

Youth Awards Worksheets: Planning an Activity

Use with any Youth Scotland Award!

These worksheets may be most helpful to support the starred awards below:





Designing the Details

**Think about your participants.
Who are you planning an activity for?**

**What do you want them to learn or get
out of your activity? (outcomes)**

**What kinds of activities could
achieve these outcomes?**

**What places do I have access to
where I could deliver my activity?**

*(Think about each one: is there enough space?
The right equipment or furniture? Are there rules
about the kind of activities you can do there?)*

**How can I make sure my activity
includes everyone?**

*(Think about everyone who is taking part. How
can you make the activity friendly to participants
who are neurodiverse or differently abled?)*

How much time will I need / do I have?

*(You can use the scheduling tool on the next
page to help you plan)*

What materials and equipment will I need?

*(If you are buying materials, you can use the
budgeting tool in this packet to help you plan)*



Planning Activities

Title of the Activity:

Date:

Time:

Location:

Participants (who/how many):

Goals for the activity (outcomes):

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-
-

Activity Schedule and Task List

Time:	Activity Set Up:	Materials Needed:
Time:	Introduction: <i>(explaining the activity, icebreakers, warm ups)</i>	Materials Needed:
Time:	Activity:	Materials Needed:
Time: <i>(plan to end a little early)</i>	Closing: <i>(wind-down, opportunities for feedback)</i>	Materials Needed:
Time:	Clean Up:	Materials Needed:



Preparing Your Materials

Materials Checklist

Look back at your activity planning on the previous page. Make a complete list of all the materials you'll need. You can organize them by type or by when you'll need them during the activity.

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Notes & Reminders

Do any of your materials need special preparation? Keep track of what you need to do to get them ready.

