

Sample School Health Improvement Plan (SHIP) Report

Due: 9/28/07

1. In first column, list, in priority order, Actions that your Healthy School Team has decided to implement.
2. In second column, list specific Steps that need to be taken to implement each Action.
3. In third column, list people who will be responsible for each Step and when the work will be completed.
4. In fourth column, list proposed amount of money you will spend on the action.

Action	Steps	By Whom & When	Proposed Expenditure
1. Start a fitness program for staff.	A. Survey staff to determine fitness needs	Mr. Jones, 9/10/07	\$1000
	B. Hire a stress management consultant to provide an in-service for teachers, arrange date & time, and send invitation to staff	Mrs. Amar 9/17/07	
	C. Secure room in school to be the fitness room	Mr. Smith 9/1/07	
	D. Purchase needed equipment (using results from staff survey). Purchase prized for staff participation.	Mrs. Norton 9/17/07	
	E. Advertise fitness options for staff and the staff wellness challenge.	Mrs. Norton 9/25/07	
	F. Develop & begin 6 week wellness challenge for staff	Mr. Smith Mrs. Norton 10/1/07	
	G. Awards presentation for participating staff in the wellness challenge.	Whole team 10/14/07	

