

**StepAhead School Worksite Weight Gain Prevention Intervention
Implementation Timeline**

Activity	Pre-intervention	School Year 1					Summer	School Year 2			
		Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 5		Quarter 6	Quarter 7	Quarter 8	
Enlist leadership support	XX										
Identify peer "coach"	XX										
Assemble and convene planning focus group	XX										
Recruit and convene employee advisory group (EAG)		XX	XX	XX	XX		XX	XX	XX	XX	
Assess school environment using CHANGE tool	XX				XX					XX	
Prepare for newsletter distribution, website access, bulletin board and shared document use if desired	XX										
Map indoor and outdoor walk routes.	XX										
Select one policy and one environmental factor to address each quarter. Start with changes that are likely to be popular and easy to implement. Build support before tackling more difficult issues.		XX	XX	XX	XX		XX	XX	XX	XX	
Distribute weekly newsletter through school's email system. Newsletter content includes seasonally appropriate content		XX	XX	XX	XX		XX	XX	XX	XX	

Activity	Pre-intervention	School Year 1					Summer	School Year 2			
		Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 5		Quarter 6	Quarter 7	Quarter 8	
Distribute Employee Resource Book.		Installment 1	Installment 2	Installment 3	Installment 4		Installment 5		Installment 6	Installment 7	
Distribute pedometers		XX									
Implement multiple week pedometer challenge		XX		If interest allows			If interest allows		If interest allows		
Healthy holidays food sampling, display and materials			XX								
Multiple week weight loss challenge				XX					If interest allows		
Arrange onsite exercise classes as interest allows		XX	XX	XX	XX		XX	XX	XX	XX	