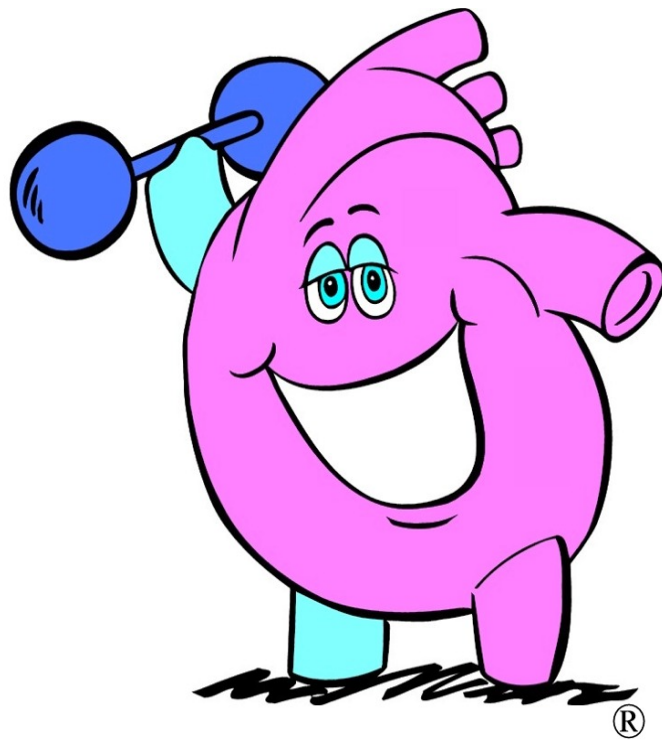

Chapter 2

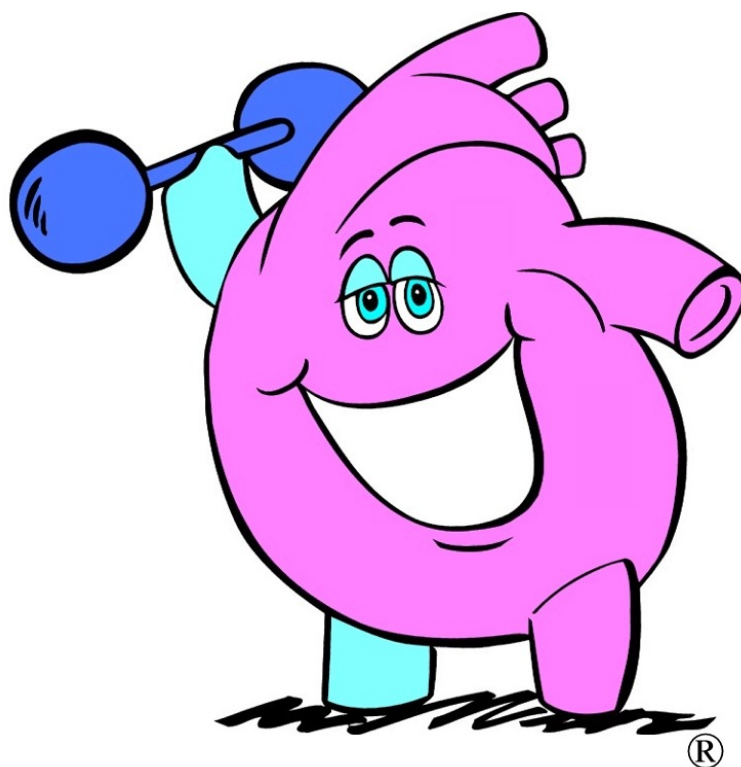
General Information



The Body Walk Experience

Students tour the human body with The OrganWise Guys as their guides. Throughout the exhibit, they will learn how to apply healthy lifestyle choices.

At each of Body Walk's eight stations, a volunteer presenter engages the students in a seven-minute activity focused on healthy choices. The tour begins when students, in groups of 8 to 10, gather around the brain station. Here, students learn about brain function, physical activity and healthy food choices from MyPyramid. As they leave the brain, the students are given a bookmark or sticker designating them as a food, such as a carrot, hamburger or piece of cheese. The "foods" step into the exhibit's larger-than-life mouth and are "swallowed" through the esophagus tunnel and move into the stomach dome. From the stomach, the students travel through the small intestine where they are "absorbed" into the blood. Then they follow the path of the nutrients to the heart, lung, bone, muscle and skin stations. Students leave the body through a cut in the skin.



Responsibilities of the County Extension Faculty

- **Market the Arkansas Body Walk.**
 - Sell the Body Walk to your school first to determine if they would incorporate it into the school calendar and then sell to prospective sponsor or sponsors using a PowerPoint presentation showing photos of Body Walk and describing the various roles of the school, school coordinator, sponsor, volunteers, teachers and Extension personnel.
 - Possible venues for this phase of marketing:
 - Schools—school district-wide principals' meetings, professional development meetings for teachers, faculty meetings, parent-teacher conferences
 - Sponsors—meetings of community service organizations, civic group meetings
 - Explain to school officials your need to publicize all Extension activities and ask if they have any restrictions concerning pictures or news stories about Body Walk.
 - Form an ad hoc committee to support all aspects of Body Walk. The agent can work through their Family and Consumer Sciences Subcommittee, the County Extension Council, the school's PTA/PTO and other community leaders to form a committee to help garner funding, provide volunteer support, and to plan a marketing strategy.

- **Schedule the exhibit with schools.**
 - After talking with the school coordinator/local person organizing Body Walk visit, visit the site for the Body Walk exhibit to confirm that it is of adequate size.
 - Determine prospective dates and schedule the exhibit with CES Body Walk Coordinator.
 - Schedule time on your calendar for school coordinator, school, and volunteer orientation meetings.
 - If teachers are teaching pre and post lessons, schedule time for purchasing and preparation of materials, teacher training, distribution of teaching materials, and reporting of outcome.

- **Assist the school coordinator**
 - Schedule meeting with school coordinator (school representative, principal, or teacher giving leadership to the Body Walk activity) and any key volunteers to show a PowerPoint that includes photos of the Body Walk and review the Body Walk manual components. Provide a printed copy of sections of the manual that pertain to their responsibilities. The objective of this orientation is to make sure all understand their role and have a clear picture of what to expect when the Body Walk arrives.
 - PowerPoint presentation—shows photos of Body Walk set up procedure, photos of several areas of the Body Walk, and reviews roles of all parties.

- Check with the school coordinator to make sure that all volunteers needed are recruited and that youth volunteers are appropriate for volunteer job. If youth are utilized as station presenters, coordinator should be confident that the maturity level of youth volunteers is appropriate for effectively teaching to a student audience. Encourage coordinator to have a backup volunteer or two for last minute emergencies. Assist school coordinator in recruiting volunteers if needed by utilizing Extension volunteers such as Extension Homemakers, 4-H adult volunteers, or Master Gardeners.
 - Schedule and conduct volunteer training for the station presenters and other volunteers. (The PowerPoint with photos is a helpful tool for this segment). If you are using students at a school, college, nursing program, etc., ask for time to come to the classroom and train the volunteers. Make a personal visit a week before the training and drop off the scripts to the teacher. Remind the teacher/professor that they will need to stay with the students while they are there for the Body Walk. Ask teacher/professor to have the students look over the scripts (or she/he can do it in class). Then when you, the agent, come to do the training, ask the students to “role play” their character. It may also be beneficial for them to visit the Body Walk website, www.uofabodywalk.org, to get a better idea of the exhibit, etc. Ask the teacher/professor to go over the information again before the Body Walk exhibit event. As for training other volunteers, ideally you would want to train them as you would a classroom setting. This may or may not be possible. If not, they will need to receive their script at least a week prior to the event and then check up on their progress via phone several days prior to the event. Answer any questions they may have, suggestions you can make, etc. See *Body Walk Letter for Volunteers*.
 - Communicate with school coordinator to determine who will provide copies of presenter scripts for the volunteer or volunteers at each station.
 - Work with school coordinator to prepare classroom schedule or ask to review classroom schedule two weeks before the Body Walk visit.
 - If transportation from school to an outside location is a part of the plan, meet with school coordinator and transportation coordinator to confirm that all are aware of necessary flow of students needed for a smooth activity.
- **Market the Body Walk to the public.**
- Determine whether the school coordinator or the Extension agent will contact local media for publicity of the Body Walk. Two months prior to conducting Body Walk, contact local newspaper representatives, radio personnel, and any other media outlets in your county. Ask media personnel ***what they need and when they would need it*** if they would choose to run a feature story on Body Walk. It is ***very important*** to follow wishes of the media group in order to ensure continued coverage of Extension programs.
 - Include marketing in a time line and task list. Set deadlines for preparing news articles.
 - Prepare news release giving recognition to U of A, Division of Agriculture, Cooperative Extension Service, school district, and sponsor of activity. Add sponsors’ logos to brochures and handout materials. (Check Extension rules and regulations regarding logo usage). Be sure to list all sponsors in any “after-the-fact” publicity.

- All parties (Extension, local school coordinator, and sponsors) should review news release before it is sent to the media.
 - Take photos of Body Walk activities at your county location.
 - Prepare follow-up news articles featuring results and impacts from Body Walk. Be sure to include names and organizations that provide support—either financial or volunteer. Include wording that shows the affiliation with the Division of Agriculture, the Supplemental Nutrition Assistance Program (if it's a SNAP-Ed eligible school). If possible, site results from pre- and post-lessons to show the impact of Body Walk in the community. The public is interested in health and nutrition and like to know that Extension, as well as the school system, is addressing it in a fun way for kids.
- **Prop check – Body Walk arrival**
- Check contents of container with prop list located inside flip chart of each station tub.
 - Alert Body Walk technician of any missing or damaged items within the station tubs.
 - Check to make sure that all battery-operated items are working and that there are spare batteries. Make sure all switches on battery-operated props are turned off.
 - Check flip charts for each station and make sure that they are in the correct order and that all pages are present.
- **Prop check – Body Walk departure**
- Check contents of container with prop list located inside flip chart of each station tub.
 - Alert Body Walk technician of any missing or damaged items within the station tubs.
 - Retrieve all items from the tubs that are not included on the prop checklist (e.g. bookmarks, water bottles, trash, etc...)
 - Check to make sure that all battery-operated items are working and that there are spare batteries. Make sure all switches on battery-operated props are turned off.
 - Check flip charts for each station and make sure that they are in the correct order and that all pages are present.
- **SNAP-Ed Counties – 3rd Party Match Tips/Increasing SNAP-Ed Third Party Teacher Match**
- SNAP-Ed counties conducting the Body Walk program in schools where at least 50 percent of the students are on free or reduced lunch should be sure to match any teacher/staff time spent in planning and preparing for the Body Walk program, as well as any time spent assisting with our teaching in the one of the learning stations and any follow-up activities done back in the classroom. A Teacher/Staff Report form and/or a Value of Donated Personnel Services form must be completed by the person whose salary is matched to verify their time and must be completed by the person whose salary is matched to verify their time and will be subject to audit. Other individuals who are paid with public, non-federal tax dollars may also be matched if they are assisting with the Body Walk program. The forms may be obtained from the SNAP-Ed

Group in SPOT. For additional information on SNAP-Ed, contact Mary Poling at the Little Rock state office.

Keys to a successful event in a SNAP-Ed eligible school:

- Planning and organizing
 - Be prepared!
 - Select a “go to” (contact) person at the school. Once the event is cleared and scheduled with the Principal, this “go to” person (nurse, counselor, or secretary) can assist you in gathering the following:
 - Class rosters, including demographics
 - Bell schedules
 - Bus schedules
 - Lunch shifts
 - Set up a time line and responsibility chart for yourself as agent and the “go to” person at the school. Include due dates, names of persons to contact, and phone numbers of individuals involved as well as each person’s assigned tasks.
 - Prepare packets of materials for teachers ahead of time. Offer to conduct a teacher training to prepare teachers for Body Walk and possible supplemental materials.
 - Prepare a letter outlining responsibilities and instructions for teachers; distribute to teachers before Body Walk begins.
- Nutrition pre and post lessons:
 - Prior to the Body Walk event is a good time to do nutrition education and capture some third-party match. The Body Walk event will be maximized if the students have some nutrition education prior to the event or after the event.
 - Body Walk can be agent lead for the train-the-trainer method. With train-the-trainer you have a greater potential to reach a broader audience.
 - Plan to conduct a pre-test using material in the Body Walk manual or evaluation tools from the SNAP-Ed website. Body Walk makes the basis for a great success story or impact statement.
 - Teachers are more often prone to implement supplemental activities if all the materials are prepared for them ahead of time, organized, and have clear and concise directions.
- Volunteer recruitment and training
 - Make sure everyone knows their assignments and everyone’s expectations are understood. Well-prepared volunteers are happy, successful volunteers.
 - Be sure to schedule breaks for your volunteers.
 - Keep them hydrated; secure water breaks; provide water bottles for the presenters.
 - Consider supplying lunch for volunteers. Seek out sponsors for lunches for your volunteers. Suggestions for lunch are: sandwich trays, salads, or a teacher’s cafeteria lunch. (Try to keep it healthy since that is what we are teaching the students).

- Letters to parents
 - About one week before Body Walk begins, send the brochure and letter home to the parents. Having the handouts counted and labeled with the teacher's name on it will help to ensure they are distributed. These can be delivered to the "go to" person or the agent can personally deliver them to the teachers. This contact time would be a good time to clarify any issues about the Body Walk or the activities with the teachers.
- The day of Body Walk
 - Be on time! Be prepared! You are the support system of this event. Your demeanor and mannerisms will greatly affect the success of this event. SMILE!
 - Plan a meeting with your volunteers and school helpers prior to the kids arriving. This can be used as a motivating tool and to handle any last-minute questions or take care of issues that might arise.
 - Plan activities for the students while they are waiting to enter Body Walk and while they are waiting for the remainder of their classmates to exit Body Walk. SNAP-Ed eligible worksheets, stories or videos can be used to capture even more match.
 - Plan for the unexpected. Someone will be late, have to leave early, or not show up. Try to stay on time. If you find yourself running behind or running too early, adjust the time between the station changes.
- After the event...
 - Usually teachers will find it hard to get the students back on task after returning to the classroom. Now is a good time to capture even more match. Have the teachers dedicate some teaching time to the Body Walk Activity book and some post activities.
 - Work with the Body Walk driver and volunteers in the process of tearing down the exhibit and loading the Body Walk truck.
 - Debrief the volunteers and make notes of what worked and what did not work. Remember the 3-to-1 ratio: for every 1 thing that did not go as planned, try and follow up with 3 that did. Keep this a positive experience.
 - Clean up the school location where Body Walk was set up. Leave your area at least as clean as it was when you walked into it.
- A few days after the event...
 - Secure SNAP-Ed Teacher Report Forms from the participating teachers. This time could be a good time to see if you can go into the classroom for some follow up activities. MORE MATCH POTENTIAL!!!
 - Prepare "thank you" letters and/or certificates for all your helpers and/or sponsors. Remember to include demographics with your letter. This can be impressive and often times helpful. Some of your volunteers may be able to count the contacts.
 - Prepare news article with photos of kids and volunteers participating in Body Walk.
 - Report events in AIMS by the 5th of the following month.

➤ **Follow up!**

Do follow-up with school coordinator to make sure all forms and evaluations are complete after the Body Walk including payment to Cooperative Extension Service for the Body Walk activity.

Also follow up the event with a personalized *thank-you letter or card* (U of A CES thank-you cards can be ordered from the print shop) so that they are reminded it is an Extension event, not a school event.

Body Walk Funding Sources and Tips

The following is a list of possible groups or organizations that can be contacted for financial support of Body Walk.

Procedure:

- When contacting the school to determine a time to conduct Body Walk, visit with school officials about sources of funding. Some schools may opt to pay the entire cost; some may send a note home with parents suggesting parents pay for their child's admission.
- Make arrangements for funding at the time Body Walk is scheduled. If funding is a problem for the school, the agent can offer to help get support needed.
- The agent can work through Family and Consumer Sciences Subcommittee, their County Extension Council, and/or the school's PTA/PTO to form a committee to help garner funding.
- Some sources for funding are the following:
 - Banks
 - Farm Bureau
 - UAMS AHEC
 - Businesses
 - Car Dealerships
 - Hometown Health Coalitions
 - Doctors and Dentists
 - Insurance Companies
 - Grocery Stores
 - PTA/PTO's
 - Discount Stores
 - Restaurants
 - Civic Organizations
 - Health Clinics
- If total funding is not available, offer sponsors partial funding. You may want to establish funding levels and accredit them appropriately.
- Be sure to give credit where credit is due. Add sponsors logos to brochures and handout materials. (Keep in mind of the Extension rules and regulations associated with logo usage.)
- This event could be part of a Health Fair or a Health Fair could be conducted in conjunction with Body Walk. If there are organizations that might pay for display space, that would be a possibility for revenue to support Body Walk. If possible, allow appropriate organizations to set up tables, regardless if there is a charge. That adds to the Body Walk experience.



Responsibilities of the Body Walk School Coordinator

- Have space available for the Body Walk exhibit the night before the scheduled Body Walk date. The floor should be swept and clean.
- Have one table (4 ft to 8 ft long) available for use in the Body Walk exhibit.
- Recruit 6-8 volunteers (adults or high school students) to set up and take down the exhibit. **Those setting up and taking down should be able to lift objects and put hands over their head at times. Adults and high school students are preferred.** Check with the coach in the athletic department. Many times he/she may get the students to do this under his/her supervision. Inform set up/take down volunteers that they will need to allow 1.5 to 2.5 hours to accomplish this task. Please do not have children present.
- Recruit 8-16 presenters to engage the children in the activities provided at each Body Walk Station. The more enthusiastic the presenter, the more the children will enjoy and remember. Possible presenters: Parents, grandparents, retired teachers, city and community leaders, political leaders (sheriff, mayor, county judge, quorum court members, city/county elected officials), 4-H'ers, 4-H parents, 4-H volunteers, Extension Homemakers Council members, college students (many in education, health, nursing, etc., as well as college civic clubs would be ideal to assist with the Body Walk), civic clubs in your community, and even high school juniors and seniors (including those in athletics), junior high gifted and talented students, businesses (many love community service that is so visible and will pay their employees to attend and assist), and even members of the media (what a great way to get media coverage!).
- Assist County Extension agents and teachers with Body Walk by copying and distributing:
 - Teacher memos describing and explaining Body Walk (Appendix of this manual)
 - Body Walk classroom activities (Chapter 4 of this manual)
 - Teacher Resources (Chapter 7 of this manual)
- Complete the Participation Report (Appendix of this manual) and fax it to Body Walk Program Coordinator, LRSO-FCS at 501-671-2294 at the conclusion of the day.

Please refer to the *Body Walk Checklist – Things to Do in Chapter 3* for a detailed listing of school coordinator responsibilities.



Responsibilities of the Body Walk Technician

The Body Walk Technician is employed by the University of Arkansas Division of Agriculture Cooperative Extension Service.

The Body Walk Technician will:

- Deliver the exhibit and all Body Walk props to the school.
- Direct the volunteers in the set-up and take-down of the exhibit.
- Provide a 15-minute orientation for the station presenters prior to the beginning of Body Walk.
- Answer any questions you may have about Body Walk.
- Make a list of repairs when needed.



The school IS responsible for securing volunteers to set up and take down the exhibit and to serve as station presenters. These are NOT responsibilities of the Body Walk Technician.

Policies and Procedures

Student Participation

A minimum of 300 students and a maximum of 450 students can experience Body Walk on a school day. If students are from multiple buildings, discuss the allowable number of students with the Body Walk Technician. If your school has more than 500 participating students, it is suggested that you schedule Body Walk for more than one day.

Students go through Body Walk in groups of 8-10. A new group can start through every seven minutes. It will take approximately one hour for each group of students to go through the exhibit. Body Walk is designed to be accessible for all students. If you have students in wheelchairs, they may participate in Body Walk.

Participation Requirements

The following requirements apply to all students, teachers, and volunteers.

- No food or drinks are allowed inside the exhibit.
- Treat the teachers, volunteers and exhibit with care and respect, **no horseplay allowed.**
- Students will be asked to leave the exhibit for disruptive behavior.

Setting Up the Body Walk Exhibit

On most days the Body Walk exhibit will be set up the evening before the scheduled school date. The set-up time will be arranged when you are contacted by the County Extension Agent prior to Body Walk Day. The exhibit will be taken down immediately after the last students complete their Body Walk tour.

The Body Walk exhibit is 30 feet by 36 feet. There must be adequate space to walk completely around the outside of the exhibit once it is in place. In addition, children will need space as they enter and leave the exhibit. (36 feet by 50 feet will allow enough space for the Brain Station and the Food Bookmark table.) **Body Walk MUST BE SET UP INDOORS.** The exhibit will not be taken down for lunch. If students eat in the same area where the exhibit will be set up, alternate arrangements must be made for lunch (picnic outdoors, sack lunches eaten in classroom, etc.).



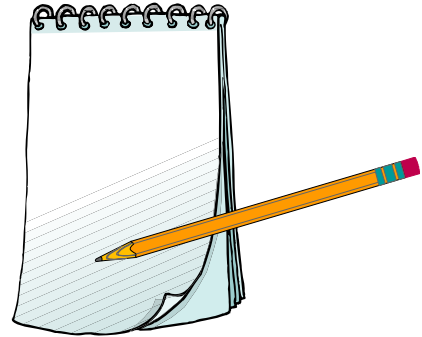
Please allow 1 $\frac{1}{2}$ - 2 $\frac{1}{2}$ hours for set up.

Policies and Procedures

(continued)

Billing Information

The cost will be \$1.50 per student. (A minimum of 300 students and a maximum of 450 students can participate in Body Walk on a school day.) If multiple schools participate in a single day, the University of Arkansas Division of Agriculture Cooperative Extension Service will invoice the host school for the entire amount, unless other information is provided.



Damage to the Exhibit

The exhibit framework, fabric covers and graphic panels are designed to withstand the stress of daily handling, packing and traveling. However, the materials are NOT indestructible. Volunteers and students will be expected to handle all exhibit components with care. NO items are to be thrown, tossed, and dropped, etc. while loading, unloading or walking through the assembled exhibit. Any damages to the exhibit that occur from intentional mishandling or carelessness will be charged to the school.

No food or drink allowed inside of the exhibit!
Teachers must go through the exhibit with their class!

Liability

Each school that participates in the BODY WALK exhibit assumes sole responsibility for any damage caused in its use, including assembly and/or disassembly of the exhibit.

Policies and Procedures

(continued)

Cancellations

Unplanned circumstances may occasionally force the cancellation of Body Walk. Please review the information regarding cancellations:

Illness of the Body Walk Technician

It is the intent that Body Walk arrive at your school on time and as scheduled. However, the Body Walk Technician is also the truck driver. If the Body Walk Technician is forced to cancel your school visit due to illness or other emergency situations, you will be contacted as soon as the University of Arkansas Division of Agriculture Cooperative Extension Service is aware of the situation. In the unlikely event your visit is cancelled by the University of Arkansas Division of Agriculture Cooperative Extension Service, you will **not** pay the Body Walk fee. Because the Body Walk schedule is done for an entire school year, you may not have an opportunity to schedule Body Walk until the following year. However, you will be given scheduling priority at that time.

Inclement Weather

If school is cancelled due to inclement weather or if the weather prevents the Body Walk truck from traveling to you, you may not have an opportunity to schedule Body Walk until the following year. You will **not** be asked to pay the Body Walk fee. If Body Walk is set up in your school and school is dismissed early in the day due to inclement weather, you **will** be asked to pay the Body Walk fee for the students who have already participated. The school will still be responsible for having **volunteers** available to disassemble and load the exhibit onto the truck.



Cancellation by the School within 5 Working Days of Body Walk's Scheduled Arrival

When the Body Walk exhibit date is confirmed for your school, you are obligated to host Body Walk on that day. **If the school has a conflict and fails to cancel Body Walk within 48 hours of the scheduled set-up time, the school WILL be assessed the Body Walk fee.** If you have any potential scheduling conflict, please notify the University of Arkansas Division of Agriculture Cooperative Extension Service as soon as you are aware of the problem or discuss it when you are contacted by the County Extension Agent.

Notes
