
Chapter 3

Getting Ready



EAT SMART. PLAY HARD.



Checklist of Things to Do

3 weeks before Body Walk:

_____ **Recruit a minimum of 10 and a maximum of 15 volunteers to set up Body Walk.**

(Refer to *Setting Up the Body Walk Exhibit* in Chapter 2, page 5, and *Volunteer Recruitment Letter*, *Set-Up Crew* and *Set-Up and Take Down Tips for Body Walk Volunteers* in the Appendix.)



_____ **Recruit a minimum of 10 and a maximum of 15 volunteers to take down Body Walk.**

(Refer to *Volunteer Recruitment Letter*, *Take Down Crew* and *Set-Up and Take Down Tips for Body Walk Volunteers* in the Appendix.)

_____ **Recruit 12-24 volunteer station presenters.**

(Refer to *Volunteer Recruitment Letter* and *Body Walk Station Presenters* in the Appendix.)

_____ **Notify teachers of the upcoming Body Walk exhibit. Show the 7-minute Body Walk video at a faculty meeting to increase teacher understanding of Body Walk.**

(Refer to *Teacher Memo 1* in the Appendix and the enclosed Body Walk video)

_____ **Copy classroom activities and resource list and distribute to all teachers.**

(Refer to Chapter 4, Classroom Activities and Chapter 7, Teacher Resources.)

_____ **Arrange for the required 45 ft x 50 ft space for the Body Walk exhibit to be set up.**

Checklist of Things to Do

(continued)

1 week before Body Walk:

- _____ Provide ***Information for Station Presenters*** and station scripts to volunteers who will present at each Body Walk Station.
(Refer to Chapter 5 – Scripts for Station Presenters.)
- _____ Provide ***Set-Up and Take Down Tips for Body Walk Volunteers*** to each person that will help with set-up or take down of the exhibit.
(Refer to *Set-Up and Take Down Tips for Body Walk Volunteers* in the Appendix)
- _____ Arrange for someone who is familiar with the students, teachers, and physical layout of the school building to escort students to and from the exhibit.
- _____ Complete ***Classroom Schedule*** and send to teachers.
(Refer to *Classroom Schedule* in the Appendix.)
- _____ Contact news media and send pre-Body Walk news release.
(Refer to Chapter 8 – Working With the Media.)
- _____ Prepare a **Body Walk Proclamation** and post it in your school
(Refer to *Sample Proclamation* in the Appendix.)
- _____ Decide if you will provide any healthy snacks, meals or refreshments for volunteers.
- _____ Complete the classroom schedule and fax to Child Nutrition & Wellness, 785-296-0232. (Refer to the *Classroom Schedule* in the Appendix.)



2 days before Body Walk:

- _____ Verify that the required 45 ft x 50 ft space where Body Walk will be set-up is available.
- _____ Arrange for parking to unload the Body Walk truck.

Checklist of Things to Do

(continued)

The day before Body Walk:

- _____ **Remind teachers that tomorrow is Body Walk Day and that EVERYONE must wear socks inside the exhibit! This includes teachers, volunteers and students.**
(Refer to *Teacher Memo 2* and *Classroom Schedule* in the Appendix.)
- _____ **Arrange for a supply of extra socks to be available.**
- _____ **Contact news media again to verify an on-site visit.**
- _____ **Purchase any healthy food items for snacks or refreshments for volunteers. (Hint – Bottled water is refreshing for station presenters.)**
(Refer to *Serve healthy beverages and snacks* on page 5 of this chapter.)

Body Walk Day:

- _____ **Be present during the time of Body Walk to assist the Body Walk Manager. Remember to smile and enjoy the day!**
- _____ **Complete the Participation Report and give to the Body Walk Manager at the conclusion of the day.**
(Refer to the *Participation Report* in the Appendix.)
- _____ **Send Post-Body Walk News Release if news media did not attend.**
(Refer to Chapter 8, *Working With the Media.*)

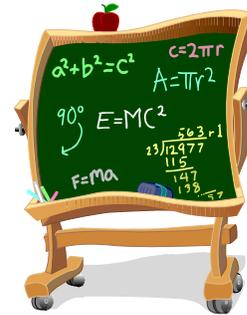
Within one week following Body Walk:

- _____ **Thank volunteers and others who helped make the day a success.**
(Refer to the *Body Walk Volunteer Thank You Letter* in the Appendix.)
- _____ **Complete and mail Body Walk Evaluation Form.**
(Refer to *Evaluation Form* in the Appendix.)
- _____ **Thank teachers for their assistance with Body Walk.**
(Refer to *Teacher Memo 3* in the Appendix.)

Maximize the Body Walk Experience

Prepare students to learn as much as possible from Body Walk.

Encourage teachers to use the classroom activities in Chapter 4. The activities are designed to introduce the concepts presented in Body Walk. Suggested follow-up classroom activities will help reinforce and extend the learning experience. As you know, students retain more knowledge when they are exposed to information more than once.



Help teachers get additional information.

There are many teacher resources listed in Chapter 7. Teachers can enhance the Body Walk experience by using materials and information from the websites listed.

Recruit volunteers early!

Enthusiastic volunteers are essential to creating the ideal Body Walk experience. Without volunteers, Body Walk will not happen. **Start volunteer recruitment early to ensure that you have enough people for all jobs.**



Ask volunteers to dress the “part” they are presenting. There are some suggestions on each station script, but be creative and make your own innovative costume! Many other suggestions for presenters are listed on the first page of Chapter 5.

You will need 12 volunteers for station presenters if volunteers present to all students. If you have a large group of students, you may want 24 volunteer presenters, one group of 12 for the morning and another group for the afternoon.

Maximize the Body Walk Experience

(continued)

Provide a “goody bag” for each student to take home.



Consider making a “goody bag” for each student to take home. Enlist the help of parents, volunteers, your school’s PTA or PTO, or even community organizations to obtain nutrition or physical activity booklets or other healthy give-away items, one per student. Assemble all items in a plastic bag and have them ready to distribute as the students exit Body Walk. Remember, Body Walk provides a 24-page take-home activity booklet for each student as well as a Power Panther tattoo and a food tag bookmark.

Serve healthy beverages and snacks.

Ask community businesses and groups to donate items for **healthy** snacks. Some ideas for snacks for volunteers or students include:

- ◆ Fresh fruit and/or veggies in individual bags
- ◆ Trail mix with cereal, dried fruit and pretzels
- ◆ 100% juice
- ◆ Frozen juice bars with 100% juice
- ◆ Bottled water
- ◆ Breadsticks
- ◆ Unbuttered popcorn
- ◆ Graham crackers
- ◆ Vanilla wafers
- ◆ String cheese
- ◆ Low-fat granola or cereal bars



Snacks can be eaten at the conclusion of the Body Walk tour or sent home as a part of the “goody bag”.

Please be sure snacks served to students and volunteers on the day of Body Walk are healthy! It sends a confusing message to students when Body Walk emphasizes the **EAT SMART**. message and students observe volunteers consuming chips, pop, donuts, candy and cookies. And please **DO NOT** serve these items to students following their Body Walk tour! Help convey the **EAT SMART**. message by having only healthy snacks and beverages available!

No food or drink (except water) allowed inside the exhibit!

Maximize the Body Walk Experience

(continued)

Build student excitement before the exhibit arrives!

1. Introduce Power Panther and his message, **EAT SMART. PLAY HARD.**

Encourage teachers to discuss the upcoming Body Walk exhibit in the classroom. Have students contribute to a Body Walk newsletter to take home! Give each student a Body Walk newsletter. A sample newsletter is in the Appendix. On the back of the newsletter, ask students to write down something they like about Power Panther and his message.



Eat Smart. Play Hard.™

Food and Nutrition Service, USDA

2. Issue a Body Walk Proclamation!

Ask the superintendent, principal, PTO president, school board president, town mayor or another official to sign a proclamation. A sample proclamation is in the Appendix. Post the proclamation near the school entrance for everyone to see along with photographs taken at the official proclamation signing.



Maximize the Body Walk Experience

(continued)

3. Have a Power Panther School Lunch!

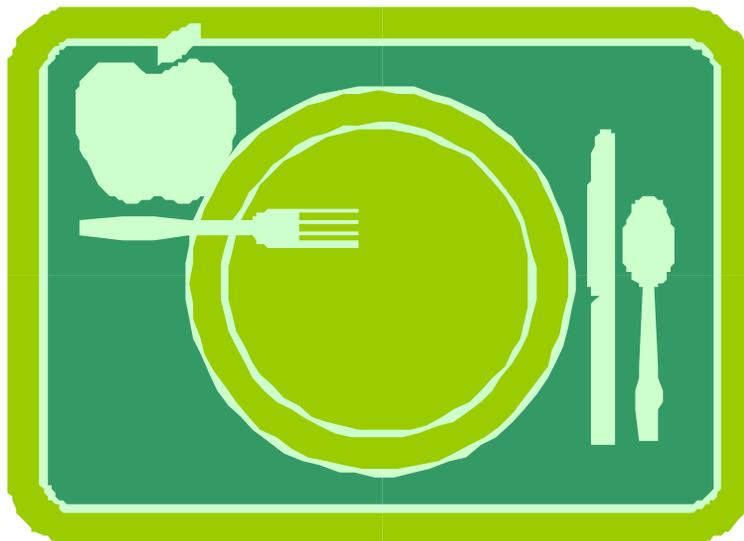
Work with school food service personnel to have a special Power Panther School Lunch Day! Decorate the cafeteria with Power Panther posters or have students draw Power Panther and post their original artwork. Ask students what healthy foods Power Panther would like for lunch. As you plan the Power Panther menu, be sure to include plenty of fresh fruits and veggies. Lunch might include:

Panther's Turkey Sandwich with Lettuce and Tomato
EAT SMART Fresh Veggies and Dip
Yummy Fresh Fruit
Power-Up Milk

OR

Panther's Low-Fat Chicken Fajita
Spanish Rice
EAT SMART Fresh Tossed Salad/Low-Fat Dressing
Mixed Fresh Fruit Salad
Power-Up Milk

Be sure each class concludes the meal with some **PLAY HARD** physical activity. Let each class select their own physical activity after the meal. They might walk around the block, play a game outdoors, or participate in an active classroom activity.



Maximize the Body Walk Experience

(continued)

4. Be creative! Have a contest to give away free bicycle helmets.

When Power Panther **PLAYS HARD**, he always uses the appropriate safety equipment. Dependant on availability of funding, Safe Kids Kansas will provide **two free Bell bicycle helmets to each school that participates in Body Walk**. The Body Walk Manager will leave the helmets with you on the day of the Body Walk visit.

- Have a drawing. The two names drawn win the helmets!
- Sponsor a bike safety poster contest and use the helmets as prizes. Recruit some of your Body Walk volunteers to judge the posters!
- Have each student draw a picture or write a paragraph about something they learned about physical activity during their Body Walk tour. Select the best from each classroom and then draw names for the prizes.
- Have children donate pennies for a worthy charity. The helmet winners will be drawn from the names of the class that collects the most money.

For more information on Safe Kids Kansas, contact:

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www.kansassafekids.org



Body Walk will be a great experience for your students if...

- ◆ Students, teachers, staff and volunteers are all informed of what to expect during set-up and take down of the exhibit and while students are participating in Body Walk.
- ◆ There are adequate numbers of enthusiastic volunteers for set-up, take down and to serve as station presenters.
- ◆ **EVERYONE** knows socks must be worn for set-up, take down and during Body Walk. This includes students, teachers, staff and volunteers.
- ◆ Everyone is willing to be flexible in scheduling for this important day.
- ◆ Room size and ventilation are adequate.
- ◆ Classes visit Body Walk following the established schedule.
- ◆ The schedule is submitted to, and approved by, KSDE prior to Body Walk.
- ◆ Each group of 8-10 students participating in Body Walk has adult supervision.
- ◆ Only healthy, nutritious snacks are served to students and volunteers.
- ◆ The Body Walk School Coordinator is available throughout the set-up process, during Body Walk Day and until the truck pulls away from the school.

