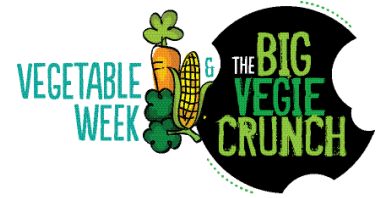


GET READY!

GET STEADY!

GET CRUNCHING!

A guide to getting ready for The Big Veggie Crunch



We know you are busy and organising an event that involves the whole school can take time. To make things easier we have developed a guide to get you prepared for the big day. There is also a planning template that you can use to keep track.

Communicate with your support crew

Keeping fellow staff, your students and families informed is vital to the success of The Big Veggie Crunch. Start early and remember to send out a last minute reminder in the days leading up to the event.

- Inform colleagues about the school's involvement in Vegetable Week & The Big Veggie Crunch. You may find it easiest to forward on the Resource eNewsletters.
- Inform students about the event at assembly or ask teachers to start talking about it with their classes.
- Inform parents by sending out the School Newsletter Snippets* in the school newsletter, via the school app or via social media.
- Liaise with Health Promotion staff from your Local Health District for additional support. To find your local health promotion officer please contact Healthy Kids Association via info@healthy-kids.com.au or on 02 9876 1300 (1300 724 850 outside metro area).

Let your local community know what you are up to

Send a copy of the Schools Media Release* to your local media (e.g. radio, TV or newspaper)

- If your school uses social media, remember to post about your school's involvement.
- You can modify the School Newsletter Snippets*, Schools Media Release* or use your own words.
- You can use the event logo* as the image or use a photo/video from your event.
- Remember to tag Healthy Kids using @healthykids.au for Facebook, @healthykidsau for Twitter and @healthykidsau for Instagram and use the hashtag #bigvegiecrunch.

* You can find all these resources on the Vegetable Week & The Big Veggie Crunch resource webpage - healthy-kids.com.au/teachers/vegetable-week-the-big-vegie-crunch/resources/



Plan for a fully vegged event

The most important element of The Big Veggie Crunch is to ensure that all of your students have vegetables to crunch on!

Ideally all students will bring in vegetables from home as this helps to involve parents/carers in the event. Use the School Newsletter Snippets* so that parents/carers have plenty of time to prepare.

However, this year schools can also apply for a \$75 Vegie Grant, to ensure all students can crunch on a vegetable. Find more information [here](#).

Tip: You could also approach local greengrocers or supermarkets to provide a donation or ask your

Get prepared

Ensure you have these resources ready to go for when you need them:

- School Newsletter Snippets* – forward on the links for the newsletter snippets and logo image to office staff and let them know when you want them sent out.
- Schools Media Release* – modify the release to suit your school, check it with the Principal and find out where to send it to for your local media outlets.
- The Big Veggie Crunch Countdown* – access the countdown tool so that you are familiar with how to use it before the big day.





The Big Veggie Crunch Planning Template

Use this template to help you get prepared, delegate tasks and keep on track. You can use our suggestions or write your own notes in.

What	How	Who	When	Status
<i>tick when complete</i>				
Inform all staff	Staff meeting and/or by forwarding on the Resource eNewsletters	Coordinator or Principal	From 28 Feb	<input type="checkbox"/>
Inform the students	In class or at assembly	Coordinator, Principal or class teachers	From 28 Feb	<input type="checkbox"/>
Inform parents and request parent helpers for vegetable preparation, if needed.	School newsletter, school app, social media and/or via students. Use School Newsletter Snippet 1*	Coordinator and office staff	From 28 Feb	<input type="checkbox"/>
Organise donations to ensure all students can participate	Contact local greengrocers or supermarkets or request funds from the parent body	Coordinator	From 28 Feb	<input type="checkbox"/>
Liaise with Health Promotion staff from your Local Health District	Phone or email	Coordinator	From 28 Feb	<input type="checkbox"/>
Post on Social Media	Modify the School Newsletter Snippets* or Schools Media Release*	Social media coordinator	From 28 Feb	<input type="checkbox"/>
Contact local media, if needed	Modify the Schools Media Release* to suit your school event	Coordinator	From 21 Mar	<input type="checkbox"/>

* You can find all these resources on the Vegetable Week & The Big Veggie Crunch resource webpage - healthy-kids.com.au/teachers/vegetable-week-the-big-vegie-crunch/resources/



The Big Veggie Crunch Planning Template

Use this template to help you get prepared, delegate tasks and keep on track. You can use our suggestions or write your own notes in.

What	How	Who	When	Status
<i>tick when complete</i>				
Remind parents/carers to send in vegetables	School newsletter, school app, and/or via students. Use School Newsletter Snippet 2*	Coordinator and office staff	From 24 Mar	<input type="checkbox"/>
Become familiar with The Big Veggie Crunch Countdown	Access via email sent to coordinator or search for your school via Vegetable Week & The Big Veggie Crunch resource webpage*. You can also change your Crunch time if needed.	Coordinator	From 24 Mar	<input type="checkbox"/>
<i>tick when complete</i>				
Remind teachers and students	School PA, assembly or via daily notes	Coordinator or Principal	Start of school on Crunch day (31 Mar)	<input type="checkbox"/>
Set up The Big Veggie Crunch Countdown	Access via email sent to coordinator or search for your school via Vegetable Week & The Big Veggie Crunch resource webpage*. Remember to confirm student numbers before you Crunch.	Coordinator	Morning of Crunch day (31 Mar)	<input type="checkbox"/>
<i>tick when complete</i>				
Confirm participation	If you haven't already done so, confirm school participation and student numbers using The Big Veggie Crunch Countdown. This can be accessed via email sent to coordinator or search for your school via Vegetable Week & The Big Veggie Crunch resource webpage*	Coordinator	Post Crunch (31 Mar)	<input type="checkbox"/>
Let your community know about your achievement in the school newsletter	School newsletter, school app, social media and/or via students. Use School Newsletter Snippet 3*	Coordinator and office staff	From 5 Apr	<input type="checkbox"/>