

Sustainability Planning for Student Wellness Programs



Sustainability Planning Team
Charter Template

September 2024



**Department of
Education &
Workforce**

Sustainability Planning for Student Wellness Programs

Sustainability Planning Team Charter

PURPOSE

Schools and districts can maximize sustainability planning by engaging with a team to support planning efforts. This team can include a wide range of partners and collaborators, including program coordinators, teachers and school personnel, principals and administrators, students, parents and caregivers, and community partners.

Consider the following best practices in engaging a Sustainability Planning Team:

- **Identify team roles and responsibilities.** Strong collaboration begins with clearly defined roles within the team. It is also helpful in determining how the team will function and gives each team member a sense of shared ownership in the sustainability planning process.
- **Determine a collective team planning process.** Sustainability planning works best when integrated within daily work responsibilities and requires an ongoing time commitment from all team members. Simple strategies can support planning momentum, such as setting a weekly team meeting or blocking time on calendars for planning. Incorporate opportunities to brief key school and district leaders on the team's progress.
- **Focus on quarterly goals.** Identify and set achievable goals for the team each quarter, focusing on the next 6–12 months.
- **Reflect and revise the process as needed.** It is important to continually adjust sustainability plans in response to changing contexts, needs, and priorities.

CONTENTS

This template provides an opportunity to document the **shared purpose, goals, operating agreements, roles and responsibilities, and planning process** for the Sustainability Planning Team.

SHARED PURPOSE

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TEAM GOALS (Short-term and Long-term)

Short-term:	
Long-term:	

OPERATING AGREEMENTS (Team Values, Meeting Guidelines, Communication Protocols, and Team Decision-Making Process)

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TEAM ROLES AND RESPONSIBILITIES

| Team Member, Role |
|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | | | | | |

KEY PLANNING ACTIVITIES

PLANNING AREA	KEY ACTIVITY	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1.	1.1.												
	1.2.												
	1.3.												
	1.4.												
	1.5.												
	1.6.												
2.	2.1.												
	2.2.												
	2.3.												
	2.4.												
	2.5.												
	2.6.												
3.	3.1.												
	3.2.												
	3.3.												
	3.4.												
	3.5.												
	3.6.												
4.	4.1.												
	4.2.												
	4.3.												
	4.4.												
	4.5.												

PLANNING AREA	KEY ACTIVITY	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	4.6.												
5.	5.1.												
	5.2.												
	5.3.												
	5.4.												
	5.5.												
	5.6.												