2007 Plan of Work Annual Timeline

Impact Program – Team Expectations

HEALTHY OKLAHOMA
OKLAHOMA COOPERATIVE EXTENSION SERVICE

http://countyext.okstate.edu/nwdistrict/FCS/Impact%20Team/impactteam1stpage.htm
The above address should take you to the front page of HO team website.
Many of the documents we use are there for our reference. OR, visit the NW District website at
http://countyext.okstate.edu/nwdistrict/ click on Family and Consumer Sciences, click on Healthy Oklahoma
and that should also lead to the front page of the team website!

Basic components in 35 days of “planned time” for Healthy Oklahoma (HO) impact program which should be included in the Annual Timeline are:

**Needs Assessment**—determine annually where the HO program is needed, will fit, when it will be best received; specific lessons of the *eight priority topics* needed at various program sites; meet with County Program Advisory Committee (we recommend 2 meetings per year with County PAC) including discussion of HO program needs; may utilize input from partners, coalitions in which you are active, 4-H Volunteers Leaders Organization, School Health and Safety Committees, etc.

**Program Development**—HO has **four identified curricula** to work with; team members may plan some time to develop activities, fine tune lessons, create props, etc. to further strengthen teaching of the materials. Sharing successful techniques with peers via Team Spring & Fall In-services is encouraged.

We do not anticipate the total team adding an Adult Component this year (Year 1). Team members from the Curriculum Development Committee/Adult may work with Dr. Janice Hermann on that aspect of an Adult Component this year. Those who are willing to review and pilot an Adult Component should plan 6 to 8 days for this programming in Planned Time (Spring through early Fall ’07).

Team members scheduled to develop, or jointly develop a Physical Activity lesson for “Steps to a Healthy Oklahoma”, plan time to develop and try out the lesson.

Team members serving as lesson “reviewer” will probably require an hour or less per lesson---or longer if you also try out the lesson with a group or class, before providing feedback to the developer &/or Pat Thompson.

**Program Marketing**—unless a team member conducts several series, time required for marketing is likely minimal in 2007. If a team member is assisting with developing Marketing materials or other visibility efforts for the team, planned time should adjusted.
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Program Delivery—Each team member should plan to conduct (2) two or more HO series. The HO program is conducted in this order:

1. **A HO Pre Questionnaire** of participants is secured.
2. **A series including at least four (4) lessons** from the *eight priority topics* is taught. The targeted audience is 3rd through 8th graders. A physical activity component should be included with each series. The Heartbeat lesson from “Steps” is recommended as one part of Physical Activity. Total contact time with participants in each series should be **at least two hours**, so the HO program can contribute to 4-H ES-237 reporting efforts.
3. **A Journaling Page** is filled out following each LESSON. Retain these pages!
4. After the last lesson in a series is finished, a **HO Post Questionnaire** of participants is secured.
5. All Pre/Post Questionnaires are matched up, stapled and rubber banded by class or group of participants. (Make a copy in case the pre/post is lost in shipping.) Securely label each set of banded material with your Name and County!
6. **Matched Pre/Post Questionnaires** and **at least 4 Journaling Pages per series** are sent together, to Dr. Janice Herman, 301 HES, OSU. **All Journaling Pages are due to Janice Hermann by June 1st, 2007.**

Evaluation (Pre/Post)—plan time to conduct, match up participant’s pre/post and send to campus, for each series taught. Share the outcome of HO program with local/county stakeholders & others. Pre/Post Questionnaires and Journaling pages are sent to Dr. Hermann as soon as each series is completed. **Data is due for the 2007 program year by October 1st, 2007** The bulk of HO programming should be planned to be completed and evaluations turned in PRIOR to the due date. HO program series may be conducted following the due date, and will be included in the following year’s reports.

**HO Team In-Service**—Include planned time for Spring/April and Fall/November-December In-services, about 8 to 12 hours each. (Up to 3 days of the 35 days planned time, unless otherwise specified)

*Eight priority topics*, any of which may be included in a HO lesson series:

1. Basic Nutrition/myPyramid
2. Reading Food Labels
3. Eating out/Eating on the Run
4. Portions/Serving Sizes
5. Importance of Eating Breakfast
6. Food Safety/Hand washing
7. Food Preparation
8. Physical Activity

The **importance of drinking water** and **healthy snacks** as part of daily eating habits should be included within a lesson on basic nutrition, or in other lessons as they fit

**HO Team Curricula:** “Kidnetic”, “Power of Choice”, “JIFF—Jump into Food & Fitness” and **“Healthy Kids Challenge”** are approved curricula.