



## YEAR-END PROCEDURES FOR “SPARK STARS”

### **Inventory** (Suggested month for completion - May)

- Via an announcement, ask all teachers to **return any SPARK equipment** to the equipment room by a certain date.
- Recruit help** (teachers, 5<sup>th</sup>/6<sup>th</sup> grade students, or parent volunteers) to help inventory existing equipment.
- Mark any equipment that needs it** (eliminates time needed at the beginning of the year to do this).
- Finalize any equipment room concerns/organizations/problems** for the forthcoming year.

### **-Equipment and Curricula Orders** (Suggested months for completion – May/June)

- For needed items, obtain purchase order.
- Order new equipment by contacting SPARK (1-800-SPARK-PE or [spark@sparkpe.org](mailto:spark@sparkpe.org)).

### **-Scheduling**

- Check with staff/principal to discuss **P.E. schedules for next year**. Some staffs may want to set up a new schedule prior to the end of the year or during the first week of school. Remember to have everyone sign up for three time slots!
- Yearly Plans**. Assess the yearly plan that was implemented, was it a workable plan? Did the weather impact some units? Some units may be scheduled to tie in with school activities (e.g., Jog-A-Thons, Jump Rope For Heart, etc.)

### **-Other Concerns**

- New teachers on staff**. How will they be trained? Will they be teamed with an experienced SPARK teacher? Are new texts needed?
- Would staff/principal be interested in a **start-up workshop**?
- Is **facilitator staying on for next year**? If not, help recruit new person.
- Teachers that leave the school: **texts should remain at site**.

### ***CONTACT SPARK:***

**1 800 SPARK PE**  
or via e-mail at [spark@sparkpe.org](mailto:spark@sparkpe.org)