

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 Number of Number of
members: _____ ÷ 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?

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