

Creating a Healthy School Environment Grant and Awards Program

Building Sustainable and Lasting Changes in Schools

2016/2017 Quick Reference Sheet

Mark Your Calendar

- Baseline data report due to PRO Wellness by **October 31, 2016**
 - Answer the survey questions based on what your awarded program intends to do.
- Post-program data report due to PRO Wellness by **May 31, 2017**
 - Answer the survey questions based on what your awarded program accomplished.
- Final Report due to the Highmark Foundation by **May 31, 2017**
 - Write about the success and impact of your awarded program.

Contact Information

For assistance with your **grant program, baseline or post-program reports** please contact:

Pamela D. Witt
Penn State PRO Wellness
717-531-1440 ext. 3
pwitt@psu.edu

For **financial or promotion/public relations questions** please contact:

Jane L. Brooks
Highmark Foundation
jane.brooks@highmark.com

Promotion and Publicity

- Promote your program through newsletters, announcements, local media and social media.
- For a press release template, parent letter template, promotional tips and program resources please view the **Highmark Foundation's Building Sustainable and Lasting Changes in Schools Publicity Toolkit** for publicity guidelines and school resources found here:
<http://bit.ly/publicitytoolkit>
- If you plan to distribute anything to the media please send it to Kristy Cramlet at kristy.cramlet@highmarkhealth.org with a minimum of **5 business days to review**.
- Please send electronic copies of any media coverage your program receives to Kristy Cramlet at kristy.cramlet@highmarkhealth.org and Jane Brooks at jane.brooks@highmark.com.

For access to more information

Visit <http://prowellness.vmhost.psu.edu/happenings/grants/chse>