



UNIVERSITY of NEW HAMPSHIRE  
COOPERATIVE EXTENSION

**HEALthy Schools**  
**Healthy Eating and Active Living in NH Schools**

Incentive Guidelines  
2008-2009

If you would like to earn nutrition education materials for your school you must complete a pre and post assessment using the UNH Cooperative Extension Wellness Assessment Tool. These assessments must be completed and submitted to Martha Judson in September 2008 and June of 2009

Those who are participating in the HEALthy Schools Incentive Program need to send the following documentation to Martha by June 2, 2009.

- Time & Effort Documentation form—this form documents the hours that you/your wellness team spent changing the school nutrition environment. You cannot include the hours of staff that are paid by federal funds. Martha will sign as the supervisor.
- The completed order sheet for ordering educational materials from the specified vendors. For each 40 hours you/your team are eligible to receive \$100.00 in educational materials from the specified vendors. Once the order forms have been submitted to Martha they cannot be changed. When you receive the items you have ordered they cannot be exchanged for a different item. If you have questions please call Martha before completing your order. Both the Time and Effort Documentation forms and the order sheet are available at the website listed below.

You also need to submit a summary of your activities for the year. We will be publishing a booklet of success stories and the form for submitting success stories can be found on our website [www.healthyschoolsnh.org](http://www.healthyschoolsnh.org)

All of these documents should be sent as a digital file by June 2, 2009 to Martha Judson.

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