

# Letter to Community Members

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For any events where community participation is desired.

[DATE]

Dear [COMMUNITY MEMBER'S OR ORGANIZATION'S NAME],

My name is [YOUR NAME], and I'm a [YOUR ROLE, E.G., "TEACHER," "NURSE"] at [SCHOOL NAME]. Our students are about to start a brand new project – one that will help them learn more about making healthy food choices at school and at home. Over the next [TIME PERIOD, E.G., "ONE MONTH" or "SCHOOL YEAR"], our classroom will be working together to [BRIEF DESCRIPTION OF PROJECT].

We're all excited to start learning more about healthy food choices and physical activity. But we need you to make this project a success. On behalf of our entire class at [SCHOOL NAME], we'd like to invite you to take part in our project by helping us:

- [INSERT REQUEST, SUCH AS PROVIDING SUPPLIES FOR AN EVENT, ATTENDING AN ACTIVITY TO SERVE AS ROLE MODELS FOR STUDENTS, OR PROMOTING EVENTS IN THEIR NEWSLETTERS OR EVENT CALENDARS]
- [ADD ADDITIONAL LINES AS NEEDED – BE SURE TO MENTION ANYTHING YOU CAN OFFER IN RETURN, SUCH AS OPPORTUNITIES TO DISTRIBUTE COUPONS OR OTHER PUBLICITY OPPORTUNITIES]

Thank you for any help you can give us. If you have any questions, feel free to contact me at [PHONE AND/OR EMAIL]. And we'll be sure to keep you updated with what our students have learned about healthy activities and choices at breakfast, lunch, dinner, and snacktime!

Sincerely,

[TEACHER NAME]

# Letter to Family Members/Guardians (English)

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For any events where family participation is desired.

**[DATE]**

Dear Parent or Guardian:

Your child is about to start a brand new project at school – one that will help him or her learn more about making healthy food choices at school and at home. Over the next **[TIME PERIOD, E.G., “ONE MONTH” or “SCHOOL YEAR”]**, our classroom will be working together to **[BRIEF DESCRIPTION OF PROJECT]**.

We’re all excited to start learning more about healthy food choices and physical activity. But we need you to make this project a success. On behalf of our entire class at **[SCHOOL NAME]**, we’d like to invite you to take part in our project by:

- **[INSERT REQUESTS, SUCH AS “INVITING YOUR CHILD TO PARTICIPATE IN A HEALTHY FOOD CHOICES SCAVENGER HUNT DURING YOUR NEXT TRIP TO THE GROCERY STORE”]**
- **[ADD ADDITIONAL LINES AS NEEDED]**

Thank you for any help you can give us. If you have any questions, feel free to contact me at **[PHONE AND/OR EMAIL]**. And starting **[DATE PROJECT BEGINS]**, make sure to start asking your child what he or she has learned about healthy activities and choices at breakfast, lunch, dinner, and snacktime!

Sincerely,

**[TEACHER NAME]**

# Letter to Family Members/Guardians (Spanish)

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For any events where family participation is desired.

**[DATE]**

Estimados padres o tutores:

Su niño(a) está a punto de comenzar un nuevo proyecto escolar, que le ayudará a aprender más acerca de cómo tomar decisiones saludables sobre alimentos en la escuela y en casa. Durante el próximo **[TIME PERIOD, E.G., “ONE MONTH” or “SCHOOL YEAR”]**, nuestro salón de clases trabajará en conjunto para **[BRIEF DESCRIPTION OF PROJECT]**.

Estamos entusiasmados de comenzar a aprender más acerca de cómo tomar decisiones saludables sobre alimentos y actividades físicas. Pero necesitamos de su ayuda para que este proyecto sea un éxito. De parte de toda nuestra clase en **[SCHOOL NAME]**, nos gustaría invitarle a participar en nuestro proyecto ayudándonos a:

- **[INSERT REQUESTS, SUCH AS INVITING YOUR CHILD TO PARTICIPATE IN A HEALTHY FOOD CHOICES SCAVENGER HUNT DURING YOUR NEXT TRIP TO THE GROCERY STORE]**
- **[ADD ADDITIONAL LINES AS NEEDED]**

Gracias por cualquier ayuda que nos pueda brindar. Si tiene alguna pregunta, tenga la confianza de contactarnos: **[PHONE AND/OR EMAIL]**. Y a partir del **[DATE PROJECT BEGINS]**, asegúrese de comenzar a preguntarle a su niño(a) lo que ha aprendido acerca de actividades y decisiones saludables para el desayuno, almuerzo, cena y merienda.

Atentamente,

**[TEACHER NAME]**

# Letter to Other Schools

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For any events where participation from other schools is desired.

[DATE]

Dear [SCHOOL ADMINISTRATORS' NAMES],

My name is [YOUR NAME], and I'm a [YOUR ROLE, E.G., "TEACHER," "NURSE"] at [SCHOOL NAME]. Our students are about to start a brand new project – one that will help them learn more about making healthy food choices at school and at home. Over the next [TIME PERIOD, E.G., "ONE MONTH" or "SCHOOL YEAR"], our classroom will be working together to [BRIEF DESCRIPTION OF PROJECT].

We're all excited to start learning more about healthy food choices and physical activity. But we need help from students at other schools to make this project a success. On behalf of our entire class at [SCHOOL NAME], we'd like to invite you to take part in our project by:

- [INSERT REQUESTS, SUCH AS SERVING AS A CLASS'S NUTRITION PEN PAL OR PARTICIPATING IN A FRIENDLY FOOD DRIVE COMPETITION BETWEEN SCHOOLS]
- [ADD ADDITIONAL LINES AS NEEDED – BE SURE TO MENTION ANY RESOURCES YOU CAN SHARE THAT COULD HELP THE SCHOOL GET INVOLVED, SUCH AS TEAM NUTRITION MATERIALS]

Thank you for any help you can give us. If you have any questions, feel free to contact me at [PHONE AND/OR EMAIL]. We're hoping your students and ours can join together in learning more about healthy activities and choices at breakfast, lunch, dinner, and snacktime!

Sincerely,

[TEACHER NAME]

# Sample Press Release

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For any events where news coverage by local media is desired.

## Contact

[MEDIA CONTACT NAME, TITLE, ORGANIZATION'S NAME]

[PHONE NUMBER]

[EMAIL ADDRESS]

[SCHOOL'S NAME] LAUNCHES [NAME OF EVENT] TO ENCOURAGE HEALTHY HABITS

[CITY, STATE, DATE] – At [YOUR SCHOOL'S NAME], things are getting healthier. Students have kicked off a project aimed at encouraging healthy food choices at school and at home.

Over the next [TIME PERIOD, E.G., "2 MONTHS" OR "SEMESTER"], students will be working together to [BRIEF DESCRIPTION OF PROJECT]. This project comes as more and more Americans explore ways to help children and their families develop lifelong healthy eating and physical activity habits.

[INSERT QUOTE FROM SCHOOL'S LEADERSHIP, E.G., THE PRINCIPAL, ABOUT IMPORTANCE OF THE PROJECT]

Students are already excited to learn more about healthy food choices and physical activity.

[INSERT QUOTE FROM STUDENT ABOUT THE ACTIVITY]

[SCHOOL NAME] is inviting the entire community to take part in the project by helping them:

- [INSERT REQUEST, SUCH AS PROVIDING SUPPLIES FOR AN EVENT, ATTENDING AN ACTIVITY TO SERVE AS ROLE MODELS FOR STUDENTS, OR PROMOTING EVENTS IN THEIR NEWSLETTERS OR EVENT CALENDARS]
- [ADD ADDITIONAL LINES AS NEEDED – BE SURE TO MENTION ANY RESOURCES MEDIA CAN SHARE THAT COULD HELP THE COMMUNITY GET INVOLVED, SUCH AS TEAM NUTRITION MATERIALS]

This project was inspired by Team Nutrition, an initiative of the U.S. Department of Agriculture's (USDA) Food and Nutrition Service. Team Nutrition supports USDA's Child Nutrition Programs through training and technical assistance for foodservice, nutrition education for children and their caregivers, and school and community support for healthy eating and physical activity.

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