**Café O Yea Demonstration Steps**

**1. PLAN**

**WELLNESS CHAMPIONS**

* With Wellness Champions, supporters and other important stakeholders at your school – who may include student leaders, teachers and staff (e.g., food service personnel, PE, after-school program directors, parents, and others) – review the full list of HealthCorps COYs.
* Explain that COYs are organized by HealthCorps Pillar (NUTRITION, FITNESS, and MENTAL RESILIENCE), and that each COY is linked to multiple, suggested activities (e.g., recipe-making and taste-testing, on-the-spot exercise routines, meditation/communication strategies, etc.).
* Review your **Healthy School Snapshot** and any other sources of information that may be available to help select COYs that support one **(1) guideline** (i.e., USDA Dietary Guideline or mental resilience guideline).
* Identify the COY topics and associated recipes (if applicable) from the COY Library.
* Discuss how the COYs will complement **existing school systems** (e.g. school food menu, PE program activities, other extracurricular activities, etc.)
* Schedule three COYs – no less than one COY per month – around the same day of the week, time and location to make it **normative**.
* After each COY, debrief, reflect and apply best practices to planning next COY.
* Have follow-up discussions with your Wellness Champions, supporters as well as with other school stakeholders to see how school system improvements (e.g. substitute ingredients in school food, offer school-wide meditation, new activities in PE program, etc.) could be supported, based on results of your COYs.

**STUDENT LEADERS**

* For the **2 to 4 student leaders** who have agreed to conduct the COY demonstration with you, meet a few days prior to prepare for, plan and practice the selected COY.
* Take time present the dietary and mental resilience **guidelines**, and any related activities for the selected COY.
* Review the COY **template** and selected **one pager** emphasizing that the goals are that participants not only learn a new skill, but also **share this skill with friends and family**.

**Café O Yea Demonstration Steps (continued)**

* Create **signage** that’s relatable to their peers. Can include goals, key terms and/or fun facts to collateral such as posters, flyers and handouts. Effective signage assists the facilitator especially in loud settings. Needs to be visually appealing to attract and crowd and displayed prominently at booth.
* Decide what music playlist to play, how and when to play it.
* Facilitate a **discussion** with questions such as:
  + Besides music, what draws students’ attention?
  + What messages for signs can we design to attract others?
  + What can we do to get others involved?
  + What handouts will be valuable? E.g. recipe card.
* Explain **participant feedback forms** will be collected and used to help evaluate each COY.
  + Self-administered and collected in box after participants experience the demo.
  + Permits us to learn how to improve the activity and assess if participants feel empowered with new skills.
* Plan for and pack up the **toolkit**.
* If the COY has an associated **recipe**, review the recipe card to determine what ingredients, cooking/preparing equipment and serving materials are needed. Make sure to review the recipe, ingredients and steps to prepare it. Keep in mind; some recipes require home and/or day before preparation.
* Assign roles and responsibilities to student leaders and create a day-of **action plan** (schedule, location, who brings what, etc.)
* Q&A

**2. IMPLEMENT**

* Refer to selected COY’s one pager and recipe (if applicable).

**3. EVALUATE**

* Coordinator Report:
  + One per semester submitted online.
  + Can sign in and sign out throughout the semester to complete.
  + Due after implementing three (3) COY demonstrations. **Latest date: May 30, 2017**
* Participant Feedback Survey:
  + Set-up collection box, surveys and pencils at every one of the three (3) COY booths.
  + Aim to collect as many as possible and incentivize all participants to self-administer the survey.
  + Mail surveys to NYC **within one week** of each completed COY.