Project Name: Date of Session  
Leader (s) Names

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| Expected Weather: |

Rationale:

Write a paragraph here explaining the reason why you’re running this session and what the participants will take away from it.

Objectives:

Participants will be able to:

1. List your objectives here.
2. One by one.

Materials:

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Introduction:(Total time= 30minutes)

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| **Time interval**: X:00pm—X:30pm  *Activity Example: See below.*  **Attendance & Sign In:** Children will come in and write their names on the sign in sheet. As they wait for other members to show up, they will engage in non-structured station activities. (Arts & Crafts station, Board Games station, Fruits and Snack Station)  Volunteers will be helping with the supervision and the entertainment of the participants at this time. |

Body: (Total time= 80min)

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| **Form:** Name of the Activity  Detailed description of tasks and what each person will be doing.  **Time allotted**: X minutes **Time Interval**: X:30-X:15  **Form:** Name of the following Activity  Description.  **Time allotted:** Xmin **Time Interval:** X:15-X:40  **Form:** Name of the next activity, etc.  Description  **Time allotted:**10-15minutes **Time Interval**: X:40pm-X:55pm |

Closure: (Total time= 5minutes)

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| **Form:** Clean Up and Free Play  Participants will clean up and have a few minutes to wind down before their parents pick them up.  **Time allotted**:5 minutes **Time Interval**: 4:55pm-5:00pm |

Extension:

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| Participants will go back to the regular station activities until their parents pick them up. (Uno/Board Games) etc. |

Risk Management:

Low risk activities in an indoor setting. Lots of volunteers enable better security and monitoring of the participants. No running activities around tables that can pose a risk of participants bumping into them and falling.

Appendix: Rainy Weather Back-Up Plan

Describe back up plan here.