



# HUMAN PERFORMANCE PROJECT

— Illinois —

CHOOSE OPTIMAL • TAKE THE LEAD • ACHIEVE TOGETHER

## **IL HPP School Programming Toolkit**



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# WHAT TO DO WITH THE TOOLKIT

If you ever have that small voice in your head saying:

**“Do something big!”**

**“Help make a difference in the lives of those around you”**

**“You are strong and influential with the healthy choices you make, teach others how to make healthy decisions too”**

**“Continue becoming the best version of you and help others become the best version of themselves”**

**“You have the ability to change the world around you in such positive ways, lead the way for your peer to a healthy lifestyle!” ...**

Then MAKE IT MATTER by starting a school chapter or program!

If you’ve ever had any of those thoughts, you’re in the right place. If you want to get a new IL HPP chapter or program started in your school, but aren’t sure how to get it started, then keep reading! This training toolkit for student group development will guide you with all the necessary information and important components of how to grow a thriving and successful IL HPP culture at your school.

# WHY HAVE IL HPP IN YOUR SCHOOL?

IL HPP chapters and programs serve to enhance the lives of students and advance the school's mission and vision to really make a positive difference. Chapters and programs exist to serve students by investing time for learning and growth focused on creating healthy habits, healthy choices and lifestyle choices, networking, and positive social activities. By bringing like-minded staff and students together who attend the school, IL HPP programming creates a sense of community, connection, and collaboration. This collaborative effort and support strengthens the student body and gives them the ability to achieve their mission of advancing excellence in living with optimal human performance and being strong role models to their peers and student body.

Thinking about where to begin in having IL HPP in your school can seem a little intimidating. This toolkit is designed to help you create programming within your school by showing you all the necessary components.



# IL HPP CHAPTER OR PROGRAM STRUCTURE

## *The Chapter/Program Model*

The next level, beyond simply teaching the materials provided, is developing a school chapter or program. The beauty of IL HPP is that it means whatever each school wants it to mean. Each school has the flexibility to turn this initiative into what fits best for their community. We often say that the best way to get a clear picture of what your HPP chapter or program could look like is to see what other schools are doing. These perspectives are available online, at in person trainings, and through conversation with the IL HPP Team.

There are, however, a few common components that make many of these groups successful. First and foremost, this is a **student led, staff supported initiative**; meaning the greatest influence of change is the students. If students have buy in and feel empowered to lead this movement, then that is what will drive the positive culture that this program is all about.

Getting students trained in this program will help them become motivated and ready to take the lead. Staff supported means that it is important for student groups to have faculty advisors and even the support of administration. The role staff advisors play in each school group varies, but the liaison from students to adults is vital to the success of this program.

One more important component of the program model is the motto: **“This program is not a club, it is a lifestyle!”** Sometimes, the term *club* sets the tone of being *in* or *out*, and adds an element of exclusivity. The ideal HPP group creates a lifestyle that *anyone* can adopt and sets a positive culture that becomes the norm for all students.





# GETTING STARTED

# HOW TO START YOUR IL HPP CHAPTER OR PROGRAM

## *Starting Small and Building Strong*

IL HPP offers a framework for leadership development, accountability standards, and the adoption of healthy lifestyle habits. By implementing this holistic program into your school you are taking the necessary steps to help your students become the best versions of themselves. When successfully implemented, you will see a culture shift away from negative influences, toward a lifestyle of healthy decisions. The IL HPP culture will remain an integral part of the lives of your student leaders as they continue to grow as individuals.

### 1.

#### Laying the Groundwork

Have a few student leaders help to create your chapter/program name and logo. This is also a good time to consider code of conduct, pledge, and creed development to set the standards and expectations of your group.

### 2.

#### Recruit Members!

Utilize your newly developed code, pledge, and creed to recruit staff and student members. Remember to start small and build strong. It is better to focus on building a strong chapter or program before focusing on the size of the group.

### 3.

#### Planning and Goal Setting

Develop a meeting schedule so that you can begin to focus on the goals of the group and what types of projects or events you would like to tackle in your first year. Again, it is okay to start small and build up. Do not overwhelm yourself with too large of a wish list this early on.

### 4.

#### Run with It!

During the beginning phases of development, you will not yet have all of the puzzle pieces to complete your chapter or program puzzle. This will come with time as you grow and evolve as an IL HPP group. This is the time to get your feet wet with projects and events to gain experience so you can continue to grow!



# IL HPP SCHOOL PROFILE TOOL

## Assessment Tool



The IL HPP School Profile is an assessment tool that will help evaluate your school's readiness to implement this program. This tool is meant to assist you, as well as the IL HPP Team so we can know how best to support your school. Please complete the following assessment and share your results with us by sending a copy to [info@ilhpp.org](mailto:info@ilhpp.org). An electronic copy of this document can be found at [ilhpp.org](http://ilhpp.org).

Date:

Profile Assessor:

### SCHOOL INFORMATION:

School:	
Address:	
County:	
Direct Person of Contact:	
Contact Phone Number:	
Contact E-mail:	
School Website:	
School Hours of Operation:	

### STUDENT LEADERSHIP:

1. What are the existing student leadership groups at your school?
  - a. How often do they meet?
2. What existing student leadership course(s)/seminar(s) do you offer?
3. What leadership trainings have your student leaders attended in the past year?

## COACHES/CLUB SPONSORS:

4. What kind of professional development opportunities do you offer for your coaches/club sponsors?
5. How often are your coaches/club sponsors talking to their students about the importance of lifestyle choices?
6. What healthy behaviors are your coaches/club sponsors modeling for their students?

## MANDATORY PARENT MEETINGS:

7. What mandatory parent meetings does your school hold? (Ex.: freshman orientation, parent-teacher conferences, parent nights, athletic nights, etc.)
  - a. How often are these meetings held?
  - b. What kinds of topics are addressed?

## MANDATORY STUDENT MEETINGS:

8. What mandatory student meetings does your school hold? (Examples: freshman orientation, assemblies, seminars, etc.)
  - a. How often are these meetings held?
  - b. What kinds of topics are addressed?

## CODE OF CONDUCT:

9. When was the last revision of your athletic/extracurricular code of conduct?
10. What steps are taken by your school if there is a code infraction (Examples: restorative justice model)?
11. What school and community resources are available for your students who have substance use concerns?

## DRUG TESTING:

12. Does your school offer mandatory and/or voluntary drug testing?
13. If yes,
  - a. When and where does this take place?
  - b. How are parents involved in this process?

## CURRICULUM:

14. Do you use an evidence-based health education curriculum? If so, which one(s)?

## HUMAN PERFORMANCE PROJECT:

15. Does your school currently have an existing IL HPP chapter or program?
16. If yes,
  - a. How long has it been in existence?
  - b. What is the name of the IL HPP student group?
  - c. Who are the staff contacts?
17. Has your school had any previous exposure to John Underwood, IL HPP?
  - a. Please provide your experiences below.

Please send a copy of this school assessment to the IL HPP Team at [info@ilhpp.org](mailto:info@ilhpp.org).  
An editable PDF can be found at [ilhpp.org](http://ilhpp.org).

# ROLES AND RESPONSIBILITIES

## *Understanding Key Players*

Creating an IL HPP chapter or program is a collaborative effort that involves commitment from multiple sectors of your school and community. Each of the following groups play an important role in the development and sustainability of this effort. Find strong representatives to uphold the responsibilities of student leadership, staff mentors, and stakeholder unity.

Remember that you always have the IL HPP Team to provide technical assistance and personalized support.



**Student Leadership** – Identify and develop student leaders who assist in improving unity through the promotion of positive lifestyle choices. This is a student led, staff supported program, so the students are the ones guiding chapter or program development.



**Staff Mentors** – Engage staff from all departments in understanding and promoting positive lifestyle choices among students, provide workshops on how to communicate the message of HPP, and allow youth leaders to guide the development of the program.



**Stakeholder Unity** – Ensure all members of the community take a stake in improving lifestyle choices among youth. This includes parents, local community organizations, and local prevention specialists.



**Illinois Human Performance Project Team** – We are here to provide personalized technical assistance to all IL HPP schools during all phases of development. Please contact us for assistance at [training@ilhpp.org](mailto:training@ilhpp.org).

# ROLES AND RESPONSIBILITIES

## *IL HPP Culture Influencers*

Each of the individuals listed below play a vital role in influencing the IL HPP culture within your school. These individuals can support your group by first and foremost understanding its purpose; after which, they may choose to provide support by playing a more active role in your chapter or program by means of volunteering at IL HPP events, facilitating resources for the student leaders, or simply by encouraging others to get involved.

### **School Administration**



Help the IL HPP chapter or group gain momentum by providing their seal of approval and encouraging school-wide support and involvement.

### **School Staff**



Promote healthy lifestyle choices in their daily interactions with students. These individuals should also demonstrate a willingness to support IL HPP programs and events by providing aid to the IL HPP group when called upon.

### **Student Body**



Participate in IL HPP programs and events. Student groups/clubs may also partner with the IL HPP chapter or program for a combined effort toward a common goal.

### **Parents**



Lead by example through healthy life decisions and hold their children accountable to behavioral standards and expectations. Provide support to the IL HPP group by volunteering time or resources when called upon.

### **Community**



Members of the community may take a stake in improving lifestyle choices among youth. Advocate for a healthier and safer community through the implementation of volunteer opportunities, partnerships, and community based events.

# INTERACTION AND COMMUNICATION

## *Building Support Between the Chapter/Program and School*

While not all individuals within your school may choose to fully participate in your IL HPP group by means of attending regular meetings or partaking in goal planning processes, it is important to remember that there are still ways in which they could support the school's chapter/program. Having the support of your staff and faculty is valuable and can lead to greater success in positively shifting your school's culture.

There are many ways to encourage interaction and communication between your school's IL HPP chapter/program and your school's faculty and student body. The use of morning announcements and the school newspaper for IL HPP updates and event schedules is a great way to keep your entire student body informed about the ongoings of your IL HPP group, and might even encourage more participation! The use of e-blasts sent to parents and community members is another way to ensure that the IL HPP messages are being heard! Keeping your parents and community informed can help with the strength and longevity of your school's chapter or program.

Promote your IL HPP chapter or program by hanging posters, banners, or other signs with healthy lifestyle messaging around the halls of your school to advocate for optimal performance and healthy life decisions. This will ensure that your message is being seen and heard throughout multiple facets of your school. You may even want to set up information tables during activity fairs and incoming freshman events to promote and encourage participation.

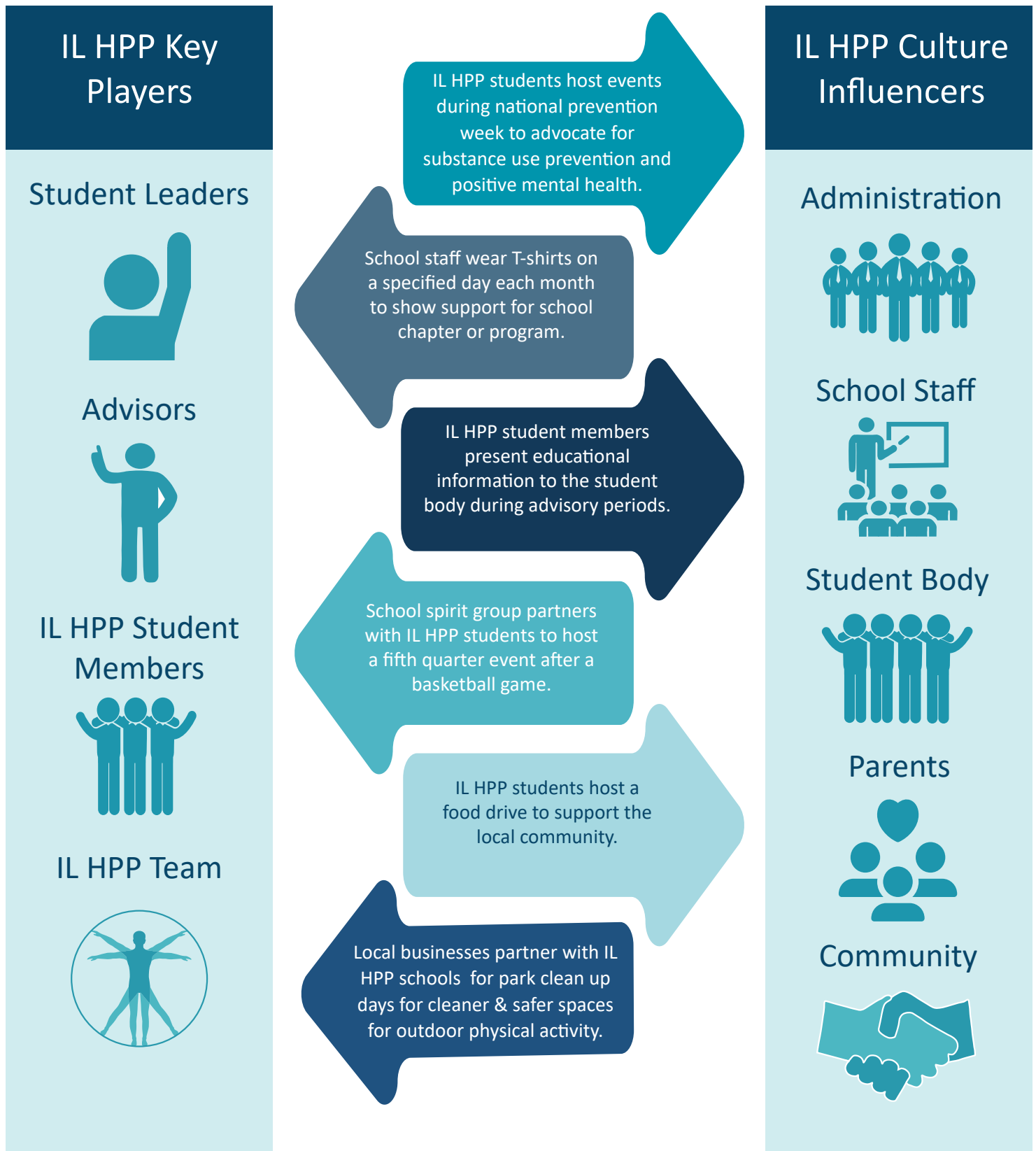
Another way to increase success is by utilizing institute days for in-house IL HPP trainings for staff. Some chapters and programs choose to give their own presentation to the school's faculty and staff to gain support, whereas others may want to utilize our IL HPP Team for a structured presentation about the basis of IL HPP, culture promotion and ultimate lifestyle implementation. Reach out to our IL HPP team at [training@ilhpp.org](mailto:training@ilhpp.org) for more information about the types of trainings offered and what might fit best with the needs of your school and community.

The following page outlines interactions, collaborations, and communication that can help encourage a positive IL HPP culture within your school. Administration, teachers, coaches, and students all have the ability to support your IL HPP student group through day to day interactions. For example, encourage your staff/faculty to wear your T-shirts on meeting days to promote the IL HPP student group and serve as a reminder to students to attend the meetings.

Parent and community efforts may take additional planning in order to facilitate supportive actions and/or events. These types of interactions are valuable and should be considered a key part of chapter or program planning. The use of social media platforms is a great way to keep everyone involved and informed about the ongoings of IL HPP in your school!

# INTERACTION AND COMMUNICATION

*Building Support Between the Chapter/Program and School*



# INTERACTION AND COMMUNICATION

## *Getting Others On Board*

Part of your role as an IL HPP faculty advisor is to spread the culture to other faculty and staff at your school. In the same way that you have influence over your students, you have influence over your colleagues. Promote IL HPP at your school and watch the culture change take place!

In order to gain the interest from your school administration and faculty you must first explain the benefits of IL HPP. It is important to introduce IL HPP as a build to suit program. Your school may choose to be as large or as small as they wish in order to adapt to the needs of the student body.

Begin by explaining that the students will benefit from IL HPP in a number of ways by means of promotion of the four science modules (nutrition, mood and mindset, chemical health, and sleep). These four science modules are the basis of living a healthy life and continuing to make healthy decisions moving forward. Sufficient sleep, proper diet and nutrition, best practices for handling stress, and abstinence from the use of alcohol, tobacco, and other drugs (ATOD) is pertinent for the optimal performance of these young adults. These decisions will impact their ability to perform at their best academically, socially, emotionally, athletically, and in all aspects of their life.

Reaching out to individuals who fulfill a variety of roles within the school is important for the widespread support of IL HPP. This will ensure that the IL HPP culture is being maintained and that the students are receiving proper health messages from a number of their teachers, administration, faculty, and coaches. Fluidity in support of IL HPP culture will create a strong base from which to grow.

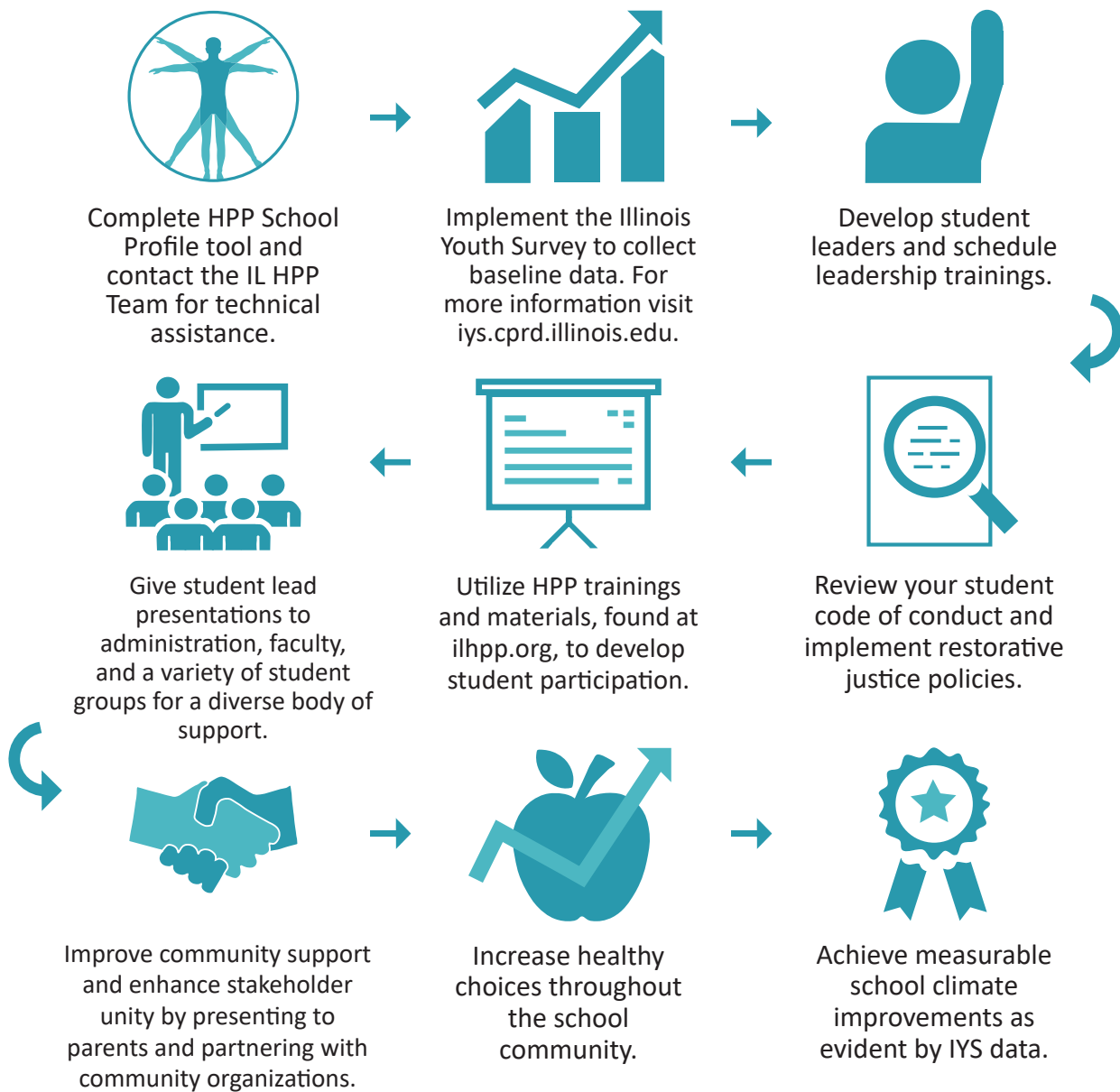
While not all members of your school may choose to participate in IL HPP at your school, it is important to remember that they still have influence over the decisions of the student body. Ensuring that your administration and faculty are adequately informed about IL HPP culture and core messages will allow for consistency in delivering those messages to the student body. Below are a few common challenges and proposed solutions to help you engage other faculty and staff.



# IMPLEMENTATION

## *How to Implement HPP in Your School*

The Human Performance Project will positively impact your school and community culture by empowering and educating youth leaders on lifestyle choices. One of the strengths of this program is that it can be shaped to fit the specific needs of your community. While we understand every school is different and each implementation process will be unique; below is a diagram that highlights the most important components of program implementation. This is the process that the IL HPP Team recommends you follow.





# **OVERCOMING OBSTACLES**

# OVERCOMING OBSTACLES

## *Solutions to Commonly Perceived Barriers*

While it is exciting to think about everything this program has to offer, having concerns about making it happen is natural. The IL HPP Team is here to help work through those concerns so excitement and momentum are not lost. The experience of working with many different school dynamics has proven that there is no one way to navigate obstacles, however, below are a few ideas to get you started.

### **OBSTACLE ONE: Finding the Right Students**



Student nominations may be one way to get you started. If you have leadership groups such as freshman advisors, senior leaders, or student council, they might be a good place to start your search for students. The downside to this approach is that these students may already be overextended with other extracurricular commitments. To avoid this conflict, look for emerging leaders who show potential in the classroom, on the sports field, or working on club projects to capitalize on the development of your future leaders. Many students have leadership capabilities, but have not yet been designated a leader by the community. Maximize these students' potential by utilizing IL HPP's online leadership development resources. Depending on what time of year you start a chapter/program, it is ideal to not only train your seniors, as these students will soon be graduating, but empower the up and coming leaders at your school as well.

### **OBSTACLE TWO: Gaining Administrative and Faculty Support**



Look around and be creative about the people you choose to approach for program assistance. Often times there are more staff interested in HPP than you may notice in the beginning. There are many good ways to introduce the program to a variety of faculty. Introduce HPP in department team meetings, through principal announcements, at athletic/activities meetings, and/or by word of mouth. Faculty advisors are not the only ones responsible for overcoming this obstacle. Use your student leaders to recruit faculty and administrators as they are the strongest program advocates! Have students nominate faculty to be their mentors. Students may be good at finding staff whose projects will be directly impacted by the HPP culture and asking for their assistance in making the change.

# OVERCOMING OBSTACLES

## *Challenges and Solutions to IL HPP Implementation*



### **“How is this different than a club?”**

IL HPP is a lifestyle. While its format within school-based chapters/programs may resemble other clubs or activities within your school, it is important to note that the main difference is that this group empowers student leaders to encourage a positive culture and healthy lifestyle for **all** students. IL HPP is meant to provide your students with the knowledge and understanding of the importance of healthy life decisions and optimal performance in all that they do.

The structure of IL HPP provides the avenue for leadership development, accountability standards, and science based education about healthy decisions for optimal performance with regards to nutrition, mood and mindset, chemical health, and sleep.

IL HPP will prepare your students to face important health and social decisions throughout their life. Providing them with the knowledge and understanding to make healthy choices will empower them to be their best in all aspects of their life (academics, sports, extracurricular activities, personal endeavors).

If you find that this program aligns with other clubs or activities you already have in place at your school, feel free to begin to implement IL HPP messaging into what currently exists to plant the seed for your school.



### **“My students are not getting consistent messages about lifestyle choices from all of their interactions with other staff members.”**

It is important to get other staff on board so that students are always hearing consistent messages about the importance of their lifestyle choices.

- Remind other staff about the importance of providing your students with consistent messages. Students should know that all of their staff members care about the lifestyle choices they are making.
- Reinforce to each coach and club advisor that hosting code nights is mandatory.
- Communicate the key IL HPP messages that all staff should be implementing into their school culture.
- Host a professional development day to ensure that all staff have an understanding of IL HPP and learn the importance of promoting this positive culture.
- Distribute IL HPP resources such as this *Implementation Manual* and the four *science module guides* to all staff so they each have the necessary tools to become a supportive IL HPP staff member.

# OVERCOMING OBSTACLES

## *Challenges and Solutions to IL HPP implementation*



### “I find that substance use is not a problem.”

That’s great! The reality is that students typically make positive chemical health decisions and choose to be drug free. This is why continual conversation and education about the impacts of use are valuable for students. This conversation reminds them of why they make those positive choices. It is important to be aware that substance use may be occurring without your knowledge and that such use would be impacting the performance of that individual in all aspects of their school involvement. Thus, continuing to set strong expectations and a culture of commitment and accountability to a substance-free lifestyle is critical.



### “There are so many components to IL HPP that I do not know where to start or focus my efforts.”

Although there are many components to IL HPP, it is important to be clear that the role of the staff is focused on the following:

- **Relationships:** regardless of what role they fulfill within the school, each and every student needs to feel that the staff care about them personally. Once a staff member shows the student that they care about them and their overall well being, then they will begin to show their full potential.
- **Goals:** helping students set goals and understand goal planning processes is important for their future success as a student leader within program development as well as personal development.
- **Lifestyle choices:** staff willing to discuss and address lifestyle choices show students that they are willing to tackle the tough issues to see the them reach their full potential.



### “I don’t have the time to work on the Illinois Human Performance Project.”

Remind them that this is a student led, staff supported program. A small time investment will add great value to a student's overall experience!

- Making leadership a priority can have positive impacts on a student’s performance. Leadership provides structure, enforces expectations, and provides a plan for success.
- Staff have found that when they are able to work with their students to deal with small issues, they end up preventing larger issues down the line, which actually saves them time in the end.
- Having multiple chapter advisors is a great way to share responsibility for your chapter and delegate time commitments appropriately.

## OBSTACLE THREE: Funding the Program



This is a program that can be implemented on any budget. There have been extremely successful groups on a spectrum of budgets, so rest assured if you are not starting with a surplus of funds! If you or students are seeking extra funds for training opportunities or program activities, there are several options within your school such as Student Activities funding, or department, club, or sport budgets. Students also opt to have fundraisers included but not limited to: hosting ticketed events (games, activities), bake sales, restaurant fundraisers, etc. Seeking community resources is another avenue to explore. Many chapters or programs have the support of local prevention coalitions, rotaries, villages, and more. Looking into grant opportunities through these community avenues are yet another way to seek financial support. The good news is that communities love to see exciting projects like this where students are taking the initiative to create positive change in a community; so use that to your advantage and have students make the ask in one-on-one meetings or presentations.

## OBSTACLE FOUR: Trouble Measuring the Positive Change



Often times schools or communities are looking for programs that implement measurable change. One widely used survey that is provided free of charge is the Illinois Youth Survey. This is a state-wide survey offered every other year to 8th, 10th, and 12th grade students in any school in Illinois. This is a comprehensive survey that collects anonymous data from students on school climate, nutrition, substance use, bullying, sleep, extracurriculars, and more. We strongly encourage schools to collect baseline data like this because it will allow you to meet the needs of your specific population as well as measure the effectiveness of HPP in your school.

For more information about the IYS, visit [iys.cprd.illinois.edu](http://iys.cprd.illinois.edu).

If you encounter any additional obstacles while developing IL HPP in your school, please reach out to our Illinois Human Performance Project Team for technical assistance. We are here to support you!

**Contact us at [info@ilhpp.org](mailto:info@ilhpp.org) or [training@ilhpp.org](mailto:training@ilhpp.org)**



# **RUNNING AN IL HPP PROGRAM OR CHAPTER**

# WHERE DOES IL HPP FIT FOR YOU?

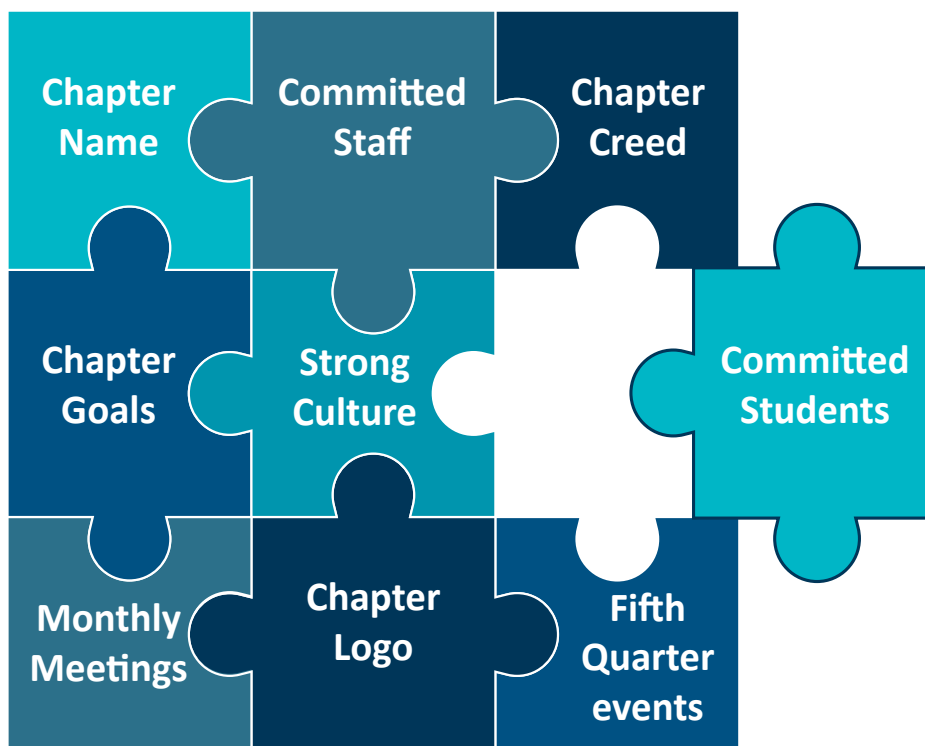
## *Constructing IL HPP for Your School*

IL HPP does not look the same in each school. In fact, IL HPP can be compared to a puzzle. While the overall picture may look similar for each program or chapter (i.e. obtaining and maintaining healthy lifestyles and optimal performance) the puzzle pieces used to complete your specific puzzle may be very unique when compared to the pieces that were used for another puzzle (i.e. growth and development).

The beauty of IL HPP is that it has the ability to address primary concerns that are specific to your school and/or community. By building your group one puzzle piece at a

time you are better able to provide the necessary resources to your school's student body. Once student leaders have been established, your group can begin the chapter/program development process. Consider initial steps such as developing a name and logo, adjusting the language of your schools code of conduct, and creating a pledge and creed. Once your identity and standards are established, consider your meeting schedule and other programs/projects you may want to pursue.

Your puzzle pieces may represent key players you hope will be involved with your student group goals that your IL HPP student group is collectively working to achieve, or perhaps even the projects or events that your chapter/program chooses to adopt/create. Each of these aspects of IL HPP play an important role in the growth, development, and sustainability of your school's group. It is up to you to decide which pieces will fit the mission, vision, and values of your school.





# HOW TO LEAD A STUDENT GROUP

## *Questions and Tools to Consider*

Supporting students in a student led, staff supported initiative can be challenging. With the busy schedules for both students and staff, leading students to take ownership of a program could take additional patience and time. In the end, providing students with guidance for successful program development can be very rewarding for all individuals involved.

One aspect that makes this program so unique is it gives students the opportunity to learn how to make decisions and manage programs. Supporting students in doing so can be done through asking guiding questions, showing program examples, and engaging them in discussion not only about what they would like to do as a student group but how they plan on getting that done. Remember, students are still learning how to think critically and plan projects from start to finish, so your assistance through this process will help them be successful.

To help students successfully brainstorm their goals and then follow through on their decisions, ask guiding questions! This can help students think about and execute goals more successfully. Consider some of these questions to help get the dialogue started:

- What projects would you like to consider doing this year?
- What would each of these activities require from you to make it successful?
- What resources would we need for each of these activities to be successful?
- What have you learned from other student groups (project ideas/planning process)?
- Which ones are realistic to complete successfully with support we currently have?

# HOW TO LEAD A STUDENT GROUP

## *Questions and Tools to Consider*

Once your student group has had the time to decide upon which goals to set their focus, the next step is to guide students to understand in clear, concise steps how to get those things done. Whether planning for a chapter/program meeting, developing a presentation for National Prevention Week, or creating your own social media pages for your chapter/program, this basic planning model can help you to encourage this type of guided structure.

Project:

Date & Time:

Audience:

Step to complete project	Done by who?	By when?	Additional Notes
1.			
2.			
3.			

On the following pages, you will find program ideas, sample meeting agendas, and sample annual schedules to help you visualize options for guiding your group into a successful year. All of these approaches are completely adaptable to the resources, needs, and goals specific to your chapter or program.

The programs that chapters or other groups choose to lead are completely up to them. There is a great amount of flexibility for IL HPP schools so that they can support a positive culture and healthy choices in the best way that works for their school and community. If you have a particular community need or have a creative idea for a new program that you would like your student leaders to implement, by all means run with it!

Remember, these sample programs have a lot of room for adaptation. Utilize them in their current state or adapt them to best suit the functioning of your school and IL HPP group. Reach out to other IL HPP schools to learn how they implemented these programs or ask about their processes for developing new programs.

# IL HPP PROGRAMS

## *Successfully Implemented Programs*

One of the most common questions asked by schools looking to implement IL HPP for the first time is “What do we do with it?”. While there is no single answer to this question, there are many programs that serve as great starting places for new student groups. Below you will find descriptions of nine IL HPP programs to consider, or create your own.



### Brown Bag Program

The Brown Bag Lunch Program provides a healthy, inexpensive after-school meal/snack. This program is open to all students, but targets students who are in after-school programs. The Brown Bag encourages healthy eating by offering students an alternative to vending machines or fast food for their after-school snack.

Running a Brown Bag Program involves a number of tasks including working with administration and cafeteria staff, determining cost, food options, payment method (i.e. QR code, student accounts, cash), determining pick-up times and location, promotional methods (i.e. newsletter, decorations, flyers), and making a timeline for all tasks to take place.

The Brown Bag program can be started at any time during the school year and has been a great kick-off program for many IL HPP schools. The impact of this program aids in optimizing performance, promotes a healthier student body, and encourages living a healthy lifestyle.



### Program Presentations

Program Presentations involve student members presenting and educating high school students, school staff, and administration about IL HPP. Student members can teach and inspire excellence, leadership, and commitment! This is a great way to gain support for your group and spread the IL HPP message to more students.

Presentations can be made to freshman, mini conferences inclusive of all students, to faculty during institute days, and in a variety of other situations. The intention behind these presentations is to enhance support for your IL HPP student group and to spread the IL HPP culture to more members of your community.

The logistics involved can include meeting with administration to plan a schedule, determining the length of the presentation, developing a PowerPoint, tech support, managing rooms or large assembly, and incorporating practice time. A great time to present to students is during National Prevention Week. Speaking to faculty can be incorporated into an Institute Day or a faculty meeting.

This effort inspires excellence, leadership, and commitment. It challenges and empowers peers by: setting positive standards, building culture, strengthening community, garnering interest in the chapter or program, and providing education.

# IL HPP PROGRAMS

## *Successfully Implemented Programs*



### Awareness and Prevention Activities

Awareness and prevention activities offer interactive ways to create immediate positive change and get students excited about information that can help optimize their performance. Certain schools have adapted prevention activities through Stall Street Journals and Social Norms Marketing. Other large scale events include Red Ribbon Week, National Prescription Drug Take Back Day, National Prevention Week, Suicide Prevention Week, National Bullying Prevention Month, and Mental Health Awareness Week. Check out the chapter/program information page to learn how schools are using prevention activities to enhance healthy decision making and behaviors from others.



### Prescription & Opioid Awareness Education

Having students recognize the importance of safe use, safe storage, and safe disposal of Rx medications creates a safer community for all. Activities that can be incorporated into prescription and opioid awareness include National Prescription Drug Take Back Day, distributing Deterra pouches, prescription lock bottles, and educational materials to coaches, parents, and student athletes. Student athletes are at higher risk for misusing and abusing pain killers due to athletic injuries that may require surgery or a pain medication. Consider partnering with local pharmacies, police departments, and coalitions to incorporate prescription and opioid education into your school and community!



### Creed Development

The words in a creed define character and inspire positive culture for those committed to its' meaning. Creating a creed gives IL HPP leadership groups, schools, teams, and/or any other group a unified focus for a lifestyle of excellence. Students can begin by writing personal creeds with or without the Personal Creed Worksheet. Then in groups, finding the commonalities between these allows them to begin to shape a group creed. By articulating common values, students and IL HPP groups establish the culture they will work to adopt moving forward. This then becomes a tool to raise the bar of excellence as well as establish a name and legacy for a group, giving younger generations a vision to aspire to.

# IL HPP PROGRAMS

## *Successfully Implemented Programs*



### Science Module Education

Science Module Education builds upon four major components of human performance (sleep, nutrition, mood and mindset, and chemical health). Schools, faculty advisors, and students can use educational resources for each of these topics to inform others on how these components can positively and negatively affect performance and understand how they consistently interconnect with each other. These topics offer relatable, engaging, and significantly important ways to improve students' abilities to make healthy decisions. With increased education and awareness on these topics throughout the school and community, you can create a culture that aims to reach optimal performance in all aspects of life.



### Middle School Mentoring

Middle School Mentoring is a program that provides beneficial leadership experience for your current high school students and helps with overall sustainability of your chapter or program. Educating middle school students about IL HPP and introducing them to your student group means those students will come into your school as freshmen knowing about and potentially looking to join your IL HPP leadership team. Middle School Mentoring can look different based on the needs of individual feeder schools. Often times IL HPP schools give presentations to middle school students that focus on introducing their student group and the four science modules. This approach provides low risk public speaking practice, builds communication skills, develops accountability, and is a project for the entire chapter or program.

Preparing for this takes a few months. The tasks include: coordinating dates with middle schools, determining when can high school students miss school, identifying which middle school grades are included, presentation style (in classrooms or assembly), transportation, staff supervision, technology support, presentation groups, making a timeline, and allowing practice time. This program can include all students in your IL HPP chapter or program and can be done at any time of the year. Keep in mind that the fall season is an opportunity to kick start the year with events like orientations and Red Ribbon Week, while Spring is a great time to think about the 8th grade transition to high school and National Prevention Week.

The impact of this program is increased awareness of the group, healthy lifestyle choices, mentorship, getting younger kids involved, and camaraderie!

# IL HPP PROGRAMS

## *Successfully Implemented Programs*



### Pledge Development

Establishing a set of high level standards for positive behavior and attitude gives students a clear understanding of what they are striving for. IL HPP chapters use student created pledges as a means to educate and hold their peers accountable to common expectations for optimal performance. Pledges may have varying language by chapter, but common components include: living a drug-free lifestyle, being a positive role model to your peers and community, and signing the pledge to show your dedication and commitment. Including signature lines for sponsors and/or parents creates a culture of accountability and becomes a conversation starter. The more students talk about their standards and behavioral expectations, the more they will be in the forefront of their mind. Set clear expectations for optimal choices for a culture of excellence!



### Fifth Quarter Events

Fifth Quarter Events are alternative post-game activities that get the whole school involved! Fifth Quarter is a safe, healthy, and fun option that builds positive relationships. There is an unlimited possibility of activities and themes for your Fifth Quarter. A few examples include: inflatable nights, glow in the dark capture the flag, and carnival games. These events can be planned by a single school or between two schools. The most impactful Fifth Quarter Events are after games where both schools have an IL HPP group and a big turnout (i.e. crosstown rivalry or a charity game such as Toys for Tots). At these events, all students from both schools are invested to stay and participate. These events could also be open to the community and used as an opportunity to fundraise for your chapter, or invite students from feeder middle schools to come to the game and stay for the Fifth Quarter festivities.

There are many logistics that need to be figured out for this program. Music, food, activities, service project, donations, raffle, sponsors, staff volunteers, space, promotion, prizes, T-shirts, individual's tasks, and a timeline of deadlines are all things to consider during the planning process.

A Fifth Quarter can be planned after a major sports game that a lot of students attend and can be hosted multiple times throughout the school year. The main impact of this program is building community and providing a safe alternative to a "party."

# CHAPTER/PROGRAM MEETINGS

## *Importance of Regularly Coming Together*

Student groups use meetings as a way to stay connected, educate, and plan with those who are involved with IL HPP at their school. These meetings can follow a variety of structures depending upon the content you wish to cover. For example, scheduling regular meetings will allow you to set aside time for potential science module presentations for your student leaders given by guest speakers who are willing to promote the IL HPP culture and lifestyle. Reach out to an IL HPP Team member for thoughts and ideas about potential speakers or speaking opportunities for our team to visit your chapter or program.

There are several types of meetings that IL HPP groups use to structure their program:

### Leadership Team Meetings:

Held with the student leadership team to discuss future goals of the group, planning processes, and task delegation. This time may be used to work out the details of goal planning among a smaller group of individuals to minimize stress and maximize productivity.

### Student Group Meetings:

Held among all IL HPP student members to discuss roles and responsibilities, standards and expectations, as well as delegated tasks. These meetings may also be used for brainstorming sessions to provide the student leaders with direction for goal setting.

### Subcommittee Planning Meetings

Held among students pertaining to particular areas of IL HPP (i.e. subcommittees for each of the 4 science modules). Subcommittees may be determined by student leaders and/or may be on a volunteer basis depending upon the interests of the involved students.

Some schools may choose to set aside specific days and times for each of the meeting structures listed above. Others may opt to have time delegated for each of these purposes within one chapter or program meeting. The determination to follow either of the aforementioned formats is completely at the discretion of your student group. This may depend on available meeting times and the frequency of meetings. Regardless of the structure your group decides upon, being organized and prepared is key when running a successful meeting, and in turn a successful chapter or program.

Remember to adequately advertise and encourage attendance at meetings so that you may have active voices from as many of your student members as possible. Collaboration and teamwork to set goals and delegate tasks is important for the growth of your group.

Refer to the IL HPP Experiential Manual for a goal mapping activity to help you set and achieve your goals!

# SAMPLE AGENDA

## *A Guide to Meeting Structure*

Below is an example of what a meeting agenda may look like. These time frames are guidelines and may be adjusted based on the time you have available, number of attendees, the focus/goal of the meeting, or if there are particular events that are on your calendar for the near future. More time may be needed for larger projects, during which there may be value in having separate meetings for chapter/program subcommittees.



### Meet & Greet Game

Take ten minutes to have your students get to know one another if this is one of your first meetings. If you have had previous meetings with introductions, feel free to use this time for check-ins/updates.



### Educational Component

Fifteen minutes may be utilized for an educational presentation given by a student leader or even a guest speaker. Be sure to maintain the educational core component of IL HPP by encouraging students to reference our science module guides for inspiration.



### Program Planning

This time may be used to shift through any ideas for chapter/program growth or program planning that your students may have, and to fine tune the means by which to achieve such goals. Goal planning is key to a successful IL HPP group.



### Report Out/ Wrap Up

At the end of the meeting, set aside five minutes to review the topics you have covered, goals for the future, or even a task list you may have compiled during your program planning time.



# ANNUAL AGENDA

## *Detailed Itinerary for the Year*

Similar to the flexibility of developing meeting agendas, annual schedules are flexible as well. There is great value in planning your schedule in advance to make sure everyone knows what is in store, what dates to save, and what planning needs to be done. Having a schedule also gives those with busier seasons an opportunity to identify what activities they can participate in during their less busy times of the school year.

Annual schedule components to consider are:

- Meeting dates (i.e. weekly, monthly, quarterly)
- Meeting types (i.e. leadership meeting, subcommittee meeting, chapter meeting)
- Activities/Events (i.e. fifth quarter events, middle school presentations)
- IL HPP Trainings (i.e. conference, chapter networking opportunities)

A sample annual chapter schedule might look as follows, but remember to include the meeting format and projects your chapter is most interested in running. Reference the below components of an annual agenda to begin your planning process.

### Recurring Commitments:

**1** Examples:  
Every 2nd Tuesday: Chapter/  
Program Meeting  
  
Every 4th Monday: Leadership  
meeting

### Trainings and IL HPP events:

**2** Be sure to keep an eye out  
for upcoming trainings  
and events from the IL HPP  
team! Add these to your  
calendar as a reminder.

### Goal Planning:

**3** Schedule as needed  
depending on the time of  
year. National Prevention  
Week and Drug Take  
Back Days are great ways  
to get your students  
involved!

### Program Planning:

**4** Fifth quarter events  
take time to plan and  
to maintain. Make  
sure to schedule time  
in your calendar for  
this!

# SAMPLE CALENDAR

## *Detailed Itinerary for the Year*

### August

4th Monday, 7am:  
Leadership Meeting  
August 20, 10-11am:  
Teacher Orientation  
Presentation  
August 27, 2-3pm:  
Freshman Orientation  
Presentation

### September

2nd Tuesday, 3pm:  
Student Group Meeting  
4th Monday, 7am:  
Leadership Meeting  
\*\*Fall Sport Presentations  
throughout the month/Code  
Night

### October

2nd Tuesday, 3pm:  
Student Group Meeting  
October 24, 7pm:  
District Board presentation  
4th Monday, 7am:  
Leadership Meeting

### November

November 4, 10:30am-  
12:30pm:  
Middle School Presentations  
2nd Tuesday, 3pm:  
Student Group Meeting  
4th Monday, 7am:  
Leadership Meeting

### December

2nd Tuesday, 3pm:  
Student Group Meeting  
No Leadership Meeting:  
Winter Break  
\*\*Winter Sport Presentations  
throughout the month/code  
night

### January

2nd Tuesday, 3pm:  
Student Group Meeting  
4th Monday, 7am:  
Leadership Meeting

### February

2nd Tuesday, 3pm:  
Student Group Meeting  
4th Monday, 7am: Leadership  
Meeting

### March

2nd Tuesday, 3pm:  
Student Group Meeting  
4th Monday, 7am:  
Leadership Meeting  
\*\*Spring Sport Presentations  
throughout the month/Code  
Night

### April

2nd Tuesday, 3pm:  
Student Group Meeting  
April 22, 6pm: Incoming  
Freshman Recruitment Fair  
4th Monday, 7am:  
Leadership Meeting

### May

2nd Tuesday, 3pm: Chapter  
Meeting -LAST MEETING!;  
Senior recognition  
3rd week: National  
Prevention Week events  
4th Monday, 7am:  
Leadership Meeting

### June

IL HPP Summer Conference

### July

Summer meeting for Fall  
planning

# SAMPLE PLEDGE

## *IL HPP Chapter Contract*

I, \_\_\_\_\_, pledge to make lifestyle choices in accordance with the understanding that my standards meet those of the (IL HPP chapter) culture, XHS, and each of its Athletic Programs.

I am dedicated to being an example to my team and peers. I am committed to living a healthy lifestyle through good nutrition, sufficient sleep, positive attitudes, and being drug and alcohol free. I understand the use of alcohol and/or drugs, poor nutrition, lack of sleep, and other unhealthy choices will negatively impact both my individual ability and my team's ability to perform at an optimal level.

I also pledge to be a great teammate. I will live the ideal of Team>Teammate>Self. I pledge to be mindful of my attitude, to commit to giving my best effort and to embrace the journey of continually striving to improve my skill and ability. I pledge to focus on the needs of my team, honor my opponents, and respect the officials.

Most importantly, I pledge to be a positive influence on my teammates and peers. I will encourage them to pursue a healthy, elevated lifestyle. I will support them through the positive choices they make and be willing to confront them if poor choices are made. I recognize that I am first and foremost responsible to the team by creating my best self.

Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_

As parent(s)/guardian(s) we support the decision of our child to publicly commit to the (insert IL HPP chapter name) lifestyle and pledge never to knowingly support illegal drug or alcohol use in our home(s) by our child or any of their peers. We understand the consequences set forth by the District Code of Conduct, and agree to abide by the decision of the administration in any instance in which our son or daughter has been determined to have violated this established District Code.

Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

I pledge that this individual's character and commitment correspond with the ideals of XHS's (IL HPP chapter name) and recommend his/her inclusion in this program

Sponsor Name \_\_\_\_\_

Sponsor Signature \_\_\_\_\_



**SUSTAINABILITY**



# TIPS FOR SUSTAINING IL HPP IN SCHOOLS

## **SUSTAINING STUDENT LEADERSHIP:**

- Maintain regular weekly or bi-weekly meetings
- Participate in IL HPP trainings
- Encourage positive social media messaging from students
- Ensure high school students are mentoring middle school and elementary school students

## **SUSTAINING EFFECTIVE CODE NIGHTS:**

- Establish an agenda that can be carried from season to season and year to year
- Provide parents, athletes, coaches, and faculty advisors to use the IL HPP modules

## **SUSTAINING ENGAGEMENT OF FACULTY ADVISORS:**

- Incorporate discussion on healthy lifestyle choices into regular meetings
- Encourage faculty advisors to have discussions with students on healthy lifestyle choices
- Encourage faculty advisors to expand their personal education and life experiences that support healthy lifestyle choices and optimal human performance

## **SUSTAINING EFFECTIVE CODES OF CONDUCT:**

- Develop an extracurricular policy committee within your community
- Continually assess and change the policies

## **SUSTAINING STAKEHOLDER UNITY:**

- Encourage students to reach out to businesses
- Look for opportunities for the students to get involved within the community
- Partner with community prevention programs to assist with implementation of IL HPP





Life of an Athlete  
Human Performance Project



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