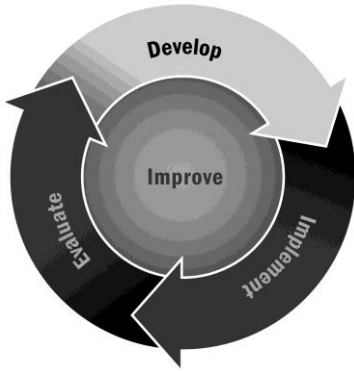


## Summer Program Schedule



In Chapters 1 and 2, you learned that everyone benefits from having a well-defined schedule. This ensures that both the staff and stakeholders (i.e., youth, families, partners, and community members) know what to expect.

**Directions:** Use or adapt this tool to schedule and keep track of all program offerings that occur during summer programming. Be sure to include days offered, time, location, staffing, and other relevant information. A sample schedule is provided to get you started. Use the blank form at the end of this tool for your program.

### Summer Science Camp Week 1 – Theme “Bugs Gone Wild”

	Time	Activity	Location	Staff
Monday	8:00–8:30	Breakfast/check-in	Cafeteria	John Smith, Ann Moore, community college volunteers
	8:30–8:45	Transition time		All staff members oversee
	8:45–11:45	Group 1	Park	Audubon Society staff
		Group 2	Park	Smith Hill Park Zoo staff
		Group 3	Rm. 2b	Jennifer Johnson and Mark Smith
		Group 4	Rm. 3	Joe Jennings and Lydia Farmer
		Group 5	Rm. 5	Adrian Foster and Jenna Ryan
	11:45–12:00	Transition to lunch		All staff members oversee
	12:00–12:30	Lunch	Cafeteria	All staff members oversee—program staff members sit with youth in groups
	12:30–12:45	Transition time		All staff members oversee
12:45–2:00	<i>Activity Choice 1</i> Yoga Hip-hop Theater Clay studio Baseball	2b	Jennifer Sloan	
		5	DJ Dance staff	
		Auditorium	Sophia Carter	
		Art room	Arts for All staff	
	Field	Jeremiah Singer and Jose Lopez		
2:00–3:15	<i>Activity Choice 2</i>	All rooms stay same	Same instructors	
3:15–3:30	Dismissal	Cafeteria	All staff members oversee	

	Time	Activity	Location	Staff
Tuesday	8:00–8:30	Breakfast/check-in	Cafeteria	John Smith, Ann Moore, community college volunteers
	8:30–8:45	Transition time		All staff members oversee
	8:45–11:45	Group 1	2b	Jennifer Johnson and Mark Smith
		Group 2	3	Joe Jennings and Lydia Farmer
		Group 3	Park	Audubon Society Staff
		Group 4	Park	Audubon Society Staff
		Group 5	Park	Smith Hill Park Zoo Staff
	11:45–12:00	Transition to lunch		All staff members oversee
	12:00–12:30	Lunch	Cafeteria	All staff members oversee—program staff members sit with youth in groups
12:30–12:45	Transition time		All staff members oversee	
12:45–2:00	<i>Activity Choice 1</i>			
	Beat-making	2b	Julie Firestone	
	Girls, Inc.	5	Sasha Jones	
	Chorus	Auditorium	Lawrence Fletcher	
	Puppet making	Art room	Arts for All staff	
2:00–3:15	Soccer	Field	Jeremiah Singer and Jose Lopez	
	<i>Activity Choice 2</i>	All rooms stay same	Same instructors	
3:15–3:30	Dismissal	Cafeteria	All staff members oversee	
Wednesday	Same as Monday schedule			
Thursday	Same as Tuesday schedule			
Friday	Field Trip—Potters Beach Day!			

[Program Name]

[Program Session (Dates) – # Weeks]

	Time	Activity	Room	Staff
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				