CHAPTER 3: GETTING READY

Checklist of Things to Do

Maximize the Body Venture Experience

Body Venture will be a great experience if...
CHECKLIST OF THINGS TO DO

3-4 weeks before Body Venture:

☐ Recruit a MINIMUM of 12 and a MAXIMUM OF 15 volunteers (the majority must be adults) to set up Body Venture.

☐ Recruit a MINIMUM of 12 and a MAXIMUM of 15 volunteers (the majority must be adults) to take down Body Venture.

☐ Recruit 13–26 volunteer station presenters.

☐ Complete the Classroom Schedule form, send it to Meg Boggs, and share with teachers.

☐ Notify teachers of the upcoming Body Venture exhibit and share the classroom activities, teacher information and resource list. Encourage them to watch Body Venture in action on the website.

☐ Arrange for the required 50 ft. x 55 ft. space with a 12 ft. ceiling for the Body Venture exhibit to be set up.

☐ Display the Body Venture promotional poster in the school (mailed separately).
CHECKLIST OF THINGS TO DO, CONT.

2 weeks before Body Venture:

- Provide a copy of Information for Station Presenters and station scripts to volunteers who will present at each Body Venture Station. It is best to assign stations as you get volunteers.
- Provide a copy of Setup and Take Down Tips for Body Venture Volunteers to each person that will help with setup or take down of the exhibit.
- Arrange for someone who is familiar with the students, teachers and physical layout of the school building to escort students to and from the exhibit.
- Contact news media in your area to notify them of the upcoming exhibit.
- Decide if you will provide any healthy snacks, meals or refreshments for volunteers. (bottled water is encouraged)
- Inform Body Venture staff if there are any students with migraine/seizure disorders triggered by strobe lights.
- Arrange parking to unload the Body Venture truck.
- Verify that the required 50 ft. x 55 ft. space with a 12 ft. ceiling where Body Venture will be setup is available.
CHECKLIST OF THINGS TO DO, CONT.

**The day before Body Venture:**
- Remind teachers that tomorrow is Body Venture Day and that EVERYONE must wear socks inside the exhibit! This includes teachers, volunteers and students.
- Verify that the Body Venture floor space is clean.
- Contact news media again to verify an on-site visit.
- Purchase any healthy food items for snacks or refreshments for volunteers. (bottled water is encouraged for station presenters)
- Have contact information for setup and take-down crews as well as presenters.

**Body Venture Day:**
- Be present during the time of Body Venture to assist the Body Venture Manager or provide a well-informed substitute.
- Have 13-26 adult presenters who will assist at the 12 Body Venture stations. Arrive 30 minutes prior to start time to set up assigned station and gather for orientation.
- Complete the Participation Report and give it to the Body Venture Manager at the conclusion of the day.
- Body Venture is handicap accessible. Please inform the Body Venture manager if any participating students are in wheelchairs or on crutches.
- Student Activity Books are for participating students to take home and share with family. Decide if they will be distributed to each child at the end of the exhibit or to the teacher.

**After Body Venture:**
- Thank volunteers and others who helped make the day a success.
- Thank teachers for their assistance with Body Venture.
- If you did not previously share the classroom activities and teacher information with all teachers, do so now. Or if the information was already shared, remind teachers to implement the classroom activities with their students.
- Fill out Body Venture evaluation and send with payment.
MAXIMIZE THE BODY VENTURE EXPERIENCE

Prepare students to learn as much as possible from Body Venture.
Encourage teachers to use the classroom activities online. The activities are designed to introduce the concepts presented in Body Venture. Suggested follow-up classroom activities will help reinforce and extend the learning experience. As you know, students retain more knowledge when they are exposed to information more than once.

Help teachers get additional information.
There are many teacher resources listed in Chapter 5. Teachers can enhance the Body Venture experience by using materials and information from the websites listed.

Recruit volunteers early!
Enthusiastic volunteers are essential to creating the ideal Body Venture experience. Without volunteers, Body Venture will not happen. Start volunteer recruitment early to ensure that you have enough people for all jobs.

Ask volunteers to dress the “part” they are presenting. There are some suggestions on each station script, but be creative and make your own innovative costume!

You will need 12 volunteers for station presenters if volunteers present to all students. If you have a large group of students, you may want 24 volunteer presenters, one group of 12 for the morning and another group of 12 for the afternoon.

Provide a “goody bag” for each student to take home.
Consider making a “goody bag” for each student to take home. Enlist the help of parents, volunteers, your school’s PTA or PTO or even community organizations to obtain nutrition or physical activity booklets or other healthy give-away items, one per student. Assemble all items in a plastic bag and have them ready to distribute as the students exit Body Venture. Remember, Body Venture provides a 24-page take-home activity book for each student as well as a food tag bookmark.

Serve healthy beverages and snacks.
Ask community businesses and groups to donate items for healthy snacks. Some ideas for snacks for volunteers or students include:

- Fresh fruit and/or veggies in individual bags
- Trail mix with cereal, dried fruit and pretzels
- 100% juice
- Frozen juice bars with 100% juice
- Bottled water/no color
- Whole grain breadsticks
- Unbuttered popcorn
- Graham crackers
- Vanilla wafers
- String cheese
- Low-fat granola or cereal bars

Snacks can be eaten at the conclusion of the Body Venture tour or sent home as a part of the “goody bag”.

Please be sure snacks served to students and volunteers on the day of Body Venture are healthy! It sends a confusing message to students when Body Venture emphasizes the EAT SMART. message and students observe volunteers consuming chips, pop, donuts, candy and cookies. And please DO NOT serve these items to students following their Body Venture tour! Help convey the EAT SMART. message by having only healthy snacks and beverages available!

NO FOOD OR DRINK (EXCEPT WATER) ALLOWED INSIDE THE EXHIBIT!
MAXIMIZE THE BODY VENTURE EXPERIENCE, CONT.
Build student excitement before the exhibit arrives!

1. Introduce Power Panther and his message:
   **EAT SMART. PLAY HARD.**
   Encourage teachers to discuss the upcoming Body Venture exhibit in the classroom. Have students contribute to a Body Venture newsletter to take home! Give each student a Body Venture newsletter. On the back of the newsletter, ask students to write down something they like about Power Panther and his message.

2. Issue a Body Venture Proclamation!
   Ask the superintendent, principal, PTA or PTO president, school board president, town mayor or another official to sign a proclamation. Post the proclamation near the school entrance for everyone to see along with photographs taken at the official signing.

3. Display the Body Venture promotional poster
   Find a prominent place in your school lobby to hang the Body Venture promotional poster. It will attract attention and make everyone aware of the forthcoming Body Venture visit. On the day of Body Venture, move the poster to a location where students can sign their names on the poster with a marker. The poster will be mailed to you rolled in a mailing tube before your scheduled Body Venture date.

4. Have a Power Panther School Lunch!
   Work with school food service personnel to have a special Power Panther School Lunch Day! Decorate the cafeteria with Power Panther posters or have students draw Power Panther and post their original artwork. Ask students what healthy foods Power Panther would like for lunch. As you plan the Power Panther menu, be sure to include plenty of fresh fruits and veggies. Lunch might include:

   - Panther’s Low-Fat Chicken Fajita
     - Spanish Rice
     - **EAT SMART** Fresh Tossed Salad with Low-Fat Dressing
     - Mixed Fresh Fruit Salad
     - Power-Up Milk
   - Panther’s Turkey Sandwich
     - with Lettuce and Tomato
     - **EAT SMART** Fresh Veggies and Dip
     - Yummy Fresh Fruit
     - Power-Up Milk

   **OR**

   Be sure each class concludes the meal with some **PLAY HARD** physical activity. Let each class select their own physical activity after the meal. They might walk around the block, play a game outdoors or participate in an active classroom activity.
MAXIMIZE THE BODY VENTURE EXPERIENCE, CONT.

5. Be creative! Have a contest to give away free bicycle helmets.
When Power Panther **PLAYS HARD**, he always uses the right safety equipment. If funding is available, Safe Kids Kansas will provide free Bell Sports bicycle helmets to schools that participate in Body Venture. The Body Venture Manager will leave the helmets with you on the day of the Body Venture visit. The method of distribution of the helmets is up to you, but here are a few ideas:

- Have each child draw or write down one thing the brain does or allows them to do. The most creative (and correct) answers go into a final, random drawing. Emphasize that all the entries are important reasons why we need to protect our brain.
- Have each student create a piece of art (painting, drawing, multi-media) focusing on something they learned about physical activity, safety and/or the brain during their Body Venture tour. Select the best from each classroom and then draw names for the prizes. Recruit some of the Body Venture volunteers as judges.
- Penny Wars! Have children donate pennies for a worthy charity. The helmet winners will be drawn from the names of the class that collects the most money.

For more information on Safe Kids Kansas, contact:

**Cherie Sage**
State Director, Safe Kids Kansas
Kansas Department of Health and Environment, Bureau of Health Promotion
1000 SW Jackson, Suite 230
Topeka, KS 66612-1274
(785) 296-1223
csage@kdheks.gov
www.safekidskansas.org

EAT SMART.
PLAY HARD.
BODY VENTURE WILL BE A GREAT EXPERIENCE FOR YOUR STUDENTS IF...

- Students, teachers, staff and volunteers are all informed of what to expect during set-up and take down of the exhibit and while students are participating in Body Venture.

- Everyone complies with requests made by the Body Venture manager such as asking students to remove bulky jackets while participating in Body Venture.

- There are adequate numbers of enthusiastic volunteers for set-up, take down and to serve as station presenters.

- EVERYONE knows socks must be worn during Body Venture. This includes students, teachers, staff and volunteers.

- Everyone is willing to be flexible in scheduling for this important day.

- Room size and ventilation are adequate.

- Classes visit Body Venture following the established schedule.

- The schedule is submitted to and approved by KSDE one week prior to Body Venture.

- Each group of 8–10 students participating in Body Venture has adult supervision.

- Bottled water is provided for station presenters.

- The Body Venture School Coordinator is available throughout the set-up process, during Body Venture Day and until the truck pulls away from the school.