



PALM BEACH COUNTY

Parks and Recreation Department

Out of School Programs

Recreation Module Summary

To be completed per each Recreation Module offered.

Name of Module: _____ Recreation Consultant: _____ Grade Level Preference: <input type="checkbox"/> K-12 <input type="checkbox"/> K-5 <input type="checkbox"/> 6-8 <input type="checkbox"/> 9-12 Minimum and Maximum Number of Participants: <i>Ex. :(Minimum 10/ Maximum 25)</i> _____ Length of Module Session (45minutes to 1 hour): _____	Days of Week Available: _____ # of Sessions per Module (Example:2, 4, 6, 8): _____ Recreation Module Fee (Please Circle One) Hourly Rate/Flat Rate/Rate per Participant: (Please complete Recreation Module Fee Worksheet below) _____ Is Recreation Module Fee Inclusive of Supply Cost? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please list supply costs: _____
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Summary of Module to be published in the Out of School Programs Resource Guide

Please complete the attached Lesson Plan and include in detail the following information.

Goals and Objectives: State what participants will learn by the end of each session. What will the participants be able to do or talk about when they have completed each session. These goals should be measurable based upon the outcomes of planned activities.

Equipment and Supplies: List in detail the equipment and supplies needed to effectively facilitate each session. Be sure to include what the Recreation Consultant will provide and what the After School Program will provide.

Session Format: List the activities the participants will actually engage in to accomplish your goals and objectives for each session.

Recreation Module Fee Worksheet

Please estimate your total fixed and consumable costs for each Recreation Module offered.

Type of Expenditures	Estimated Cost
Fixed Cost: i.e. insurance; transportation (vehicle to transport specialty equipment); staff wages; reusable equipment and supplies; athletic and game equipment; art supplies; etc.	
Consumable Cost: i.e. perishable items; paint; glue; clay; prizes and awards; paper; etc.	
Total Estimation of Cost	

*Please note that when establishing your Recreation Module Fee, School Board Policy does not allow for mileage to be included in program fees. Mileage maybe included during Contract Development with the School District.

Out of School Programs
Recreation Module Lesson Plan

SESSION ONE

GOALS AND OBJECTIVES:

EQUIPMENT & SUPPLIES PROVIDED BY RECREATION CONSULTANT:

EQUIPMENT/SUPPLIES/FACILITY NEEDS PROVIDED BY AFTER SCHOOL PROGRAM:

SESSION FORMAT:

SESSION TWO

GOALS AND OBJECTIVES:

EQUIPMENT & SUPPLIES PROVIDED BY RECREATION CONSULTANT:

EQUIPMENT/SUPPLIES/FACILITY NEEDS PROVIDED BY AFTER SCHOOL PROGRAM:

SESSION FORMAT:

SESSION THREE

GOALS AND OBJECTIVES:

EQUIPMENT & SUPPLIES PROVIDED BY RECREATION CONSULTANT:

EQUIPMENT/SUPPLIES/FACILITY NEEDS PROVIDED BY AFTER SCHOOL PROGRAM:

SESSION FORMAT:

SESSION FOUR

GOALS AND OBJECTIVES:

EQUIPMENT & SUPPLIES PROVIDED BY RECREATION CONSULTANT:

EQUIPMENT/SUPPLIES/FACILITY NEEDS PROVIDED BY AFTER SCHOOL PROGRAM:

SESSION FORMAT:

SESSION FIVE

GOALS AND OBJECTIVES:

EQUIPMENT & SUPPLIES PROVIDED BY RECREATION CONSULTANT:

EQUIPMENT/SUPPLIES/FACILITY NEEDS PROVIDED BY AFTER SCHOOL PROGRAM:

SESSION FORMAT:

SESSION SIX

GOALS AND OBJECTIVES:

EQUIPMENT & SUPPLIES PROVIDED BY RECREATION CONSULTANT:

EQUIPMENT/SUPPLIES/FACILITY NEEDS PROVIDED BY AFTER SCHOOL PROGRAM:

SESSION FORMAT:

SESSION SEVEN

GOALS AND OBJECTIVES:

EQUIPMENT & SUPPLIES PROVIDED BY RECREATION CONSULTANT:

EQUIPMENT/SUPPLIES/FACILITY NEEDS PROVIDED BY AFTER SCHOOL PROGRAM:

SESSION FORMAT:

SESSION EIGHT

GOALS AND OBJECTIVES:

EQUIPMENT & SUPPLIES PROVIDED BY RECREATION CONSULTANT:

EQUIPMENT/SUPPLIES/FACILITY NEEDS PROVIDED BY AFTER SCHOOL PROGRAM:

SESSION FORMAT:
