

## HealthCorps School Competition Application- 2011-2012



Dear Principal,

I want to thank you for considering a partnership with HealthCorps® to establish our national program in your school. HealthCorps®, founded by Dr. Oz, is a unique health educational and mentoring program that represents more than a traditional classroom experience.

HealthCorps offers students a series of workshops, after school clubs and school and community events, led by a HealthCorps Coordinator, through which they will learn some of life's most practical skills such as: Becoming an educated nutritional consumer, embracing everyday fitness, managing stress, becoming a community health activist and understanding the most precious asset they will inherit – their bodies.

Program specific components include:

- Funding: The HealthCorps program costs \$70,000.00 and is 99% is funded by local entities, philanthropists, and Community-based organizations committed to preventive health in schools and communities. Schools are expected to fund 1% of the program in their school by contributing \$700.00 towards the school-wide health fair created by the HealthCorps Coordinator and his/her students.
- HealthCorps provides one full-time staff member to implement and teach the program
- HealthCorps seeks to supplement not supplant your current health and wellness curriculum. It is designed to be integrated seamlessly at your school and to fulfill any particular health/fitness needs. Coordinators conduct workshops on a weekly basis during biology, health, wellness classes, or wherever is appropriate in your particular school.
- HealthCorps is seeking school sites that strongly desire to change the health of their school and community. It is through the school's readiness and enthusiasm for the HealthCorps program that together the Coordinator and school community can work optimally to change the health of our students for a lifetime.

Attached is an application to bring the HealthCorps' program to your school. The application includes:

**PART 1:** Detailed scope of the HealthCorps program and the responsibilities of the onsite Coordinator.

**PART 2:** Roles and responsibilities for both schools and HealthCorps.

**PART 3:** A roadmap for an implementation plan that will support the HealthCorps partnership on your campus.

To submit your school's application to receive the HealthCorps Program for the 2011-2013 school years, complete the application and email it to [school@healthcorps.net](mailto:school@healthcorps.net) by **March 31** or mail it to 191 Seventh Ave Suite- 2N. New York, NY 10011. Selected school sites will be identified no later than May 31, 2011.

We are grateful for your commitment to the health of your students and community. We are excited to receive your application and look forward to the opportunity to work together to change the face of health in America for generations to come.

Best wishes,

Michelle Bouchard

President, HealthCorps

## PART 1: SCOPE OF THE HEALTHCORPS PROGRAM & COORDINATOR RESPONSIBILITIES

**This section includes:**

- A. Overview of HealthCorps Coordinator Responsibilities**
- B. Description of Program Components & Deliverables**
- C. HealthCorps Program Calendar**

### A. HEALTHCORPS COORDINATORS

Each HealthCorps school is assigned a full-time onsite HealthCorps Coordinator to deliver the HealthCorps program. Coordinators serve two-year terms and are expected to follow the school calendar and normal teaching hours five days a week (excluding holidays). Please review the Coordinator Job Description, Qualifications, and Programming Calendar for a better understanding of HealthCorps deliverables.

#### **Overview of Coordinator Job Description:**

- Teach hands-on HealthCorps curriculum (fitness, nutrition, mental resilience, and proactive health) in high school classrooms throughout the year;
- Collaborate with school personnel including administrators, faculty, cafeteria staff;
- Extend HealthCorps' message beyond the classroom by planning, organizing and implementing health promotion events at school site (i.e. health fairs, parent and teacher outreach events, Teen Battle Chef cooking program, etc.);
- Serve as a mentor and role-model to the students;
- Establish and direct after-school program(s) during each school semester;
- Oversee and implement yearly budget to bring HealthCorps mission to life at school site;
- Manage community-based outreach events within school community;
- Attend HealthCorps summer training and ongoing HealthCorps professional development sessions throughout the year;
- Participate and assist in the planning of additional HealthCorps-related events

#### **Qualifications to be a Coordinator:**

- Minimum GPA of 3.0
- Passion and knowledge of health, wellness, education, and issues of health disparities
- Experience working with students and communities
- Enthusiasm, energy, and a passion to be a part of HealthCorps' mission for change
- Strong interpersonal skills – ability to build/cultivate personal relationships and relate to people from diverse backgrounds, sectors, and experiences
- Organized and an ability to multi-task
- Proactive, self-starter, and solution seeker
- Bilingual a plus
- U.S. Citizen

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### B. HEALTHCORPS PROGRAM COMPONENTS AND COORDINATOR REQUIREMENTS

Program Component	Description	Requirements
<b>1. Wellness Council</b>	Committee of staff members, students and all interested parties in improving the school's health environment.	Council must meet monthly to address school health needs and organize health promotional activities.
<b>2. Classroom Teaching</b>	Coordinators teach classroom workshops with the HealthCorps curriculum of nutrition, fitness, and mental health	10 different classes that meet weekly
<b>3. Afterschool Club</b>	Health-related afterschool club to provide students with an additional opportunity to access the HealthCorps program	One club, meets weekly for the entire school year
<b>4. In-School Health Fair</b>	Health event in the school that impacts and brings health awareness to hundreds of students at once.	One fair per year
<b>5. Café-o-Yea™</b>	Health education in the cafeteria to meet kids in the space where they are making daily food choices.	Held every other week, on weeks when Bi-Weekly Logs are due
<b>6. Teen Battle Chef</b>	7-week culinary program where students participate in cooking battles. Students learn culinary skills, recipes from different cultures and their history and nutritional background.	Delivered in the fall & spring by 2 <sup>nd</sup> Year Coordinators, spring Only for 1 <sup>st</sup> Yrs
<b>7. Staff Events</b>	Providing health education and support to faculty and staff to create an overall healthy school environment.	One Staff Wellness Challenge & One Teacher Appreciation Event
<b>8. School Health Index</b>	CDC School health assessment tool to address gaps in the school's health policies and programming.	Implemented once per year by the Wellness Council
<b>9. Fit Town™</b>	School or community project that addresses a particular health need.	One school or community project per school year
<b>10. Highway to Health</b>	Community-wide health fair to reach community members and extend the HealthCorps message beyond school walls.	One community health fair per year

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## C. HEALTHCORPS Program Calendar

AUGUST/SEPTEMBER	OCTOBER
<p>Set up &amp; Start:</p> <ul style="list-style-type: none"> <li>Wellness Council – monthly meeting dates/times, include in school calendar</li> <li>Teaching schedule – send to Advisor</li> <li>After-school Club</li> <li>Café-o-Yea</li> </ul>	<ul style="list-style-type: none"> <li>Teen Battle Chef – 2<sup>nd</sup> Year Coordinators Only</li> <li>Wellness Council Meeting</li> </ul>
NOVEMBER	DECEMBER
<ul style="list-style-type: none"> <li>Pedometer Competitions for Students and Staff ***3 consecutive weeks ***</li> <li>Teen Iron Chef Continued – 2<sup>nd</sup> Years Only</li> <li>Wellness Council Meeting</li> </ul>	<ul style="list-style-type: none"> <li>In-School Health Fair</li> <li>Wellness Council Meeting</li> </ul>
JANUARY	FEBRUARY
<ul style="list-style-type: none"> <li>School Health Index – During Wellness Council</li> <li>Staff Wellness Challenge – 6 consecutive wks</li> <li>Mid-Year Summit – Professional Development for all Coordinators</li> <li>Mid-Year Evaluation with Advisor</li> <li>Mid-Year School Data Report</li> <li>MLK Day of Service</li> <li>Wellness Council Meeting</li> </ul>	<ul style="list-style-type: none"> <li>SHI Follow-up – During Wellness Council meeting</li> <li>FitTown Topic and Action Plan/Timeline</li> <li>Teen Iron Chef – All Coordinators</li> <li>Wellness Council Meeting</li> </ul>
MARCH	APRIL
<ul style="list-style-type: none"> <li>Fit Town Check-In with Advisor</li> <li>Teen Iron Chef Continued</li> <li>Highway to Health Preparation – Identifying Community Event Partner, Site, Date</li> <li>Wellness Council Meeting</li> </ul>	<ul style="list-style-type: none"> <li>Highway to Health Preparation Continued</li> <li>Highway to Health Festival (Site Specific)</li> <li>Wellness Council Meeting</li> </ul>
MAY/JUNE	ACCORDING TO SCHOOL CALENDAR
<ul style="list-style-type: none"> <li>Highway to Health Festival (Site Specific)</li> <li>End of Year School Data Report</li> <li>End of Year Check-Out with Advisor</li> <li>Summer Survival Kit – Healthy summer kit for teachers and students</li> <li>Wellness Council Meeting</li> </ul>	<ul style="list-style-type: none"> <li>Parent Event – Should be held in conjunction with school Parent Night/Parent Teacher Conferences</li> <li>Teacher Appreciation – Should be held during Professional/Staff Development Days, Half-Days, Planning Days</li> </ul>

\*HealthCorps reserves the right to adjust the above schedule

**PART 2: SCHOOL ROLES AND RESPONSIBILITIES**

This section includes:

- A. Overview of school readiness & responsibilities
- B. School Contact Information Sheet
- C. Support and Approval

**A. SCHOOL READINESS AND RESPONSIBILITIES**

What makes a school HealthCorps Ready?

1. Invested Administration and staff with a complete understanding of the HealthCorps program
2. Detailed implementation plan of the HealthCorps program
3. Open and deliberate communication between the school and the HealthCorps Coordinators and Program Directors
4. A proven school community commitment to health and wellness for all students.
5. An opportunity to meet with all relevant school staff to explain the HealthCorps program in detail prior to program implementation in the fall.

School Responsibilities:

1. Identified and confirmed Wellness Council with a minimum of 8 members
2. Access to classes: 10 classes identified per semester for Coordinators to deliver the HealthCorps curriculum
3. Office space for Coordinator use, including computer and telephone access.
4. Cooking space to conduct Teen Battle Chef and afterschool cooking programs
5. Afterschool programming space
6. Secure storage space for HealthCorps supplies and equipment
7. School orientation & introductions for the HealthCorps Coordinator
8. Provide accountability for Coordinator sign in and sign out of work site through the school front office
9. Monthly check in with identified mentor to ensure efficacy and consistency of program delivery on site

**B. SCHOOL SITE INFORMATION**

School Name:	
School Address:	
Phone:	URL:
District:	Superintendent:

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### School Leadership

Title	Name	Email Address/Phone
Principal/Head of School		
Assistant Principal		
Assistant Principal		
Counselor:		
Counselor:		
Nurse/Health Professional:		
Summer Contact:		

**\*MAIN CONTACT:** Please assign a campus staff member who will serve as the main point of contact for the HealthCorps program. This contact will be responsible for assisting in the successful transition, navigation, and accountability of the HealthCorps Coordinator within the school community.

Contact Name	Title/Position	Email Address/Phone	Confirmation Signature

**School Breakdown:** Please address the following components of your school.

Student Body Demographic Breakdown:
Total # Students:
Special Needs Population:
% Free and Reduced Lunch:

**C. SUPPORT AND APPROVAL**

Program Evaluation – Is your school willing to participate in research?

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| 1. Would you permit the implementation of HealthCorps program evaluation on your site? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 2. Can surveys be distributed on your campus?  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 3. Can focus groups be conducted on your campus?                                       | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 4. Will Administrator commit to completing online pre and post program surveys?        | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

District Support – Has the implementation of the HealthCorps program been approved by your Superintendent?

YES       NO

What are the necessary protocols for the HealthCorps Coordinators to be cleared to work in your school district?  
(Fingerprinting, District Board Approval, etc.)

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**Part 3: IMPLEMENTATION PLAN**

**This section includes:**

- A. Narrative questions**
- B. School Logistics and additional school relevant info**
- C. Wellness Council**
- D. Existing School Programs**

**A. Proposal Narrative:** To give us a better idea of your school's needs, please address the following two questions regarding the HealthCorps program at your school.

\*If necessary, please attach additional pages for question responses

**Question #1:** Need and Capacity- Describe challenges your school is currently addressing regarding the health and physical education needs of your student body:

**Question #2:** Partnership Opportunity- What role can HealthCorps play in improving the health and well being of your students, their families and the community?

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Will your school be able to provide cooking workshop space?

HealthCorps and the Teen Battle Chef program will provide all equipment and burners for implementation of the cooking program.

- Space opportunity for additional in school and after school activities that include: Yoga, Zumba, Weightlifting, Fit Clubs, and other activities based on student interest.

Room #'s:

Will your school be able to provide HealthCorps with a dedicated office/desk location?

- During the implementation process, HealthCorps Coordinators will require a designated work space to store their personal items, materials, complete administrative tasks, and to meet with students.

Room#:

### WELLNESS COUNCIL PROPOSAL:

Each school site should be committed to establishing an active school Wellness Council that includes a minimum of five school staff members and the HealthCorps Coordinator (students, parents, local officials, and community members are also welcome). The Wellness Council plays a critical role in the implementation of the HealthCorps program in the school. The Council will be required to meet monthly and will work together to carry out health promotional initiatives throughout the school.

**What are the three most significant health challenges that you want the Wellness Committee to address?**

Wellness Council Goals:
1.
2.
3.

**B. EXISTING SCHOOL PROGRAMS-** Submit a list of current programs that exist on your campus, with which HealthCorps might collaborate

Program	Contact

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In the event that the applicant school is selected by HealthCorps, this application shall serve as the agreement specifying the expectations of both parties. Additionally, if the application is selected, school sites will be responsible for completing an additional section of the HealthCorps contract to identify specific classes for HealthCorps program implementation and to identify Wellness Council members. Please sign below as verification of your submission and as a sign of your commitment to deliver the above proposal if selected to become a HealthCorps school.

**"SCHOOL"**

\_\_\_\_\_

By: \_\_\_\_\_

Name:

Title: Principal

**"HEALTHCORPS"**

HealthCorps, Inc.,  
a New York not-for-profit corporation

By: \_\_\_\_\_

Name: Michelle Bouchard

Title: President, HealthCorps