

# Schoolwide Mental Health Awareness Day: Template



## Plan: Questions to ask yourself:

- What issue am I trying to resolve?
- What exactly do I want to do?
- What is the time frame?
- Who needs to be involved?

**Example:** To address student stress and anxiety, our student government association is hosting a Mental Health Awareness Day at our school. During this event, we will have stations that teach students ways to deal with stress and direct them to resources our community has available for mental health crises. We want to host this event during our lunch period to attract the most students sometime in the next month. To execute this, we need permission from the administration,

volunteers from SGA to run/organize the stations, and representatives from local health organizations to support with resource flyers.

## Prepare: Questions to ask yourself:

- What materials do I need?
- How am I organizing volunteers/assigning jobs?
- How am I publicizing the event?
- How do I prepare for anything that may go wrong?



**Example:** First, our SGA is creating committees to organize the different aspects of the event and gather materials for that specific portion of the event. For example, the Station Committee will focus on putting together interactive stations that help students cope with stress like coloring/music stations, gather the necessary materials, and assign volunteers to each. We will also have a committee in charge of spreading the word, posting flyers, and creating social media posts. That committee will also reach out to local mental health organizations to see if they can support the event. In the instance that volunteers are unable to make it, we will assign backups to each day-of role. We will also bring additional materials for the stations in case they run out.



## Implement: Questions to ask yourself:

- What is the setup timeline?
- Who will be in charge of troubleshooting?

**Example:** Our SGA members will arrive at school early that day to set up the station and ensure any visitors from local organizations get into the building smoothly. During the event,

we will assign a few members to walk around and ensure all the stations are running smoothly. Afterward, volunteers will stay after school to clean up.

## Evaluate: Questions to ask yourself:

- Did we address the issue we were trying to solve?
- How can we measure our impact?
- What can we do better next time and what worked?

**Example:** After the event, our SGA will send out a survey to students to get their opinions on the event. Additionally, we plan to take time during our next meeting to discuss what went well, what didn't work, and how we can use that feedback to improve future events.

