My Pyramid - Grains

The orange stripe on MyPyramid represents the grain group. Earlier this year, the November Leader Activity Guide introduced this food group. This month we will refresh our memories about grains. Grains are divided into two subgroups – whole grains and refined grains. Whole grains contain the entire grain kernel – the bran, germ, and endosperm. (See the Series 2: November Leader Activity Guide for more information.) Refined grains have been milled and the bran and germ have been removed. Most refined grains are enriched with other minerals and vitamins. Most Americans eat enough grains daily, but few are whole grains. At least half of all grains eaten should be whole grains. Youth ages 9 – 13 should consume 5-6 ounce equivalents daily and 3 of these ounce equivalents should be whole grains. Amounts that count as 1 ounce equivalents include 1 “mini” bagel, 1 regular slice of bread, ½ English muffin, 5 whole wheat crackers, 1 cup flake cereal, or ½ cup cooked rice or pasta. Look for “whole” before the grain name on the list of ingredients.

To help increase the amount of whole grains you eat:

- Snack on whole grain cereals
- Add whole-grain flour when making cookies or other baked treats
- Try whole-grain snack chips
- Eat popcorn (the official Illinois snack) – a whole grain but with little or no added butter.

Club Roll Call

Many 4-H members will have school spring break during March. For roll call, ask each member to identify a different physical activity that they will participate in during spring break.

Physical Activity Calendars

Collect the February Physical Activity Calendars from each participant. Record each individual’s total number of activity minutes on the Get Up and Move! Club Chart.

Have a short discussion to review the Physical Activity Pyramid and reflect on their activity for the past month. Have each individual look closely at his or her calendar to see how his/her activity matches the advice from the Physical Activity Pyramid.

Reflection Questions:

Did you get at least 30 minutes of moderate activity each day?
Did you get at least 15 minutes of more intense activity, 3 times a week?
Do you think you’re getting enough physical activity? Why?
What types of physical activity can you do now that spring is approaching?
What new physical activity might you try this month?
March Physical Activity Calendars are now on the web site at www.4-h.uiuc.edu/opps/move. Please download these and make copies for your members (and leaders). Please be sure to use the Get Up and Move! Club Chart each month to record the individual tallies.

Educational Activity
Get Up and Move During March Madness – 4-H members need to engage in some physical activity during the month of March while all the high school and college basketball tournaments are on TV. This month’s activity guide follows the basketball theme by providing three short activities that can be done at the club meeting – dribbling relay, shooting contest, and tip off activity. Members may even want to challenge their parents and leaders to participate.

Family Activity
This month the Spring Family Activity Guide is included with the Get Up and Move! materials. This issue includes some spring activity suggestions, information about upcoming summer 4-H camps, and a challenge to get family members involved in physical activity. Have members return the Family Activity Challenge slip to the next club meeting, so that they can report on their family’s physical activities.

Recipes/Snacks
With the focus on the grains group this month and the need to incorporate more whole grains into our diet; Individual Pizzas is the recipe for March. The snack sheet includes a recipe for making your own individual pizza crusts using half whole wheat flour. An alternative uses whole grain English muffins as the pizza crust and a choice of toppings. The calendar page activity asks members to identify pizza ingredients by food group.

Ties to 4-H Projects
Community Service – Club/groups with Cat, Dog, or Small Pets projects may want to begin planning a community service project that they can implement for their neighborhood or community related to physical fitness. This might include a family walk with their pets; a park clean-up day to be sure that their neighborhoods are safe for pets; or a canvas of the neighborhood to secure pet food or other items for the local humane society.

Resources such as those included in the Get Up and Move! materials are available on the 4-H web site assist you in event planning and risk management.

- 4-H Activity/Event Planning Checklist
- 4-H Community Service/Fundraising Report Form
- Community Service Project Publicity Form
- Risk Management – Sample Community Service Plan

Get Up and Move!
4-H ACTIVITY/EVENT PLANNING CHECKLIST

This checklist should be used by the chairman of each 4-H Activity/Event Planning Committee.

Activity/Event: ___________________________ Date: ___________________________

___ Program Development
   ___ Objectives Identified
   ___ Target Audience
   ___ Age Appropriate Activity

___ Planning Committee
   ___ Role Description
   ___ Youth Members
   ___ Adult Members
   ___ Chair
   ___ Unit Staff Contact

___ Logistics
   ___ Date
   ___ Time
   ___ Location
   ___ Site Review
   ___ Food/Refreshments
   ___ Equipment Identified
   ___ Equipment Usage Reviewed
   ___ Resource People
   ___ Transportation

___ Registration Deadline Determined

___ Marketing & Promotion
   ___ Newsletter Article
   ___ News Release
   ___ Radio/TV PSA’s
   ___ Media Release Statements Prepared
   ___ Personal Contact
      ___ Members/Families
      ___ 4-H Leaders
      ___ Federation or 4-H Ambassadors
      ___ Community Leaders
      ___ Others
____ Financial Data
   ___ Event Budget

____ Risk Management Strategies
   ___ Completed Health Forms for Each Participant
   ___ Insurance
      ___ Accident/Medical Insurance
      ___ Vehicle Insurance
      ___ Liability Insurance
      ___ Certificate of Insurance Secured
   ___ Emergency Action Plan
      ___ First Aid Kit Available
      ___ Emergency Telephone List
      ___ Availability of Telephone

____ Transportation
   ___ Mileage Availability
   ___ Car Pool (check valid drivers license and insurance coverage)
   ___ Bus (are they on the “Approved Bus Charter List”)
   ___ Other

____ Adult Supervision/Volunteers/Teachers
   ___ Volunteer Role Descriptions Created
   ___ Contacts Completed
   ___ Extension Volunteer Application Completed
   ___ Extension Volunteer Application Approved
   ___ Volunteer Screening Process Completed
   ___ Volunteer Screening Application Approved
   ___ Orientation and Training Completed
      ___ Review Behavioral Guidelines
      ___ Code of Conduct Developed and Reviewed
   ___ Appropriate Ratio of Youth and Adults Secured
   ___ Evaluations Completed
   ___ Thank You Notes Completed and Sent

____ Participants
   ___ Role Descriptions Created and Reviewed
   ___ Review Behavioral Guidelines
   ___ Review Code of Conduct
   ___ Completed Informed Consent Forms Returned
   ___ Media Release Forms Returned
   ___ Training Provided for Youth Leadership in Activity
   ___ Training on Safe Use of Equipment Provided
Follow-up Publicity
  _ Activity/Event Review
  _ Activity/Event Participant Interview
  _ Local Media Follow-up

Evaluation of Event
  _ Conduct Event/Activity Evaluations (with participants and committee)
  _ Event/Activity Report and Documentation Filed
  _ Reflections by participants and volunteers

Event/Activity Files
  _ Develop a File for Each Event/Activity
  _ Maintain File Copies of Significant Planning and Implantation Information
    _ Publicity
    _ Schedules, Registration Forms, Class Rosters, Attendance Sheets, etc.
    _ Insurance Forms
    _ Evaluation Forms and Evaluation Summaries

Other
  _ Items for Future Consideration
    a.
    b.
    c.
4-H Community Service/Fundraising Report Form

Please complete this form and return it to the Extension office and to be placed on file one week before the 4-H activity is to be held. This will help us keep track of all 4-H club activities within the county.

**Type of Activity:** Fundraising Community Service

*Other:* ________________________________

Date of Activity: ________________________________

Where will this activity be held? ________________________________

Will adults be present at activity? ________________________________

Have you taken out an insurance policy? ________________________________
If yes, # of application form __________

What is the purpose of the activity? ________________________________

If fundraising, what will the money be used for? Will any of the money donated be given to charity?

4-H Leader Signature ________________________________ Date: ______________

Extension Staff Signature ________________________________ Date: ______________

10/00
COMMUNITY SERVICE PROJECT PUBLICITY

CLUB ________________________________

PROJECT ___________________________ DATE ________________

WHO
(Who is doing the community service? Who is benefiting?)

WHAT
(Describe – in a couple of sentences – what it is that is being done.)

WHERE
(Include a specific street address & city for your project.)

WHEN
(Include date & beginning & ending times.)

WHY
(Why have the youth chosen to be involved in this project?)

HOW
(What is making the project possible?)
Media Outlets
(List television, radio & newspapers information will be sent to. Also include the name, phone & fax numbers of the contact person.)

News releases
Pre-event
(Include the 5 W’s and H in your pre-event news releases.)

Post-event
(Tell what was accomplished, who helped, and who benefited.)

Pictures
(Consider using a disposable camera.)

Videotape
(Can anyone videotape the project?)

Letters
(Consider contacting service organizations & others who may want to support the group’s efforts.)

Posters
(Use posters to recruit additional volunteers as needed.)

World Wide Web Sites
(Does your group have access to server space for a World Wide Web site?)
# RISK MANAGEMENT PLAN

## Activity or Event: SAMPLE COMMUNITY SERVICE PROJECT

### RISK MANAGEMENT STEPS

#### GENERAL OPERATIONS

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Person in Charge</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Age-appropriate activities and assignments have been identified for this event.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Risk analyzed for this event, strategies identified to address these risks and a risk management plan written and shared with staff, volunteers, and youth.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Accident/Medical Insurance taken out on all participants.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Certificate of insurance secured from insurance provider (if needed)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cooperating organizations have liability insurance. (if needed)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>First Aid Kit, Cellular Phone, and List of Emergency Numbers Available During Event.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Emergency action plan is written.</td>
</tr>
</tbody>
</table>

#### RISKS TO PERSONNEL

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Person in Charge</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Role descriptions written and shared with adults and youth in leadership roles.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Guidelines for event are written and shared with staff, volunteers, and youth.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Volunteer applications and the screening process completed on all new volunteers.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Orientation provided for staff, volunteers, and youth.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Adequate number of volunteers secured to chaperon this event. 1:10 (or lower) ratio of adults to youth.</td>
</tr>
</tbody>
</table>

#### RISKS TO PARTICIPANTS

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Person in Charge</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Role descriptions written and shared with participants.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Code of Conduct and Behavior Guidelines shared. Parental Permission/Informed Consent forms are completed for each participant.</td>
</tr>
</tbody>
</table>
Publicity sent to local media to inform public that youth will be conducting this event and to be on the alert for them.

Training provided on the use of equipment and tools. Proficiency of skills by youth has been considered.

If individual youth will be featured in publicity, media release forms are completed by all youth and signed by parents for those under the age of 18.

Medical release or health forms completed by youth participants.

Orientation provided volunteers and youth.

Transportation will be provided only by parents or by screened volunteers who have insurance and a valid license. Insurance and license should be verified. Youth under the age of 18 will not provide transportation.

### RISKS TO PUBLIC

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Person in Charge</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Publicity sent to local media to alert public that this event will be occurring.</td>
</tr>
</tbody>
</table>

### RISKS TO PROPERTY/BUILDINGS/EQUIPMENT

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Person in Charge</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Site Review has been completed prior to the activity. Concerns have been addressed and information shared with volunteers.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Equipment and tools for the event have been secured, checked for safety measures, and instructions provided. Adequate insurance to cover damage to major equipment is provided.</td>
</tr>
</tbody>
</table>

### RISKS TO PERPETUATION

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Person in Charge</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>A risk management plan is in place to help protect the image and perpetuation of the youth program.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Appropriate agency/organization personnel are informed of Community Service activity.</td>
</tr>
</tbody>
</table>
## Pizza Portions
List pizza ingredients and toppings below, by food group.

### Grains

### Vegetables

### Milk

### Meat & Beans

### Fruits

---

Each day fill in what physical activity you did and how many minutes you did it.

**Name**

**March**

**total minutes of physical activity**
Get Up & Move!

Pizza Crust

¾ cup lukewarm water
2 Tablespoons sugar
1 package dry active yeast (2-1/4 teaspoons)
1 cup whole wheat flour
1 cup white flour
½ teaspoon salt
1 teaspoon vegetable oil

In a bowl add sugar, yeast, flours, and salt. Whisk together then add the water. Knead for about 10 minutes. Shape dough into a ball and place it in a large bowl coated with oil. Cover and set aside for about an hour or until the dough has doubled in size.

Preheat the oven to 400°F. Prepare baking sheet, rub with small amount of oil and sprinkle with cornmeal.

Divide dough into 8 pieces. Form each piece into a circle 5 to 6 inches in diameter. Place on prepared baking sheet. Bake for about 5 minutes. Add your choice of pizza toppings and bake for about 10 minutes.

English Muffin Pizza

Split whole wheat English muffins. Place choice of toppings on each half. Place on un-greased baking sheet or foil-lined baking sheet for easy clean-up. Bake in 400°F pre-heated oven for 8 to 10 minutes.

Pizza Toppings

Pizza sauce
Diced ham
Cooked lean ground beef
Pineapple tidbits
Sliced tomatoes
Sliced olives
Sliced pepperoni
Cooked diced chicken
Sliced mushrooms
Chopped onions
Chopped green peppers
Shredded cheese

Nutrition Facts

<table>
<thead>
<tr>
<th>Serving Size</th>
<th>Calories</th>
<th>Calories from Fat</th>
<th>% Daily Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>(37g)</td>
<td>130</td>
<td>10</td>
<td>2%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Amount Per Serving</th>
<th>Calories</th>
<th>Calories from Fat</th>
<th>% Daily Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2,200</td>
<td>2,500</td>
<td></td>
</tr>
</tbody>
</table>

*Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs.

For example, if you burn 300 calories per day, your daily values would be lower than the values shown.

University of Illinois Extension provides equal opportunities in programs and employment.

03/06
Get Up & Move During March Madness  (35 minutes)

Items needed for this activity:
- 3-4 balls, choose either basketballs, or soft rubber balls, depending on the nature of your meeting space. These will be used in Dribbling Relay and Shooting Contest.
- Masking tape to mark a starting line in Dribbling Relay and Shooting Contest. Tape will also be used in Tip Off activity (a 1-2 inch piece per participant)
- Marker

Background information for presenter:
Get Up & Move is all about making choices; choices about what you eat and choices about what you do. You can choose to sit on the couch and watch television or play video games; or you can choose to “get up & move!” Health experts report that there are many reasons why people choose to be active and stay fit. This is a good way to point out some of the benefits that they may not have thought about. With March being the climax of basketball season, several different activities are outlined that will actively engage participants as they stretch their muscles, exercise their heart muscles, and have fun!

Step 1: Information to share with club members (5 minute)
We sometimes hear reports from health experts who say there are a lot of different reasons for choosing to be active and staying fit. Who can think of one reason why they choose to be active or stay fit? (Possible responses may include: develop a healthier heart, build strong muscles, bones and joints, have increased energy, burn calories, some feel it helps them clear their head or think more clearly).

Step 2: Group Activity (10 minutes)
Dribbling Relay – Prior to the activity, set up the dribbling course. Use masking tape to