

Daily Agenda Planning Template

PLAN

Setup	What should you set up before youth arrive? _____	_____ min
Warm Welcome	How will you greet and welcome youth? _____	_____ min
Self-Guided Free Play	How will you encourage self-guided free play? _____	_____ min
Community Builder/ Warmup	What group activity will you use to engage all youth and get them moving? _____	_____ min
Group Agreements	Review the Group Agreements and ask if anyone would like to add or change anything. _____	_____ min
Activity Choices	Review the activity choices of the day, and note the staff-to-youth ratios.	
	Activity 1. _____	_____ min
	Staff-to-youth ratio: _____	
	Activity 2. _____	_____ min
	Staff-to-youth ratio: _____	
Activity Instructions	Share instructions for any new games.	
	1. _____	
	2. _____	
	3. _____	_____ min
	4. _____	
	5. _____	
Reflection and Recognition	How will you help youth reflect on what they learned, tried or experienced? _____	
	How can you recognize their contributions or have them recognize their peers’? _____	_____ min
Cleanup	How will you prompt youth to begin the cleanup routine? _____	_____ min
Transition and Closing	How will youth line up to quickly transition to the next program area or depart? _____	_____ min