

Youth Wellness Champions Program Implementation Plan Template

The Youth Wellness Champions (YWC) Program Action Plan is designed to help you bring your mental health promotion ideas to life.

This template should be filled out with the Lead, Public Health Lead and others who are involved in bringing this Initiative to life in your school (i.e., School Staff Leads, Mental Health Leads). This template will help you keep track of your goals, think through some of the resources you will need and map out what you hope to achieve.

An action plan is a living document, and it's just the first step. To make your action plan work, communication with those involved in the Initiative will be key as you revisit and revise the goals regularly. Please complete the template below, reflecting on your Initiatives goals, what you learned from the orientation and foundational training and what you know about the needs of your local community.

Example of Action Plan:

Youth Wellness Champions Program: Action Plan
School:
Initiative: (briefly describe your planned mental health promotion Initiative)

Project goals
Specific: what will we do?
Measurable: how will we know we've been successful? **Attainable:** is it achievable (e.g: do we have the resources)? **Relevance:** will it make a difference?
Time-bound: what is our timeline?

Timeline:

The following are suggested timelines you may wish to consider when planning project activities.

Month 1

Adult ally lead(s) are identified at each school. Adult ally lead(s) complete an **orientation/refresher** facilitated by the public health lead(s).

Month 1 – 2

A group of students identified as **Youth Champions**. Youth Champions **complete a Youth Champion workshop** led by public health and/or an adult ally lead(s). Youth Champions and adult ally lead(s) work together to **fill out the workplan template and submit the application form**.

Month 3 – 10

Youth Champions and adult ally lead(s) **implement and evaluate their planned activities** in the school. If applicable: Adult ally lead(s), mental health lead and public health lead(s) attend **regular online meetings** to share progress.

Month 9 – 10

Celebrate your team's success with a year-end gathering. **Complete the outcomes section of the workplan template and send** to the public health lead(s).

Below are two samples of workplan templates you can use to plan your local implementation activities.

Updated February 2025

Sample 1:

Objectives of initiative:

1. To prepare a cohort of local Youth Champions.
2. To support planning, implementing, and evaluating local youth health promotion activities in their school environments.
3. To support the health and wellbeing of youth.

Activity and description (Remember to include youth voice when designing and implementing activities)	How are youth involved?	Desired impact What do you want to see happen? (Make it a SMART goal – Specific, Measurable, Achievable, Relevant and Time bound)	Evaluation plan How will you measure your desired impact? (e.g., survey, activity profile, interviews, focus group, tracking form, SWOT analysis)	Outcomes How will you know you're successful? (e.g., earned media, items distributed, trainings delivered, # of adult allies, # of youth leads, # of initiatives implemented, # of participants, change in knowledge, skills and attitudes, intentions to continue initiative next school year, successes, lessons learned, satisfaction level, resources developed, barriers/challenges, objectives achieved, partnerships created)	Other information

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Sample 2:

Objectives of initiative:

- 1. To prepare a cohort of local Youth Champions.
- 2. To support planning, implementing, and evaluating local youth health promotion activities in their school environments.
- 3. To support the health and wellbeing of youth.

Youth Wellness Champions Implementation Workplan				
School:				
Goal:				
Activity (what do we need to do to reach our goal?)	Desired Outcome or hopes and dreams (what do we want to see happen?)	Resources (what do we need to make it happen?)	How will I know if I achieved success?	Responsibilities & Date of completion (who is responsible and when will it happen?)

Youth Wellness Champions Implementation Workplan

School:

Goal:

Activity (what do we need to do to reach our goal?)	Desired Outcome or hopes and dreams (what do we want to see happen?)	Resources (what do we need to make it happen?)	How will I know if I achieved success?	Responsibilities & Date of completion (who is responsible and when will it happen?)