



Getting Organized

Tips for Building Your School's Team

When you're really organized, your chances of success are much better. And when it comes to *Fuel Up to Play 60*, being organized is all about teamwork! As you form teams to tackle your *Fuel Up to Play 60* Action Strategies, try dividing responsibilities so that everyone can contribute.

Who should your key players be? Here are some things to consider when choosing your team members' responsibilities:

- Who is great at looking at the big picture, has good organizational and time-management skills, and would be a good leader?
- Who is creative and good at art and design?
- Who is good at getting the word out and letting people know about your game plan?
- Who is able to get other people to help you?
- Who has an eye for detail and would be helpful in keeping track of your team's progress?

Assign team roles. Here are examples of smaller teams you may want to create to carry out your *Fuel Up to Play 60* Action Strategies. Or work with your Program Advisor to come up with other types of teams.

- **Big picture team:** Makes sure that everything happens and that everyone knows their roles, has what they need, and works together toward success. They help the other teams when they need to make sure your activities run smoothly.
- **Design it and locate it team:** Thinks ahead and figures out the things you will need to make your *Fuel Up to Play 60* Action Strategies happen. What tools will you need? Where will your activities take place? The design team locates your project and gathers the pieces you will need to put it together.

- **Staff it and maintain it team:** Coordinates and makes sure you have the right people with the right talents and enough of them to keep your *Fuel Up to Play 60* Action Strategies going. A good "people plan" will ensure everything gets done without losing sight of the fun!
- **Launch and promote team:** Responsible for advertising and public relations. They get the word out and motivate people by using their creativity and enthusiasm to excite students and adults to participate in your Healthy Eating and Physical Activity Action Strategies — and the *Fuel Up to Play 60* Competition!
- **Follow-through team:** Responsible for tracking your success and announcing the results to students and adults in the school. And importantly, the follow-through team will thank everyone who made it happen. This team also can work with the big picture team and your Program Advisor(s) to decide on next steps and how to turn your Action Strategies into ongoing changes at school.

Once you decide which teams you will need, it is time to assign roles. **Start by choosing leaders for each team:** people who will be in charge and willing to assign responsibilities.

Work with your Program Advisor and other key adults in the school, such as the School Nutrition Manager and P.E. Department Chair, to decide when and how you will work on your *Fuel Up to Play 60* Action Strategies. Think about how much time you will need to create and complete them.

Stay organized by listing out your teammates and their roles using the **Team Roles and Responsibilities** chart on page 2. There is also a place for noting key tasks and deadlines. Remember: You'll be doing a lot of tasks at the same time. Planning is key, so keep your whole team on track by filling out this worksheet and making copies for everyone.



TEAM ROLES AND RESPONSIBILITIES

Task	Team Leader	Team Members	Key Tasks and Deadlines
Big Picture (overall management)			
Design it and Locate it			
Staff it and Maintain it			
Launch and Promotion			

FOLLOW THROUGH

Task	Team Leader	Team Members	Key Tasks and Deadlines
Track Your Success			
Announce Your Results			
Remember the "Thank You"			
Decide on Next Steps to Keep the Improvements Going			