

Activity Planning Worksheet

RATIONALE:

This template is designed to help you plan classroom and community-based activities. This worksheet will guide you in thinking through all the necessary logistics, as well as clarifying and communicating the focus and goals of the activity.

INSTRUCTIONS:

This template is intended to be completed for each activity you have planned as part of your program.

1. Once you've got an activity in mind, review the template, and have an initial think through of who (e.g., volunteers) and what (e.g., materials) will be needed to complete it.
2. Start by filling in the basic information – the Activity Type, and Anticipated Date. The Activity Type can be either classroom or community-based, as well as the general topic.
3. Write out the Activity Description. Try to answer these questions: why is this activity important and beneficial for the students? What will they learn from it? This description can be used to help communicate this activity to others, such as volunteers or organizations that will be involved.
4. Think of how many and which volunteers, knowledge holders, teachers, mentors, experts, or organizations you will need to coordinate with to make this activity happen. Reach out to these people/organizations and use the information you already filled in (e.g. dates, description) in inviting them to participate.
5. Using the logistics checklist as a starting place, start making the necessary logistical preparations.
6. Add any logistics that aren't in the list or other thoughts/ideas to the extra space on the bottom of the worksheet.
7. Update the worksheet as you continue your preparations and planning, checking off items on the logistics checklist as you go and adding names of support people/organizations as they are confirmed.

ACTIVITY TYPE:

ANTICIPATED DATE:

ACTIVITY DESCRIPTION (including learning focus, goals and curriculum outcomes):

Names of any volunteers, knowledge holders, teachers, mentors, experts, or organizations you have invited to support or host this activity:

Materials and equipment needed and preparation notes:

LOGISTICS CHECKLIST:

Have you confirmed the date and time for this activity with everyone involved?

Do you know where you're going to do the activity? If the activity is taking place inside, have you confirmed that the space you've chosen is available?

Are there transportation logistics you need to consider and plan for?

Do you have all the equipment and supplies you need to do the activity?