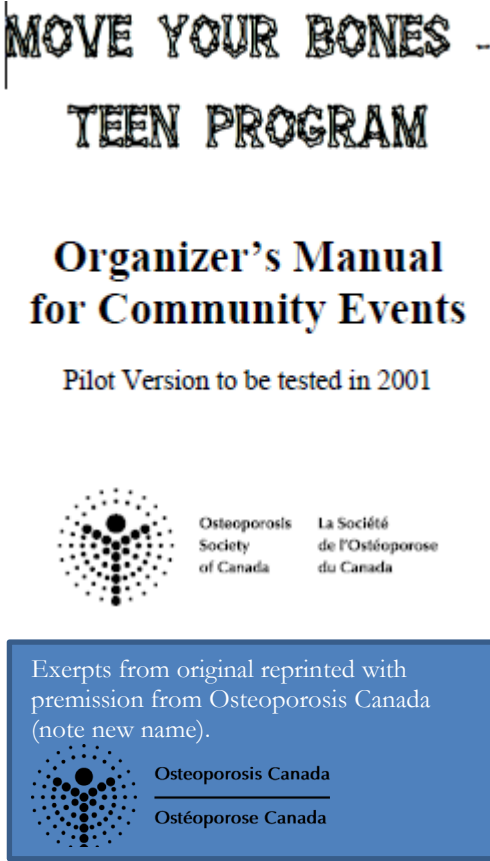


**Genre** Manual for a program for teen girls  
**Target audience** Any organizer (often teachers) planning an event for the program  
**Overall challenge** Portray complex information in a clear manner.

Value added from applying principles of Clear and Effective Communication (9. Accessible not addressed here)

Overall →	↓ \$\$ (↓ word count so ↓time)	↑ Efficiency (easier to review, edit, translate, update)	↑ Usability (easier to read <i>and</i> use info)
1. Concise	✓ No unnecessary verbiage.	5. Complete	✓ Added all required information.
2. Chunked	✓ Grouped well.	6. Relevant	✓ Linked content to curriculum.
3. Scannable	✓ Good use of icons to identify types of info.	7. Coherent	✓ Content appropriate for target reader. Ensured internal cohesion in document.
4. Accurate	✓ Used exact terms.	8. Inclusive	✓ Provided activities for various abilities and populations.

**Organizer’s Manual — Key Features**



**Contents**

*Move Your Bones—Teen Program* ..... 1

**BEFORE THE EVENTS** ..... 2

The Paperwork ..... 2

The Steering Committee & Volunteers ..... 2

The Site(s) ..... 3

The Motivational Speakers ..... 4

Props, Prizes and Snacks ..... 5

Plan the Evaluation Portion ..... 6

**DURING THE EVENTS** ..... 7

Remember to Bring...! ..... 7

Time Frame ..... 7

Help Build the Program! ..... 7

**AFTER THE EVENTS** ..... 8

Evaluate Your Events ..... 8

Give Feedback to Participants! ..... 8

**FORMS CHECKLIST** ..... 9

*MYB Form A* 📁 Tabs for Binder/Files

*MYB Form B* 📁 Profile (Steering Committee Member, Speaker/Race leader)

*MYB Form C* 📁 Booking Grid

*MYB Form D* 📁 Overview of Events

*MYB Form E* 📁 Event Profile and Evaluation Notes

*MYB Form F* 📁 List of Community Partners for the Event(s)

*MYB Form G* ① Motivational Speaker Information

*MYB Form H* ① Information for Product Suppliers

*MYB Form I* ① Agreement with Product Supplier

*MYB Form J* ① Information for Hosts and Leaders

*MYB Form K* ⇄ Questionnaire

*MYB Form L* ⇄ Feedback from Motivational Speakers


*MYB Form M* ⇄ Feedback from Leaders




*MYB Form N* ⇄ Feedback from Organizer on Manual and Program

Related National Initiatives ..... 37

National Office and Chapters of the Osteoporosis Society of Canada ..... 39

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 Osteoporosis Canada  
Ostéoporose Canada

-  For use by organizer only, in planning events.
-  Information for various ‘roles’ in the events: leaders/teachers, motivational speakers, participants, product suppliers, etc.
-  To be filled out by you, or by participants and returned to you, for purposes of future program promotion, evaluation and planning.

We hope you enjoy your participation in the *Move Your Bones—Teen Program!*

Icons to help users to easily find information or follow steps.

Resource Kit — Key Features

# MOVE YOUR BONES - TEEN PROGRAM

## Resource Kit

Pilot Version to be tested in 2001

Exerpts from original reprinted with premission from Osteoporosis Canada.



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### Contents of the Resource Kit

- Introduction ..... ii
- Thoughts from a Motivational Speaker ..... iii
- Tips for promoting health among youth ..... iv
- A. Barriers, Issues and Solutions ..... 1
- B. Resources for the Solutions ..... 4
  - Enclosed Resources ..... 5
  - Resources to Order (Alphabetical listing) ..... 6
- C. More Positive Messages ..... 23
  - Magazines ..... 24
  - Web sites (alphabetical order) ..... 25
- D. Project Suggestions ..... 28
- E. Questionnaire ..... 30
- F. Information Sheets ..... 36

A good variety of activities to ensure everyone is included and key barriers are addressed.

### Resources to Order (Alphabetical listing)

- All Ways Welcome ..... 18
- Benefits Catalogue, The ..... 20
- Biggest Little Games Book Ever, The
  - The Basic Pack ..... 10
- Canadian Active Living Challenge, The ..... 11
- Destination QPDE: An Information Kit ..... 16
- Games for All ..... 9
- Games for People with Sensory Impairments ..... 14
- Gender Equity Through Physical Education ..... 13
- Get Winteractive ..... 11
- Girls and Boys in Elementary Physical Education: Issues & Action ..... 12
- Girls in Action ..... 12
- Great Ideas: Games and Activities for Youth, by Youth ..... 8
- Health in Perspective
  - A Youth-led Approach to Healthier Lifestyles ..... 9
- Inclusive Recreation Policy Guidelines
  - Keys to Inclusive Recreation Policy for Persons with a Disability ..... 19
- Joke's Over, The ..... 17
- More Innovative Games ..... 16
- Moving to Inclusion
  - Maximizing Opportunities for Students with a Disability ..... 18
- Multicultural Folk Dance Treasure Chest ..... 15
- Out of Bonnds Series ..... 22
- Physical Activity Ideas for Action (Secondary) ..... 15
- Quality Lesson Plans for Secondary Physical Education ..... 17
- Ready to use P.E. Activities Series ..... 14
- Secondary Student Leadership Development Guide ..... 10
- Skip to the Beat ..... 21
- Student-Centered Physical Education
  - Strategies for Developing Middle School Fitness and Skills ..... 13
- Thin Dreams ..... 22
- Treasury of MOGA Madness ..... 7
- When Girls Feel Fat
  - Helping Girls through Adolescence ..... 8
- Women and the Media: Resource Kit ..... 21
- Youth-at-risk: Impact & Benefits of Physical Activity & Recreation on Canadian Youth-at-Risk ..... 19
- Zany Activities with Panty Hose, Boxer Shorts and Leotards ..... 7

#### Key for information on resources

- Grade (Age): ..... Indicates the grade & age group for whom the resource is useful
- For use by: ..... Indicates who might use the resource
- Key Content: ..... Indicates the main purpose of the resource
- Type & Cost: ..... Type refers to book, video etc.; 0 means Canadian content
- Description: ..... Gives a brief summary of the content
- Curriculum Area: ..... Reflects curriculum areas in Canada
- Barriers & Solutions: ..... Indicates those addressed in resource
- TO ORDER: ..... Gives all coordinates of the distributor of the resource

Move Your Bones—Teen Program: Resource Kit

A handy system to class each resource by these categories. This helped users see how the resource was useful to them in particular.

### 14. Student-Centered Physical Education: Strategies for Developing Middle School Fitness and Skills

**Grade (Age)** 6 (11-12) 7 (12-13) 8 (13-14)  
**For use by:** Teachers or Community Leaders; Recreation Planners  
**Key Content:** Physical Activities; Games/Sports  
**Type & Cost:** Book, 264 pages, \$35.95  
**Description:** This book presents 120 fun physical activities that promote student fitness and skill

Easy to see for which grades the resource applies (in this case not for grades 9-12)