



An Administrative Guide to
Planning and Conducting KKFSD

Step 1: Confirm Kansas Kids Fitness and Safety Day Event Date

Kansas Kids Fitness and Safety Day (KKFSD) is typically held the first Friday of May during National Sport and Fitness Month. In the event that the first Friday in May is not a feasible date for Kansas Kids Fitness and Safety Day, another date may be selected.

Step 2: Secure Facilities for Event

Primary consideration should be given to large open areas such as college or high school football fields, practice fields, parks or intramural fields. Check with administrators that nothing else is taking place on that site during the event date and time. It is suggested that space to accommodate 250 children should equal one football field (500 participants = 2 football fields, etc.). Field reservations should be made as soon as possible during the fall portion of the school year to avoid conflicts. Other points of consideration are:

- What will happen in the event of inclement weather? Will the event be moved to a different location, postponed or cancelled?
- Where will buses unload?
- Is electricity available if needed for microphones, music, etc.?

Step 3: Secure Volunteers for Activity Stations and Other Event Roles

To ensure that your site runs smoothly during the event it is recommended that groups have a minimum ratio of 1-15 supervisors to students. Although adult supervisors are needed, volunteers may also include dependable students who will also benefit from the experience. Student assistance in past programs has been used successfully from the junior high school level to graduate students at the university. Remember to have adult supervision circulating between the stations on a regular basis if lower level students are conducting stations. Volunteers can also be obtained from participating school physical education staff and regular classroom teachers, as well as businessmen and women from the private sector. Volunteer parents are also often willing to get involved. One of the most critical factors regarding volunteers, whether they are students or adults, is to make sure that all volunteers know exactly what their role is. This will not only assist in making the day run more smoothly, but will also provide each volunteer with a sense of purpose. If volunteers feel as though their assistance and time was needed they will be more willing to volunteer again in future years. Primary efforts should be made to have these volunteers in place by the end of January if possible. Collect cell phone or other emergency contact information from your volunteers so you may notify them of event changes or if the event must be cancelled due to inclement weather.

Step 4: Choose Activities for Stations

Activities should be age appropriate to third graders and non-competitive. Activities that introduce or reinforce the development of lifelong physical activity skills should be a priority. Selecting activities that are either too simple or complex for this age group will result in boredom or frustration by the participant. Be sure to include activities that will accommodate children with special needs. Activities should be selected that are easily and quickly explained and understood to promote movement involvement as soon as possible. Don't let kids stand around!

Consider the flow of the activity stations for participants. When mapping out stations on the rotation route do not bunch physically strenuous activities close together, but rather space them out allowing for some resting. Keep the stations as close together as reasonably possible to assure quick transition between activity periods. A minimum of 10 activity stations is recommended. In order to get the kids through the entire course in two hours, activity periods should be kept to 8 – 10 minutes. Allow for approximately three minutes transition time between activity periods. Be aware that some groups may have longer distances to travel between periods and adjust time accordingly when starting the next period. It is strongly recommended that one of the stations within the rotation serve as a water break and rest station. Necessary water or fluid replacement drinks should be made available here. Suggestions for activity selections for the age group include:

<i>Parachute activities</i>	Sack Races	Age Appropriate
Relays		
Aerobics	Frisbee Toss at Target	Softball Throw
Cone Race	Crab Soccer	Rhythm to Music
Jump Rope Fun	Simon Says	Outdoor Activities
Hiking	<i>Hula Hoop Activity</i>	Chain Tag
Alaska Baseball	Animal Tag	<i>Can – Can Relays</i>
<i>Push Ball Relays</i>	<i>Throw and Go</i>	<i>Clothesline Relay</i>
<i>Jump the Brook</i>	<i>Hurdle Hopscotch Circuit</i>	<i>Stratego</i>
<i>Clean Up Your Own Backyard</i>	<i>Team Bocce</i>	<i>Buddy Walkers</i>
<i>Fling It</i>	<i>Triangle Ball</i>	

Instructions for activities in italics are located in the appendix.

It is also recommended that you consider inviting a local celebrity or other guest speaker to provide opening remarks to get the children excited about the event and provide some education on the importance of physical activity and proper nutrition.

Step 5: Check Available Equipment Necessary for Each of the Activity Stations, and Make Arrangements to Reserve it

Sources to find equipment may include local YMCA/YWCA's, Parks and Recreation Departments, schools and university equipment rooms. These arrangements should be made within two months of the event.

Step 6: Arrange for Nurses, Ambulances and Paramedics

It is recommended to do this by January and verify their attendance one week before the event. This service is usually donated at no cost to the event host. Recognition for this service should be released to the news media.

Step 7: Arrange Refreshments for Students, Teachers and Assistants.

Nutritious refreshments are much appreciated by those conducting and participating at the Fitness Day. Area grocery stores and markets will usually either donate or sell products at a discounted price for service-oriented projects such as this. This generosity should be recognized in various new releases about the event. Popular refreshments include bananas, apples, fruit juice and sport drinks, etc. Various fast food restaurants or soft drink companies generally donate cups for the event as well. Contact with these merchants should take place at least one month in advance of the event.

Step 8: Health Enrichment Packets

Each host site is responsible for enrichment packets (optional). It is recommended that a box for each school be labeled accordingly and filled with the number of packets corresponding to students from that school. These can then be placed on the buses during the event and may be handed to students as they leave the event. This keeps materials from getting lost at the site or littering the fields. Encourage teachers to go through the packet materials with the students back in their classrooms and discuss with them the health related literature.

Step 9: Notification to News Media (television and local newspapers) should be Arranged at least Two Weeks in Advance of the Event

The participating schools local media can also be contacted for publicity. If event is held at a college or university site the administrative public relations department can be of valuable assistance for arranging media coverage. A sample of the media advisory and a press release are in the appendix.

Step 10: Mail the general information letter concerning pertinent details school districts will need before their arrival to the event site

Suggested details to include are:

- Reminder of date and time of arrival.
- Map of Location with bus unloading and parking procedures.
- Structure of opening remarks and procedures for getting event started.
- A map of the activity stations and starting points for each school.

- Inform them an ambulance or nurse will be on duty.
- Encourage parents to attend.
- Encourage teachers to discuss information from the health enrichment packet with their students after they return to school.
- Let them know if refreshments will be served and invite children to bring sack lunches for after the event.
- Encourage students to wear comfortable clothing and shoes they can move easily in. School T-shirts may be suggested to make identification easier at the event.
- Provide estimated length of the event and approximate time students will be returning to their respective schools.
- Document policy for poor weather and conditions that might cause postponement or cancellation.
- Collect cell phone numbers or other emergency contact numbers in advance for teachers, bus drivers and volunteers to notify if the event must be delayed, postponed, or cancelled.
- Include any local sites of interest that the teachers may want to include as part of the days events upon completion of the Kansas Kids Fitness and Safety Day activities. Examples maybe any local historic sites or a walking trail system in the area. Contact information to arrange for more information could be included.
- Be very positive and upbeat!

A sample letter is located in the appendix.

Step 11: Setting up the site for KKFSD

- a. Put station numbers in large letters on poster boards or flags. Set them up at corresponding stations where they are very visible and leave no doubt to where a station is located.
- b. Everyone helping with the event should have a copy of the field site, illustrating station assignments, and rotation order. These should also be distributed to the group escorts that are assigned to lead their particular group through the stations. Teachers and anyone else that could benefit from a copy should be given one as well.
- c. Have equipment distributed to each site prior to start of activity.
- d. Arrange to use microphones, bull horns etc. to communicate with groups prior to and after the activity sessions, and in between if necessary. Some sort of noise device such as an air horn is effective to notify groups of period changes.
- e. Arrange for a method to mark off field designating the individual station spaces. Cones (borrowed from the highway department or telephone company) and flags are effective at marking these boundaries.

- f. Assign helpers to meet buses and give immediate instructions as well as serve as an escort. Have a “Potty patrol” to escort kids to the bathroom and back to their groups. Obtaining portable toilets may be necessary if building access is not easily accessible. These escorts may also be valuable for passing out the refreshments following the event.
- g. Get activity leaders to return equipment to central location for easy pickup. Have assistants breakdown station materials (cones, flags etc.) and clean up event site.

Step 12: Communication with the participants

Welcome remarks to the entire group before fitness activities should be brief and very positive. Talking points will be provided to incorporate into your message, if you choose. Encourage the children to enjoy the activities and tell them what we hope to accomplish with the event. Last minute instructions should be given before group escorts are asked to lead the groups to their respective starting stations.

Closing remarks should be addressed to thanking the participants, teachers, administrator’s and parents that attended. Also, remember to acknowledge the efforts made by all of the volunteer help and assistants. Instructions for distributing refreshments should be delivered at this time.

Step 13: Follow-up

Mail letters to school administrators and teachers thanking them for their cooperation and allowing the children to attend the Fitness and Safety Day. Comments about the success of the event and follow-up packet materials should also be mentioned. Thank you letters and feedback about the day should be sent to volunteers and support services, e.g. ambulance, grocery stores etc...

KANSAS KIDS FITNESS AND SAFETY DAY CHECKLIST

OCTOBER/NOVEMBER

_____ Confirm date of Kansas Kids Fitness and Safety Day
_____ Secure facilities for the event.

DECEMBER

_____ Begin to enlist volunteer assistance from school systems and the community.

JANUARY/FEBRUARY

_____ Choose activity stations and map out the rotational course.
_____ Identify necessary equipment and make arrangements to reserve it.

MARCH

_____ Arrange for rescue squad ambulance and paramedics to attend.
_____ Contact grocery Stores about obtaining refreshments.

APRIL

_____ Notify volunteers about assignment specifics.
_____ Put health enrichment packets together.

Two Weeks Prior to Event

_____ Notify news media (TV and newspapers) about coverage of the event
_____ Mail instructional letters to school administrators and physical education instructors. Include important instructions concerning the event, maps for guidance and bus parking.
_____ Construct station signs and arrange for special needs such as cones, flags, bullhorns or other equipment.

Following the Event

_____ Mail thank you letters to school administrators and teachers for their assistance and attendance. Remind them to discuss packet information with their children. Provide them with follow-up recreational activities to promote health and fitness year round.
_____ Mail thank you letters to ambulance workers, grocers, and others that provided special assistance for the event.

INSTRUCTIONS FOR SAMPLE ACTIVITIES

Parachute Activities

Students will have two hands on the parachute unless otherwise states.

Race Track - Grab the parachute with one hand and run, walk, skip and gallop around the circle. Change directions.

Waves - Using an up and down motion, kids make waves in the parachute.

Mushroom - On the count of 3, hold the parachute and pull upward while walking toward the center three steps, then walking backward three steps.

Igloo - Lift the parachute and walk inward two steps while pulling the parachute behind your head. Sit on the chute inside.

Popcorn - The teacher places a number of balls on the parachute. Students shake the parachute and the balls start “popping”.

Birthdays - On the count of three the parachute is lifted and the teacher calls out a month. Those students with a birthday in that month change places.

Push Ball Relays

Push ball rugby: the push ball must be brought behind the opponent's line.

Push ball in the air: the push ball may not touch the ground but must always be kept in the air by the group.

Push ball vault jumping: Vault over the push ball (help might be needed depending on the size of the ball)

Push ball relay: the push ball must be rolled back and forth or may only be passed with the head. Contact with the ground is not allowed.

Push ball run: Standing and running on a push ball is only possible if it is very large.

Push ball transport: everyone lies on their backs on the ground next to each other and pass the ball along the row.

Jump the Brook

The brook consists of two parallel jump ropes on the ground two feet apart. The group runs one at a time, attempting to jump over the brook. New lines for a wider brook are made after each jump, until the last kids are left.

Clean up Your Own Backyard

Divide the group into two teams. Cones or other objects mark the center boundary line. Each child will have a crushed cup to throw. On the signal to begin the game, all kids get rid of their trash from their side by throwing it on the other teams “yard”. At the whistle everyone must stop throwing. Penalty for late throw is a point for the opposing team. The object is to be the team with the fewest pieces of trash.

Fling It

Fling-It is a net and ball game specially designed to encourage and challenge players to communicate, cooperate and coordinate their efforts in tossing a ball. A variety of games and activities can be played, including flinging a ball high in the air and catching it, flinging it to another group or flinging it to a target. Fling-It nets are of specially designed 4' x4' (8' x 8' for Super Fling-It) nylon. The nets have built in handles to be grasped while flinging. The nets provide a bouncing effect for the ball when fully stretched. Be sure to use soft and flexible balls; soft vinyl, rubber, inflatables and racquet balls are perfect. Do not toss hard materials with the nets, as injuries may occur.



Hula Hoop Activities

Relay 1- Each team member will roll hoop to their team's cone and then back to their squad, handing the hoop to the next team member. Each team member will complete one trip to the cone and back.

Relay 2- Each team will place one team member inside the hoop and the remaining team members will hold on to the hoop with one hand. The team will go around their cone and back to the starting line. Each team member will take a turn inside the hoop. When every team member has one trip inside the hoop the entire team sits down on the baseline.

Hoop Line Drill – Place hoops on the ground about 2-3 feet apart. Form two groups in shuttle formation. Each child moves through the hoops in the designated manner, and tags the next child in line. You can designate different drills, such as leaping over every hoop, zigzagging through the hoops, both feet in each hoop, etc.

Throw and Go

Six or more balls and equipment are used for this activity. From a throwing line, each child takes a turn throwing an object and then must run and pick up a different object to bring back to the next child in line. Play continues until each child has had a turn.

Hurdle Hopscotch

For this activity you will need one hurdle and five hula hoops or bike tires. The student jumps over the first hurdle and lands in the first hoop placed into a hopscotch formation. After completing the hopscotch, the child either returns back through the course, or jogs to the back of the line.

Team Bocce

Divide the group into two teams, each with one color of bocce balls. Have a player throw the target ball away from the group. Teams alternate taking turns, having each person throw their ball as close to the target as possible, but without hitting it. The team with the ball closest to the target wins.

Triangle Ball

Place the triangle shaped target in the center. Form three teams and assign a color to each team (red, yellow, green). Each team forms a line facing the side of the target that corresponds to their assigned color. One at a time, each child throws a ball at the target and catches it when it rebounds, then handing it to the next child and returning to the back of the line. There are additional variations to this game, including having teammates catch the ball on the rebound.



Can-Can Relays

Divide students into teams. Each team is assigned to a hoop placed on the ground. Place cans away from the team hoops (you can place them in a small wading pool or other receptacle). On the signal, the first team members run and grab one can, then runs to place it in the team hoop, and runs back to tag the next team member in line. This continues until a team is successful in collecting the designated cans for each round.

Ideas for each round include:

- A set number of cans, any kind.
- Assign each group a certain type of can and collect 15 cans.
- Select 3 kinds of cans and collect 12 cans total. Each can must be placed upside-down in the hoop.
- Collect 15 difference cans, and place them alphabetically in the team hoop.

Clothesline Relay

Divide the kids into groups. Adults serve as the clothesline poles. On the signal, each child in line takes a turn picking up one clothespin and one towel (bandana, washcloth, etc.) and runs to hang it on the line. They then return to the line to tag the next player in line. The activity continues until each child has had a turn. You can add variations, such as locomotor movement (skipping, walking backward, etc.)

Stratego

Divide students into teams. Each team has a colored card with a number on it. Each team member should have a card.

Set up a perimeter with cones. This is the playing field. Children run around and tag a member of a different color team.

When tagged, both students check in with an adult. The person with the larger number gets the difference between those numbers (example, red team has a 7 and blue team has a 14, the difference is 7, so the blue team gets 7 points.) The children then must touch a cone before they are allowed to start tagging again.

Play a few rounds, then switch numbers with your own team. This station will need to adults to track scoring. It is best if they stand in opposite corners.

Buddy Walkers

Divide into groups and place in shuttle formation. Two children get on the buddy walkers and pull tight. On the signal, the children will race to the team waiting across from them. When that team reaches their teammates, the next group hops on and races back. Variations could be made in the way of cones or other obstacles to navigate around.

