## Water in Schools Action Steps Checklist

<table>
<thead>
<tr>
<th>Step 1: Build a team to help design a water program</th>
<th>Lead Person(s)</th>
<th>Deadline</th>
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</thead>
<tbody>
<tr>
<td><strong>Goal:</strong></td>
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<tr>
<td>(Example: To have three to five school and community leaders form a core group and meet regularly to develop a school water program.)</td>
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</tbody>
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### Action Steps:
(Examples: Draft a letter to recruit volunteer members; schedule a time that works for members; find a meeting location.)

1. _________________________________________________________
2. _________________________________________________________
3. _________________________________________________________
4. _________________________________________________________

<table>
<thead>
<tr>
<th>Step 2a: Conduct a drinking water survey</th>
<th>Lead Person(s)</th>
<th>Deadline</th>
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<td><strong>Goal:</strong></td>
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<tr>
<td>(Example: Assess the number and quality of drinking water sources available.)</td>
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### Action Steps:
(Examples: Recruit parent and student volunteers; use the water audit tool to assess the number and quality of water sources)

1. _________________________________________________________
2. _________________________________________________________
3. _________________________________________________________
4. _________________________________________________________
### Step 2b: Share water inventory findings with key leaders

**Goal:**

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

*(Example: Assist students in presenting findings to key school staff.)*

**Action Steps:**

*(Examples: Prepare a summary of the findings; schedule a meeting with school administrators; prepare a presentation for administrators)*

1. _______________________________________________________________________
2. _______________________________________________________________________
3. _______________________________________________________________________
4. _______________________________________________________________________  

### Step 3a: Test the drinking water

**Goal:**

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

*(Example: Test for contaminants in drinking water sources that you want to promote, use or replace.)*

**Action Steps:**

*(Examples: Contact the local water supplier for a consumer confidence report; find an EPA laboratory to test drinking water, recruit parent and student volunteers to gather samples from drinking water sources and send to the lab)*

1. _______________________________________________________________________
2. _______________________________________________________________________
3. _______________________________________________________________________
Step 3b: Share water testing findings with key leaders

**Goal:**

- ___________________________________________________________________________
- ___________________________________________________________________________
- ___________________________________________________________________________

*(Example: Assist students in presenting findings to key school staff.)*

**Action Steps:**

*Examples: Prepare a summary of the findings; schedule a meeting with school administrators; prepare a presentation for administrators)*

1. ___________________________________________________________________________
2. ___________________________________________________________________________
3. ___________________________________________________________________________
4. ___________________________________________________________________________

Step 4a: Choose a water delivery source

**Goal:**

- ___________________________________________________________________________
- ___________________________________________________________________________
- ___________________________________________________________________________

*(Example: Work with the school community to select a water source.)*

**Action Steps:**

*Examples: survey students, school staff and parents about the type of water source they would like; determine where plumbing exists in the school; develop a budget for the cost of the new water source)*

1. ___________________________________________________________________________
2. ___________________________________________________________________________
3. ___________________________________________________________________________
### Step 4b: Ask for funding to support a water program

**Goal:**

(Example: To raise enough money to install one water station and provide reusable water bottles to the students.)

**Action Steps:**

(Examples: Prepare a list of potential funders; develop a “pitch” for your project; send request letters to potential funders)

1. 
2. 
3. 
4. 

### Step 5a: Promote water consumption

**Goal:**

(Example: To work with a group of students to develop posters to encourage staff and students to drink more water.)

**Action Steps:**

(Examples: Find an interested student group; talk with students about messages they think would help promote water; design posters)

1. 
2. 

---

**4.**

---
### Step 5b: Provide water education both in and out of the classroom

**Goal:**

(Example: To invite a speaker from the local water supplier to speak to the students in the classroom about water quality.)

**Action Steps:**

(Examples: Draft an email or letter to a local water supplier; work with teachers to schedule the visit; send a thank you note)

1. 
2. 
3. 
4. 

### Step 6: Develop a written policy to support a water program

**Goal:**

(Example: To add language to the district wellness policy that requires water to be available to students before, during and after school.)

**Action Steps:**

(Examples: Study the current school wellness policy; collect examples of model wellness policies from other schools; draft a wellness policy that includes language about when water should be made available)
| 1.                                                                 |   |
| 2.                                                                 |   |
| 3.                                                                 |   |
| 4.                                                                 |   |

**Step 7: Monitor your program and share findings with others**

**Goal:**

- ______________________________________________________________________
- ______________________________________________________________________
- ______________________________________________________________________

*(Example: Track the number of drinking water sources installed and the number of students who drink from these new water sources.)*

**Action Steps:**

*(Examples: Map water sources at the school; recruit parent and student volunteers to help count students who use the water; write a report of results)*

| 1.                                                                 |   |
| 2.                                                                 |   |
| 3.                                                                 |   |
| 4.                                                                 |   |