

# RSOP Programming Protocols

(what to do and when for programs)

## At Least 2 Weeks Prior To Program

1. **Gather all information** needed to help with planning of program. If program has been done before, get past lesson plan and folder from your supervisor. If off campus, visit the teaching/activity site.
2. **Meet with co-leaders to design lesson plan** and list the needed equipment.
  - a. Discuss expectations of the program, expectations of each other and expectations of the group.
  - b. Complete/update Risk Management Form and turn into your supervisor
3. **Give copy of lesson plan to your supervisor** for review
4. **If supplies are needed**, work with your supervisor.
5. **If outing needs the van** and you have not gone through the van training, see your supervisor.
6. **Communicate with Registration Staff** in 153 SpHC about your program - they like to know what you will be doing with the group.
7. **Promote the program.** Get people to sign up.

## 1 Week Prior To Program:

1. **Finalize lesson plan** and give copy to your supervisor
2. **Check on registration of participants** (do this at 153 SpHC)- this helps you plan for materials and activities. Adapt, if necessary.

## Day Of Program (or Friday before, if on a weekend):

### **Before Program**

1. **Pull together all necessary gear and equipment.** This may include van keys, first aid kit, rental equipment, etc.
2. **Get plastic folder of Registration Information** from SPHC 153.
3. For indoor programs, **Get the Easel and Welcome Sign from the Rental Center** to put outside the room
4. **Arrive at meeting spot no less than 10 minutes before start of program.** If you have a lot of equipment prep, arrive at least 30 minutes before start.
5. **Wear a name-tag and an RSOP Staff shirt, hat, or coat.**
6. **Greet each participant** and get to know their name.

### **During Program**

1. **Keep the "Big Eye for Safety"**
2. **Follow your lesson plan.**
3. Have the **participants complete evaluation forms**
4. **Thank participants** for attending, and encourage them to attend specific programs in the future

### **After Program**

1. **Complete activity debrief form**
2. **Return program folder to Registration Staff** the following day (including evaluation forms)
3. **Return all equipment** and remaining materials to appropriate locations