



# Virginia Cooperative Extension

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Agent name: \_\_\_\_\_

Unit: \_\_\_\_\_

Program Area (circle one): 4-H                      ANR                      FCS                      Community Viability

Date (mm/dd/yy): \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Number of attendees: \_\_\_\_\_

## Healthy Meetings Checklist

Here is a checklist to assist you in planning healthier meetings. Before you begin ask yourself: "Is it necessary to offer food at this meeting?" If yes, aim to meet as many of the following tips as possible.

- Water is offered.
- Fruits and vegetables are offered.
- Portion sizes are appropriate.
- Whole grain foods are offered.
- Voluntary or structured physical activity breaks are included.
- Safe food handling practices are followed.
- Special dietary needs or preferences are met.
- Healthier recipe ingredient substitutions have been made.
- Foods that are lower in fat, salt, and sugar are offered.

Will the meeting involve outdoor activities? If yes, aim to meet the following:

- Participants reminded to wear appropriate clothing and bring and apply sunscreen
- VCE/VDH Sun Safety poster included with program materials
- Sun screen available for those who forget.

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