# **Sample Activity Reflection Template**

## **Overview**

* The Activity Reflection Tool template is intended to highlight accomplishments, track progress, and reflect on the success and challenges of an intramural activity.
* This template is used by intramural organizers at the completion of an intramural activity to support reflection on a specific intramural activity.
* This template can also be used to assist with the completion of the Year-End Reflection Tool.
* The template can be used as is, or questions can be added or revised to meet the school’s needs. The questions can also be used during a post-intramural discussion with students.

## **Activity Reflection Questions**

### **Activity Profile**

1. Enter the activity name:
2. Rate the participation level for grade(s)/division(s) included. Select one of the following options:
   * All students (100% of all students eligible)
   * Most students (75% to 99% of all students eligible)
   * Some students (50% to 75% of all students eligible)
   * A few students (less than 50% of all students eligible)
3. Would the students recommend that the activity be offered again? Select one of the following options:
   * Yes – with no changes
   * Yes – with some modifications to the activity
   * No
   * Unsure

(Note: the data from the Student Reflection template can be used to answer this question)

1. How do the individuals organizing the activity (e.g., teachers, students, volunteers) rate the success of the intramural activity? Select one of the following options:
   * Extremely successful
   * Successful
   * Not very successful

(Note: this question can be discussed at an intramural committee/group meeting following the activity’s completion)

1. Did you have to adapt/change your initial plans for your activity? Select one of the following options:

* Yes
* No

If yes, what did you learn that you can apply to future intramural activities?

1. What could you do in the future to increase student participation in the intramural activity? Please provide your answer in the space provided.

### **Activity Engagement**

For the following questions, please provide your answer in the space provided.

1. How many students were involved in the planning and implementation of the intramural activity?
2. How successful was your intramural activity in meeting the needs and interests of the students in the grade(s) participating?
3. How many students participated in the intramurals beyond the activity planned (e.g., promoting intramurals, student coaches, officials, equipment setup/take down)?
4. What could be done next time to encourage more opportunities for student voice and choice in the development and implementation of the activity?

### **Activity Environment**

For the following questions, please provide your answer in the space provided.

1. What strategies were used to ensure recruitment included all students and students felt welcomed to join the intramural activity?
2. What strategies were used to allow students to join/enter the intramural activities at different points?
3. What strategies were used for students to connect positively with peers?
4. What strategies were used to ensure the activities were physically/emotionally safe for all students?
5. What are some strategies that could be used going forward to establish and maintain a positive environment for intramurals?

### **Recognition**

For the following questions, please provide your answer in the space provided.

1. How was the success of the participants recognized?
2. How were the individuals who supported the planning and implementation of the intramural activity recognized?
3. How can planning and implementation of the intramural activity be monitored and shared more broadly?