



Dear SPARK Star,

On behalf of our entire SPARK team, we thank you for your volunteering to take on the role of the SPARK Star at your site. Over our many years partnering with schools and community organizations we have found this facilitator role to be an important part of SPARK's success. We created the "SPARK Star" role to help with the following:

- Equipment
- Scheduling
- Staff Support
- SPARK liaison

We will provide you with a few tools and a brief training to help you on your way. However, if you ever have any questions or concerns, please feel free to contact SPARK. We are always here to help as a physical activity and physical education resource.

Call: 800-SPARK-PE  
(800-772-7573)

Fax: 619 293-7992

E-mail: [spark@sparkpe.org](mailto:spark@sparkpe.org)

Good Luck from the SPARK Team



**Sports, Play & Active Recreation for Kids!**

## **SPARK Star Overview**

Research shows that even the best programs fade away without appropriate follow-up. SPARK includes follow-up as a vital component of its teacher training package. With your SPARK Stars in place, your site is taking that much needed step to ensure the SPARK program is effectively implemented and institutionalized.

As the SPARK Star at your site, you will be the staff support system for SPARK. In turn, we will serve as your support. By partnering this way we facilitate significant improvement in the quantity and quality of physical education/physical activity at your site.

Your goal as the SPARK Star is to make it as easy as possible for teachers to conduct class. You will achieve this by identifying any barriers and responding to them. These barriers may be categorized as:

### **Equipment**

- Not enough
- Poor quality
- Nowhere to store
- No one to organize
- No one to maintain and inventory

### **Scheduling**

- No one responsible for
- What to do with the yearly plan?

### **Staff Support**

- Some may not be comfortable teaching/leading SPARK in the beginning
- Some may need help with prepping and setting up for their SPARK activities
- There is no one to advise new staff members when they arrive

### **SPARK Liaison**

- No one responsible for SPARK issues, so nothing gets done



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## **SPARK Star Responsibilities**

### **Equipment**

- Inventory equipment now
- Acquire safe and accessible area for storage.
- Keep the storage area clean and organized.
- Pump, marked, and otherwise ready equipment. Place in carts or bags for easy travel to activity area.
- Prep equipment for upcoming unit in cart prior to change of units (where appropriate).
- Inventory equipment again (April)
- Place orders for replacements. If purchasing from Sportime, call us at SPARK to facilitate the order. (800 SPARKPE)

### **Scheduling**

- Using the schedule provided, fill in times for your school. Remember to omit recess, lunch, and other times of the day where teaching PE will not occur.
- Using your master, pass around at a staff meeting and ask all staff to complete.
- Make copies and distribute to all staff.
- Leave a copy in the equipment storage area and another in the office.
- Help others follow the Yearly Plan provided or 1 you have created to suit your site's needs. (Where appropriate)

### **Staff Support**

- Assist new staff by responding to questions and concerns regarding SPARK.
- Ask a SPARK "veteran" to help new staff who have not had training or experience in SPARK by team-teaching SPARK a few times. This allows them a peek at what SPARK looks like and helps them gain familiarity with the program.
- Visit staff 'in need' periodically throughout year. Ask if you might help with instruction, such as modeling an activity, helping with set-up and take-down, working with a small group of students/participants, etc.
- Be available to consult with staff about any problems or concerns which may arise related to the SPARK program.

### **SPARK Liaison**

- Be a liaison between staff at your site and the SPARK Team.
- Provide reminders of approaching unit changes or any upcoming training sessions.
- Be available to SPARK by phone or e-mail to consult regarding any other SPARK-related issues.



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## Beginning of Year Procedures

### Scheduling

- Check with staff/administrator to discuss P.E. schedules for the year. Prompt all to sign up for suggested number of time slots.
- Make any necessary adjustments to yearly plan based on last year's successes and challenges.

### Other Concerns

- Prepare any new staff for teaching SPARK. How will they be trained? Will they be teamed with a SPARK-veteran? Are new materials needed? If so, order them.

## End of Year Procedures

### Equipment Inventory

- Ask all staff to return any SPARK equipment to equipment area by a specific date.
- Recruit help (students/participants, parents, etc.) to inventory existing equipment.
- Complete the inventory.
- Finalize any equipment area concerns/organizations/problems for the next year.
- April is suggested.

### Equipment Orders

- Check with budget to see what you have to spend.
- Check with administration for vendor's name.
- Obtain purchase order, etc.
- Order any needed equipment. If purchasing from Sportime, call us at SPARK to facilitate the order. (800 SPARKPE)
- May is suggested.

### Scheduling

- Assess the yearly plan implemented. (Where appropriate) Was it successful? Did weather negatively impact any units? Does it need to be adjusted for next year?

### Other Concerns

- Are you, the SPARK Star, continuing in this role next year? If not, help recruit and train a volunteer.