



Your Act Belong Commit Mentally Healthy Schools partnership

PARTNERSHIP TOOLKIT

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Feedback

Any feedback related to this document should be emailed to:
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Dear Mentally Healthy Schools Partner

Thank you for joining the Mentally Healthy Schools program. We are excited to have you as one of our many Partner schools across Western Australia, who are working to provide school communities with the opportunities to be active, connect with others and do meaningful activities. Thank you for working alongside Act Belong Commit® to promote and educate the school community about mental wellbeing.

As a Mentally Healthy Schools Partner you are now licensed to use the Act Belong Commit® message, brand, and many resources. We encourage you to support the program by sharing the messages, using the resources available and accessing the opportunities provided, such as professional development, webinars and annual initiatives.

This toolkit is intended to help anyone within your school to make the most of your partnership, and provides a step-by-step guide to being a Partner. It explains how to access resources, how to implement the program and ways to provide mentally healthy opportunities for the school community.

Use this toolkit as a starting point, but there are many other ways schools can incorporate the program and its messages into activities and events. We hope you are able to use your creativity and come up with some strategies unique to the school's context. The Act Belong Commit® Mentally Healthy Schools Coordinator is always ready to help with promotional materials, including posters and social media tiles, banners and other resources.

Thank you again for joining the Mentally Healthy Schools program and becoming our newest school Partner. We look forward to working with you to support the mental wellbeing of your school community.

Mentally Healthy Schools Coordinator

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How Act Belong Commit will support your school

We want to make it as easy as possible for you to be an active Mentally Healthy School. During the term of our partnership, we will:

Provide training about the Act Belong Commit® message and related strategies.

Support your school through webinars and other professional development.

Communicate regularly with your school through a dedicated 'Mentally Healthy Schools newsletter'.

Provide access to Act Belong Commit® school, classroom and staff resources.

Develop co-branded resources (such as social media tiles, posters and signage).

Add your school's logo to the Act Belong Commit® website with a link to your website or social media page.

Promote your school's community events and activities on the Act Belong Commit® Activity Finder tool.

If you need support in other ways, please reach out!

How can schools implement Act Belong Commit?

Schools can deliver the Act Belong Commit® program and message in many ways. This toolkit will support schools to undertake the following activities:

Embedding Act Belong Commit into the school community

- Use the Health Promoting Schools Framework to implement the program.
- Incorporate Act Belong Commit® into mental health and wellbeing policy documents.
- Connect with local organisations to build relationships and further opportunities for the school community to Act Belong Commit®.
- Link Act Belong Commit® to the school curriculum.
- Embed Act Belong Commit® into the school's social-emotional environment.
- Embed Act Belong Commit® into the school's physical environment.
- Develop inclusive clubs for different student interests (e.g. chess, maths, art, sports).
- Use the Act Belong Commit® name or message when promoting school activities or events (e.g. the Act Belong Commit® reading group).
- Provide students with opportunities to Act Belong Commit® before school, during recess and lunch and after school.
- Provide opportunities for the school community to Act, Belong and Commit.
- Participate in Act Belong Commit® initiatives (e.g. Harmony Week, Active August and Bike Month).

Promoting mental wellbeing

- Educate school communities on mental wellbeing using the Act Belong Commit® message/resources.
- Include Act Belong Commit® in regular meeting agendas to discuss opportunities, events and activities.
- Announce the Act Belong Commit® partnership at the school assembly.
- Announce the Act Belong Commit® partnership in the school newsletter.
- Add the Act Belong Commit® logo to the school website.

Online tools and social media

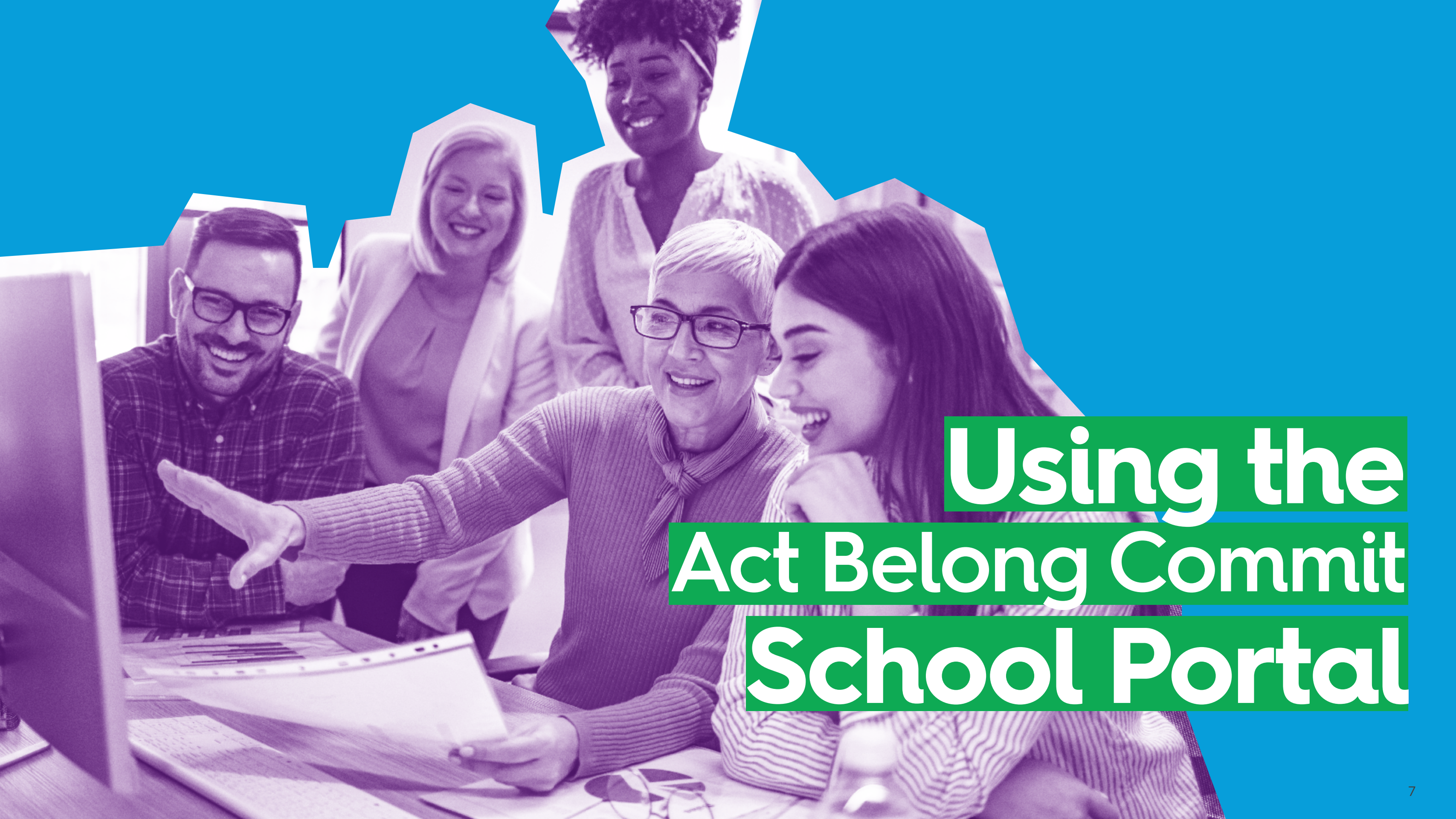
- Add any relevant activities to the Activity Finder tool.
- Promote the Act Belong Commit® Mental Wellbeing Quiz to staff.
- Follow and tag @actbelongcommit on social media.

Resources

- Download and use Act Belong Commit®'s school resources in the whole-of-school environment.
- Download and use Act Belong Commit®'s school resources in the classroom.
- Display a Mentally Healthy Schools Partner decal (sticker).
- Contact Act Belong Commit® to develop co-branded resources (posters, signage, social media assets, etc.)

Co-branding (message/logo)

- Include the Act Belong Commit® logo on promotional materials (such as posters or social media posts) when promoting school activities or events.
- Include an Act Belong Commit® message (either as an text or image) to email signatures.



Using the Act Belong Commit School Portal

Act Belong Commit School Portal

The School Portal allows for each Partner school to have online access to the assets and information that have been developed specifically for the Mentally Healthy Schools program.

About the online portal

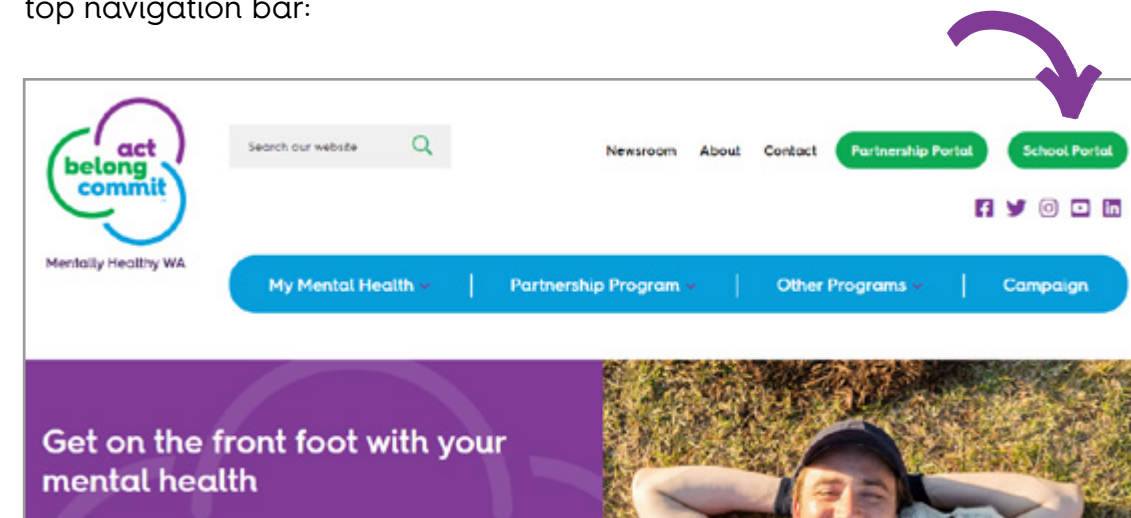
The School Portal is a password protected, dedicated area providing school Partners access to a wide range of Act Belong Commit® resources and assets.

The goal of a secure portal is to make it easier for school Partners to access current versions of resources, and to reduce the risk of access issues (such as broken links).

The School Portal contains:

- Act Belong Commit® logos, style guide and other brand assets.
- Act Belong Commit® key messages and how to use them.
- Information about evaluation and reporting.
- Information about ordering and downloading resources and signage.
- Assets for annual initiatives (e.g. Active August, Bike Month).

The School Portal can be accessed from the homepage of the [Act Belong Commit® website](#), using the green button in the far right of the top navigation bar:



Alternatively, you can use the link

actbelongcommit.org.au/school-portal

How to login

The password for the School Portal is:
PurpleGreenBlue

Correct as of November 2023

Once you have logged into the portal and saved your password, some browsers will allow you to revisit the portal without the need to re-enter the password.

If you experience any issues logging into the page, or have any feedback, please call Act Belong Commit® on 08 9266 1705.



**Mentally Healthy Schools
partnership agreement
overview**

Mentally Healthy Schools Partnership Agreement

Overview and annual requirements

FAQs about the Licence Agreement

Who is this partnership agreement between?

This agreement is between the Mentally Healthy Schools Partner and Curtin University (Act Belong Commit®).

Is this a legal document?

The Licence Agreement is a legal document which formally licenses the Partner school to use the Act Belong Commit® brand and other assets.

When does the agreement become 'live'?

The agreement will commence as soon as the document has been completed and signed by the school.

How long does the agreement last?

The agreement will be in place until 30 June 2025.

Requirements of all Partner schools

To ensure Partners align with Act Belong Commit®'s purpose of promoting and facilitating good mental health and wellbeing, a number of minimum requirements need to be met by Partner schools.

These are described within the Act Belong Commit® policy position: Minimum health policy requirements for the purposes of enhancing health promotion outcomes. All school Partners are encouraged to create practices that work towards whole-of-school inclusivity.

School Partners are also encouraged to implement environmental provisions including recycling, minimal use of plastics, etc.

Annual evaluation

Act Belong Commit® uses a variety of data to measure and evaluate the impact of the Mentally Healthy Schools Program and report to campaign funders.

Twice yearly, Partners are asked to complete a short online survey to report on how the Act Belong Commit® message is being implemented in schools and what resources schools find useful.

Act Belong Commit® will provide an electronic link to complete the questionnaire no later than 20 business days before the completion deadline.

Key dates

30 May (or nearest business day)

Schools receive email with link to survey

30 June (or nearest business day)

Deadline for schools to complete survey

10 November (or nearest business day)

Schools receive email with link to survey

10 December (or nearest business day)

Deadline for schools to complete survey

Additional evaluation information

Each May and November, the Mentally Healthy Schools Coordinator will email the key contact at each school requesting completion of the evaluation survey. **Please ensure that the key contact is updated if they leave the school or go on a long period of leave to ensure they can still be contacted.**

Schools are asked to record the following information throughout the year to include in evaluation:

- The number of events and activities held branded with Act Belong Commit® (including participation numbers).
- The number of ongoing projects branded with Act Belong Commit®.
- The number of school policies and/or guidelines that relate to Act Belong Commit®.
- Evidence of all media materials and newsletter articles associated with the Act Belong Commit® Campaign (e.g. scanned articles).
- The number of mentally healthy/Act Belong Commit®-related presentations delivered.
- The number of resources developed promoting the Act Belong Commit® message.
- An example of how Act Belong Commit® has been incorporated into each of the three health promoting schools framework areas (classroom, environment and wider community).

Act Belong Commit evaluation spreadsheet

Act Belong Commit® has developed an *evaluation spreadsheet* to enable easy data collection. It is strongly recommended to use the spreadsheet continually to track activities throughout the year. This makes it easier for schools to collate activities for the summary table at the end of each reporting period.

Tip: Save the evaluation spreadsheet to a shared drive so that multiple school staff can access and add their Act Belong Commit® activities as well.

Act Belong Commit® will then collate the data across all participating schools and use this information to feed back the project's progress to schools and other parties regarding its effectiveness. This ensures continual improvement.

“Evaluation’s most important purpose is not to prove but to improve” - D. Stufflebeam

A collage of students in a classroom setting, with a large green text overlay. The background is a purple gradient. The text is white and reads:

**Opportunities to
Act Belong Commit
in a school environment**

Opportunities to Act



Opportunity	School-based examples
Culturally active	<ul style="list-style-type: none"> • Acknowledge and celebrate different cultures as a school (e.g. NAIDOC week, Chinese New Year, Diwali, etc. (links to cross-curriculum priorities). • Ensure lessons are culturally diverse. • Celebrate and learn about student differences. • Translate documents for culturally and linguistically diverse families.
Socially active	<ul style="list-style-type: none"> • Develop clubs or groups within the school tailored to different student interests. • Ensure the school holds events throughout the year to encourage social connection (e.g. markets, fundraisers, inviting other community organisations). • Promote clubs or groups within the community for students to join. • Hold an 'Act Belong Commit® Day' with free dress in purple, green and blue colours and hold Act Belong Commit®-related activities/stalls.
Mentally active	<ul style="list-style-type: none"> • Create a colouring or sensory corner in classrooms. • Set up a sensory tent with mindful colouring, water beads, and headphones with relaxing music at large events. • Ensure books and games are available to students during breaks to encourage mental activity. • Provide opportunities for students to participate in art and music.
Spiritually active	<ul style="list-style-type: none"> • Allow space for students to pray. • Understand and respect the spiritual and religious beliefs of students and staff. • Implement regular school or class meditation.
Physically active	<ul style="list-style-type: none"> • Facilitate morning physical activity or yoga sessions. • Make equipment available to students at lunch time to encourage physical activity. • Promote school sporting groups. • Organise a 'Have a Go' Day where local organisations come and provide opportunities for students to participate in different activities in a safe environment (e.g. arts organisations, sports clubs, youth organisations).

Opportunities to Belong

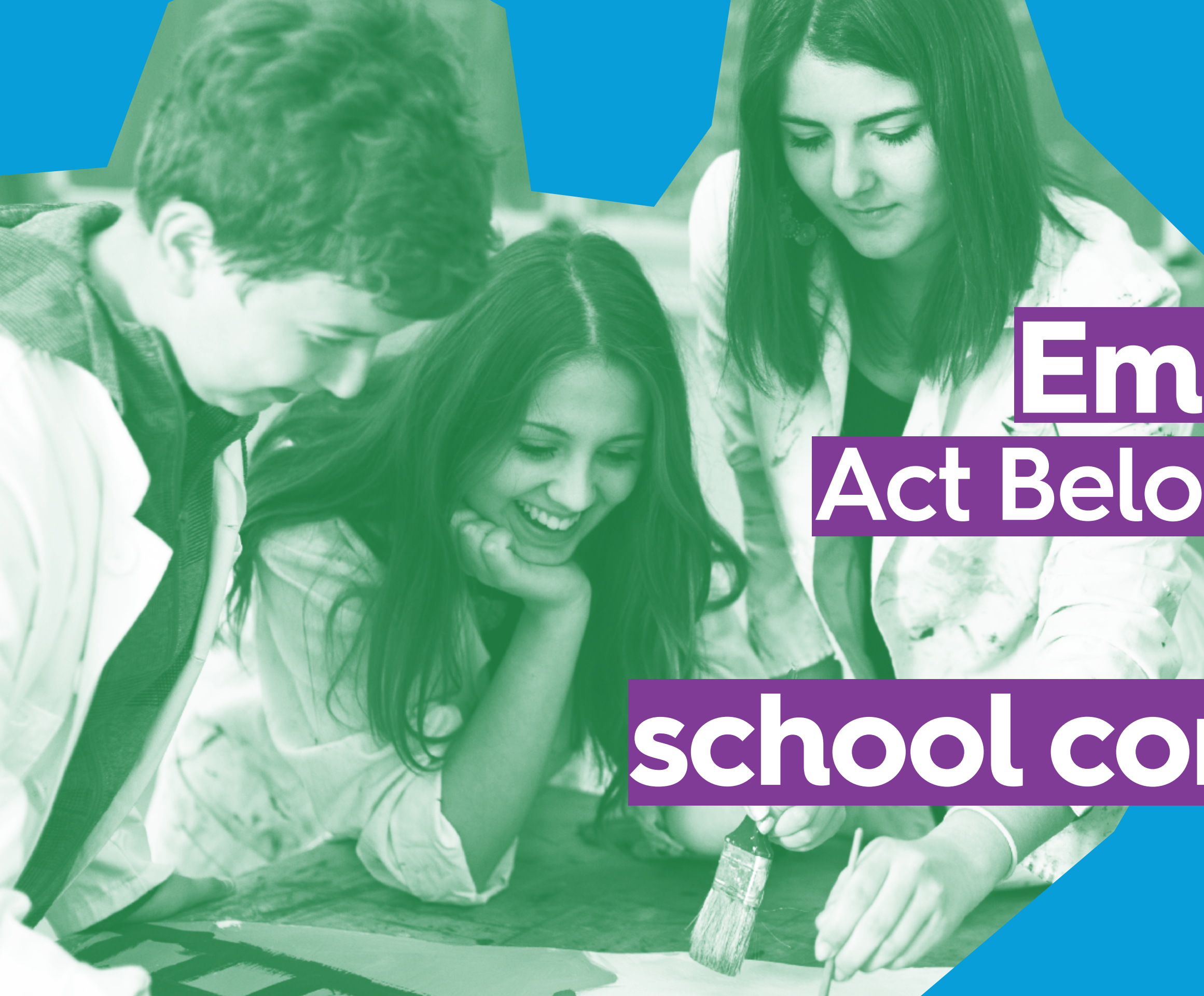


Opportunity	School-based examples
Join a club	<ul style="list-style-type: none"> • Develop clubs or groups within the school tailored to different student interests (e.g., chess, dance, book club, maths, social). • Develop school sporting groups at lunch or after school. • Promote clubs or groups within the community.
Student/staff belonging	<ul style="list-style-type: none"> • Implement health promotion programs such as Act Belong Commit®, Be You, Mind Matters, etc. • Encourage teachers to show support and interest in students' lives/education. • Encourage help-seeking behaviours (reduce stigma). • Acknowledge student strengths and provide opportunities to use strengths. • Practise gratitude. • Incorporate Act Belong Commit® into a school leadership or prefect role.
Classroom belonging	<ul style="list-style-type: none"> • Greeting each student in the morning. • Implement classroom routines. • Set up classroom yarning circles (to explore feelings). • Apply strength-based teaching approaches. • Acknowledge positive behaviours. • Make parents/caregivers welcome in the classroom.
School belonging	<ul style="list-style-type: none"> • Set up regular school events and activities. • Encourage parents/caregivers to be involved in the school. • Implement a buddy or peer support program. • Highlight key staff members that may be needed for personal support. • Create an Act Belong Commit® noticeboard with school and community activities and events. • With the assistance of a local artist, undertake an Act Belong Commit® mural somewhere in the school. The mural could reflect what students do for their wellbeing. Healthway Schools Grants can be used for this.

Opportunities to Commit



Opportunity	School-based examples
Commit to a goal or activity	<ul style="list-style-type: none"> • Raise money for the school or a nominated charity. • Develop and maintain a school vegetable garden. • Paint a school mural. • Enter the school into maths, cooking, writing and art challenges. See this link for writing challenge ideas.
Volunteer	<ul style="list-style-type: none"> • Pick up rubbish at a local beach or park. • Encourage parent volunteers.
Develop an Act Belong Committee	<ul style="list-style-type: none"> • Develop a committee with students, staff and/or parents to be champions in the school and develop ideas for mental wellbeing activities.
Get involved in the community	<ul style="list-style-type: none"> • Attend community events. • Donate old clothes or toys to the op shop.
Fundraise/donate	<ul style="list-style-type: none"> • Fundraise as a school or class for local charity groups. • Ask students to bring a tin of food for a food relief organisation.
Random acts of kindness	<ul style="list-style-type: none"> • Let somebody else go first. • Encourage sharing between students. • Make another teacher a coffee/tea. • Reinforce kindness in the classroom.

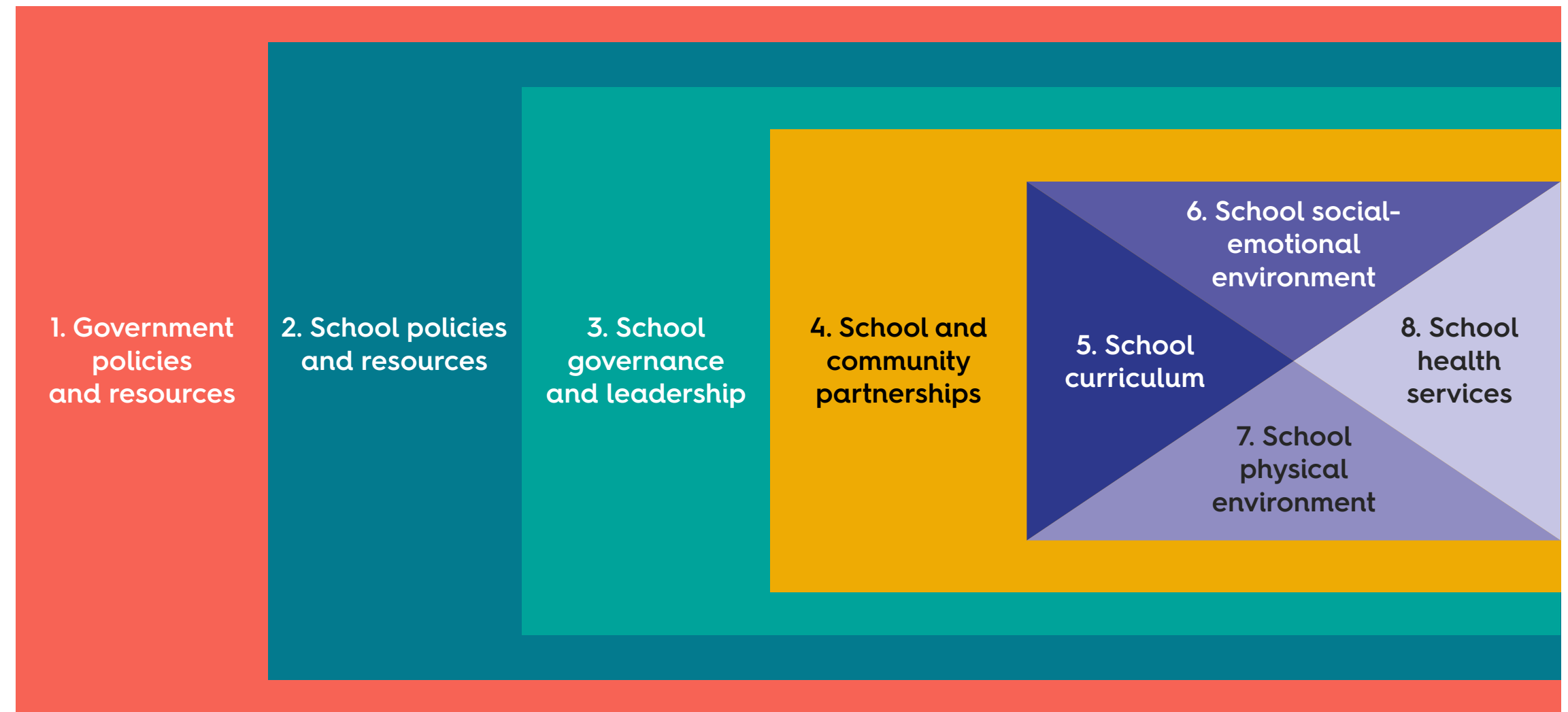


**Embedding
Act Belong Commit
into the
school community**

Global standards identify eight key elements of health promoting schools and systems

The Mentally Healthy Schools program aligns with the World Health Organization’s Health Promoting Schools Framework.

Primary and secondary schools can adopt the Act Belong Commit® message and strategies within the classroom, school environment and whole school community through policy, engagement with school and community partnerships, and through curriculum-linked resources, the physical and social-emotional environment, and school health services.



Adapted from [World Health Organization, 2021](#)

Using the Health Promoting Schools Framework

Using the Health Promoting Schools Framework

School policies and resources

School policies

Act Belong Commit® has developed a *mental health and wellbeing template* to ensure mental health prevention and promotion strategies are embedded effectively within in the whole-school context. When developing and implementing policy, it is important to involve staff, students, parents and community members in the development and review.

It is useful to promote school policies through the school newsletter and website, as well as other forms of communication to ensure they are easily accessible to the whole school community.

Resources

Whole-of-school and classroom-specific resources have been developed to support schools to increase awareness of mental health and wellbeing. Resources to promote the Act Belong Commit® message, and opportunities available to the school community to participate in mentally healthy activities are available.

A range of resources are provided including posters, games, puzzles, factsheets, reflection journals, activity sheets, certificates and more.

Schools are encouraged to develop their own resources to promote events, activities or for other relevant purposes. Please use the *Act Belong Commit® logos and style guide* when developing school resources. The Act Belong Commit® team can help if support is needed.

Alternatively, Act Belong Commit® can work with the school to develop co-branded resources appropriate for the school's context, with the school colours, logos or messaging. Examples include posters, social media tiles and signage. This will allow Act Belong Commit® to be embedded seamlessly into the school environment.

School governance and leadership

Act Belong Commit® can provide evidence-based information to leadership, to assist with building a rationale for becoming a Mentally Healthy School.

The Act Belong Commit® team can meet with leadership or key wellbeing leaders in the school to assist in developing a health promotion plan or strategies for embedding the program into the school environment.

Training is provided for all schools who become a Mentally Healthy School. Refresher training is available to current Partner schools on request to ensure all staff are up-to-date on the Act Belong Commit® message, brand and program implementation.

Using the Health Promoting Schools Framework

School Portal password: PurpleGreenBlue

School and community partnerships School curriculum

It is beneficial to form partnerships with local organisations, groups and services. This includes local government, sporting clubs, community groups, health services, volunteering organisations, not-for-profit organisations, feeder schools, art, music and cultural groups.

Act Belong Commit® has a range of Partners across Western Australia, and can connect schools with Partners in the local area. It may be mutually beneficial to collaborate on opportunities and events. This enables members of the school community to try new activities in a safe and supportive environment, while increasing awareness of local clubs and groups.

A full list of Act Belong Commit® Partners (including school Partners) is [available on the website](#). Additionally, the *Act Belong Commit® Activity Finder* is available to find free and low-cost local activities. Search for activities in the local area, or add school events that can be promoted to the wider community (see [page 32](#) on how to upload activities to the Activity Finder).

Partner schools are encouraged to use other mental wellbeing initiatives alongside the Mentally Healthy Schools Program, such as Positive Behaviour Schools, Mental Health Week and R U OK? Day. Significant annual dates will be promoted in newsletter communications, and a *health awareness calendar* is available to assist schools in planning.

The Act Belong Commit® message can be embedded into art, music, drama, dance, health and physical education and photography curriculum. See the *key messages* for how to educate students about the link between creativity, physical activity, learning and mental wellbeing.

Additionally, anything that incorporates learning a new difficult skill (language, instrument in Music, recipe in Home Economics etc.) can be linked to the Act Belong Commit® message.

The Mentally Healthy Schools Program aligns specific classroom-based resources and activities to the curriculum. The Act Belong Commit® team is interested in hearing about any resource gaps. Please reach out with suggestions for future resources.

School social-emotional environment

Act Belong Commit® school Partners are in a unique and important position to encourage conversations about mental health for staff, students and the wider community.

Promoting the Act Belong Commit® message, and providing opportunities for the school community to participate in mentally healthy activities, can equip students and staff with a sound understanding of how to maintain and improve their mental wellbeing and encourage conversations and help-seeking behaviours.

Using the Health Promoting Schools Framework

Physical environment

Safe spaces

A safe, inclusive and friendly environment enhances mental wellbeing and there are many ways schools can achieve a positive physical environment.

For example, providing spaces for students and staff to take some time out or regulate emotions by creating a calm corner or sensory room can promote a sense of belonging, safety and empowerment for individuals.

Clubs and groups

Providing opportunities for students to participate in a club or group with like-minded people can foster a positive environment where individuals feel welcome, connected and understood.

Having a range of clubs or groups available for students with different interests is important for their sense of belonging and identity. Examples include chess, maths, reading, sports, art, drama and Lego clubs.

School activities

Providing a variety of events and activities is important to ensure students, staff and the wider community feel connected and proud of the school. Events such as sports carnivals, performances, markets, awards nights and cultural events where parents and caregivers are encouraged and welcomed into the school enhances belonging and connectedness amongst the school community.

Additionally, these events and other activities provide opportunities for staff and students to connect, participate in, or showcase an activity they are passionate about and can increase school morale.

Education and promotion

Along with providing a range of activities, events and opportunities to school communities, it is important to educate attendees that participating or attending is a way to protect their mental wellbeing. Participating socially, physically, culturally, mentally or spiritually at events or activities is a great way to Act Belong Commit® and protect mental wellbeing.

Making the link to the broader school community of the importance of engaging and participating to enhance mental wellbeing is a key strategy of Act Belong Commit®. To assist with mental wellbeing education and promotion, key messages are available, including:

- *Engaging in activities that keep us mentally healthy is an effective way to improve individual and community mental health and wellbeing.*
- *Being active, having a sense of belonging and having a purpose in life all contribute to good mental health and wellbeing, and builds stronger communities.*
- *Through <insert name of specific activity, e.g. art>, people can explore their own creativity and be part of something bigger. It's great for confidence and self-esteem but also makes you feel good.*

Using the Health Promoting Schools Framework

Physical environment (continued)

Message visibility

After signing up to be a Mentally Healthy School, a welcome pack will be sent which includes a corflute sign and a 'We're a Mentally Healthy School' decal sticker. Use these resources to promote to the community that the school is committed to providing mentally healthy opportunities to students, staff, parents and the wider community.

Act Belong Commit® has a range of free paper-based resources which can be ordered online, and loanable items such as marquees, tablecloths and pledge walls. Act Belong Commit® also offers a free design service for schools wanting customised resources such as posters and social media tiles. In addition, schools are able to purchase customised signage such as pull-up and teardrop banners. Design is free of charge.

Using the promotional materials, in conjunction with education during activities and events, will provide widespread awareness of the message and benefits. It is recommended to use the message or Act Belong Commit® name when naming events or activities, such as 'Act Belong Commit® Athletics Carnival' or 'Mentally Healthy Maths Club' to further connect the message.

How to link existing activities to the Act Belong Commit® message:

Step 1: Brainstorm activities and events that take place at the school that relate to the Act Belong Commit® message.

Step 2: Brand existing school events and activities with the Act Belong Commit® message to raise awareness that being involved in the school community is good for mental health. This can be done by:

- Renaming school events and activities e.g. 'Act Belong Commit® Art Showcase', 'Act Belong Commit® Speak Up' or 'Act Belong Commit® Athletics Carnival'.
- Work with Act Belong Commit® to develop co-branded posters or signage to use at school events and activities to create links to the Act Belong Commit® message.
- Refer to Act Belong Commit® in promotional materials for events and activities, and highlight how the event or activity promotes Act Belong Commit®.

Step 3: Take photos at activities and events and ensure signage and resources are visible. The images can be used for community or school newsletter articles to raise awareness of Act Belong Commit® branded school events.

School health services

Act Belong Commit® can work with school psychologists, nurses, chaplains and other school health services to provide useful resources and support for program and message implementation.

Mentally Healthy Schools annual initiatives

Throughout the year Act Belong Commit® focuses on particular months, weeks or days to promote mentally healthy activities. Examples may include Harmony Week, Mindful May, Active August, Bike Month and Mental Health Week.

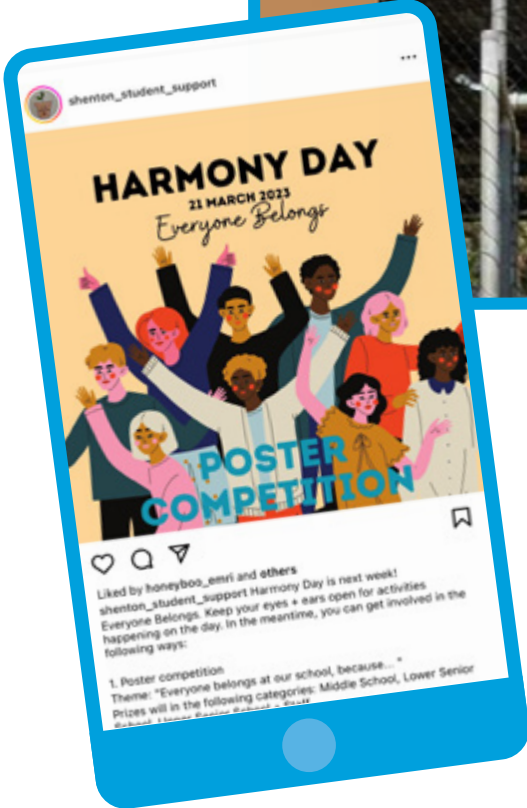
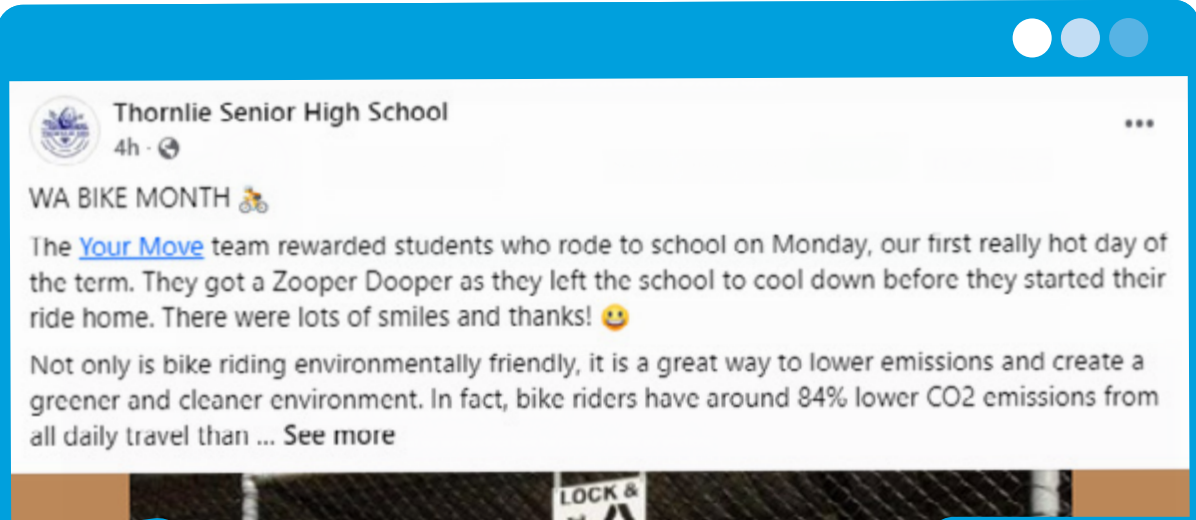
For each initiative Act Belong Commit® will provide resources, which can include social media assets and resources for the classroom or whole-school. Initiative updates will be sent via regular newsletters and housed on the *School Portal*.

Some of the initiatives are also promoted to Act Belong Commit® Partner organisations, so they may be seen in the community.

In addition to the annual initiatives, Act Belong Commit® may develop activities or resources relating to other significant dates throughout the year. These dates can be found on the *health awareness calendar*.

Examples from Partner schools:

 Thornlie Senior High School



 Shenton College





Promoting mental wellbeing

Using the Act Belong Commit message

Act Belong Commit® school Partners are in a unique position to educate students, staff and the wider school community on the importance of mental wellbeing.

Schools can provide information on the benefits of mental wellbeing, provide mentally healthy opportunities and encourage the school community to prioritise their mental wellbeing.

Ways to educate the school community about Act Belong Commit

Include Act Belong Commit®'s key messages when promoting an event, activity or group to the school community, to ensure people know that participating in something meaningful with others can benefit their mental wellbeing. For example:

'Through Theatre Club, students can explore their own creativity and be part of something bigger. It's great for confidence and self-esteem but also makes you feel good.'

Use key messages on promotional materials such as posters, event invitations and social media assets to educate the school community about the importance of mental wellbeing. The messages work best when they have the Act Belong Commit® logo displayed with them.

Need help with linking a mental wellbeing message with the activities that the school provides, or creating promotional resources? The Act Belong Commit® team can help!

There is also a range of existing resources containing mental wellbeing messages.

Add Act Belong Commit to the regular staff meeting agenda

Remind staff that the school is an Act Belong Commit® Partner and keep them updated about the Act Belong Commit® activities and events coming up in the school. Share new or useful mental wellbeing resources and brainstorm ways to implement the program within other areas of the school.

Please get in touch if school staff would like refresher training.

Example of Act Belong Commit resources with a wellbeing message:



A3 poster: Benefits of active travel



A3 poster: Benefits of being mentally active

Promoting the Act Belong Commit partnership

It is important to communicate the Act Belong Commit® partnership with the wider community, including students, staff, parents and caregivers to ensure they are aware of the school's commitment to mental wellbeing.

Act Belong Commit® is a well known, recognisable program and many parents and caregivers are aware of the program and seek out Mentally Healthy Schools.

At school assembly

Announce the new partnership with Act Belong Commit® at assembly, so that the community is aware of the school's commitment to providing mentally healthy activities and opportunities. While introducing the partnership, provide a small overview of the program, and include one or more of the *key messages*. For example:

'The Mentally Healthy Schools Program supports schools to educate the community on mental wellbeing using the Act Belong Commit® framework, and provides opportunities to be mentally healthy. The message of Act Belong Commit® is simple and easy for everyone to do:

Act - means to do something mentally, physically, socially, spiritually or culturally active. This could mean reading a book or going for a walk.

Belong - means to keep connected. Join a team or group with people who enjoy something similar to you.

Commit - means doing something important to you, it could be volunteering, raising money for a charity or setting a goal.

Being active, having a sense of belonging and having a purpose in life all contribute to good mental health and wellbeing, and builds stronger communities.'

In the school newsletter

Announce the partnership with Act Belong Commit® in regular school communications (including the school newsletter). It can also be useful to promote upcoming events that tie into the Act Belong Commit® message, and provide regular updates about mentally healthy clubs and other opportunities.

A *newsletter template* has been developed to assist schools to promote the partnership.

On the school website

Here are some tips and ideas on what to include on the school website:

- Add a 'Mentally Healthy Schools' page on the website to update the community about Act Belong Commit®-related events, activities and photos.
- Include an Act Belong Commit® 'mentally healthy tip' of the week or month on the website.
- Include a page about the Mentally Healthy Schools Program including sections on: 'What is Act Belong Commit®? Why it is important to stay mentally healthy? What is the school doing to stay mentally healthy? Profile students and staff about how they stay mentally healthy'.
- An ongoing calendar of Act Belong Commit® events at the school and in the wider community.
- A photo gallery of Act Belong Commit® events.



Mentally Healthy WA

Sawyers Valley PS is a proud partner of Act Belong Commit.

Act Belong Commit is state-wide mental health promotion campaign designed and directed by Mentally Healthy WA to encourage people to take action to improve and protect their mental health and wellbeing.



Safety Bay Senior High School joins Mentally Healthy Schools program

8 Jun 2023

As of 2023, Safety Bay Senior High School has signed up to become a part of the Mentally Healthy Schools program to promote the Act Belong Commit ethos...

Adding the Act Belong Commit logo to the website

The Act Belong Commit® logo is well recognised and strongly associated with good mental health and wellbeing.

Displaying the Act Belong Commit® logo on a school's website shows that they are a Mentally Healthy School, and that their activities or events support mental wellbeing. It also shows support for the program, and the school's commitment to promoting positive mental health.

Please make sure the original Act Belong Commit® logo (pre-2021) is replaced with the new logo.

School Portal password: PurpleGreenBlue

How to download logos

1. Download the range of logos from the Act Belong Commit® *School Portal*.
2. Choose the logo which best suits the background of the website (e.g. white logos for coloured backgrounds and coloured logos for white backgrounds).
3. Make sure the logo is clear and easily visible. Please do not rotate, skew, adjust the proportions or change the colours of the Act Belong Commit® logo. For tips use the *style guide*.



4. It could be beneficial for the school community to include a few words explaining the school's partnership with Act Belong Commit® (e.g. 'Proudly a Mentally Healthy School' or '[insert school name] works with Act Belong Commit® to provide mentally healthy opportunities for our school community').

Tips on choosing the correct logo

The .png version is the best file format to use as it has a transparent background. A JPEG has a white box behind so is best suited for websites where the logo will sit on a white background.



If the website has a white background use the 'full colour' version of the logo:

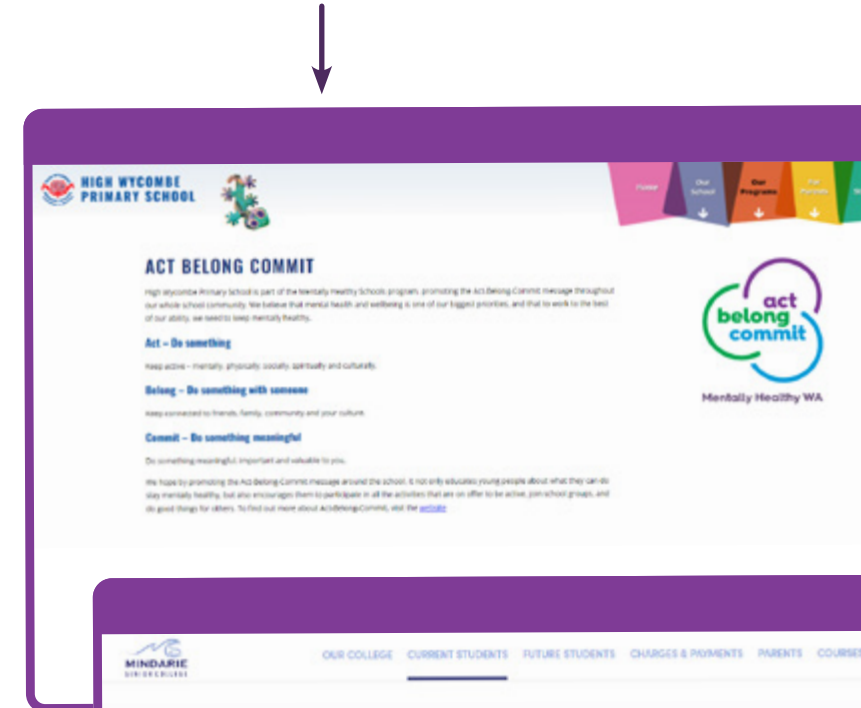


If it is a coloured or patterned background use the white ('reversed out') version of the logo:

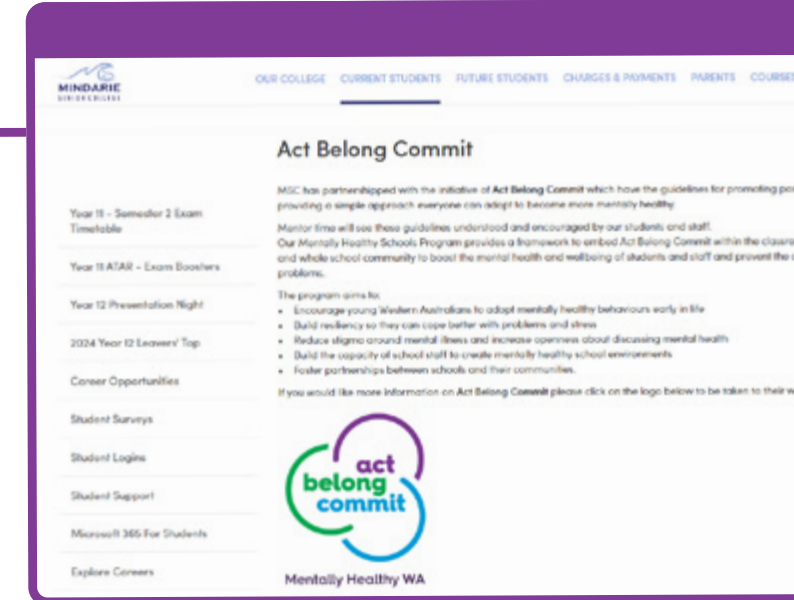


Examples from Partner schools:

High Wycombe Primary School website



Mindarie Senior College website



Displaying Act Belong Commit materials

Resources such as posters, brochures and stickers are effective tools to represent the school's partnership with Act Belong Commit®.

When displayed in areas that will be seen by the wider school community, these materials can prompt people to get involved in mentally healthy activities.

Paper-based materials

Act Belong Commit® has a wide range of resources such as posters, brochures and postcards. These resources contain messages about being active, having a sense of belonging, and participating in meaningful activities for good mental wellbeing.

A number of these resources are tailored specifically for schools.

Useful areas to display these materials include:

- In office/reception areas
- In classrooms
- In student homerooms
- In the library
- On noticeboards
- In the staff room
- In frames behind toilet doors

These resources can be ordered online using the resource order form. For more information, go to [page 36](#) of this toolkit.

Partner sticker

New schools that sign up to become an Act Belong Commit® Partner will receive a welcome pack, containing a Mentally Healthy Schools Partner sticker. Displaying the sticker is an easy way to promote the partnership.

The sticker can be displayed:

- In office/reception areas
- On front windows

If schools require additional stickers, they can be ordered online using the resource order form. For more information, go to [page 36](#) of this toolkit.

Partner sticker



Act Belong Commit® posters





Co-branding with Act Belong Commit messages/logo

Using the Act Belong Commit logo and messages on promotional materials

It is beneficial to educate and promote the positive impacts of participating in different activities and events for staff, students and the wider school community.

Schools can use the Act Belong Commit logo and messages on resources (such as posters and social media posts) when promoting school activities or events.

Using a wellbeing message to promote events/activities

Mentally Healthy School Partners provide opportunities for students, staff and the wider community to participate in mentally healthy activities that contribute to a sense of belonging to the school.

It is beneficial to educate the community on how participating in such events or activities can have a positive and protective impact on mental wellbeing. This can be achieved through the use of promotional materials (including posters and social media assets) leading up to an event/activity, a sign at the event or verbal announcements at the event. Whichever option is chosen, it is important to include a message about how or why the event/activity benefits mental wellbeing.

Act Belong Commit's key messages can assist with this. There are a range of key messages developed for various clubs, groups and target audiences.

Act Belong Commit can also assist in developing co-branded resources. Please see [page 37](#) for more information or get in touch.

How to include the logo on promotional resources

It is useful to include the Act Belong Commit logo so that the community understands the school's commitment to mental wellbeing. If there's no room for a message, it is recommended to include the Act Belong Commit logo. This can be used for school events/activities including invitations to performances, markets, etc.

Use the *style guide* to ensure correct use of the logo. Alternatively, please reach out to Act Belong Commit for support in developing resources.

Footer panel

Another option for including the logo is to use a footer panel on resources such as posters:



This footer is a subtle way to connect an event/activity to its mental health benefits when there isn't space to include a full mental wellbeing message.

It can also be a useful way to regularly communicate that the school is an Act Belong Commit Partner on other miscellaneous resources.

Examples from Partner schools:



Ursula Frayne Catholic College

Churchlands Senior High School

Including an Act Belong Commit message in email signatures

Act Belong Commit® has a range of images designed to be added to the bottom of email signatures.

Adding this to email signatures is a simple way of communicating the partnership with Act Belong Commit® to the wider school community.

How to download the email signature images

Download the *email signatures* by clicking the below button and downloading them from the School Portal.

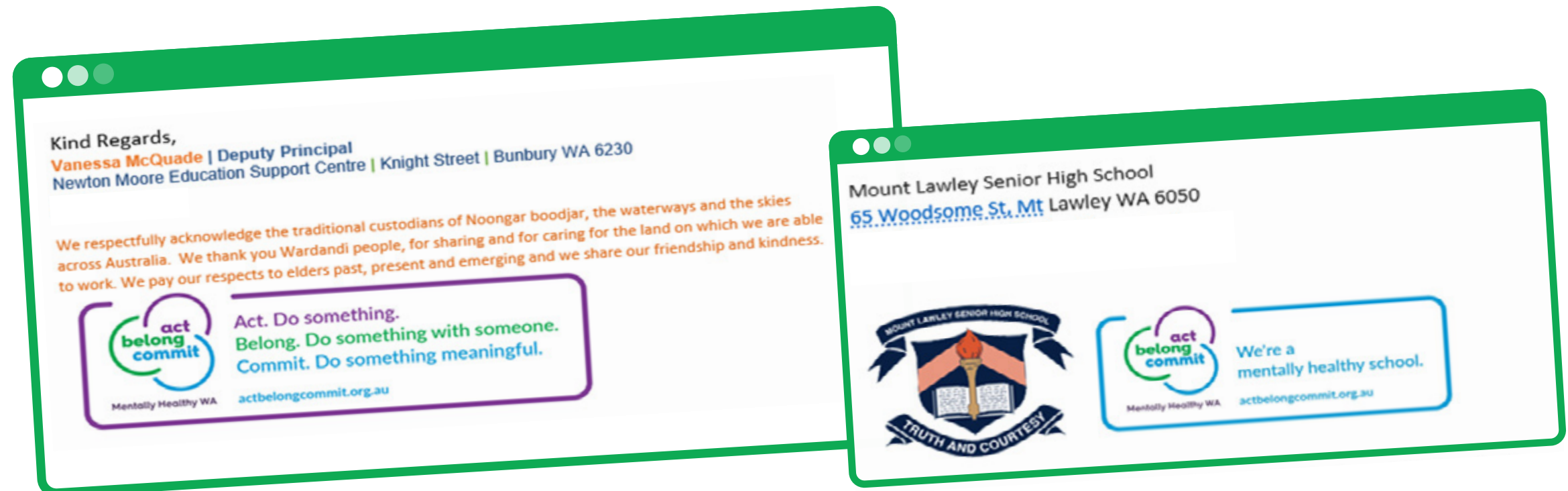
A range of signatures are available.

How to insert an image into a Microsoft Outlook email signature

Follow the below steps to add an Act Belong Commit® message and image to an email signature:

1. Choose and download the preferred email signature image from the School Portal.
2. Open Microsoft Outlook and select 'New Email'.
3. Select 'Message'.
4. In the toolbar click on the 'Signature' Icon.
5. A drop-down menu will appear, select 'Signatures' (the last one).
6. Click the 'INSERT PICTURE' icon (the small icon next to the 'Business Card'.

Examples from Partner schools:





Online tools and social media

Adding relevant events/activities to the Activity Finder

The Act Belong Commit® Activity Finder is a popular online tool that allows people to search for mentally healthy activities in their community.

It is a platform for all school and community Partners to promote themselves. Users can search by location and interest (e.g. 'dance', 'craft', 'sport'). Listings will be seen by thousands of people per month.

If the school is hosting an event where the wider community is able to attend, promote it on the Activity Finder to reach more people.

Tips for adding an event/activity to the Activity Finder

Use the *instruction sheet* below to add a listing to the Activity Finder. Here are some additional tips and tricks:

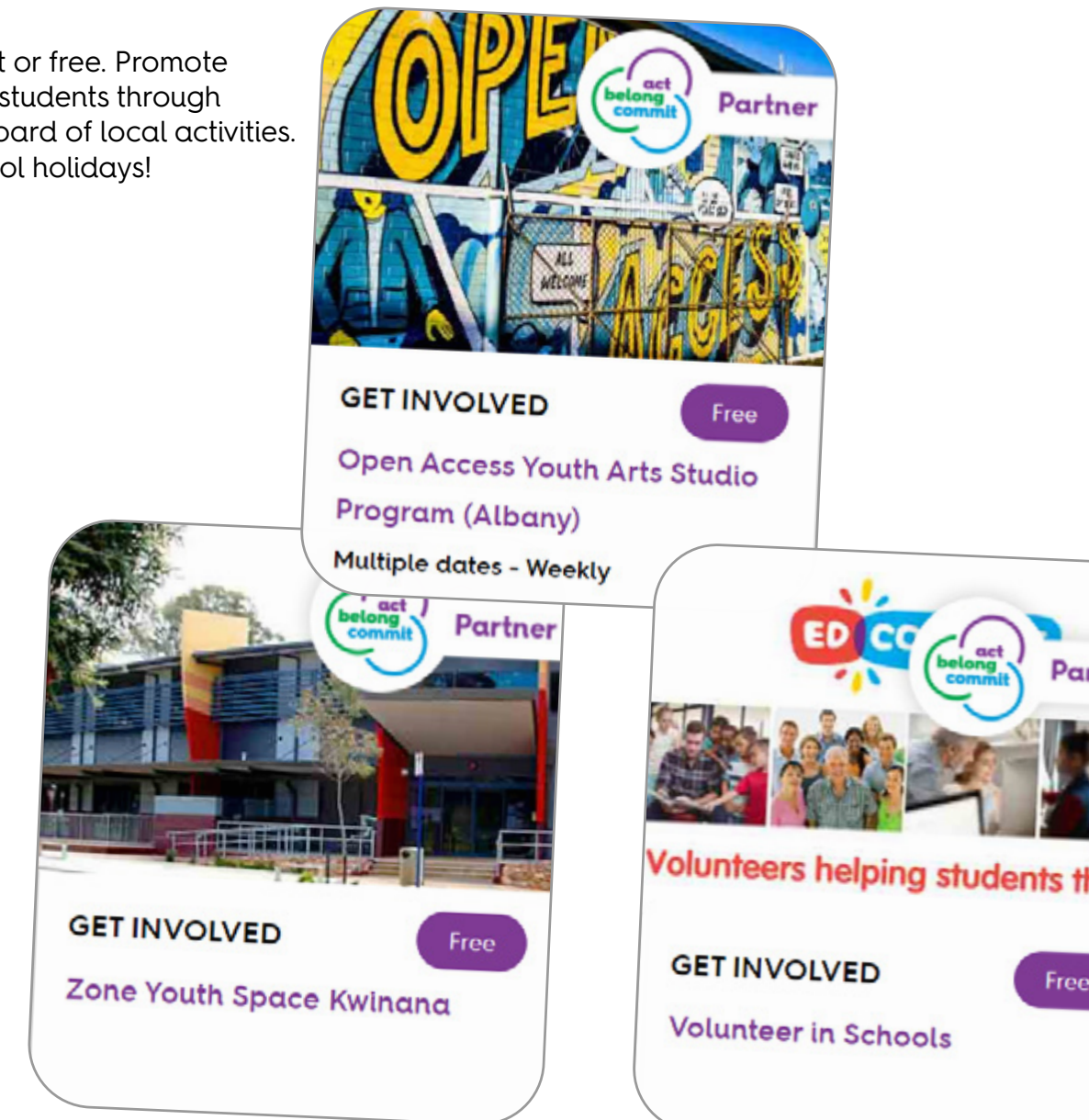
- Tick all the tags and categories that apply to the school or event to make it easier for people to search for it.
- Remember to tick 'Act Belong Commit® Partner' so this shows up in the listing and allows the use of a logo and picture.
- Include an eye-catching, high-resolution image and the school logo.
- Make sure the town or suburb and/or school name is included in the title or description to help people see where and what the activity is about.

Promote the Activity Finder and local activities to the school community

Search local organisations, events and activities in the community and promote them to staff and students to participate in.

Activities are usually low cost or free. Promote the activities to parents and students through newsletters or create a pinboard of local activities. This is beneficial before school holidays!

Examples of activities available:



Promoting the Mental Wellbeing Quiz to staff

The Act Belong Commit® Mental Wellbeing Quiz is a validated tool to help individuals think about their own mental wellbeing, and check whether their lifestyle aligns with the message of Act Belong Commit®.

Users are asked simple questions (based on the Warwick Edinburgh Mental Wellbeing Scale) and receive a report which gives them an overall wellbeing score, as well as score for their Act Belong Commit® behaviours. They are also given suggestions on the things they could do to improve their mental wellbeing.

How to promote the Mental Wellbeing Quiz to staff

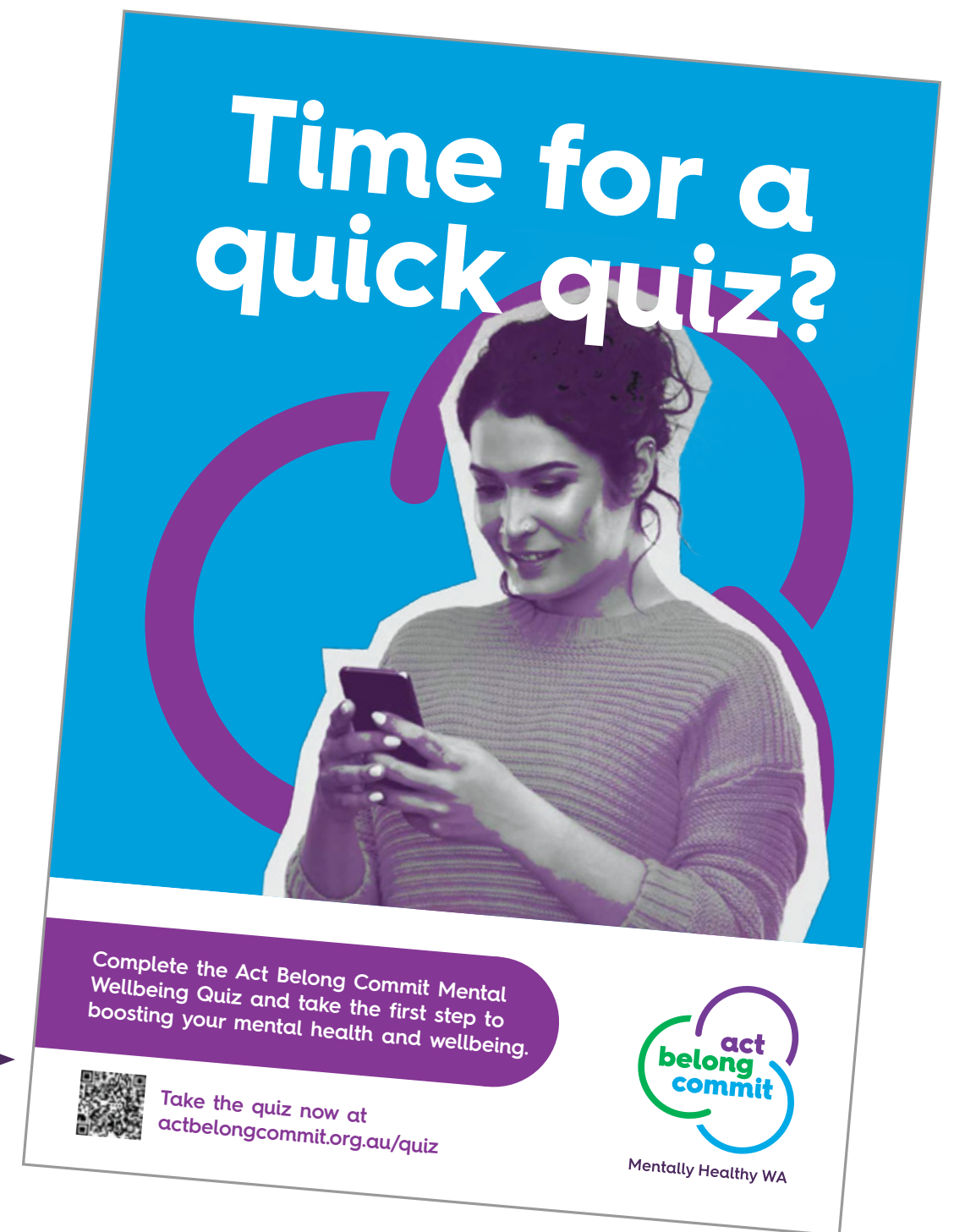
School Partners are encouraged to promote the Mental Wellbeing Quiz to staff by displaying the *Act Belong Commit® poster* in the staff room which prompts people to check in on their mental wellbeing.

The poster includes a QR code so staff can easily complete the questionnaire on their phones/devices.

Act Belong Commit® recommends adding it to a meeting agenda to give staff time to complete the quiz. Schools can also include the link or QR code in communications with staff.

Please note, this quiz was developed for adults and is not appropriate for people under 18 years of age.

A3 poster →

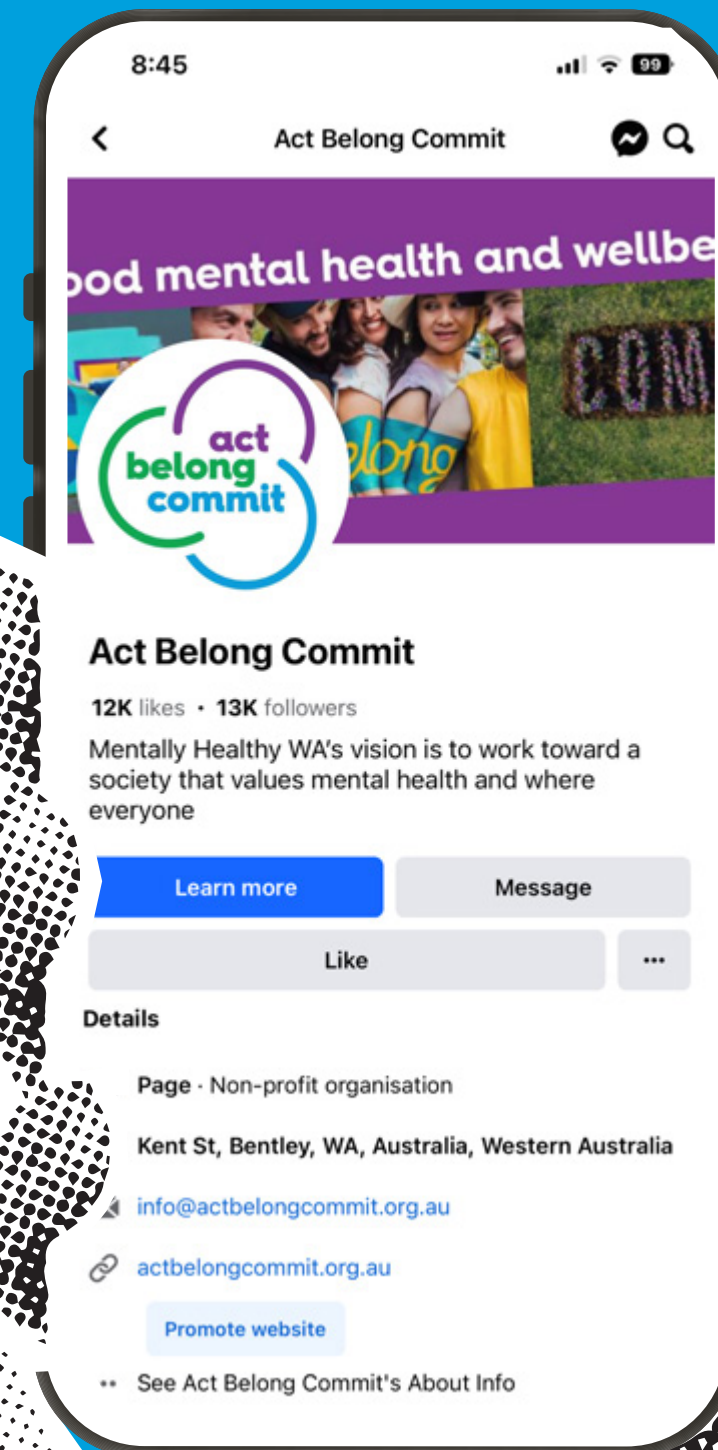


Follow and tag @actbelongcommit on social media (Facebook and/or Instagram)

Search for @actbelongcommit on Facebook and Instagram and then choose follow.

Act Belong Commit® regularly posts tips and strategies to the WA population. If any posts feel relevant, simply share to the school's page! Sharing posts saves the need to write something new.

Partner schools are also welcome to tag @actbelongcommit in any of the school's posts that are relevant to mental wellbeing.





Accessing

Act Belong Commit

resources including

co-branded resources

Resources created by Act Belong Commit

Whole-school and classroom-specific resources have been developed to support schools to promote mental wellbeing.

Some paper-based resources can be ordered and delivered to the school free of charge. Others are available to download and print in the *downloadable resource library*.

School Partners are also able to loan a selection of larger Act Belong Commit® items such as marquees, tablecloths, pledge walls, teardrop banners, pull-up banners and pop-up A-frame banners.

Ordering free paper-based resources

Act Belong Commit®'s existing paper-based resources are free for Partner schools to order and have delivered.

How to order

Fill in and submit the *resource order form* on the School Portal.

To fill in the form:

- Fill in contact and delivery details on the first page.
- Browse the categories and type a number in the 'Quantity' box. Please note, some items have quantity limits.
- Press the 'Submit' button on the last page.

After submitting the form, a confirmation email will be sent. A member of the Act Belong Commit® team will be in touch when items are shipped.

If there are any issues submitting the resource order please get in touch.

Downloading free printable resources

Act Belong Commit® has a range of existing resources that Partner schools can download and print for free, including:

- Posters
- Weekly planners
- Reflection journals
- Activity sheets
- Merit certificates
- Fact sheets
- Games, puzzles and more!

These can be downloaded from the *downloadable resource library* on the School Portal.

If you have any suggestions for future mental wellbeing resources that would benefit your school, please get in touch.

School Portal password: PurpleGreenBlue

Loaning larger items from Act Belong Commit

Marquees, tablecloths, pledge walls, teardrop banners, pull-up banners and pop-up A-frame banners can be borrowed by schools for events. These items can be collected from Curtin University (Kent Street, Bentley).

How to loan items

Fill in and submit the *signage loan request form* on the School Portal.

After submitting the form, an Act Belong Commit® staff member will be in touch to arrange collection and return of items.

Customised resources and signage

Act Belong Commit® and Partner schools can work together to develop resources appropriate for the school's context, and embed the message seamlessly into the school environment.

Resources can be created with the school's colours, logos and messaging.

Promote activities with co-branded posters or social media tiles, or work with Act Belong Commit® to develop customised signage for purchase.

Ordering free customised digital and paper resources

Partner schools can order digital and paper-based resources that are co-branded with the school's logo/colours and the Act Belong Commit® brand.

Digital resources

Includes assets such as social media tiles, images and newsletter inserts.

Act Belong Commit® design services are free for digital resources.

Paper-based resources

Includes assets such as posters, postcards, certificates and leaflets.

Act Belong Commit® design services are free for paper-based resources.

Schools can print resources themselves [high-resolution PDFs will be supplied] or Act Belong Commit® can print using a preferred supplier at the school's expense.

How to order

Fill in and submit the *customised resource request form* on the School Portal.

After submitting the form, a confirmation email will be sent. A member of the Act Belong Commit® team will be in touch if any additional information is needed.

Please allow a turnaround time of at least 10 business days.

Purchasing customised signage

Signage including pull-up and teardrop banners are available for school Partners to purchase. They can be co-branded with the school's logo/colours and the Act Belong Commit® brand.

Schools can choose from a set of existing design templates, or work with Act Belong Commit® to develop something new.

Act Belong Commit® design services are free for signage orders.

Printing and delivery can be organised using an Act Belong Commit® preferred supplier. Schools will be issued an invoice to pay Curtin University.

If a school elects to have the signage produced using their own supplier, a high-resolution PDF of the artwork will be supplied by Act Belong Commit®.

How to order

Fill in and submit the *customised signage request form* on the School Portal.

After submitting the form, a confirmation email will be sent. A member of the Act Belong Commit® team will be in touch if any additional information is needed.

Please allow a turnaround time of at least 10 business days for the design, plus additional time for signage production.

School Portal password: PurpleGreenBlue





**Correct use of
Act Belong Commit
branding and
resources**

How to correctly use the Act Belong Commit brand

Act Belong Commit logos

PERMITTED USE

To identify a school as an Act Belong Commit® Partner.

To co-brand a Partner's program, event or activity.

CONDITIONS

All messages must comply with section 1.2 of the licence agreement.

Must comply with logo use described within the current Act Belong Commit® brand style guide.

Act Belong Commit branding

PERMITTED USE

In any co-branded promotion using Act Belong Commit® in the Partner's program, event or activity.

CONDITIONS

All messages must comply with section 1.2 of the licence agreement.

Must comply with logo use described within the current Act Belong Commit® brand style guide.

Act Belong Commit key messages and content

PERMITTED USE

- In any promotion of the Partner's program, event or activity that describes a relationship to mental health and wellbeing outcomes.
- In any co-branded promotion of the Partner's program, event or activity that describes a relationship to mental health and wellbeing outcomes.

CONDITIONS

Must comply with key messages as described within the current Act Belong Commit® brand style guide.



Mental health and wellbeing content

PERMITTED USE

- Any content (digital or non-digital) relating to mental health and wellbeing.
- Any content (digital or non-digital) relating to the Partner's program, event or activity that describes a relationship to mental health and wellbeing outcomes.

CONDITIONS

Must be consistent with content from the Act Belong Commit® website or current (digital or non-digital) resources.

Additional content may also be taken from relevant sections of the current campaign Community Kit.

How to correctly use the Act Belong Commit resources

Digital resources

PERMITTED USE

In any digital promotion of Act Belong Commit® by the Partner.

Digital promotion may include, but is not limited to, static and video assets used on or within:

- Social media
- Website banners
- Intranet
- Email signatures
- Digital screens
- Any other digital channel

CONDITIONS

All messages must comply with section 1.2 of the licence agreement.

Only the current version of Act Belong Commit® assets can be used. Current resources are described within the current Act Belong Commit® resource/signage order forms and online libraries, and the current campaign Community Kit.

Printed resources

PERMITTED USE

In any non-digital promotion of Act Belong Commit® by the Partner.

Type of assets may include, but are not limited to:

- Paper based (such as posters)
- Signage (such as banners)

CONDITIONS

All messages within these assets (and venues where these assets are placed) must comply with section 1.2 of the licence agreement.

Must comply with logo use described within the current Act Belong Commit® brand style guide.

Assets from the statewide mass media campaign

PERMITTED USE

Type of assets may include, but are not limited to:

- Video (such as television commercials)
- Audio (such as radio commercials)
- Static (such as newspaper advertisements)

CONDITIONS

Partners must seek permission from Act Belong Commit® (Mentally Healthy WA) before use, as production and talent costs may be incurred.

Act Belong Commit online tools

PERMITTED USE

May be used and shared using a hyperlink/QR code to the relevant section on the Act Belong Commit® website.



Your Act Belong Commit Mentally Healthy Schools partnership

KEY CONTACTS

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Website
actbelongcommit.org.au

Social media
[@actbelongcommit](https://www.instagram.com/actbelongcommit)