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: ______  +  Number of members per team: ______ = teams needed: ______

Step 3. Identify and gather necessary equipment

   € __________________________________________________________________________

   € __________________________________________________________________________

   € __________________________________________________________________________

   € __________________________________________________________________________

Step 4. Write down the instructions

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

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? ________________________________

_______________________________________________________