



Growing healthy keiki, schools, and communities
A program of the Kōkua Hawai'i Foundation

'ĀINA FAMILY NIGHT RESOURCE GUIDE

'ĀINA FAMILY NIGHTS bring the school community together for fun and tasty celebrations of local, healthy food!



Getting Started

Gather Your Team: Many hands make light work!

- The Family Night planning team may include a collaboration of parents, the Health and Wellness Committee, Green Club, 'ĀINA docents, teachers, PTA, students, and others. Be sure to select a lead person to oversee all aspects of planning and facilitate team communication.
- Put the word out at school that you are looking for a parent chef, master gardener, or other expert to share their knowledge at the event.
- Delegate coordination responsibilities: chef demonstration, garden tour, food, displays & activities, student emcees & script, A/V equipment, flyer and publicity, event photography, and setup/cleanup.



Save the Date: Allow your Family Night Team at least a two-month planning window.

- Ask permission from your school's administration to secure a Family Night date and location at school.
- Make sure your Family Night date is added to the school's Master Calendar.
- Check on availability of audio/visual equipment, your location's availability time for set up, school staff required to be present for access, end-of-event lock up, and rules regarding kitchen use (if you plan to use the cafeteria).



Plan Your Activities: Hands-on activities and close to the source foods are a must. Get creative and have fun. Here are some ideas:

- Chef-led cooking demonstration.
- Film screening with a food or gardening theme.
- Nutrition workshop & snack samples.
- Flavored water station.
- Garden tours.
- Plant sale & seed exchange.
- Compost demonstration.
- Community partner booths with hands-on activities.
- Display your school's 'ĀINA highlights, and include a parent volunteer sign-up sheet.



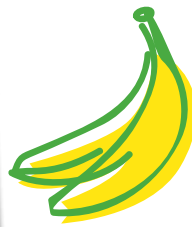
Spread the Word:

- Post on the school website, newsletter, or school facebook page.
- Check with your PCNC about doing an event email to parents.
- Post on the school's parking lot sign.
- Send home a flyer at least a week before the event.
- Consider inviting other 'ĀINA schools.



Night of the Event

- HAVE FUN!
- Allow your team at least an hour to set up.
- Assign an emcee and “time keeper” to keep the event and activities flowing.
- Capture the event with photos.
- Clean up: wipe tables, sweep floors, and return any furniture that was moved.



Follow Up

- Mahalo: Student-written thank you notes to supporters are always special.
- Share: Post photos of your event on your school website, social media pages, and in your school newsletter. Submit your photos and event highlights to KHF to feature on our website.
- Reflect: Gather feedback on all aspects of the event from the planning committee, families, and staff.

Helpful Hints

Food: Consider your options and resources: Taste samples or dinner? Food donated, PTA sponsored or families pay? Naturally flavored water is a healthy, inexpensive beverage option.

RSVPs: If collecting RSVPs for a food count, decide who will track this (PCNC, parent volunteer, or online tool like evite.com).

Map: Create an event floor plan for setup and layout ahead of time.

Audio/Visual: Any demonstrations from the stage will need microphones. A video/screen setup allows the audience to see close up views of demonstrations.

Involve the Students: Student leadership, student council members, or garden club members make great event emcees, garden tour hosts, and activity leaders.

Green Your Event: Create a greening plan. Set up water and zero waste stations. Reduce or eliminate your waste with helpful hints from www.kokuahawaiifoundation.org.

Timing: Plan an early start and end time for families with young children, especially on school nights. Schedule garden tours while it is still light outside.

Leave No Trace: Take a photo of your room’s table arrangement before your event is set up so the room is left the way it was found.

Acknowledgements: Remember to acknowledge any donations of food or time from school or community partners at the event with signs or an announcement from the stage.

Getting Involved & Learning More

Visit www.kokuahawaiifoundation.org for more resources to help you plan a green and healthy event. Subscribe to KHF and the ‘ĀINA In Schools e-newsletter for the latest information.

