



# Youth Programs Activity Plan & After Action

OPNAVINST 1700.9

ACTIVITY PLAN			
<b>BUSINESS LINE(S)</b>			
<b>ACTIVITY DATE(S)</b>		<b>STAFF IMPLEMENTING ACTIVITY</b>	
<b>REVIEWED BY</b>		<b>REVIEWED DATE</b>	
<b>NAME OF ACTIVITY</b>		<b>DURATION OF ACTIVITY</b>	
<b>CORE PROGRAMMING AREA'S</b> (check all that apply) <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>CHARACTER &amp; LEADERSHIP</span> <span>EDUCATION &amp; CAREER</span> <span>HEALTH &amp; LIFE SKILLS</span> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>THE ARTS</span> <span>SPORTS, FITNESS, RECREATION</span> <span>TECHNOLOGY</span> </div>			
<b>YOUTH SPORTS &amp; FITNESS CORE SERVICE AREAS</b> (check all that apply) <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>FITNESS</span> <span>HEALTH &amp; NUTRITION</span> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>OUTDOOR RECREATION</span> <span>MOTOR SKILL DEVELOPMENT</span> </div>			
<b>EXPLAIN HOW THE ACTIVITY MEETS CORE PROGRAMMING AREA(S) OR YOUTH SPORTS &amp; FITNESS CORE SERVICE AREA(S)</b>			
<b>MATERIALS/RESOURCES NEEDED FOR THE ACTIVITY?</b>			
<b>LEARNING OUTCOMES AND SAFETY PRECAUTIONS</b>			
<b>ACTIVITY PROCESS</b>			
<b>WHAT IS THE IDEAL AGE RANGE FOR THIS ACTIVITY, ADAPTATIONS NECESSARY, SPECIAL CONSIDERATIONS?</b>			
<b>LIST YOUTH INPUT FOR THIS ACTIVITY</b>			



Child and Youth Programs

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### AFTER ACTION REPORT

HOW MANY YOUTH PARTICIPATED IN THE ACTIVITY?

STAFF FEEDBACK AND NOTES

YOUTH INPUT

OTHER NOTES



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## Optional Continuation Sheet

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**INCLUDE ADDITIONAL COMMENTS FROM PAGES 1 AND 2**



Child and Youth Programs

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### INSTRUCTIONS FOR COMPLETING YOUTH PROGRAM ACTIVITY PLAN

#### ACTIVITY PLAN

- Enter the **Business Line(s)** that is being programmed for. Recreational Preschool, School Age Care, Open Recreation, or Teen Program
- Enter the **Activity Date(s)** for which the activity will be implemented. Is this a one-time activity, multi-day, week-long, etc?
- Enter the name(s) of the **Staff Implementing The Activity**
- Enter the name(s) of the staff that **Reviewed** the activity plan. This should be a Program Lead, Director, and/or T&C.
- Enter the **Reviewed Date** of the activity plan. This date should precede the activity's implementation.
- Enter the **Name Of The Activity**. The name of the activity should avoid general titles like "Triple Play" and specifically highlight the activity, i.e. Jump Rope Challenge.
- Enter the **Duration Of The Activity**. 30 minutes, 1 hour, etc?
- Select the **Core Programming Area(s)** that are met by implementing the activity. Check all that apply.
- Select the **Youth Sports & Fitness Core Service Area(s)** that are met by implementing the activity. Check all that apply.
- **Explain How The Activity Meets Core Programming Area(s) Or Youth Sports & Fitness Core Service Area(s)**. Specifically explain the skills and/or knowledge that participants will receive from participating in this activity. Also, individually explain why each core area can be met by implementing this activity.
- List the **Materials/Resources Needed For The Activity**. Include the quantity and location, price and source (if purchasing). Resources can also include partners, volunteers, curriculum, etc.
- List the **Learning Outcomes And Safety Precautions**. Explain 1-3 learning outcome(s) that should be experienced by youth participants. Also, due to the nature of the activity/environment, note any safety precautions that should be planned for.
- Explain the **Activity Process**. Include step-by-step instructions of how the activity will be implemented.
- List the **Ideal Age Range, Adaptations, And Special Considerations**. Explain how this activity being planned to support the needs, interests, and abilities of all possible participants.
- **List Youth Input For This Activity**. Explain how, when, and why youth provided input for the creation of this activity.

#### AFTER ACTION

- Enter **How Many Youth Participated In The Activity?**
- Provide **Staff Feedback And Notes**. Explain what went well, what needs improvement, what changes need to be considered for future implementation, and possible enhancements.
- Document **Youth Input**. List what the youth said about the activity. Ask open-ended questions for meaningful content.
- Provide **Other Notes**.