Before developing an action plan for serving healthier school food, spend some time as a group brainstorming the challenges and potential solutions.

**Step 1:** List any challenges.

1. 
2. 
3. 
4. 
5. 

**Step 2:** Brainstorm possible solutions.

1. 
2. 
3. 
4. 
5. 

**Step 3:** Identify which challenge your team tackles first. When doing so, consider the following:

- Which idea will improve the health of the most students?
- Which idea can be implemented with the fewest resources?
- Which idea do we, as a team, like most?
- Which idea has the greatest chance of success?

**Step 4:** Choose your challenge.

________________________________________________________________________
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**Step 5:** List your top solutions.

1. 
2. 
3. 
4. 

**Step 6:** List any resources needed.

1. 
2. 
3. 
4. 

**Step 7:** Brainstorm with your team. Are there any community, student or parent groups that may be willing to partner with you?

1. 
2. 
3. 
4. 

**TIP:** Take photos and maintain a list of noteworthy quotes and notes to share with district communications staff. Partner with these professionals to communicate
Step 8: Develop your team action plan.

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<th>Action Plan Step</th>
<th>Who does it?</th>
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PARENT ADVISORY TEAM ACTION PLANNING TOOL
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Step 9: Check in with team members to evaluate progress.

A. Which steps are complete?

B. Which steps are still incomplete?

C. Which steps were successful? Why?

D. Which steps were unsuccessful? Why?

E. What could be done differently?

Step 10: Summarize team results and share them with the community. Be sure to identify who will share the results, how and when.