Be sure to work with your food service director or adult leader to develop your action plan. Start by spending some time as a group brainstorming any challenges you see 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 to tackle first. When doing so, consider the following:
- Which idea will make the most students healthier?
- 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:

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 group. Are there any community partners, other student or parent groups that may be willing to partner with you?
1. 
2. 
3. 
4. 

©2013 COPYRIGHT LIVEWELL COLORADO. ALL RIGHTS RESERVED.
**STUDENT ADVISORY TEAM ACTION PLANNING TOOL**

Step 8: Develop your team action plan.

<table>
<thead>
<tr>
<th>Action Plan Step</th>
<th>Who does it?</th>
<th>Completion date?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Step 9: Summarize team results and share them with the community. Be sure to identify who will share the results, how and when.

---

**TIP:** Take photos and maintain a list of noteworthy quotes and notes to share with district communications staff. Partner with these professionals to communicate team successes.