Creating a Healthy Vending Action Plan

This template provides guidance for writing an action plan that will help you build a healthy vending program (see diagram below).

Action plans:

- Provide overall guidance and strategies for the action team
- Outline what resources and people are available and what other supports are needed
- Develop a shared commitment and responsibility among the action team members for doing the work
- Help with decision making and tracking
- Allow action, rather than reaction
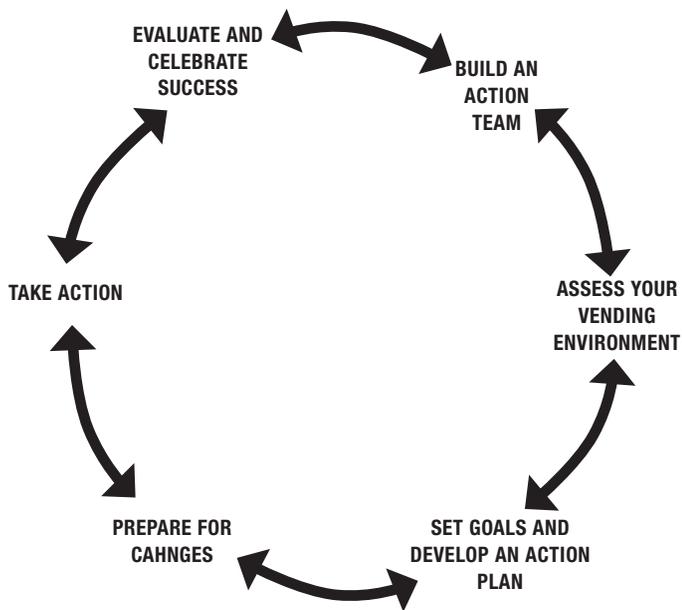- Encourage a longer-term view

Materials

- School health assessment results[1]
- "Getting Started" form (see page 2)
- Blank copy of action plan template (see page 3)

Process for a Healthy Vending Program

Method

1. Review results from your assessment tools.
2. Complete "Getting Started" form.
3. Fill in the action plan template based on the results of your assessment and "Getting Started" form.
4. Make extra copies of the action plan template for more goals.

Reminder:

- You can update your action plan on an ongoing basis.
- Review your completed action plan at the end of the year to identify successes and build on these in the next year.

Glossary of Terms

Actual results and reflection: Summary of activities that took place, participation rates, changes that occurred and reflections on what worked well and what could be improved.

Goal: A broad statement about what you would like to achieve over the course of this school year.

Indicator: The way(s) in which you will measure the outcome or expected result.

Objectives: Actions of the bigger goal that are specific, measureable, achievable, realistic and time-bound (SMART).

Outcome: Changes that you want to see in your target group that you can measure and/or observe.

Strategies: The new and existing activities that will help you achieve your objectives and outcomes.

Target audience: The people who you intend to reach through strategies specified in the action plan.

Vision: An inspirational and motivating statement that sets the overall direction for the group's work.

Notes

- Extral pages of the action plan template can be added as needed.
- Each goal can have more than one objective.
- Plans can include more than one goals. Print extra copies of the action plan template or create extra pages.

Getting Started

Date:	Organization:

Plan created by:
(include key contributors)

What are some things we already do that make our facility great (e.g., activities, events, information, resources)?

What could be done to make our facility an even better (healthier) place?

What do our vending assessment results tell us? Are there any clear gaps that we should consider?

What help (e.g., people, information, resources) do we need?
Note: you may need to start working on the plan before this question can be fully answered.

How can we include staff, community members, students and/or parents in the planning and action strategies that will make our organization a healthier place?

What are some things (e.g., obstacles, challenges) that could stand in our way?
Note: you may need to start working on the plan before this question can be fully answered.

What is our vision for our action team/organization?

How can we celebrate our successes?

Action Plan

Date:	Organization:		Plan created by: (include key contributors)			

Goal: Over the course of the coming year, what are the changes that we are aiming to achieve?

What are the measurable changes we will make to achieve the bigger goal? **(Objectives)**	**Who** do we want to reach? **(Target audiences)**	**Which** strategies will we use to help us reach our goal? These may be existing or new strategies. **(Strategies)** **CHECK: Do the strategies fit the outcomes?**	**When** and **where** will the strategy take place? **Who** is responsible for the strategy?	Expected Results		Record the actual changes that happened. **What** did we accomplish? **What** worked well? **What** can be improved? **(Actual results and reflections)**
				Why are we doing this? **What** changes do we want to see? **(Outcomes)** **CHECK: Do the outcomes fit the strategies?**	**How** will we measure these changes? **(Indicators)**	

This resource was adapted from the *Comprehensive School Health Creating a Healthy School Action Plan*, Alberta Health Services, 2014

Action Plan

Date:	Organization:	Plan created by: (include key contributors)

Goal: Over the course of the coming year, what are the changes that we are aiming to achieve?

What are the measurable changes we will make to achieve the bigger goal? **(Objectives)**	**Who** do we want to reach? **(Target audiences)**	**Which** strategies will we use to help us reach our goal? These may be existing or new strategies. **(Strategies)** **CHECK: Do the strategies fit the outcomes?**	**When** and **where** will the strategy take place? **Who** is responsible for the strategy?	Expected Results		Record the actual changes that happened. **What** did we accomplish? **What** worked well? **What** can be improved? **(Actual results and reflections)**
				Why are we doing this? **What** changes do we want to see? **(Outcomes)** **CHECK: Do the outcomes fit the strategies?**	**How** will we measure these changes? **(Indicators)**	

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Action Plan - **example**

Date: 2014-2015	Organization: Bengram Enterprise	Plan created by: Fred Jom, Tara Smith and Wellness Team (include key contributors)

Goal: Over the course of the coming year, what are the changes that we are aiming to achieve?
To create a healthier eating environment at our workplace; considering places where staff/employees have access to good and beverages.

What are the measurable changes we will make to achieve the bigger goal? **(Objectives)**	**Who** do we want to reach? **(Target audiences)**	**Which** strategies will we use to help us reach our goal? These may be existing or new strategies. **(Strategies)** CHECK: Do the strategies fit the outcomes?	**When** and **where** will the strategy take place? **Who** is responsible for the strategy?	Expected Results		Record the actual changes that happened. **What** did we accomplish? **What** worked well? **What** can be improved? **(Actual results and reflections)**
				Why are we doing this? **What** changes do we want to see? **(Outcomes)** CHECK: Do the outcomes fit the strategies?	**How** will we measure these changes? **(Indicators)**	
Make sure that at least half of the foods and beverages sold in work vending machines meet the Choose Most Often or Choose Sometimes criteria according to (a) Alberta Nutrition Guidelines (ANG) for Adults and (b) Vending: Alberta Health Services (AHS)Healthy Eating Guidelines for AHS Facilities by September 2014 http://www.albertahealthservices.ca/assets/info/nutrition/if-nfs-hesh-hee-heg-vending.pdf.	Employees/Staff Managers Visitors of building	Communicate with vending machine users and Vendor to create buy in and interest in initiative Compare food/drinks offered using Healthy U - Food Checker. Get feedback from vending machine users about possible suitable healthier food and drink options Replace Choose Least Often items with Choose Most/Choose Sometimes items in vending machines by the beginning of June 2014.	Meet with vending company reps in March 2014 and decide on process to improve vending machine items (Tara) Communicate about the plan to offer healthier foods and drinks in vending machine to staff and families at: Staff/family summer BBQ, Easter Family Event. (Fred)	Increase the proportion of healthy food and drinks in vending machines. Maintain sales/profits in the long term. Promote foods in healthy portion sizes.	% of food choices sold in the vending machine that meet criteria.	At the beginning, January 2014- 5% of food choices in vending machines met the ANG. By June 2014- 50% of the food choices in the vending machines met the ANG. Users of the vending machines are choosing healthier choices and are asking for more healthy food choices in vending machines. The vending company was supportive.

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