

AVA Activity Proposal

Title of Activity: _____

Who = Sponsoring Teacher(s): _____ Cell: _____

Partnering Parent(s): _____ Cell: _____

Target Participants [grade level(s), etc.]: _____

What = Activity Description:

Why = Activity Purpose:

Where = Location: _____

When = Duration, Dates, & Times:

Means of communication suggested (Thursday folders, teacher websites, etc.):

Post Activity Reflection:

What went well?

What are some tweaks we could make if offering this again?

Check one: This is a keeper ____ This was a great one time experience ____

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Safety Plan:

Student safety is our first priority at AVA. Please understand that by sponsoring this activity, it is your responsibility to make sure students are accounted for, supervised at all times, and arrive home safe. Therefore, you must provide the following:

1. *Please list the students who will participate in this activity and email the list to teachers.*

2. *You must take attendance each time you meet and notify the office if a student is absent. The office will verify if the student was absent from school that day.*

3. *What is your plan for supervision of students while at this activity? Who will monitor the students if they need to use the bathroom?*

4. *The exterior doors maybe locked during your activity. What is your plan if parents need to pick up their child early?*

5. *How will you conduct student pick up and ensure students arrive home safe?*

6. *How will you communicate with parents if this activity needs to be canceled for the day? (Please make sure you include the AVA office on this communication.)*
