



## Organize Your Team

In order to host a successful **Work in Balance** event, it helps to organize a team to assist with the planning and execution. A well-rounded team ensures all aspects of the event are covered—from logistics and communications to wellness activities and appreciation efforts.

The following is a suggested list of planning team members, broken out by setting, along with role-specific ideas to help create a meaningful and fun event for school employees. Be sure to check out the *Tips for an Effective Planning Team* at the end for guidance on working together smoothly!

### At School

#### School Administrator or Principal:

- Approve scheduling accommodations to allow employees time for wellness
- Announce the event at staff meetings or via internal communications
- Promote the event to district leadership and encourage participation across departments

#### Wellness Committee or School Climate Team:

- Lead event planning meetings and manage the overall schedule of activities
- Coordinate vendors or facilitators for wellness sessions (e.g., yoga, art therapy, mindfulness)
- Create and distribute “Wellness Passports” or checklists with the event schedule for staff to track participation in wellness activities
- Decorate staff lounges or common areas with calming visuals, affirmations, and wellness-themed décor on the day of

#### District Office and/or HR Department

- Seek and provide funding for wellness kits, workshops, and keynote speakers
- Highlight the event in newsletters or district-wide emails to promote a culture of care
- Help with set-up and tear-down of event activities, and document the day with photos or a recap

#### School Nurse:

- Lead workshops on managing stress, improving sleep hygiene, and staying hydrated
- Organize blood pressure screenings, flu shot clinics, and other wellness assessments; explore third-party healthcare providers who can assist with this on the day of



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- Provide wellness tips or a self-care resource table during the event

## **Counselor or Mental Health Staff:**

- Curate a “Mental Recharge” room with calming music, lighting, and quiet activities (e.g., guided meditation, gratitude journaling, or breathing exercises)
- Offer brief one-on-one “mental wellness check-ins” or counseling sessions; explore third-party healthcare providers who can assist with this on the day of
- Distribute wellness resource packets with information on burnout prevention and mental health services

## **Teacher/Staff Representative(s):**

- Personalize wellness activities by surveying staff interests and needs
- Help decorate wellness spaces with personal touches from staff (photos, quotes, affirmations)
- Collect and share testimonials from previous wellness events to build excitement

## **PTA/PTO or Community Partner:**

- Coordinate small tokens of appreciation (e.g., thank-you notes, self-care items, gift bags)
- Reach out to local businesses for donations (e.g., chair massage vouchers, self-care baskets) and potential tables at the event
- Set up and host a staff appreciation breakfast or lunch as part of the event

## **At Home or in the Community**

### **Families of Students:**

- Encourage students to write thank-you cards to school staff for their hard work
- Create a “Wall of Gratitude” by having students submit positive messages about their favorite school staff members

### **Local Wellness Providers (gyms, yoga studios, spas, etc.):**

- Offer free or discounted services to staff (e.g., yoga classes, massages, healthy meal kits)
- Provide a guest speaker or workshop (e.g., ergonomics, nutrition on the go, mindfulness 101)
- Donate items for wellness raffles or relaxation kits (essential oils, eye masks, teas)

### **Civic Leaders/Mayors/County Commissioners:**

- Issue a proclamation declaring “Work In Balance Day” to recognize school staff wellness



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- Visit the school during the event to thank employees and highlight their contributions publicly
- Collaborate with local news outlets to amplify the importance of school staff self-care

## Tips for Effective Team Planning

Before diving into event planning, keep the following team-building strategies in mind:

- **Establish a regular meeting time** that works for most participants. Consider using a scheduling tool like [When2Meet](#) to identify availability.
- **Send meeting announcements in advance**, using clear communication channels (email or personal phone calls often work best).
- **Set a clear agenda** and stick to it. Keep meetings brief, focused, and action-oriented.
- **Outline short-term and long-term planning goals** to guide your progress.
- **Develop a task list and timeline** to ensure accountability and prevent last-minute scrambles.
- **Build a diverse team** with a mix of skill sets, backgrounds, and community connections—this leads to more creative solutions and broader support.
- **Assign responsibilities clearly**. Make sure each team member knows what they're working on—and offer small, manageable tasks for those with limited availability.
- **Reinforce that every contribution matters**. No job is too small, and every effort is appreciated.
- **Wrap up each meeting with a quick task review** and confirm the date, time, and location of your next gathering.

