

*Water in Schools Action Steps  
Checklist*

	<b>Lead Person(s)</b>	<b>Deadline</b>
<p><i>Step 1: Build a team to help design a water program</i></p> <p><b>Goal:</b> _____            _____            _____</p> <p><i>(Example: To have three to five school and community leaders form a core group and meet regularly to develop a school water program.)</i></p> <p><b>Action Steps:</b>  <i>(Examples: Draft a letter to recruit volunteer members; schedule a time that works for members; find a meeting location.)</i></p> <p>1. _____            2. _____            3. _____            4. _____</p>		
<p><i>Step 2a: Conduct a drinking water survey</i></p> <p><b>Goal:</b> _____            _____            _____</p> <p><i>(Example: Assess the number and quality of drinking water sources available.)</i></p> <p><b>Action Steps:</b>  <i>(Examples: Recruit parent and student volunteers; use the water audit tool to assess the number and quality of water sources)</i></p> <p>1. _____            2. _____            3. _____            4. _____</p>		

<p><i>Step 2b: Share water inventory findings with key leaders</i></p> <p><b>Goal:</b> _____          _____          _____</p> <p><i>(Example: Assist students in presenting findings to key school staff.)</i></p> <p><b>Action Steps:</b>  <i>(Examples: Prepare a summary of the findings; schedule a meeting with school administrators; prepare a presentation for administrators)</i></p> <p>1. _____          2. _____          3. _____          4. _____</p>		
<p><i>Step 3a: Test the drinking water</i></p> <p><b>Goal:</b> _____          _____          _____</p> <p><i>(Example: Test for contaminants in drinking water sources that you want to promote, use or replace.)</i></p> <p><b>Action Steps:</b>  <i>(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)</i></p> <p>1. _____          2. _____          3. _____</p>		

<p>4. _____</p>		
<p><i>Step 3b: Share water testing findings with key leaders</i></p> <p><b>Goal:</b> _____</p> <p>_____</p> <p>_____</p> <p><i>(Example: Assist students in presenting findings to key school staff.)</i></p> <p><b>Action Steps:</b>  <i>(Examples: Prepare a summary of the findings; schedule a meeting with school administrators; prepare a presentation for administrators)</i></p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p>		
<p><i>Step 4a: Choose a water delivery source</i></p> <p><b>Goal:</b> _____</p> <p>_____</p> <p>_____</p> <p><i>(Example: Work with the school community to select a water source.)</i></p> <p><b>Action Steps:</b>  <i>(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)</i></p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p>		

<p>4. _____</p>		
<p><i>Step 4b: Ask for funding to support a water program</i></p> <p><b>Goal:</b> _____</p> <p>_____</p> <p>_____</p> <p><i>(Example: To raise enough money to install one water station and provide reusable water bottles to the students.)</i></p> <p><b>Action Steps:</b>  <i>(Examples: Prepare a list of potential funders; develop a “pitch” for your project; send request letters to potential funders)</i></p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p>		
<p><i>Step 5a: Promote water consumption</i></p> <p><b>Goal:</b> _____</p> <p>_____</p> <p>_____</p> <p><i>(Example: To work with a group of students to develop posters to encourage staff and students to drink more water.)</i></p> <p><b>Action Steps:</b>  <i>(Examples: Find an interested student group; talk with students about messages they think would help promote water; design posters)</i></p> <p>1. _____</p> <p>2. _____</p>		

<p>3. _____</p> <p>4. _____</p>		
<p><i>Step 5b: Provide water education both in and out of the classroom</i></p> <p><b>Goal:</b> _____</p> <p>_____</p> <p>_____</p> <p><i>(Example: To invite a speaker from the local water supplier to speak to the students in the classroom about water quality.)</i></p> <p><b>Action Steps:</b>  <i>(Examples: Draft an email or letter to a local water supplier; work with teachers to schedule the visit; send a thank you note)</i></p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p>		
<p><i>Step 6: Develop a written policy to support a water program</i></p> <p><b>Goal:</b> _____</p> <p>_____</p> <p>_____</p> <p><i>(Example: To add language to the district wellness policy that requires water to be available to students before, during and after school.)</i></p> <p><b>Action Steps:</b>  <i>(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)</i></p>		

<p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p>		
<p><i>Step 7: Monitor your program and share findings with others</i></p> <p><b>Goal:</b> _____</p> <p>_____</p> <p>_____</p> <p><i>(Example: Track the number of drinking water sources installed and the number of students who drink from these new water sources.)</i></p> <p><b>Action Steps:</b>  <i>(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)</i></p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p>		

**Notes:**