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