# How will you know that what you set out to do is happening?

For each of the key elements of the wellness policy, identify something to measure or observe that will help you determine if your policy has been successfully implemented.

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| **Key element of policy to monitor & evaluate** | **How will this be monitored?** | **Who is responsible?** | **How often will monitoring take place? (e.g., monthly, quarterly, annually)** | **Who will you report results to?\*** |
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**\*Reporting: Who will you share monitoring and evaluation with?**

Reporting policy compliance is important for maintaining support for policies and gathering support for new strategies as needed. Reports may be monthly, quarterly, annually, etc., and should be shared with the school administration, school board, community and key stakeholders.