



The Action Plan Template is designed to:

- Identify your implementation team.
- Help your team set key schoolwide goals.
- Plan the steps your team will take this year and into the future.
- Decide who will be responsible for leading and supporting each project in support of the school year goal.

This is a tool for success toward meeting your goals and creating a sustainable program. It is important to return to these goals throughout the year as a team and check your progress so that you can make adjustments as your program develops.

We suggest monthly team meetings to track your progress and troubleshoot any roadblocks that arise with your team members. It is ideal to build a diverse team with community members, teachers, students (if possible), professionals and family members. At the end

of the year, please indicate whether or not you completed the goal in the desired timeline and use the insights from the year to develop your next year’s action plan. The long-term goals section is ideal for recording goals that will take more than one year to accomplish.

BUILD YOUR TEAM

Please list the names of your culinary education / implementation team (include teachers, community members and students and parents who are responsible for getting your program off the ground and helping establish short and long-term goals. This team can be an existing wellness team, school garden team, farm to school team or a combination of farm to table champions working to bring Emeril’s Culinary Garden & Teaching Kitchen to your school). You do not have to have 10 team members. Please adjust according to the size of your team. We suggest a minimum of five.

Name	School Admin	Teacher	Food Service	Other Staff	Student	Parent	Site Staff	Community Partner	Other
<i>Ex: Jane Smith</i>	X								

SCHOOL YEAR GOALS—CAPITAL IMPROVEMENTS

SET SCHOOL-WIDE GOALS

Capital Improvement Area <i>Garden</i> or <i>Kitchen</i>	Goal <ul style="list-style-type: none"> • What progress does the team want to make? • What does success look like? 	Action Steps & Timeline <ul style="list-style-type: none"> • What needs to be done? • What are the key milestones? • What is the due date for each milestone? 	Role <ul style="list-style-type: none"> • Who is the lead? • Who else will be involved? 	Resources Needed <ul style="list-style-type: none"> • What contacts, materials, or resources does the team need? 	Status <ul style="list-style-type: none"> • What progress was made? • Did you achieve the goal this year?
<input type="checkbox"/> <i>Garden</i> <input type="checkbox"/> <i>Kitchen</i>			Leader: _____ Others Involved:		% Completed
<input type="checkbox"/> <i>Garden</i> <input type="checkbox"/> <i>Kitchen</i>			Leader: _____ Others Involved:		% Completed
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<input type="checkbox"/> <i>Garden</i> <input type="checkbox"/> <i>Kitchen</i>			Leader: _____ Others Involved:		% Completed
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LONG-TERM GOALS

SCHOOL YEAR GOALS—PROGRAM IMPLEMENTATION

Program Activity Area: <ul style="list-style-type: none"> • Cooking • Gardening • Academic Connections • Nutrition • Life Skills Development • Community & Family Engagement 	Goal <ul style="list-style-type: none"> • What progress does the team want to make? • What does success look like? 	Action Steps & Timeline <ul style="list-style-type: none"> • What needs to be done? • What are the key milestones? • What is the due date for each milestone? 	Role <ul style="list-style-type: none"> • Who is the lead? • Who else will be involved? 	Resources Needed <ul style="list-style-type: none"> • What contacts, materials, or resources does the team need? 	Status <ul style="list-style-type: none"> • What progress was made? • Did you achieve the goal this year?
			Leader: _____ Others Involved:		% Completed
			Leader: _____ Others Involved:		% Completed

LONG-TERM GOALS