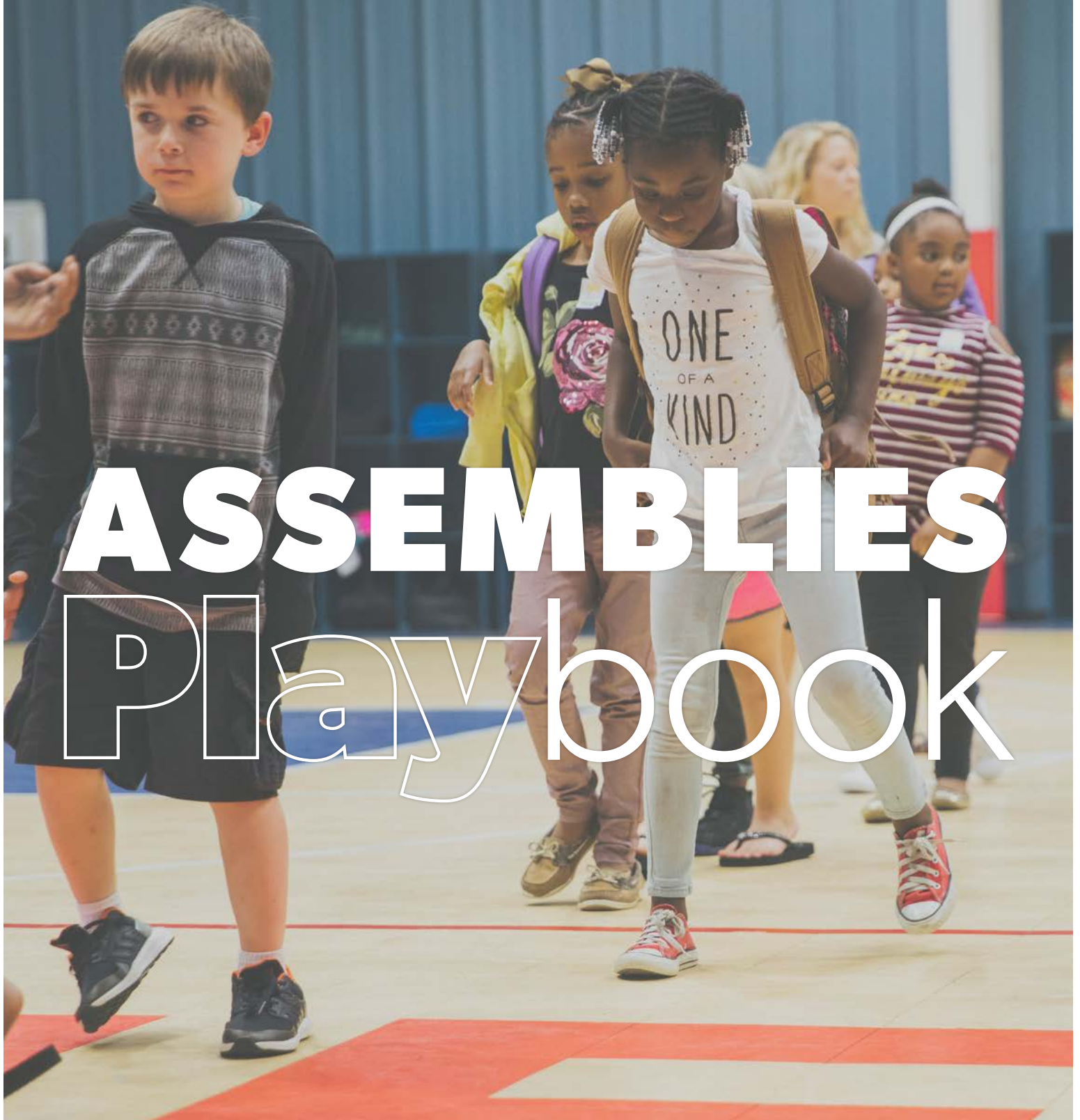




BOYS & GIRLS CLUBS

PROGRAMBASICS



# ASSEMBLIES Playbook

2018

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# Introduction

## What Is a Playbook?

Playbooks are tools within the Program Basics Suite designed to help Club professionals create an Outcome-Driven Club Experience for youth in any physical space, time of the day, or Core Program Area of a Boys & Girls Club or Youth Center.

A twist on a sport coach's Playbook, this tool provides all the key plays, or best practices, you need to help you win at the Club or Youth Center. All Playbooks are divided into five sections: Fundamentals, Plan, Do, Assess and Resources.

**Fundamentals** are the key components, ideas and standards you need to know.

**Plan** contains reusable tools to help you, with promising practices conveniently baked in.

**Do** gives you a variety of ideas to help put each Fundamental into practice right away.

**Assess** has a quick and easy self-assessment tool aligned to the Fundamentals to help you continuously improve.

**Resources** contains links to all the good stuff we couldn't manage to fit into this Playbook. They are worth checking out if you want to dive deep into any particular topic.

## How Do You Use This Assemblies Playbook?

Some sections in this Playbook may only need to be read once for understanding. Still other sections contain tools recommended for weekly or daily use. Below are some quick tips to get you started.

- Start with the **Fundamentals** to get a deeper understanding of what you need to be successful in running an assembly with youth.
- Use the **Plan** section to help create a fun and engaging assembly agenda.
- Check out the **Do** section for ways you can bring the Fundamentals to life, with ready-to-use resources and activities.
- Consult the **Assess** section at the end of each assembly to reflect on what went well and what could be improved for the next one.
- Still want more? Explore the **Resources** section for links to additional tools and resources related to the Fundamentals in this Playbook.

The Assemblies Playbook was not designed for one-time use. Creating an Outcome-Driven Club Experience requires continuous quality improvement. The tools in this Playbook will help keep your Club or Youth Center fresh with new ideas and tools.

# Fundamentals of an Assembly

## What Is an Assembly?

An assembly is a large-group meeting with youth. Clubs and Youth Centers run assemblies daily, weekly or monthly, depending on their capacity. Assemblies are great times to make general announcements that all youth need to know. They are also ideal times to build community and create a sense of belonging among youth and staff who may not usually get to spend time together.

### Fundamental #1

## Getting the Transitions Right

Having all youth in the same place at the same time can open the door to chaos and safety issues. Unprepared transitions can cause staff to lose valuable programming time when youth have trouble moving from an assembly to their next program area.

This Playbook will help you manage transitions by:

- Planning activities for youth transitioning into the assembly space to reduce idle waiting time
- Coordinating seating arrangements
- Planning a seamless transition from the assembly into program areas

### Fundamental #2

## Involving Everyone

Create a fun, meaningful and engaging assembly by including all young people in the planning, execution and feedback. This Playbook provides tips to engage both youth and staff in planning and hosting assemblies.

### Fundamental #3

## Preparing a Consistent Agenda

Knowing what to expect helps young people feel safer in the Club or Youth Center. It also allows young people to contribute in a meaningful way. This Playbook includes a template for a suggested assembly agenda rooted in positive youth development practice.



# PLAN

## Tools for Planning an Assembly

# Fundamental #1

## Getting the Transitions Right

There are two transitions that occur around a Club assembly. The first is youth transitioning into assemblies from school or other activities. The second is youth transitioning out of the assembly area, into their respective programs or activities at the Club that day. Having a plan for both will ensure smoother transitions and limit potential time lost.

### Transitioning Into Assemblies

- Determine seating arrangements.** Before your assembly, you can determine where youth are going to sit. Keeping a consistent seating arrangement will allow youth to learn the routine and eventually seat themselves. There are several options for consistently arranging youth:
  - By age group (i.e., ages 6 to 9, 10 to 12, 11 to 13 and 14 to 18)
  - By grade level
  - By their next program area. If schedules are pre-determined, have youth sit by the staff member facilitating their next activity.
  - By “family groups.” Family groups include Club members of different ages assigned to a staff member. Family groups allow staff to forge close relationships with youth. They allow young people to get to know youth they may not normally interact with. They may also help new Club members to get settled in the Club or Youth Center. Check out the **Do: Tools for Running an Assembly** section for family group tips and tricks.

Your seating arrangement: \_\_\_\_\_

- Map your seating chart.** Once you’ve selected your preferred grouping, you can map out where each group will sit using the blank **Seating Chart Template** following. Consider mapping the following areas.
  - Mark where each group will sit, and assign a staff member to sit with each group. If programming is scheduled, staff can sit with the group they will have after the assembly.
  - Designate “no sitting zones” to maintain clear walkways.
  - Highlight blind spots. Assemblies are often held in gyms, which may have many entry ways with hard-to-monitor hallways. Mark spots where staff need to be stationed to keep an eye on these spaces.
  - Mark designated exits so staff know where youth can and cannot exit.
  - Share your seating chart with all staff on duty that day.

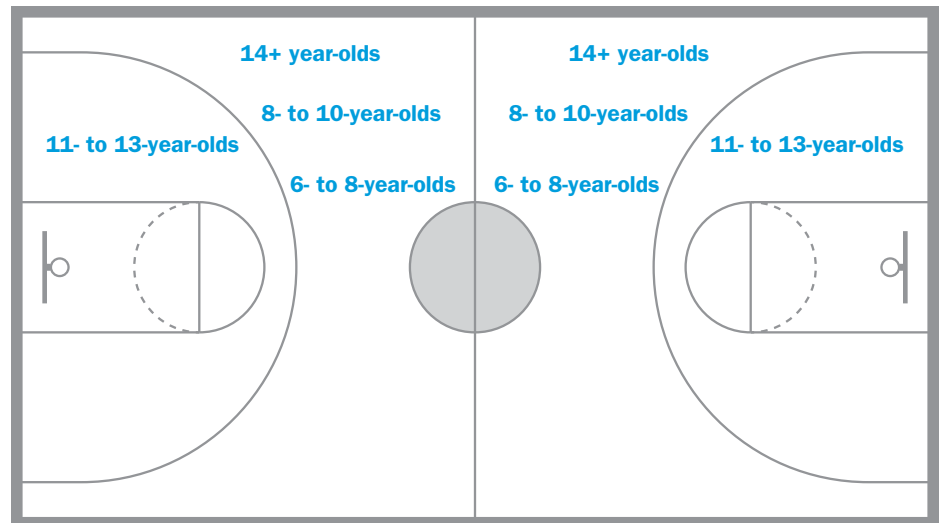
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# PLAN

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Assembly

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**Seating Chart Template**

**3. Plan activities during transitions in.** It can take a while for all youth to get to the assembly area, due to varied drop-off times. So, plan activities to keep them busy while waiting on an assembly to start. Check out the **Do: Tools for Running an Assembly** section for waiting games, challenges and easy-to-join Community Builders. Here are a few examples to get you started.

- Set games up in each group area, like Jumbo Jenga or Stack Cups.
- Leave printed instructions for playing a game without equipment, like Zip-Zap-Zoom.
- Leave printed discussion topics for each family group.
- Set up fidgets in each seated group area.
- Play from a clean music playlist curated by youth as they enter.

Your transition-in fun: \_\_\_\_\_

**PLAN**

Tools for Planning an  
Assembly

## Transitioning out of Assemblies

**1. Plan an orderly exit.** Determine the order in which groups will exit, and know where everyone should be headed. Use the **Transition Planning Template** below to keep track of where members are going next. You could organize the exit by:

- Age group
- Next program area
- Family group
- Choice-based program offering: Each staff member could give a 30-second rundown of their program offering of the day, and ask interested youth to raise their hands to join an activity.

### Transition Planning Template

Program/ Activity	Assigned Staff	Location	Youth Participating

**2. Set up games for transitioning out of the assembly.** You can lead games or challenges to help youth exit the assembly space. For example, younger children could imagine they are in a jungle and have to leave by moving like their favorite jungle animal.

Your transition-out game: \_\_\_\_\_

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# PLAN

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Assembly



## Fundamental #2

# Involving Everyone

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Give staff and youth the opportunity to provide input and actively participate in or host the assembly. This can build a culture of respect between all in the Club or Youth Center. Below are ways to gather input from both staff and youth, along with opportunities to give them ownership of the agenda. Remember to use the feedback given.

### Staff Engagement

**1. Find a method to get staff input.** Below are a few methods for collecting input.

- Ask for ideas during staff meetings on how to keep youth engaged.
- Set out a suggestion box for assembly topics, themes or ideas.
- Have a staff member lead a Youth Assembly Council to gain insights on what youth want to see during assemblies.

Your method of getting staff input: \_\_\_\_\_

**2. Engage staff to host part of the assembly.** Assemblies are great opportunities for staff to give announcements and connect with youth in a meaningful way. Below are a few ways staff can get involved.

- Allow a staff member to give a keynote speech related to the theme of the assembly.
- Invite staff to pitch their upcoming program offerings.
- Have different staff members host the entire assembly.

Your method of engaging staff: \_\_\_\_\_

### Youth Engagement

**1. Find a method to get youth input.** Below are a few methods for collecting their input.

- Hold a focus group and pose questions to identify what youth want to hear about at Club assemblies. Use open-ended questions like these:
  - What activity could we all do together that would make assemblies more fun?
  - When you do something great, would you like to be recognized at the assembly?
  - How would you like to be recognized?
- Set out a suggestion box for assembly topics, themes or ideas.
- Have youth vote for what they want. Label something like jars with their options, and have youth cast their votes with marbles.
- Create an Assembly Council of various youth. Allow them to set the agenda and make sure the assemblies are meeting youths' needs.
- Have youth vote for the Staff of the Month, and present the award to that person during the assembly.

Your method of getting youth input: \_\_\_\_\_

# PLAN

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Assembly

**2. Engage young people to host part of the assembly.** Youth may be more engaged in announcements or games when one of their peers is presenting. Below are ways you can get youth to actively participate.

- Allow youth to give a keynote during the assembly. They could share a story about how they overcame a problem or talk about something that inspired them. This would be a great place to engage your Youth of the Month. Be careful to limit speeches to no more than five minutes.
- Assign youth to facilitate the entire assembly, making it completely youth-facilitated.
- Designate areas where teens or junior staff can watch certain groups and help them transition out of the assembly space.
- Allow youth to DJ the assembly.
- Have a group of youth perform during the assembly.

Your method of engaging youth: \_\_\_\_\_

#### NOTES:

“  
 At the Blaine Branch of the Boys & Girls Clubs of Whatcom County, they always utilize their Youth of the Month to help host part of the assembly or facilitate the attention getter.  
 ”

**Kelsey Green**  
 Unit Director

# PLAN

Tools for Planning an  
 Assembly

NOTES:

## Fundamental #3

# Preparing a Consistent Agenda

Essential to planning an engaging assembly is a consistent agenda. While assemblies may vary for each Club and Youth Center, be sure to include the suggested agenda items in your assembly agenda. Use the Agenda Template at the end of this section to build your agenda.

### Determine the Purpose of Your Assembly

The purpose of each Club assembly will determine your agenda. While consistency is important, you may opt to have special assemblies for unusual announcements or Recognition. But keep a consistent daily or weekly assembly agenda for the normal operations of the Club or Youth Center.

Club assemblies can set the tone for the rest of the day. So do your best to limit the time youth are expected to sit quietly and listen, especially after being lectured all day in school. Use the following **Potential Assembly Purpose Chart** to determine the purpose of your assembly and the agenda items to include.

# PLAN

Tools for Planning an  
Assembly

## Potential Assembly Purpose Chart

Assembly Purpose	Suggested Frequency	Agenda Items to Include
<p><b>Choice-Based Programming</b></p> <p>You may choose this option if you allow youth to choose their program activity each day. An assembly allows all youth to hear offerings and choose the option that best fits them.</p>	<p><b>Frequency:</b> Daily; either after youth come in or once they finish homework</p> <p><b>Length of time:</b> 10 minutes or less</p>	<ul style="list-style-type: none"> <li>• Warm Welcome</li> <li>• Rapid Recognition to members or staff</li> <li>• Elevator pitch of program offerings and number of youth who can participate</li> <li>• Youth transition out with chosen program group</li> </ul>
<p><b>Club-Wide Announcements</b></p> <p>You may choose this option if you use assemblies to deliver announcements for all youth.</p>	<p><b>Frequency:</b> Weekly or biweekly</p> <p><b>Length of time:</b> 10 minutes or less</p>	<ul style="list-style-type: none"> <li>• Warm Welcome</li> <li>• Quick Community Builder</li> <li>• Staff or youth give announcements all youth should know, in one minute or less</li> <li>• Closing energizer</li> <li>• Recognition claps</li> </ul>
<p><b>Community Builder and Recognition</b></p> <p>You may choose this option if you utilize assemblies to build community among youth and staff, or if you want to improve the emotional climate of the Club or Youth Center.</p>	<p><b>Frequency:</b> Biweekly or monthly</p> <p><b>Length of time:</b> 25 minutes or less</p>	<ul style="list-style-type: none"> <li>• Warm Welcome</li> <li>• Quick Community Builder</li> <li>• Youth recognize youth and staff</li> <li>• Staff recognize youth and staff</li> <li>• Birthday shout-outs</li> <li>• Awards</li> <li>• Youth or staff performances</li> <li>• Quick Reflection</li> </ul>
<p><b>Surprise Fun!</b></p> <p>You may choose this option to surprise youth with highly engaging, fun activities they can do together.</p>	<p><b>Frequency:</b> Monthly or quarterly</p> <p><b>Length of Time:</b> 30-60 minutes</p>	<ul style="list-style-type: none"> <li>• Warm Welcome</li> <li>• Community Builder</li> <li>• Quick Recognition</li> <li>• Highly engaging games and activities (i.e., community art projects, corn hole, stack cups, dance-offs, filming dance challenges)</li> <li>• Special guests</li> <li>• Group Reflection</li> <li>• Giveaways</li> </ul>

NOTES:

## Warm Welcome

- 1. Select staff or youth to be in charge of the Warm Welcome.** This involves greeting youth by name and thanking them for coming as they enter. It helps build a safe, positive environment; a sense of belonging; and supportive relationships with peers and adults.

People in charge of welcoming: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- 2. Spice up your Warm Welcome.** On the same note as the transition-in fun, welcome members to the assembly area by high-fiving, playing a popular dance song, or dressing up as a fun character.

Your Warm Welcome method: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Theme of the Day

- 1. Choose your theme.** Having a theme of the day, week, or month can make it easier to plan out an agenda for the assembly or activities offered in the Club or Youth Center. Themes also help youth support each other in learning new skills. Below is a list of themes you may want to include:

- |   |   |
|---|---|
| <input type="checkbox"/> Current events like the Olympics, music award shows, or a recent news item | <input type="checkbox"/> Environmental themes like jungle, ocean or space |
| <input type="checkbox"/> Developing healthy habits  | <input type="checkbox"/> Sports   |
| <input type="checkbox"/> Popular movie characters   | <input type="checkbox"/> College or university                            |

Your Theme of the Day: \_\_\_\_\_

- 2. Determine how you'd like to incorporate this theme.** Consider integrating your theme into the following assembly and Club components:

- |   |  |
|---|--|
| <input type="checkbox"/> Attention getter     | <input type="checkbox"/> Activity for when young people leave the assembly |
| <input type="checkbox"/> Keynote speech       |  |
| <input type="checkbox"/> Reflection questions |  |

How you're incorporating the theme: \_\_\_\_\_

# PLAN

Tools for Planning an Assembly

## Attention Getter of the Day

- Select your attention getter.** An attention getter is a phrase, chant, or gesture that can be used throughout a session to get the group’s attention in a respectful and engaging way. Check out the **Do: Tools for Running an Assembly** section for five attention getters to use right now.

Your attention getter: \_\_\_\_\_

## Announcements

- Select the announcements all youth in the assembly need to know.** Be mindful to not include announcements that only apply to small groups of youth, as this may cause others to quickly disengage. Each announcement should be no longer than one minute, and announcements as a whole should be less than 10 minutes. Below is a checklist of potential announcements you might make:

- |   |  |
|---|--|
| <input type="checkbox"/> Upcoming program offerings                 | <input type="checkbox"/> Visitors or volunteers coming to the Club or Youth Center |
| <input type="checkbox"/> Special events or trips                    | <input type="checkbox"/> Equipment recently broken                                 |
| <input type="checkbox"/> Club staff going on vacation or leave      | <input type="checkbox"/> Rooms that are off limits                                 |
| <input type="checkbox"/> Reminders about bringing parent signatures | <input type="checkbox"/> New games or activities                                   |
| <input type="checkbox"/> New Club staff joining                     | <input type="checkbox"/> Update on progress of a special project or construction   |

Your announcements: \_\_\_\_\_

- Determine who will give the announcements.** You might have staff in charge of program areas make announcements about their upcoming activities, or have youth make general announcements.

Announcement	Person Responsible

- Provide reminders for important announcements.** You might want to create a small handout sheet with important announcements, like those concerning safety or requiring involvement of parents. Alternatively, you can send an email with the announcements to parents, or have them running on a visible TV screen near the front desk.

Your really important announcements: \_\_\_\_\_

NOTES:

# PLAN

Tools for Planning an Assembly

NOTES:

## Celebrations and Recognition

- 1. Select something to celebrate or recognize.** Assemblies are great times to recognize and celebrate milestone achievements, birthdays, and big or small wins.

Below is a checklist of celebrations you might want to include:

- Milestones, like staff work anniversaries or Club member anniversaries
- Club or Youth Center's anniversary
- Birthdays
- Holidays

Your celebrations: \_\_\_\_\_

Below is a checklist of Recognitions you might want to include:

- Significant youth or staff achievement, like winning a game or science fair
- Youth of the Month or Staff of the Month
- Community partner's contributions
- Volunteer's contributions
- Opportunities for members to recognize each other

Your Recognitions: \_\_\_\_\_

## Reflection

- 1. Choose your Reflection topic.** Dedicated Reflections are great times to enhance social-emotional skills in youth. They create an environment that embraces curiosity and personal reflection. Check out the **Do: Tools for Running an Assembly** section for standard reflection questions that can be used with any topic. Here is a checklist of topics you may want to use:

- The theme of the day, using targeted questions
- A keynote speech, using targeted questions
- A local current event, using targeted questions and group discussions
- How youth are currently feeling, using an emotional check-in

Your Reflection topic: \_\_\_\_\_

- 2. Choose your method of sharing the Reflection.** There are many ways to help young people reflect, from having a conversation to sticking Post-it notes on a wall. Below is a checklist of methods you could use.

- Have youth pair up to share their reflection, and offer a signal for them to switch from listening to speaking.
- Have youth break into small groups and give them time to share their answers to a Reflection question.
- Write questions on butcher paper, and let youth answer anonymously on Post-it notes.

Your Reflection method: \_\_\_\_\_

# PLAN

Tools for Planning an  
Assembly

**Agenda Template**

Agenda Item	Theme of the Day	Person Responsible	Est. Time
<p><b>Setup</b> What needs to be set up before youth arrive?</p>			
<p><b>Transition-in Fun</b></p>			
<p><b>Warm Welcome</b></p>			
<p><b>Attention Getter of the Day</b></p>			
<p><b>Community Builder</b></p>			
<p><b>Announcements</b></p>			
<p><b>Celebrations and Recognition</b></p>			
<p><b>Reflection</b></p>			
<p><b>Transition-out Fun</b></p>			
<p><b>Transition-out Instructions</b></p>			

PLAN





DO

---

# Tools for Running an Assembly

# Fundamental #1

## Getting the Transitions Right

### Transition Themes to Use Right Now

#### #1 Lily Pad

Materials Needed:  
Colored paper, tape

##### Instructions:

1. Cut paper into lily pad shapes or circles.
2. Leading from the assembly area, tape paper lily pads along the paths to certain program rooms.
3. Explain to youth they are magical frogs on a large pond that hate getting wet.
4. To get to their next program area, they'll have to hop lily pads without dropping in the water.

#### #2 Safari Adventure

Materials Needed:  
None

##### Instructions:

1. Explain to members that the Club or Youth Center has turned into a jungle.
2. To get to their next program area, they'll have to pretend to be their favorite animal and move like they would. For example, if they were a turtle, they would move slow on their hands and feet. If they decided to be a kangaroo, they would hop with both feet.

#### #3 Follow the Leader

Materials Needed:  
None

##### Instructions:

1. Designate one member to be the leader.
2. The other members are to follow the leader in a line, mimicking all of their movements until they get to their next program area.

NOTES:

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## NOTES:

**#4 Sargent's Orders**

Materials Needed:  
None

**Instructions:**

1. Explain to members they are now cadets in the armed forces.
2. They'll have to march in line, repeating this call and response:

Call: I don't know what I've been told!

*Response: I don't know what I've been told!*

Call: But this here Club is made of gold!

*Response: But this here Club is made of gold!*

Call: All the members in it here!

*Response: All the members in it here!*

Call: Are built to last and persevere!

*Response: Are built to last and persevere!*

Call: Sound off!

*Response: One Two!*

Call: Sound off!

*Response: Three four!*

Call: One Two!

*Response: Three Four!*

**#5 Quiet Waters**

Materials Needed:  
None

**Instructions:**

1. Explain to youth that they are in a quiet river.
2. The person leading the line will silently enact swimming motions for the rest to mirror.
3. When the leader stops, the rest of the line stops.
4. The leader gets to choose another young person to move to the front.



## Waiting Games to Use Right Now

1. **Stack Cups:** Play with a time challenge.
2. **Keep the Ball Afloat:** Find a ball and challenge members of the group to keep the ball afloat at all costs.
3. **Feather Balance:** Challenge youth to balance a feather on their fingers, and have them pass the feather without dropping it. You can use tissue paper if you can't find a feather.
4. **Rock, Paper, Scissors Champion:** Use a grouper to arrange youth in pairs. Have them play one round of rock, paper, scissors. The person who loses must cheer on the winner as they face another winning member. This continues until there are only two players left.
5. **Hula Hoops:** How many times can youth make a complete revolution in one minute?
6. **Telephone:** Have youth stand in several single-file lines and whisper a quote to the first person in line. Have each player pass along a message to the next player in line by whispering. The last person in line has to recite the quote. The line with the most accurate ending quote wins.
7. **Cat and Mouse:** Have young people stand in a circle and pass two different colored objects, representing the cat and the mouse. A participant can never hold both items at once. Instead of elimination, have youth scramble and rearrange the circle every time someone has both objects. Throw in multiple objects of the same color for large groups.
8. **Night at the Museum:** Members stand posed as statues. One leader, the security guard, keeps watch for suspicious activity. If the security guard points at a statue and the statue moves or laughs, the participant will have to do five jumping jacks to become a statue again.
9. **Playlist of Popular Dances:** Have a ready-to-go playlist of current and popular dances, like the "Wobble," "In My Feelings," "Cotton Eyed Joe" and the "Cha-Cha Slide."

## Family Group Tips and Tricks

Family groups are small groups who come together consistently to build community and complete tasks. In this setup, one staff member is assigned to a specific group of youth for a designated period of time. Grouping members in small groups with specific staff helps to support a safe, positive environment as well as supportive relationships.

### Tips for Family Groups

- Assign a specific staff member or volunteer to a family group.
- Have each family group develop a cheer to perform during assemblies to show unity.
- Have a challenge of the day, and have groups complete the task together.
- Facilitate low-organized games or Community Builders for times when the group is waiting for an assembly to start.
- Create different roles and responsibilities for family group members.

NOTES:

DO



Tools for Running an  
Assembly

# Fundamental #2

## Involving Everyone

## NOTES:

### Exit Polls

Exit polls allow members to give quick feedback as they leave a room, responding to one or two questions or voting for popularity.

**Setup:** Any place a question can be posted and containers or poster set up

**Considerations:** For younger members, consider using emojis or images for response options. Make it a standard check-out feature daily or on certain days, with members receiving a token or sticker as they exit.

#### I Like... I Wish... I Wonder...

Materials Needed:

Butcher paper or poster board,  
Post-it notes, pens, marker

#### Instructions:

1. On butcher paper or poster board, write the following prompts:
  - I like...
  - I wish...
  - I wonder...
2. Ask youth to respond to each question on a Post-it note and post it on their way to their next program area.

#### Token Poll

Materials Needed:

Containers, tokens, pen, paper, tape

#### Instructions:

1. Gather containers, like jars or buckets.
2. Label containers with appropriate answers (e.g., Sometimes, Always, Never).
3. Give members tokens, like beads or buttons, to drop into containers that agree with their answers.

#### Sticker Poll

Materials Needed:

Poster board or flipchart, marker, stickers

#### Instructions:

1. Write the question on a poster board or flipchart.
2. Section it off so each answer has a designated area for youth to place stickers.



# Fundamental #3

## Preparing a Consistent Agenda

### Theme Ideas to Use Right Now

- 1. Jungle:** Have assembly hosts and staff members dress as their favorite jungle animals.
- 2. Helping Others:** Have youth reflect on how someone at the Club or Youth Center has helped them in the last week. Next tell them to write down one way they want to help another young person.
- 3. Music Awards:** Have assembly hosts dress up and impersonate famous musicians, and run the assembly like a music award show.
- 4. Healthy Habits:** Focus on a healthy habit for the day, like drinking a cup of water. Every time youth perform the healthy habit, have them post a sticker on a visible poster. Create a goal for a certain number of stickers by the end of the day.
- 5. Mindfulness:** Start and end the assembly with a mindfulness technique, like deep breathing or guided meditation. Challenge youth to enjoy a mindfulness minute at least once a day. Have staff members teach mindfulness techniques in their program areas following the assembly.
- 6. Self-affirmations:** Start the assembly with a positive Club affirmation. Have youth anonymously write an affirmation on a Post-it note and place it in a common area when they leave the assembly. Encourage them to steal other helpful affirmations.
- 7. Gratitude Challenge:** Give each young person a gratitude gram or card, and challenge everyone to write a note of gratitude to one other person by the end of the day.
- 8. Random Act of Kindness:** Surprise youth with a random act of kindness in the assembly, like a healthy treat or a coupon for the Club youth store. Have staff repeat random acts of kindness for the rest of the Club day or week. Challenge youth to implement one random act of kindness for someone else in the Club or Youth Center.

### Attention Getters to Use Right Now

When the leader says a word or phrase, participants respond. Here are some examples:

- |   |   |
|---|---|
| <b>1.</b> “Wakanda” > “Forever”             | <b>6.</b> “Winner winner” > “Chicken dinner”          |
| <b>2.</b> “Peanut butter” > “Jelly time”    | <b>7.</b> “Mac and cheese” > “Everybody freeze”       |
| <b>3.</b> “Flat tire” > “Shhhh”             | <b>8.</b> “Holy moly” > “Guacamole”                   |
| <b>4.</b> “Red Robbin” > “Yummmm”           | <b>9.</b> “Ba-da-ba-pa-pa” > “I’m loving it”          |
| <b>5.</b> “Hocus pocus” > “Everybody focus” | <b>10.</b> “And a hush fell over the room” > “Wooosh” |

NOTES:

DO



Tools for Running an Assembly

NOTES:

## Celebration Ideas to Use Right Now

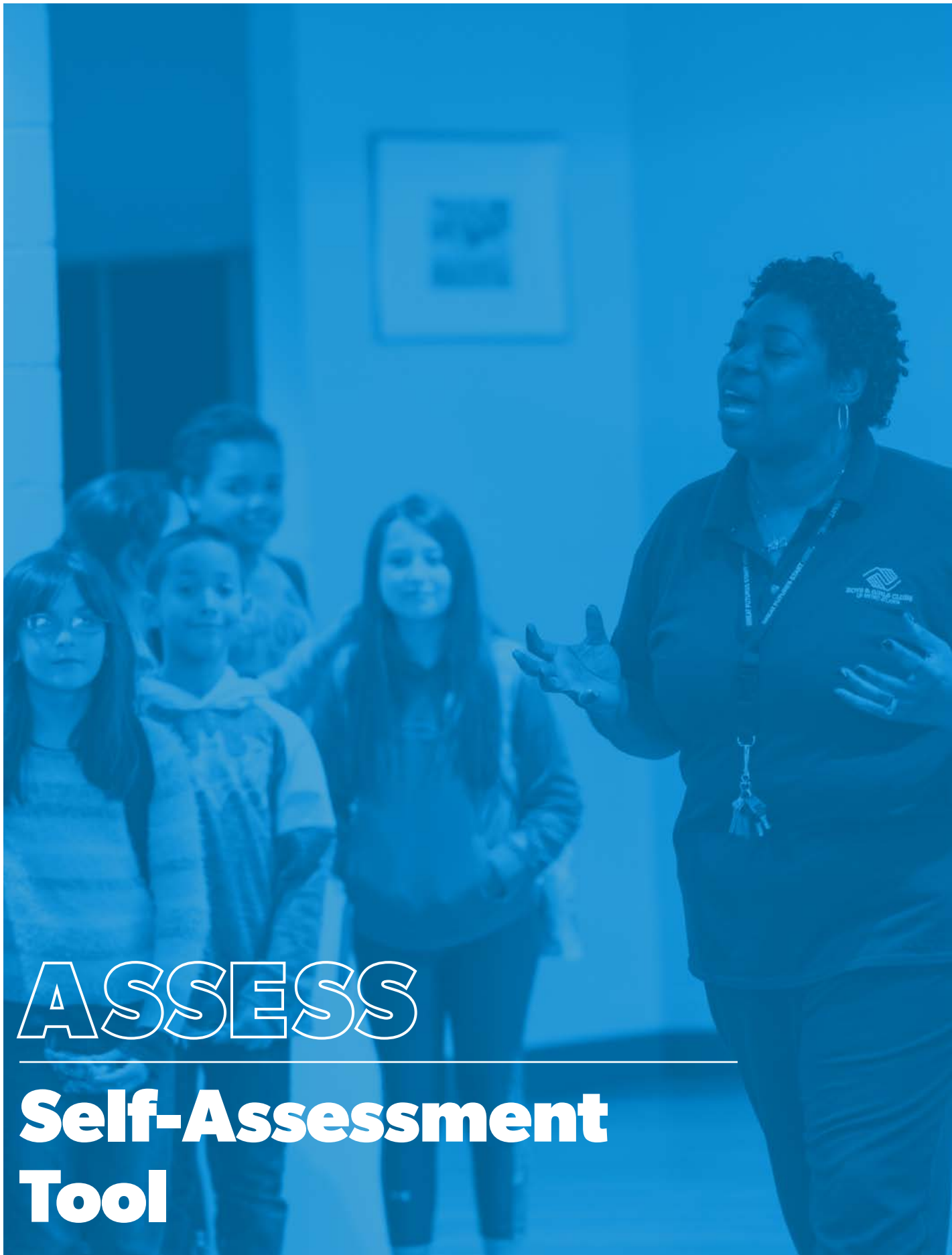
1. Local holidays
2. Club or Youth Center anniversaries
3. National holidays
4. Silly holidays (e.g., national donut day)
5. Birthdays
6. Club or Youth Center milestones (e.g., 1,000th Club member or 5,000 hours of play)
7. Youth achievements (e.g., individual or sports team wins)

## Standard Reflection Questions

The “What? So What? Now What?” method provides standard Reflection questions for just about any topic.

1. What?
  - What happened?
  - What did you observe?
  - How did you feel?
2. So What?
  - What implications does this have?
  - Did you learn something about yourself or others?
3. Now What?
  - What might you do differently?
  - How can you take these learnings and apply them here or elsewhere?





# ASSESS

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## Self-Assessment Tool



# Self-Assessment Tool

This tool explicitly addresses each Fundamental.

**RATING SCALE:**

- 1** We need to try a new strategy.
- 3** With some tweaks it could work.
- 5** It was awesome!

Fundamental	Rating			Notes
	1	3	5	
<b>Getting Transitions Right</b>				
Ease of transitions				
Limited idle waiting time				
<b>Involving Everyone</b>				
Staff participated				
Youth participated				
<b>Preparing a Consistent Agenda</b>				
Youth response to Warm Welcome				
Youth response to Announcements				
Youth response to Celebrations				
Youth response to Recognition				

**ASSESS**

One thing that worked really well today: \_\_\_\_\_

Why do you think that is? \_\_\_\_\_

How will you use this in the future? \_\_\_\_\_

One thing that did not go well today: \_\_\_\_\_

Why do you think that is? \_\_\_\_\_

What will you do differently next? \_\_\_\_\_

# Resources

For more information or support, explore the following resources:

**ClubX Blog and YDToolbox Mobile App**

[ClubExperience.blog/YDToolbox](https://clubexperience.blog/YDToolbox)

**How to Conduct Pulse Checks**

[BGCA.net/Operations/DCM/EffectiveDataUse/Pulse%20Checks%20-%20Narrative.pdf](https://bgca.net/Operations/DCM/EffectiveDataUse/Pulse%20Checks%20-%20Narrative.pdf)

**Social-Emotional Development Throughout the Club Day**

[BGCA.net/Programs/ProgramDocuments/SED\\_Resource\\_Guide.pdf](https://bgca.net/Programs/ProgramDocuments/SED_Resource_Guide.pdf)

**Polling Youth**

[BGCA.net/Operations/DCM/EffectiveDataUse/Pulse%20Checks%20-%20Polls.pdf](https://bgca.net/Operations/DCM/EffectiveDataUse/Pulse%20Checks%20-%20Polls.pdf)

**Playworks Game Library**

[playworks.org/game-library](https://playworks.org/game-library)

**GREAT FUTURES START [HERE.](#)**



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