Activities

I. Overview

For this manual, we make a distinction between activities and events. Activities require less time and energy to organize, reach a smaller number of people, and often fit into a lunch period. Events demand more time and energy to organize, will take place over an entire day or even weeks, and reach a large percentage of the school population. (See the next chapter for information on Events.) Activities can be a wonderful way to build awareness about a particular issue on campus or in your community. They encourage participation and allow club members to gain confidence speaking and presenting in front of others. They are often done in conjunction with events to build awareness and momentum. Some of the strategies for organizing activities and events are similar. There is a lot of cross-over in the organization of permission, supplies, and location. Choose activities you want to organize for your school or community based on your goals, your timeline, and your volunteer power.

II. ECO2school Sponsored Activities

- **Bike Blender**: Just like it sounds, a blender attached to a bicycle. Everyone loves smoothies and when they are people powered, they taste even better. This activity can be a good way to get students to sign up for your club or participate in a larger event.
- **Slow Races**: Test people’s bike handling skills by seeing who can be the last person to cross the finish line in this lunchtime rally activity.
- **Chalk Tagging**: Beautify your school with chalk art and interesting facts about climate change, your school’s carbon footprint, or transportation stats from your county. Any activity can be enhanced by some chalk art and messaging or this can be a stand-alone to encourage students to get creative and open communication lines.
- **Question Wheel**: A colorful, interactive, energy quiz game to grab attention and break the ice
- **Button Maker**: Who doesn’t love buttons? Use our templates or design your own!

Check with ECO2school staff to see what equipment and consumable supplies are provided. Checklists for organizing these activities are included in the supplemental materials at the end of this chapter.

III. General Guidelines

While the specifics of different activities may change in terms of goals or incentives offered, there are some commonalities to organizing them. This section will cover general logistics. For the specifics of an activity, see the checklist. It will detail the materials and supplies needed, as well as how to set up and run the activity. For communication and messaging guidelines refer to the Outreach chapter in this manual. These are
general recommendations based on working with dozens of high school clubs to put on hundreds of activities and events over the past decade:

**At least 2 weeks before:**
1. Check in with school administrators. Schools have policies regarding activities; make sure you know the rules. Often, there is a form to fill out prior to the activity. Know how much advance notice the administration wants. Learn who you should coordinate with on your campus (often it is a vice principal). A club advisor or leadership teacher should know the answer to these questions.
2. Agree on the location of your activity.
3. Decide who is going to be there to help set up, clean up, and run the activity. Make sure that the people who agree to leave class early for set-up or arrive at class late for clean-up have a pass from your advisor (and that they don't have a test that day).
4. Make sure you know what you need in terms of supplies. Who is going to provide it? Where will you find it on the day of your event? Do you need the janitor to provide a table? Who is going to pick up donations and supplies? A little planning goes a long way.

**At the Activity:**
1. Give yourself 15-30 minutes to set up. It is better to have extra time than not enough. Refer to your checklist to see how labor-intensive set-up is. For example, setting up for slow races takes more time than for chalk tagging.
2. Set up a table if you have one. Make sure you have information about your club and what you are doing and why you are doing it. The activity will bring students to your table. It's your job to make the most of their curiosity.
3. Take pictures and video!
4. Clean up. Leave the space ready for the next people to use it. Make sure waste is disposed of thoughtfully, extra supplies are put away, and the table is clean.

**After the Activity:**
1. Thank all staff, administrators, teachers, and other clubs who helped you.
2. Have a discussion in your club about what worked well and what you want to do differently next time. The closer to the end of the event the better, since it will be fresher in everyone’s mind.
3. Ask for feedback from staff, administrators, and teachers as well. It can be very helpful to learn how you can improve from anyone outside the club.

**IV. Supplemental Materials: Activity Checklists**

Print a copy of the checklist prior to the activity to use it as a reference.

- Bike Blender Checklist
- Slow Races Checklist
- Chalk Tag Checklist
- Button Maker Checklist
- Question Wheel Checklist
- Question Wheel Questions