

# DOINGWHATWORKS



SAMPLE MATERIAL

## Teacher Monthly Activity Plan

John C. Diehl Elementary School, Pennsylvania

**Topic:** Increased Learning Time: Beyond the Regular School Day

**Practice:** Organize Instruction

A *Teacher Monthly Activity Plan* was developed by the CHAMPS after-school program to monitor instructional planning for out-of-school programs and compare planned instructional activities to those observed. The CHAMPS program expects instructors to complete this plan for each month. Instructors use a separate form for each activity and submit the form to program site managers before the start of the month. Site managers attach instructors' individual plans to their Monthly Site Report and submit it to the after-school program at the district office. During monitoring visits, the CHAMPS supervisor and grant evaluators review the *Teacher Monthly Activity Plans* to make sure program staff are accomplishing their goals.

For each planned class in the after-school program, the form specifies the core content area, skills, activity description, expected outcomes, process sequence, as well as materials, supplies, and rooms needed.

This tool may be used to check compliance for funding purposes, evaluate reasons for observable program outcomes (or lack of outcomes), and identify needs for technical assistance for program staff.

The School District of the City of Erie, PA  
CHAMPS Afterschool Programs

## TEACHER MONTHLY ACTIVITY PLANS

Directions: Complete this plan each month for the approaching month. Use a separate form for each activity title. Submit to the Site Managers by the end of the previous month. Site Managers will submit to the CHAMPS Office with the Monthly Report Documents due on the 5<sup>th</sup> of each month.

This plan will be referred to during observations by the CHAMPS Program Supervisor and/or Facilitator and reviewed by Grantor Evaluators during Monitoring visits.

If a completed Monthly Activity Plan is not submitted a warning will be issued the first time. A meeting will be scheduled and further action may be taken if a completed Monthly Activity Plan is not submitted a subsequent time.

**Teacher** \_\_\_\_\_ **Month** \_\_\_\_\_

**School** \_\_\_\_\_ **Page** \_\_\_\_\_ **of** \_\_\_\_\_

**Days / Dates** \_\_\_\_\_

**Component Title** \_\_\_\_\_

<b>Core Content Area</b> (check all that apply)	<b>Math</b>	<b>Literacy</b>	<b>Science</b>	<b>Arts</b>	<b>Fitness / Nutrition</b>	<b>Social Competence</b>	<b>Other</b>	<b>Other</b>
<b>Skills</b> (check all that apply)	<b>Academic</b>	<b>Communication</b>		<b>Problem Solving</b>		<b>Cooperative Learning</b>	<b>Technology</b>	<b>Other</b>

**Activity Description** \_\_\_\_\_

<b>Expected Outcomes</b>
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<b>Process Sequence</b>	
Day 1	Day 3
Day 2	Day 4
Reflection / Assessment of Last Month's Activities	

<b>Special Materials, Supplies, Room Needed</b>
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