**Sample Letter to Principals From the Wellness Coordinator**

**Wellness coordinator instructions:** Please customize this template as needed by entering individual school information in the text brackets and bold lettering. It is recommended that you send this letter via email to each principal and attach the other materials in the outreach toolkit as listed at the bottom of this letter. You can copy and paste this text into the email or add it to your District letterhead. If you have any questions about using the toolkit, please contact Team Nutrition at [TeamNutrition@USDA.gov](mailto:TeamNutrition@USDA.gov).

Dear Principal {**insert name**},

*{Include if you have never met the principal}* My name is {**insert name**} and I am the wellness coordinator for the {**insert name of district**}’s wellness policy.

As you may already know, the {**insert name of district**}’s wellness policy guides how our schools make the healthy choice the easy choice. You can find a copy of our wellness policy here: {**insert URL**}. Since healthier school environments help support student learning and behavior, I am asking for your support to make sure {**insert district name**}’s schools help kids make healthy food choices and be physically active.

The {**insert district name**} wellness policy not only benefits school staff through better learners, but it is also a Federal requirement that we have one and that it include specific components. The final regulation on local school wellness policies was released on July 29, 2016. As part of the requirements, the district needs to inform the public about the wellness policy and any updates that are made. You play an important role in helping us meet this requirement and in garnering family and school staff participation in school wellness policy development and implementation. This will help ensure that your school’s unique needs are addressed through the district-wide wellness policy.

If you haven’t done so already, I encourage you to designate at least one local school wellness lead that will represent your school at the district wellness committee meetings. Please share the contact information for your school wellness lead with me, so that I may include him or her in future correspondence about school wellness activities. Our next district wellness committee meeting will be held on {**insert date**} at (time). I look forward to meeting you and/or your school wellness lead at that time.

To help you in sharing information about the school wellness policy with parents and staff, I have attached several ready-to-go resources.

1. **Presentation for Staff**   
   You can use this attached presentation to train your staff on just how important wellness policies are and how these policies pertain to them as well as the rest of the school. Many principals find it helpful to make this presentation part of fall trainings.
2. **Presentation for Parents**

You can use this attached presentation at parent organization meetings to introduce parents to the school wellness policy and share ways they can participate in school wellness activities.

1. **Flyer for Parents**  
   Share this colorful flyer about the policy and district wellness committee with parents. I have filled in the district wellness committee information, but feel free to edit with your school-specific wellness committee information too.
2. **Newsletter Blurb**You can also use the enclosed newsletter blurb in your next newsletter to parents.

**Additional Resources:** For resources on starting a wellness committee, background on the requirements, and other related topics, please visit the Local Wellness Policies Resources Web page developed by the United States Department of Agriculture’s Team Nutrition initiative (<https://www.fns.usda.gov/tn/wellness-policy/implementation-tools>), or feel free to give me a call.

Thank you for your continued support in making healthy food choices and physical activity a priority for our schools.

Sincerely,

{**Insert name**}

{**Insert title**}

{**Insert telephone number**}

You don’t have to start from scratch! Attachments include:

1. PowerPoint slides for Staff
2. PowerPoint slides for Parents (and PTA)
3. Parent Flyers
4. Newsletter Blurb