are distributed and 33% goes to breakfast program expansion.
4. Notify recipients and follow-up	Mini-grant sub-committee	Zone members to contact recipients for follow-up	Money awarded; Mini-grant recipients must share their mini-grant project at a AFHK Zone 9 workshop or meeting. Zone 9 members to	Fall: by December 15, 2008 Spring: by May 15, 2009	<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)	Award up to 7 mini-grants by May 2009. At least \$1,000.00 must be used for breakfast expansion.

Ohio Action for Healthy Kids: Zone 9 Action Plan 2008-09

			stay in touch with schools			
5. Publicity for grant awards is conducted	Zone leader and 1-2 members	Press release template, camera, media contacts	Press releases submitted; papers monitored for articles; also submitted to OAFHK website	Upon each mini-grant award	<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)	75% of articles are published in local papers.
6. Collect mini-grant reports from each school	Mini-grant sub-committee	Reports from each school; time to review with sub-committee	Written Zone 9 summary of mini-grants . Schools awarded mini-grants must share their project at a zone meeting or workshop.	Fall 2008: by May 30, 2009 Spring 2009: by November 15, 2009	<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)	100% of mini-grant recipients turn in a final report.

Ohio Action for Healthy Kids: Zone 9 Action Plan 2008-09

Broad Objective: Zone Outreach/Recruitment						
Objective #3: (Keep it SMART. Specific. Measurable. Appropriate. Realistic. Time Specific) Zone 9 membership will increase by 20 members by May 30, 2009.					Total UPS Funds Utilized: \$500.00	
					In-Kind or Support funds: \$500.00	
Tactics	Person(s) Responsible	Resources Needed	Deliverables (# of kids impacted, # of attendees, etc)	Target Date	Status	Evaluation (if needed)
1. Promote AFHK at each of the Zone 9 workshops	Zone leader and Zone mentor	AFHK brochure, meeting dates and locations, brief Powerpoint presentation	Brochures and Powerpoint presentation delivered at each workshop.	Fall workshop held by Dec. 31, 2008. Spring workshop held by May 15, 2009.	<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)	Fall workshop held by Dec. 31, 2008. Spring workshop held by May 15, 2009.
2. Include educational presentation at each Zone 9 meeting	Zone leader and Zone mentor	Speakers, topics	Have one educational presentation at each Zone 9 meeting.	Quarterly	<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)	Educational presentation given at each meeting.
3. Ask each member to bring one guest to each meeting	Zone 9 members	Email reminders; incentives for members Light refreshments	Each member brings a guest to each meeting.	Quarterly	<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)	At least 5 guests at each meeting.
4. Present to two school district's administration/wellness committee 5. Collaborate with the southwest Ohio school	Zone 9 member(s)	AFHK brochure, meeting dates and locations, Powerpoint	Zone member presents to a school district.	May 30, 2009	<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 member(s) attended.

Ohio Action for Healthy Kids: Zone 9 Action Plan 2008-09

<p>site sub-committee for the Ohio Physical Activity Plan to promote AFHK zone 9 in mailing to schools in September, 2008.</p> <p>6. Post more program ideas and resources on zone 9 web page and promote to schools as a resource.</p>						
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Broad Objective: Zone funding and in-kind support						
Objective #4: (Keep it SMART. Specific. Measurable. Appropriate. Realistic. Time Specific) Zone 9 will obtain at least \$2500.00 of in-kind support and at least \$1,000.00 in cash donations from new partners by May 30, 2009.					Total UPS Funds Utilized: \$0.00	
					In-Kind or Support funds: \$500.00	
Tactics	Person(s) Responsible	Resources Needed	Deliverables (# of kids impacted, # of attendees, etc)	Target Date	Status	Evaluation (if needed)
<p>1. Gather and maintain data on Zone 9 members' in-kind support</p> <p>2. Organize a sub-committee to investigate new funding opportunities</p>	Zone leader	Database, accurate record keeping at meetings	Amount of in-kind support	May 30, 2009	<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)	Documentation of at least \$2,500.00 of in-kind support from Zone 9 members.
3. Research additional funding opportunities.	Zone 9 members	AFHK brochure,	Zone 9 members identify new	May 30, 2009	<input type="checkbox"/> Not Started <input type="checkbox"/> In Planning	Receipt of at least \$1,000.00 in

Ohio Action for Healthy Kids: Zone 9 Action Plan 2008-09

		meeting dates and locations, workshop brochures	organizations/partners for support		<input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Changed (Please explain)	cash.donations (OAFHK will match up to \$2,000.00 as a bonus).
4. Approach at least 1 local funding prospect about financial assistance for programs and resources for schools	Zone 9 members	Internet access; email	Zone 9 members actively research funding opportunities.	May 30, 2009	<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)	Identification of at least one funding opportunity.