



STEP 3: TOOLS AND RESOURCES

ACTION PLAN ELEMENTARY SAMPLE

Here is a sample completed action plan, based on the Action Plan Template, for an intramural program at an elementary school.

What	Who / How
Target audience	Primary, Grades 1–3; plus Grades 4–6 leadership development
Type of intramural	One half-day event
Format of activity	Mass participation for all students in Grades 1–3
Activity name	<p>Winter Carnival</p> <p>Events:</p> <p>Snow Sculptures—Participants create a snow sculpture that represents something about winter (e.g., skating, making a snowman, tobogganing). Participants "perform" their sculpture to music for other participants.</p> <p>Luge—Participants co-operate to move 4 people sitting on 4 attached scooters from one end of the activity area to the other in a safe manner.</p> <p>Curling—Participants send a beanbag along the floor to a hula hoop. Each time a beanbag touches the target a point is scored. Each team plays 4 "ends."</p> <p>Snow Snake—Participants send their wooden "snow snake" (drumstick) along a track (tape on the hall floor) measuring how far it goes.</p> <p>Ring Frosty—Participants attempt to get as many rings onto bowling pins decorated to look like snowmen. Each time they are successful they do 5 snow angels (jumping jacks). Teams keep count of the number of snow angels they make.</p>



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	<p>Snowball Relay—Each participant must carry their snowball (crumpled paper) on a big spoon to the end of the space, place it in a bucket, snow slide back (feet must slide across the floor—no running) and tag the next person who then carries their snowball on the spoon to the bucket. Teams count how many snowballs they can get into the bucket in a designated time period. If students drop their snowball they pick it up and keep going.</p>
<p>Activity description</p>	<ul style="list-style-type: none"> • Each Grade 1–3 class rotates through the schedule to each location and completes the Winter Carnival activities, which are run by Grade 4–6 student leaders (so class is divided into smaller teams of 5–6 students for each event) with a staff advisor. • Grade 4–6 leaders will also be assigned to each class to help them complete each activity throughout the day. • To prepare, each class will decide how they will be identified as their team, i.e., by colour, by creating a banner, choosing a team name, and creating a cheer for their class. • Points will be awarded throughout the day for cooperation and teamwork. • Digital pictures of the class will be taken at each event and shared in a final celebration in the activity area at the end of the day. • Each class will be acknowledged at the celebration based on their creativity at each event, cheer, enthusiasm, cooperation, and teamwork.
<p>Date(s) of the activity</p>	<p>The first week of February</p>
<p>Location of the activity</p>	<p>Gymnasium, library, activity space, main hall, atrium</p>
<p>Time of activity</p>	<p>9–11 am</p>



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What	Who / How
<p>Roles and responsibilities <i>(tasks and names)</i></p>	<ul style="list-style-type: none"> • Grade 4–6 students divided into leader teams for each primary class and lead a small group from the class through each activity. • Grades 4–6 intramural committee members are assigned to each station to run the activity with the designated educator, supervisor, or administrator. • Each intramural committee group responsible for a station sets up the station for each rotation. • The intramural committee will organize the week before the event and make sure all materials and equipment are ready in a central location. • Four Grade 6 intramural committee members will be responsible for the digital photography and getting the celebration slide show ready for the end of the day. • Intramural committee will create the participation certificates for each class and will distribute them at the end-of-year assembly. • All students get a Winter Carnival Participant Ribbon when they come into the activity area for the celebration at the end of the day.
<p>Resources and materials <i>(supplies, equipment)</i></p>	<p>Paper for snowballs; buckets, big spoons, green sponge rings and bowling pins, drumsticks and skipping ropes to make the course, beanbags and hula hoops, scooter boards, non-marking tape for lines for each activity, participant ribbons, class participation certificates, digital cameras, LCD for celebration, fun carnival music for each event location and technology to play it <i>(see library for help)</i>.</p>
<p>Set-up requirements</p>	<p>See detailed plans for each station.</p>



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Supervision and safety requirements (<i>type, number of staff and student leaders</i>)	<ul style="list-style-type: none"> • We will use the Ontario Physical Activity Safety Standards in Education (OPASSE) to make sure we have the appropriate supervision in place for both staff and student leaders. • We will use the Ontario Physical Activity Safety Standards in Education (OPASSE) to create safety rules for each activity. • Committee members at each station will review the safety rules each time they start the event with a new group. • Educators will get a copy of the events and the rules ahead of time.
Promotion and advertising	<ul style="list-style-type: none"> • Announcements will be made the week before to get all students excited. • Grade 4–6 leaders visit their assigned class the week before the event so the younger students meet them and to explain the event.
Monitoring strategy	Ask for educator and student feedback after the event.
Recognition and acknowledgement	<ul style="list-style-type: none"> • Recognize all participants with pictures on the intramural bulletin board, names on the announcements, and other social media with school-only access. • Send thank you notes to all the adult volunteers and staff who helped with events. • Send thank you notes to the teachers of each class.
Alternative Plan	Choose an alternative day if the regularly planned day is a snow day.