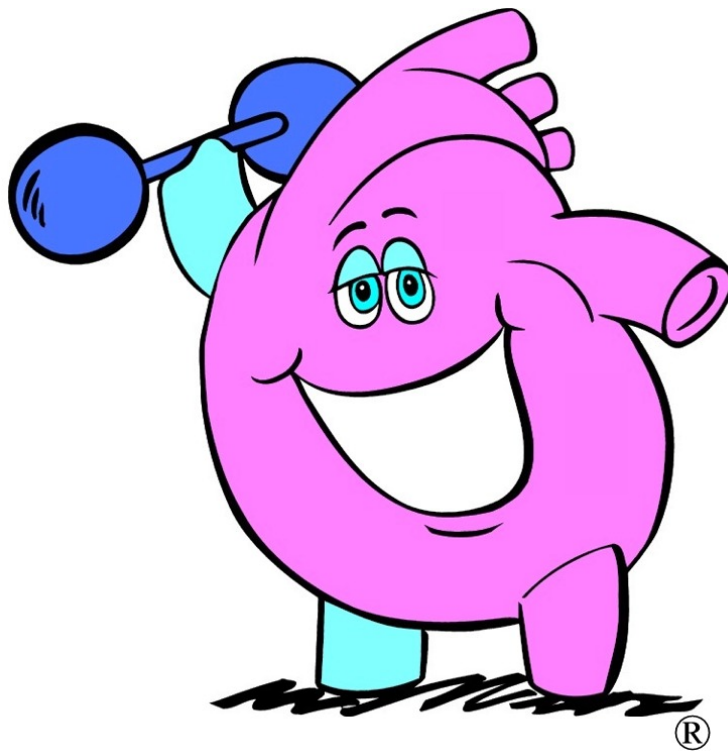
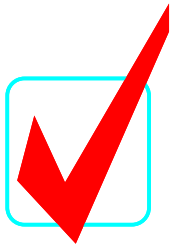

Chapter 3

Getting Ready





Checklist of Things to Do

3 weeks before Body Walk:

- _____ **Recruit 6-8 volunteers to set up Body Walk. (School Coordinator)**
(Refer to *Body Walk Volunteer Recruitment Letter* and *Body Walk Set-Up Crew* in the **Appendix**.)
- _____ **Recruit 6-8 volunteers to take down Body Walk. (School Coordinator)**
(Refer to *Body Walk Volunteer Recruitment Letter* and *Body Walk Take-Down Crew* in the **Appendix**.)
- _____ **Recruit 8-16 volunteer station presenters.**
(Refer to *Body Walk Volunteer Recruitment Letter* and *Body Walk Station Presenters* in the **Appendix**.)
- _____ **Notify teachers of the forthcoming Body Walk exhibit.**
(Refer to *Teacher Memo 1* in the **Appendix**.)
- _____ **Copy classroom activities and resource list and distribute to all teachers.**
(Refer to **Chapter 4**, Classroom Activities and **Chapter 7**, Teacher Resources.)
- _____ **Arrange space for the Body Walk exhibit to be set up.**



Checklist of Things to Do

(continued)

1 week before Body Walk:

- _____ Provide *Tips for Station Presenters* and station script to volunteers who will present at each Body Walk Station.
(Refer to Chapter 5 – Scripts for Station Presenters.)
- _____ Complete *Classroom Schedule* and send to teachers.
(Refer to *Body Walk 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 snacks, meals or refreshments for volunteers.

2 days before Body Walk:

- _____ Verify space where Body Walk will be set up.
- _____ Arrange for parking where the Body Walk truck will unload.
- _____ Have a 4-foot to 8-foot table available for use in the exhibit.

The day before Body Walk:

- _____ Remind teachers that tomorrow is Body Walk Day!
- _____ Remind all volunteers that tomorrow is Body Walk Day!
- _____ Contact news media again to verify an on-site visit.
- _____ Purchase any food items for snacks or refreshments for volunteers.
(*Hint* – Bottled water is refreshing for station presenters.)

Checklist of Things to Do

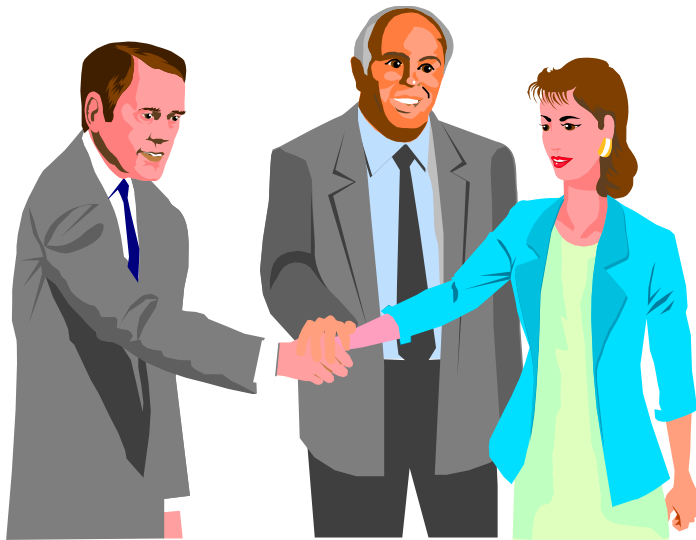
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Body Walk Day:

- _____ Remember to smile and enjoy the day!
- _____ Complete the Participation Report and fax it to Body Walk Program Coordinator, LRSO-FCS at 501-671-2294 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:

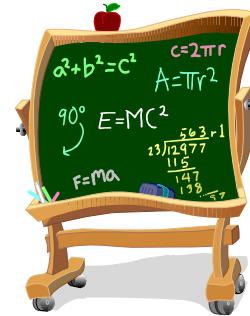
- _____ Thank volunteers and others who helped make the day a success. (Refer to the *Body Walk Volunteer Thank You Letter* in the Appendix.)
- _____ Complete and mail Body Walk Evaluation Form. (Refer to *Body Walk Evaluation Form* in the Appendix.)
- _____ Thank teachers for their assistance with Body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



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. Students gain 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. Stress that a time commitment needs to be secured from volunteers. Make sure you get a time commitment or that station will be unmanned in the exhibit! Secure addresses for thank you letters. See *Volunteer Recruitment Letter and Body Walk Volunteer Log*. The school coordinator should send a thank-you letter for all the volunteers who assisted. See *Volunteer Thank You Letter (Options 1 & 2)*.

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.

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

Enlist the help of teachers to make a “goody bag” for each student to take home. Ask each teacher to obtain a nutrition or physical activity booklet or other give-away item – one per student. Assemble all items in a plastic bag and have them ready to distribute as the students exit Body Walk. **Remember, the Body Walk exhibit provides a take-home activity booklet for each student.**

Maximize the Body Walk Experience

(continued)

Serve healthy beverages and snacks.

Ask community businesses and groups to donate items for healthy snacks. Snacks can be eaten at the conclusion of the Body Walk tour or sent home as a part of the “goody bag.”

No food or drink is allowed inside the exhibit.



Build student excitement before the exhibit arrives!

1. Introduce The OrganWise Guys

Encourage teachers to discuss the forthcoming 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 The OrganWise Guys and Body Walk.

2. Issue a Body Walk Proclamation!

Ask the superintendent, principal, PTA 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

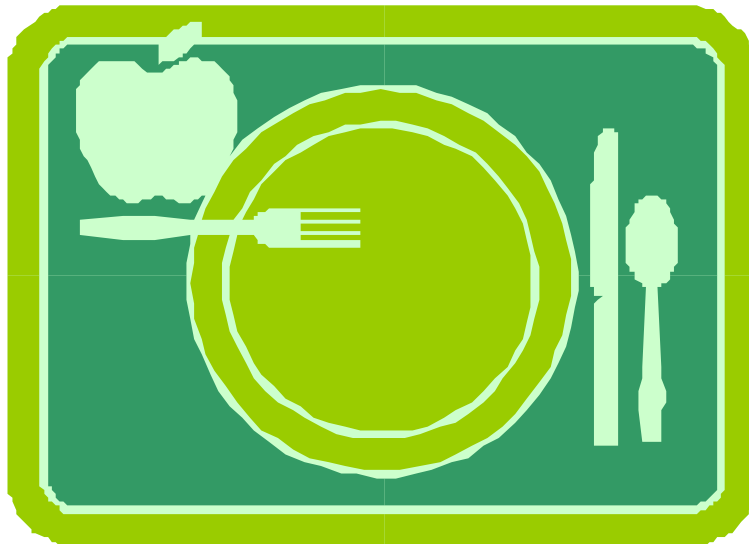
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3. Have a Special School Lunch!

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

Hardy Heart's Turkey Sandwich with Lettuce and Tomato
Fresh Veggies and Dip
Yummy Fresh Fruit
Power-Up Milk

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



Maximize the Body Walk Experience

(continued)

4. Introduce students to Hardy Heart and the OrganWise Guys.

There are some materials available on the Wellness, Inc. Go to <http://www.organwiseguys.com/kidsfun.asp>.

Also visit the University of Arkansas Division of Agriculture Cooperative Extension Service ARFamilies website www.uaex.edu or www.uofabodywalk.org.

