**\*NOTES ON STAFF TRAINING ANNOUNCEMENT SAMPLES – from the educator who piloted the HSC project:**

* **Information in this document will vary with each school** and the relationship between the SNAP-Ed educator, principal and teachers.  Additionally, where there is interest, it would be great to include parent involvement.
* **Announcement #1** was initially emailed to school staff by the school’s office manager, with a survey she created to determine which day / time worked best for the majority of the teachers.
* **Announcement #2** was also emailed to school staff by the office manager once the scheduling preferences were tallied to determine the training date / time. After the first training concluded, I followed up with any additional staff members who indicated interest in the training but were unable to make the first date, or who signed up and were unable to attend at the last minute for any reason. I communicated with those who did not attend as a group to try and coordinate an additional training session for them.

1. **STAFF TRAINING ANNOUNCEMENT – INVITATION & SCHEDULING SURVEY**

The Oregon State University Extension Service Food Hero campaign is providing a fantastic professional development opportunity here at ***[School name]*** *School*. ***Healthy School Celebrations*** is an informative training open to all staff that:

* Explores the benefits and best practices framework of healthy school celebrations
* Enhances understanding of ***[County name]*** *County Health Department* guidelines, how to adhere to these guidelines and still provide a healthy celebration within the classroom.
* Shares a how-to demonstration with a food tasting, several methods to prepare a recipe or offer a simple, healthy snack in class, strategies to enhance implementation, tips for accommodating food sensitivities, plus sample documents to help simplify, save time and money.
* **Provides each teacher who attends the training with a *Food Hero Healthy School Celebrations Toolkit, Resource Guide, and Recipe Packet*,** which includes the basic kitchen tools to prepare a collection of assembly-style Food Hero recipes or healthy class snacks in class, and the *Reporting Form* to provide feedback on how the kit is being used.

Please respond to the attached survey to indicate interest in attending the training and your scheduling preference from the options provided. Once all responses have been collected, the training date / time will be announced. Any questions or comments, please let me know, or contact our OSU Extension Nutrition Educator **[*Name – Email*]**

1. **STAFF TRAINING ANNOUNCEMENT – SCHEDULED**

Join us for the Oregon State University Extension Service Food Hero Campaign *Healthy School Celebrations* Staff Training:

**WHEN:** Wednesday, March 9th, 2:00 – 3:00pm ***[Edit date and time]***

**WHERE:** Roosevelt Media Center ***[Edit location]***

**WHAT:** An informative training that:

* Explores the benefits and best practices framework of healthy school celebrations.
* Enhances understanding of ***[County name]*** County Health Department guidelines, how to adhere to these guidelines and still provide a healthy celebration within the classroom.
* Shares a how-to demonstration with a food tasting, several methods to prepare a recipe or offer a simple, healthy snack in class, strategies to enhance implementation, tips for accommodating food sensitivities, plus sample documents to help simplify, save time and money.
* **Provides each teacher who attends the training with a *Food Hero Healthy School Celebrations Toolkit, Resource Guide, and Recipe Packet*,** which includes the basic kitchen tools to prepare a collection of assembly-style Food Hero recipes or healthy class snacks in class, and the *Reporting Form* to provide feedback on how the kit is being used.