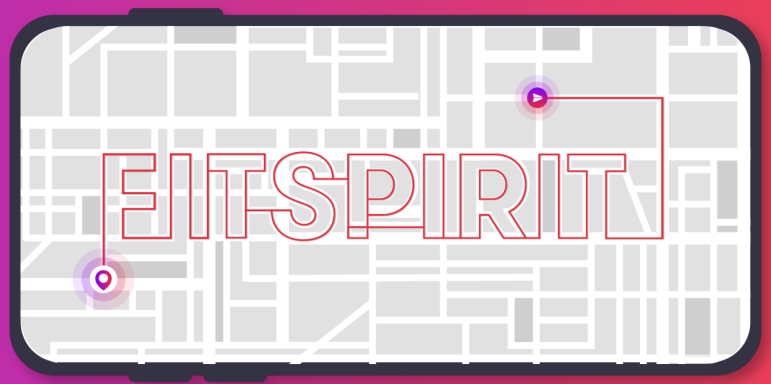


# CHECKLIST



WHEN	TO DO	DETAILS	FINISHED
IN OCTOBER	Event promotion or recruitment	<ul style="list-style-type: none"> <li>Encourage girls at your school to sign up for FitSpirit. For example, set up an attractive information booth. Encourage all of them to take part in the FitSpirit Routes!</li> <li>Talk about FitSpirit at school (PA system, posters, website, school social media accounts, school newsletter, sharing Paroles de Filles and/or 2021 FitSpirit Celebration videos, etc.).</li> <li>Use the digital tools available on your portal to drum up registrations!</li> <li>Hand out FitSpirit fridge magnets and stickers (provided in the box).</li> <li>Put up FitSpirit posters (provided in the box).</li> </ul>	
	Date and time	<ul style="list-style-type: none"> <li>Choose a date and time for your event (between November 1 and 5, 2021).</li> </ul>	
	Location	<ul style="list-style-type: none"> <li>Choose an outdoor location where you can set up your route: the schoolyard, a park, in the neighbourhood, etc.</li> <li>Avoid gymnasiums, since the GPS won't pick up your movements there.</li> </ul>	
	GPS application	<ul style="list-style-type: none"> <li>Refer to the list of recommended free apps in the Event Guide and choose one.</li> <li>Familiarize yourself with your chosen app and try it out a few times.</li> <li>Ask participants who have a cellphone to download the app.</li> <li>Create an account and invite your participants to connect to it.</li> <li>Consult the "Practical tips for using them" section of the Event Guide.</li> <li>If possible, identify a resource person who is available to help out on the day of the event. A nice role for a Student-Leader!</li> </ul>	
	Surprise box	<ul style="list-style-type: none"> <li>Hand out the items inside as you see fit, either to promote the event or on the day of.</li> </ul>	
DAY OF THE EVENT	Team	<ul style="list-style-type: none"> <li>If you have enough smartphones, create subgroups of about four or five girls. This will allow each of them to take part in charting their route. If there are too many on one team, you run the risk of having some participants feeling that they aren't contributing. For bigger groups, prioritize Routes requiring assembly. These routes require participants to create parts of images or phrases (see the Route catalogue for examples).</li> <li>If you don't have enough smartphones and therefore must divide your participants into larger teams, ask them to share the device among themselves while they chart their route.</li> </ul>	
	Route	<ul style="list-style-type: none"> <li>If needed, bring the Route catalogue (provided in the box or available on the Internet) to inspire your participants. If it rains, make sure to cover it in plastic.</li> <li>If you've selected a space out in the open (a large park or a vacant lot) you can bring objects that will act as visual landmarks.</li> </ul>	
	Tuques and shoelaces	<ul style="list-style-type: none"> <li>Hand them out or distribute them among your participants through a draw.</li> </ul>	
	Hot drinks	<ul style="list-style-type: none"> <li>Ask participants to bring a water bottle or a cup for serving drinks.</li> <li>Boil water and hand out herbal tea bags (received in the surprise box) to your participants. Something to savour while they recount their adventures at the end of the activity!</li> </ul>	
	Photos	<ul style="list-style-type: none"> <li>Share photos of your event, we want to see them!</li> <li>Invite participants to share their route on Instagram and tag us @Fillactive_FitSpirit #Fillactive.</li> <li>Use the instant photo app we sent you last year during the FitSpirit Celebrations.</li> </ul>	
	Private Facebook group	<ul style="list-style-type: none"> <li>Join the <a href="#">private Facebook group for FitSpirit Program-Leaders</a>. This will serve as the virtual meeting place for the event, where we will share photos, routes, and a ton of useful information.</li> </ul>	
POST-EVENT	Get creative	<ul style="list-style-type: none"> <li>If you wish, add a creative touch to your route (see the Event Guide for examples).</li> </ul>	
	Route	<ul style="list-style-type: none"> <li>If you have not already done so, share your images and routes on the <a href="#">private Facebook group for FitSpirit Program-Leaders</a>. You have until November 12 to do so. This will also make you eligible for the contest!</li> </ul>	