



Getting 'in motion'

with support of the

Student Representative Council



Student Representative Council Manual



This manual is intended for SRC's to use in assisting students to become more physically active. The manual will describe the **WHO, WHY, WHAT, WHERE, WHEN and HOW** of *in motion*. Once you've read through the manual, use the Workbook to help guide you through the process. Good luck and have fun!

1. WHO

The *in motion* strategy is for everyone in our community! It's for the students in your school, for your parents, for your siblings and your grandparents. The mission is to have all citizens include regular physical activity into their daily lives.

The vision of *in motion* is to make our community the healthiest community in Canada through regular physical activity. This is where you can help! Your SRC can be a motivator to those in your school.

Implementing *in motion* should be a team effort. Consider recruiting students, teachers and staff to be a part of an *in motion* committee. Your school may already have a wellness committee formed with a mandate that could include *in motion*. The SRC can take the leadership role on behalf of the students and plan the kinds of activities that students will want to take part in.

2. WHY



WHY should the SRC be involved?

Involving students in the development and implementation of the *in motion* initiative will create a wider acceptance from students than if it was entirely teacher led. It will also create sustainability by allowing senior student leaders to pass the leadership of the initiative over to the junior students. The SRC can act as a positive role model to other students and encourage them to be active.

The SRC can also act as a voice for the students and encourage the school to purchase items such as proper bike racks, or enabling students to store skateboards or in-line skates at school. This encourages active transportation and helps not only the students but also the environment.



WHY is *in motion* important?

- Research has shown that physical activity can prevent many chronic diseases and enhance a person's quality of life. In other words, you are less likely to get sick, have more energy and you will feel better every day.
- The chart below outlines the benefits and health risks for physical activity and inactivity:

Benefits of Regular Activity	Health Risks of Inactivity
<ul style="list-style-type: none"> - better health - improved fitness - better posture and balance - better self-esteem - weight control - stronger muscles and bones - feeling more energetic - relaxation and reduced stress - continued independent living in later life 	<ul style="list-style-type: none"> - premature death - heart disease - obesity - high blood pressure - adult-onset diabetes - osteoporosis - stroke - depression - colon cancer



WHY should schools promote physical activity?

- Children and youth spend up to 7 hours of their day at school. That means, almost 1/3 of their day is spent sitting in a classroom.
- Less than 50% of youth are active enough to gain health benefits.
- With the support of the school, administration, teachers, school leaders and students, a minimum of 30 minutes of physical activity can be achieved every day.
- *In motion* will assist your school by providing tools and resources which will result in more opportunities within the school environment for students to become physical active.



3. WHAT



WHAT is *in motion*?

In motion is a physical activity strategy that focuses on physical activity. There are tools, resources and ideas that you can use to motivate and promote activity in your school. Each school is different so it is important to do what works best for **your** school.

The goal of *in motion* is to have everyone incorporate a minimum of 30 minutes of activity into their day lives.



WHAT is an *in motion* high school?

- An *in motion* high school is one that values and actively promotes the health benefits of physical activity and supports opportunities for students and staff to lead a physically active life.
- The main goal is to provide students and staff with fun, easy, and accessible opportunities to become physically active within the school environment.
- *In motion* schools receive binders, posters, banners and other promotional items to use within your school at no cost. *In motion* staff are available to help with the process of being an *in motion* school.



WHAT do you do to get started?



Have the SRC commit to *in motion*

- **Create a director's position** that fully focuses on *in motion*. This way one person could be responsible for regular events and activities that incorporate physical activity and fitness into the lifestyles of the student body.
- The Director could work closely with the other groups such as the Walk/Jog club, fitness groups or clubs to plan and promote physical activities.
- If creating a new director's position is not probable, then consider incorporating *in motion* into an already **existing director's position**, such as the sports director or activities/events director.
- Encourage the SRC to get involved in fitness or activity groups. By being a good role model, it will encourage others to participate.

Gain support from others

Support from others in your school is very important to the success of your efforts. Start with your Phys Ed teacher:

- Phys Ed teachers already have a background in physical activity and have the knowledge and background that can help support *in motion*.
- They usually have ideas on activities as well as supplies, equipment and space to use.
- They may be interested in being a part of your committee.
- The key is to work together so that *in motion* and positive healthy lifestyles can be promoted as much as possible and to get the entire student body active!

Talk with other teachers and staff and ask them to be involved

- There may be other teachers or resource people in your school who are already physically active and have a strong interest in participating and helping the SRC.
- Some teachers are certified fitness instructors, and others may be athletes or coaches. These people often have great ideas or may have a strong interest in assisting your *in motion* team.



Once you have decided who is going to be involved, what do you do? Gather together your *in motion* team to begin the process of planning what is needed in your school to get the students “in motion”.



in motion resources

In motion resources available to high schools, include:

- **The *in motion* High School Manual** contains a variety of information and ideas. It includes examples of announcements, posters, challenges and walk/jog clubs that are available for your school to use in their own way. There is also a section about nutrition and facts regarding physical activity. You can use the examples exactly how they are, or modify them to suit your needs.
- ***In motion* has a variety of resources available on the website.** These include calendars, events, as well as information on different stretches, running programs and a booklet of Snacktivites that contains short activities that can be done in smaller spaces or at students’ desks. These can also be used to incorporate into big and small activities as well as for classrooms.



- **The *in motion* websites** are an additional resource. There are interesting facts and ideas to help your activities in your school. These websites include a variety of ideas, fit tips, challenges and more as well as information on the benefits of physical activity and proper nutrition. Visit the websites often as there is new information being added all the time.

www.in-motion.ca, www.saskatchewaninmotion.ca



WHAT are some ways to encourage students to be physically active?

It is sometimes difficult to get people motivated or excited about being active. Here are some suggestions:

- **Overcome the barriers!** It's important to identify the barriers that limit the students within your school from being physically active. Some commonly reported barriers from high school aged students are:
 - a lack of time, lack of money,
 - lack of motivation or energy,
 - no one to be active with,
 - lack of transportation.

By choosing activities that are fun, easy and accessible, you can overcome many of the barriers that students face.

- **Offer a variety of activities!** Not everyone enjoys running on a treadmill or playing a traditional sport such as basketball or volleyball. It's important to meet the needs of all students by offering a variety of activities. This manual includes a number of different types of activities you can incorporate into your activities and events. You can also visit the ***in motion*** website for a list of ideas.
- **Emphasize the benefits!** As always, it's important to educate students on the importance of physical activity and living a healthy active lifestyle. Reminding students about the benefits through daily announcements, and posters around the school is an effective way to keep them informed and interested.
- **Use technology!** With the constant evolution of technology, it's easy for students to find something else to fill their spare time. Use this to your advantage by incorporating the internet and other trends into your advertising or promotion of events and activities. For example, offer students a way to track their physical activity online or use the internet to send reminders to students about upcoming events and activities going on within the school. Use Facebook or other commonly used communication sites.
- **Promotional items** from ***in motion*** can be used as prizes and motivators for students. There are t-shirts, water bottles, pedometers, wristbands, tattoos,



stickers, key chains, lanyards and white board calendars which are all fun and promote physical activity.

- **Track your progress!** Measure the activity of students in a fun and creative way! A poster that tracks the distance which, the students travel each day could add up to a larger distance such as the distance around the earth. A graph could be made to show the increase of physical activity that the school as a whole has done. Tracking the progress of physical activity of the student body could be a good way to encourage more students to get involved. It would also give students who are physically active positive reinforcement. By posting updates on activities and events students can continue to increase their daily activity.

4. WHERE

Because this manual is for the SRC, it starts at the school, however, activities and events can take place anywhere. Making it easy for students to participate is important and making it fun is even more important. Activities can take place:

- Right in the classroom – snackactivities (stretch breaks, activity breaks)
- In the gym – small or large group activities or events
- In the school yard – classrooms, clubs, groups, families, i.e. challenges
- In the neighborhood – neighborhood scavenger hunt, walk/jog club
- Throughout your community – participate in community events, i.e. Terry Fox walk, or other local charity fun runs, walks, or events.
- In their homes – encourage students to be active at home with their families on an ongoing basis

5. When

Changing lifestyles is a life long commitment. This initiative should be long-term and be able to be an important part of the SRCs over the long term.

The SRC can get involved at any time. Start small by taking the time to plan first. Gather a group of interested people together first and decide how you will get started. Activities can take place:



- Once a month – you can plan monthly events or activities or incorporate *in motion* activities into already existing events
- Once a week – make a calendar of what you'd like to do and post it
- Daily – you may want to start a daily walking group

It is important to start small and let it build. Try not to do too much at once but do talk about your successes and celebrate!

6. How



HOW can the SRC make it happen?

- This manual and workbook are designed to guide and help the high school SRC in promoting *in motion*, physical activity and a healthy lifestyle.
- High school SRC students are capable of initiating clubs, planning activities, and getting students involved in physical activity. This is why *in motion* is providing support and leadership to the high school SRC to assist in getting their school active.
- Using the workbook provided follow the 6 steps outlined. Included below are additional ideas and information for your SRC to use.



✓ Step One: Current Activities and Events Inventory Sheet:

Use a blank calendar for the school year, (September – June) and plot in all the scheduled events and activities that are happening. This way, when you plan your activities, you will be sure not conflict with what is already happening. You may notice that there are no physical activities planned for a certain month, so you may want to plan something within that time frame.

Identify who the current activities are planned for. If they only target select groups, you can plan something where you can get the majority of students involved.

Use Existing Activities and Events:

Once you have listed all the current activities and events, begin to incorporate more physical activity into a high school student's day by adding little activities into things that have already been planned. Some examples are:

- During a **pep rally** while transitioning into another segment have someone lead the crowd in a stretch or a school cheer that requires movements. If you do not have a cheer with actions add some into an existing cheer or make up a new cheer with actions.
- On **spirit days** try to plan something physically active during a break or lunch time relative to the spirit day. A fashion show is always an easy activity and allows everyone to see the other outfits making it fun! For Hawaiian Day you could get someone in to teach Hula dancing; for country day someone could teach two-step or line dancing. These are simple ideas that can be a lot of fun and also increase school spirit.

- Having a small **supply of equipment** (such as an activity bucket) to be used during breaks and noon would be another way to promote physical activity. This could be easily organized with the Phys. Ed. Department. Equipment and supplies could include frisbees, hacky sacs, footballs, basketballs, soccer balls, hand weights, tubing, or any other activity with minimum set up that could be used indoors or outdoors. To prevent theft, have students sign an item out and leave an item such as keys or a cell phone as collateral to make sure the borrowed item is returned.

✓ **Step Two: Needs Assessment Questionnaire:**

There is a sample questionnaire included in the workbook. You may use it as it is, or change the questions to suit your needs. Keep the questionnaire simple and only ask the questions that you need answers to. Surveys or questionnaires are a good way to get feedback from the student body.

You may want to use other methods of gathering information such as:

Comment Box:

Students can write comments on activities that have happened already as well as suggest new ones for events that they would like to see. The comment box can be set up anywhere that is accessible to all students. The comment box could also be used for other events including SRC and other group activities.

Small Focus Groups:

Although this would take more work, it may be very beneficial to offer an open focus group to any students who wish to help with brainstorming or planning activities. The ***in motion*** SRC leader would direct the focus group and provide a fun, creative, and non-judgmental environment for students to express ideas or improvements regarding activities and events around the school.

✓ **Step Three: Brainstorming Session:**

Brainstorming is when a group of people meet to generate new ideas around a specific area of interest. Using rules which remove inhibitions, people are able to think more freely and create numerous new ideas. The participants shout out ideas as they occur to them and then build on the ideas raised by others. All the ideas are written down and are not criticized. Only when the brainstorming session is over are the ideas evaluated. Here are some tips:

- ✓ No idea is a stupid idea
- ✓ Let everyone have a chance to speak
- ✓ Write everything down – quantity not quality
- ✓ Have fun with it!

✓ **Step Four: Implementing Your Plans:**

The brainstorming is the easy part – now comes the more difficult part of your planning. It's time to decide what to do and how to make it happen. Through your brainstorming and your needs assessment, you will find some common themes. Take a look at what is realistic and determine if it is something that will work in your school. Here are some tips to consider:

- ✓ Pick out a few ideas that you think can be planned and coordinated in your school.

- ✓ Start small and plan activities or events that you know will be a success.
- ✓ Don't try to do too much too soon.
- ✓ Plan the easy ones first and build on your success in order to get more people interested and involved
- ✓ Recruit other students and staff to help you
- ✓ Work with other groups and clubs in your school
- ✓ Remember the 5 P's of marketing:
Product – what are you selling, Price – how much will it cost, Promotion – how are you promoting it, Place – where is it taking place, People – who do you want to be there?
- ✓ Use the Program Outline Sheets to plan your activities (copy more if needed)

New Activities and Events:

There are always opportunities to create new spirit days and activities or events. Create an event every couple of weeks where you introduce new activities to the student body. For example:

- **Collaborate with other** groups like the drama club and have an instructor teach stage fighting or fencing.
- **Ballroom dancing** is another great activity to have during the noon hour or after school, especially around Winter Formal or Graduation.
- When other school groups are planning events, the SRC can work with them to make it bigger, more “active” and available to the entire student body. There are many ways to add new activities in and tying them into what’s going on in the school, making it available to everyone.
- **Plan a fitness fair.** There could be stations set up around the school with different activities. Invite community organizations to participate by setting up a booth or have demo classes available for students in a classroom. These could include yoga, tai chi, stretching, or a fitness class
- **Try something new!** Dodge ball is a game that most everyone can play and takes very little skill. It’s a fun, quick game that you can play over the lunch hour or after school. Try starting a league and finish up with a tournament at the end.



- If there are facilities that were close by, find out if these facilities can offer a free demonstration class where students can go participate.
- When planning physical activity days or weeks include transportation as a way to be physically active by encouraging students to bike, walk, rollerblade or skateboard to school.

Plan in motion Physical Activity Challenges:

- A great way to motivate people to get involved in activities is to challenge them and have prizes awarded at the end.
- Have the students **challenge the teachers** in an event.
- **Challenge groups and clubs** against each other (drama club versus SRC or SADD versus chess club or Crime Stoppers versus YAC or Debate team versus Math team) getting a wide range of students involved and active.



- **Challenge other high schools to physical activity games.** Remember that this should not turn into an athletic competition because those already exist and the focus needs to be on students who aren't regularly physically active.
- **Sign up teams for a charity walk/run.** There could be challenges against other groups or individuals to see who could raise the most money or walk the farthest at the event. This is a great way to help out the community, uniting the school, while working together for a cause as well as being physically active. It could be made into a competitive event or left as a fun physical activity that is easy for everyone to participate in. Check out the *in motion* Activities and Events Calendar where there are examples of charity walk/runs that you could become involved in.

How to communicate your messages:

- **Announcements** over the intercom or read by homeroom teachers can be one of the most effective means of giving students important information. The weekly announcements supplied in Appendix A of the High School *in motion* manual, provide one announcement per week for the entire school year. For each month of the school year there are at least four announcements, many with seasonal themes.
- **Bulletin Boards** can also be an effective means of communication and can provide a wealth of information for both students and staff. See Appendix B in the High School *in motion* manual for materials and information on how to put together your bulletin board display.
- **School Newsletters, websites or calendars** can be used to include *in motion* messages or notification of activities or events that are coming up within your school. See Appendix I of your High School *in motion* manual for examples of messages and logos that can be used.
- **Advertise activities and events on posters** and put up lots of them! You can also use instant messaging, email and Facebook as another communication method. Try using these to advertise events and activities to encourage students to participate. Students will then have a reminder at home via their computer. The more students see and hear about activities and events the more likely they are to remember and discuss them with their friends.

HOW do you get everyone *in motion*?

- One of the biggest barriers to getting people physically active is figuring out how to get them moving. A Youth Research Review from the City of Saskatoon in March 2006 shows that high school students participate in physical activities for different reasons.
- Some are motivated to manage their weight and to maintain their physical appearance. Other students are physically active because their friends are active or they enjoy socializing during activities.
- Some high school students prefer non-structured programs and activities that do not require a commitment while others prefer structured programs and activities that are competitive and occur regularly.
- Trendy activities and programs such as yoga, Pilates and tai chi have a lot of appeal to high school students who do not enjoy the traditional fitness activities. With so many



options for high school students to participate in and be physically active it is hard to find one or two activities that will get the majority of high school students involved.

- In order to get as many students physically active as possible, offer a variety of activities. With numerous options for physical activity, a broader range of students will have the opportunity to become involved. There needs to be both competitive and non-competitive activities as well as organized and non-organized activities. With these opportunities students will be able to find an activity that they enjoy and will incorporate into their daily lives.
- **Timing is important.** Planning activities and events at lunch and right after school make it easiest to get students out and participating because they are already in the area and do not have to get anywhere. It is also easier to round up stragglers and get others who are just hanging out involved.
- **Plan activities at or near the school** as this may be best for most students. Mass transportation to big events helps involve more of the student body. By making it as easy as possible for students to participate, more students will be involved.
- Whether it's incorporating physical activity into existing activities and events or brainstorming new and creative ways, the key is to get everyone involved and having fun! When other school groups are planning events, the SRC can work with them to have it include a physical activity component and by encouraging the whole school to be involved.



Active Transportation

Active transportation is any mode of transportation that requires human power, such as walking, cycling, in-line skating, skateboarding, or skating, wheel chairing, non-motorized scooters and even more!

Why should your school get involved?

- **To encourage healthy active lifestyles!** Did you know that one-half of Canadian adults are inactive and 80% of youth are not active enough to meet international guidelines for physical activity? Using human power to get to school is an easy way to incorporate and build up 10 minute or more bouts of physical activity into your day.
- **Transportation is a big part of our lives!** Each Canadian makes an average of 2,000 car trips of less than 3km each year. By replacing these trips with an active choice of transportation for all or part of the trip we can improve our health and safety, the health of our environment, and the quality of life in our neighborhoods.
- **Improve air quality and a clean environment!** Transportation produces 25 percent of greenhouse gas emissions. Limiting the number of kilometres driven by choosing another mode of transportation is by far the best way to reduce air pollution.

Try these Ideas & challenges that focus on active transportation:

iWALK Club - Each student is given an iWALK club card. Every time the student walks or uses active transportation to get to school, the card is stamped or initialed by a teacher or SRC member. Prizes are given to students as they reach identified milestone.

A Walking/Cycling School Bus – the walking/cycling school bus brings students together to take active transportation to school. Provide a sign up sheet for students that want to become involved with the walking/cycling school bus. Group students by area and form a human

powered school bus by having students pick each other up at set times along a set route as they go to school. To ensure safety, make sure each area has a safe route planned out.

* Challenge another school to see which school can create the longest human powered school bus. This could be organized between schools, cities, provinces, or even countries.

International Walk to School Week or Month - Every year, students from across the world participate in International Walk to School Month during October by walking or biking to school. Schools can register online, and they receive a toolkit to help them organize the event. Schools are also eligible for prizes by filling out the Awards and Feedback Form.

Walk Across Canada (or the world) – have students log their total kilometers traveled during their active transportation (could use any form or just walking) to and from school or during school (at lunch or recess). Put up maps of Canada in each classroom for students to track how far they've traveled across Canada. Turn it into a contest by giving a prize to the first student in each homeroom to Walk Across Canada.

Other ideas for your school to try:

- **Serve breakfast to walkers. Ask local grocery stores or restaurants to donate food.**
- **Attach Gift Packages to Bikes in the Schoolyard** as a thank you for cycling. It is best to distribute these prizes right before the end of the school day to avoid the effects of weather and vandalism, or to hand them out in the morning as your school heroes come in.
- **Start a bike or skateboarding club**
- **Invite a guest speaker to the next pep rally to talk about Active Transportation**
- **Post maps showing safe routes to school.** Display transit, local cycling and walking route maps around the school, so students can see what their options are and pick a safe route to school.
- **Active transportation announcements.** Announce interesting facts about physical activity and the environment over the intercom every day during International Walk to School Month.
- **Check your schools policies and accessibilities for active transportation.** Are there enough bike racks around the school to accommodate active transporters? Is there a place for students to keep their skateboards or inline skates during school?

Links for more information on how to get your school on the move:

For more information on how to organize a walk to school event visit:

<http://www.shapeab.com/datafiles/WalkToSchoolDay.pdf>

www.goforgreen.ca

www.iwalktoschool.org



Choosing any mode of active transportation to get to and from school is a great way to incorporate physical activity into the day. This can include walking, cycling, in-line skating and skateboarding.

Not only is car-centered transportation a contributor to sedentary Canadians but it also causes harmful emissions that are bad for the environment.

The most energy efficient and least costly mode of transportation is muscle power!

Rewarding efforts

Sometimes a little incentive is all it takes to get people started and a pat on the back to keep them going.

- **Promotional items** from *in motion* can be used as prizes and motivators for students. These include: t-shirts, water bottles, pedometers, wristbands, tattoos, stickers, key chains, lanyards and white board calendars which all promote physical activity.
- You can also **add other prizes into events** like fitness passes to your school, or other gyms, yoga or Pilates classes, leisure passes, school clothing, gift certificates to fitness stores, or look into sponsorship from local stores in your community that sell fitness related items.
- **Travel around the world!** Measure the activity of students in a fun and creative way! A poster that tracks the distance which, the students travel each day could add up to a larger distance such as the distance around the earth. A graph could be made to show the increase of physical activity that the school as a whole has done. Tracking the progress of physical activity of the student body could be a good way to encourage more students to get involved. It would also give students who are physically active positive reinforcement. By posting updates on activities and events students can continue to increase their daily activity.

✓ Step Five: Budget:

It's important during the planning process to discuss what the costs of running the activity may be. Even if there are very small costs, you have to determine where the money will come from in order to run the activity. Use the budget sheet in the workbook to determine revenues and expenses.

Revenues:

Revenues or income is money that will come from sale of tickets, sponsorships, donations or other means in which you collect money for your activity.

Expenses:

Expenses are any costs that you have to pay relating to the activity. List all potential expenses, even if they are small. Once they are listed, you may be able to find ways in which to get these expenses covered. For example, if you are running an activity that requires space, rather than renting space elsewhere, use the school or locations that don't have a cost related to it. Prizes or incentives may be able to be donated. If food is required, ask students or parents to volunteer to make food for the event.

✓ Step Six: Evaluation:

Evaluation is an important part of any activity or event. It is an opportunity to determine where changes can be made for future activities. Always take the time after an activity or event to discuss the positives and negatives. Celebrate what worked well and discuss how you can change things that didn't work as well. Discuss this as a planning team as well as survey the participants or talk to them to get their feedback. See the workbook for sample questions you can use in the evaluation of your activities/events.

Keep records or summaries of your evaluations so that future groups don't make the same mistakes. Include recommendations for that specific activity or event. Share the results with other groups and brainstorm how to improve upcoming activities.

The SRC manual is a supplement to the High School *in motion* manual. This, in addition to the workbook will assist the SRC in successful implementation of *in motion* activities and events.

In motion staff are available to answer questions and provide additional information and support where needed. Feel free to contact *in motion* if you have questions or need clarification on any of the information provided. If there are suggestions as to what else can be added to our resources or prizes or if there are any comments on the tools and resources already available please contact us.

In motion is very interested in hearing your stories. We would like to share your successes with other schools and groups. Please send us your stories and pictures and if possible, we may post them on our website.

Contact Information:

in motion office:
1-306-655-DOIT (3648).
Email inmotion@saskatoonhealthregion.ca
Fax: 655-8128

SRC *in motion* WORKBOOK

This workbook will take you through five easy steps in your planning process for *in motion* activities. Feel free to add additional information and keep good records of what you do so that when your new SRC comes in, they will have background information on what was done in the past, what worked and what some of the challenges were.

The following describes the steps that your SRC can use to plan activities and the worksheets for each step are included.

✓ **Step One: Current Activities and Events Inventory Sheet:**

Use a blank calendar for the school year, (September – June) and plot in all the scheduled events and activities that are happening. This way, when you plan your activities, you will be sure not conflict with what is already happening. You may notice that there are no physical activities planned for a certain month, so you may want to plan something within that time frame.

Identify who the current activities are planned for. If they only target select groups, you can plan something where you can get the majority of students involved.

✓ **Step Two: Needs Assessment Questionnaire:**

The questionnaire in this workbook is a sample of what types of questions you may want to ask. If it has everything in there that you want to use, just simply photocopy it and use it as is. If you wish to change or add some questions, feel free to do that as well. Keep the questionnaire simple and only ask the questions that you need answers to.

✓ **Step Three: Brainstorming Session:**

Brainstorming is when a group of people meet to generate new ideas around a specific area of interest. Using rules which remove inhibitions, people are able to think more freely and create numerous new ideas. The participants shout out ideas as they occur to them and then build on the ideas raised by others. All the ideas are written down and are not criticized. Only when the brainstorming session is over are the ideas evaluated. Here are some tips:

- ✓ No idea is a stupid idea
- ✓ Let everyone have a chance to speak
- ✓ Write everything down – quantity not quality
- ✓ Have fun with it!

✓ **Step Four: Implementing Your Plans:**

The brainstorming is the easy part – now comes the more difficult part of your planning. It's time to decide what to do and how to make it happen. Through your brainstorming and your needs

assessment, you will find some common themes. Take a look at what is realistic and determine if it is something that will work in your school. Here are some tips to consider:

- ✓ Pick out a few ideas that you think can be planned and coordinated in your school.
- ✓ Start small and plan activities or events that you know will be a success.
- ✓ Don't try to do too much too soon.
- ✓ Plan the easy ones first and build on your success in order to get more people interested and involved
- ✓ Recruit other students and staff to help you
- ✓ Work with other groups and clubs in your school
- ✓ Remember the 5 P's of marketing:
Product – what are you selling, Price – how much will it cost, Promotion – how are you promoting it, Place – where is it taking place, People – who do you want to be there?
- ✓ Use the Program Outline Sheets to plan your activities (copy more if needed)

✓ **Step Five: Budget:**

It's important during the planning process to discuss what the costs of running the activity may be. Even if there are very small costs, you have to determine where the money will come from in order to run the activity. Outline the revenues (income) and the expenses (costs) in the sample budget provided to see if the activity is feasible. Change the items in the lines to what your actual revenues or expenses may be.

✓ **Step Six: Evaluation:**

Always take the time after an activity or event to discuss the positives and negatives. Celebrate what worked well and discuss how you can change things that didn't work as well. Discuss this as a planning team as well as survey the participants or talk to them to get their feedback. There are sample questions you can use

SRC TEAM MEMBERS:

Name	Phone	Email:



STEP ONE: Physical Activity/Events: List all current events and activities that your school is offering include dates and who the activity or event targets, i.e., the whole school, just students, specific clubs, etc.

Month	Activity or Event	Target Group
September		
October		
November		
December		
January		

Month	Activity or Event	Target Group
February		
March		
April		
May		
June		

For the month of: _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Photocopy a calendar for each month and write the dates in. Record all current scheduled activities on the day that they occur throughout the school year.



STEP TWO: Needs Assessment Questionnaire: This is a sample questionnaire you can use to find out what the students would like to have offered in the school. Feel free to pick and choose from the following questions and add more. Remember to keep the questionnaire fairly simple and short to ensure that students will answer the questions.

Questionnaire for Students at _____ School

Your SRC would like to hear from you. Please answer the questions below so that we can find out what types of activities, programs and/or events you would like to see offered.

1. What grade are you in? 8 _____ 9 _____ 10 _____ 11 _____ 12 _____ Other _____

2. Do you consider yourself to be physically active? yes _____ no _____ sometimes _____

3. Please check the activities do you do on a regular basis (either in school or outside school)

- | | | |
|-----------------------|--------------------|--------------------|
| _____ basketball | _____ volleyball | _____ hockey |
| _____ football | _____ soccer | _____ floor hockey |
| _____ weight training | _____ aerobics | _____ running |
| _____ track & field | _____ wrestling | _____ dancing |
| _____ walking | _____ cheerleading | _____ swimming |
| _____ skiing | _____ baseball | _____ Lacrosse |

Other: _____

4. If there were more opportunities to be active at school, would you take advantage of them?
yes _____ no _____

5. What types of activities would you like to have available at school?

- | | |
|---------------------------------|-------------------------|
| _____ Noon hour fitness classes | _____ Intramural sports |
| _____ Walking Club | _____ Jogging Club |
| _____ Weight Training Classes | _____ Dance Classes |

Please list other activities that you would attend if they were offered:

6. How do you usually get to school?

- | | | |
|------------|-------------------|------------------|
| _____ Walk | _____ Bike | _____ Bus |
| _____ Car | _____ Rollerblade | _____ Skateboard |



STEP FOUR: Implementing your plans:

Use the following Program Outline sheets to plan your activities and programs. Start with discussing your Needs Assessment Questionnaire and your Brainstorming Session to come up with 3 possible activities you can try.

Top 3 suggestions from brainstorming session:

1. _____
2. _____
3. _____

Program Outline

(Complete the following information for each activity, program or event)

Activity or program: _____

Target group (who is it for) _____

Date(s) of activity: _____ Time(s): _____

Location: _____

What will it cost to attend? (use budget in step five) _____

Goal(s) of program: (what do you want to achieve, for how many people?)

Equipment needed:

Type of equipment	Where will you get it from?	Cost (if any)

Promotion: How will you let everyone know where, when, cost, etc. Ideas: posters, email, Facebook, announcements over intercom, word of mouth, etc.

Type of promotion	Who will work on it?	Date to be completed

Organizing committee: Outline everyone who is involved in the planning and what they will be doing.

Name	Task	Date to be completed

- ✓ Try and have regular meetings so that you can keep track of things being done or what else is left to do.
- ✓ Involve everyone who needs to be. For example, if the school is open in the evening, meet with the janitor to discuss when the doors will open and close, etc.
- ✓ Make sure everyone who needs to know about the activity has been informed. Don't leave anyone out.
- ✓ Celebrate your accomplishments and congratulate everyone for becoming "in motion"!



STEP FIVE: Budget

In the “projected” column write down what you believe your revenues and expense will be. After the event, write down what they actually were in the “actual” column. You can then evaluate your activity from a financial perspective. Determine what you planned is actually what occurred.

Sample budget:

Revenues	Projected	Actual
_____ registrations x \$_____ fee		
Income from other sources		
Expenses		
Marketing (printing costs, etc.)		
Speaker, music, etc		
Transportation		
Facility rental		
Equipment		
Food		
Other:		
Other:		
Other:		
Total Income		
Total Expenses		
Profit/Loss		

Notes:



STEP SIX: Evaluation.

With any activity, program or event, it's important to gather feedback from the participants to see if they enjoyed it, what some of the challenges may have been and if you would like to try this or a similar activity in the future. Also, have a team meeting to evaluate it from an organizing point of view. Discuss challenges and successes and make a list of what you'd change if you did the activity again.

For participants:

1. On a scale of 1 – 5 (1- excellent, 5-poor) how would you rate the activity/program

1 2 3 4 5

2. What did you like best about the activity?

3. What didn't you like?

4. If you could change one thing, what would it be?

5. What other suggestions do you have that would help us improve this activity?

For Committee: (from an organizational view)

1. Overall, how successful was the activity? (1-excellent, 5-poor)

1 2 3 4 5

2. What would we change or do differently next time?

3. Did we reach our goals (did we accomplish what we wanted and was there the number of people we were hoping for?)

4. Other ideas, suggestions, comments

