Recreation Leader Activity Planning Sheet

To make leading activities easier, use this planning sheet for every activity at every meeting. Decide what game/activity you want to do and then follow the steps. Be sure to practice leading the activity with your parent/guardian or club leader. Keep each sheet in a notebook to give to the next recreation leader as a record of the games the club knows and how well the members like each. The new recreation leader can add more games to the notebook.

Activity leader(s): ____________________________________________________________________

Date: _____________________________________________________________________________

Step 1. Decide on and describe an activity.
__________________________________________________________________________________

Step 2. If necessary, figure out teams or groups.

Number of members: _____ ÷ members per team: _____ = teams needed: ______

Step 3. Identify and gather necessary equipment.
€ _____________________________________________________________________________
€ _____________________________________________________________________________
€ _____________________________________________________________________________
€ _____________________________________________________________________________

Step 4. Write down the instructions.
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

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Step 5. Practice giving directions and doing the game/activity.

Step 6. Lead the game/activity.

Step 7. Evaluate response.
   Did members enjoy the game? ______________________________________________________
   ______________________________________________________
   Did members understand your instructions? _________________________________________
   ______________________________________________________
   Did I stop the game/activity when everyone was still having fun? _________________________
   ______________________________________________________
   On a scale of 1 to 10, with 1 being the worst and 10 the best, how successful was this game? ____
   If I could change anything to make it easier for the next leader or for members, what would it be?
   ______________________________________________________
   ______________________________________________________

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