

I. Establish clear goals for Afternoon Meeting (*Cooperative Learning, Youth Work Methods*)  
5 minutes

- Explain to youth that we will be starting each afternoon in the program with a meeting called “Afternoon Meeting.”



### Ideas for Facilitation

- “Who knows what a meeting is?”
- “Who has been to a meeting with someone?” “What happened at the meeting you went to?”
- Afternoon meetings are a time everyday where we will get to know each other.

**Sample Script:** *Good afternoon everyone. I am so excited to share that we will be starting our time together by doing something special: Afternoon Meeting! We will have our Afternoon Meeting every day in a special meeting area. The Afternoon Meeting will look like the Morning Meeting you do with your teacher during the morning in the classroom.*

- Describe the “why” behind having Afternoon Meetings (The goals of the meeting)



- “One of the reasons we will be doing Afternoon Meeting each day is so everyone will feel like they are a part of the program.”
- “We will all get to know each other, not just our best friends.”
- “It is also a place where we will be having fun and working together.”

**Sample Script:** *One of the reasons we will be doing an Afternoon Meeting is so that we can make sure everyone feels like they are a part of our school family and program. I hope we will all get to know each other, not just our best friends. We will also be able to share important information, things we have done, and ideas we have with each other. We all have a lot to learn from each other. This is a time for us to learn and have fun together.*

2. Establish the routine for Afternoon Meeting (*Structure & Clear Limits, Youth Work Methods*)  
10 minutes

- Explain that when it is time to move to the Afternoon Meeting circle each day there will be a signal that will mean “Stop what you are doing and give me your attention.”



“Does anyone have any ideas what that signal could be? For example: a bell, chime, triangle?”

- If you don't already have one, decide on what the signal will be and practice using it.
- Establish another signal (if you don't have one already) to gain the youths' attention once in the circle and throughout the Afternoon Meeting if needed. This could be a "quiet hands up" or a "responsive clap"

**Sample Script:** *One of the most important things about Afternoon Meeting is that it is a safe place for us to share and a space in which we are respectful of each other. (If you have not covered what "respectful" means prior to this you may want to stop and explain).*

*Right now, we are going to decide on our rules and expectations for OUR Afternoon Meeting.*

*(Recommendation: Respect yourself, respect your peers, respect your environment. You can refer to pages 29-30 of The Morning Meeting book for more ideas. Once the class has agreed on the 3-5 expectations, write them on chart paper and keep them in the Afternoon Meeting area. You may want to add illustrations later to help students remember the expectations).*

*Wow! Notice how we all worked together to come up with our rules and expectations for Afternoon Meeting."*

- Use Interactive Modeling to facilitate moving chairs to Afternoon Meeting



Ask youth divergent (open ended questions) during process (Ask, Listen, Encourage, Youth Work Methods)



Follow page 27 in The Morning Meeting Book

**Sample Script:** *Every afternoon when you come into the classroom we... (Set expectation of what you want students to do in the afternoon as they arrive after transition time. This might look different the first few weeks as some youth may need extra attention and reminders).*

*I will use our group signal (show your specific attention signal) to get your attention. When you hear/see this signal (show signal) you will know it's time to stop what you are doing and give your full attention. That means your hands are empty, your mouth is quiet, and your eyes are on the person speaking. I will call you over to the meeting area for our Afternoon Meeting. (Explain to students that they will be sitting in a circle in your meeting area).*

*Let's watch how we enter our Afternoon Meeting space. (Show youth how you want them to come into the classroom, wait for the signal, and walk to the Afternoon Meeting area and sit down. You will want to use a child who would demonstrate this well or another staff member).*

*Let's talk about what we noticed. (As a suggestion, ask open-ended questions to youth during the demonstration). How did you respond to the attention signal? How did you come over to the Afternoon Meeting area? What else did you notice?*

*(Follow up the responses by clarifying or re-stating: you stopped what they were doing, gave full attention, hands were empty, mouth quiet, and eyes were on the person who was speaking. Mention that the child waited for the person to call them over to the Afternoon Meeting area).*

*Now, I want us to practice entering our Afternoon Meeting space one more time. Here's what we are going to do. In a minute, I am going to invite you to go back to your seats and pretend that we*

haven't started yet. When I give the attention signal (show signal) you will know that it's time to stop what you are doing and give your full attention. Remember, that means your hands are empty, your mouth is quiet, and your eyes are on me. Okay, you may quietly tip toe back to your seats and whisper with your friends. (Wait until all youth are back at their tables and then give your attention signal). I noticed the way that [child/group] stopped what they were doing and gave me their attention right away. [child/group] are doing the same!

Let's see if we remember how we get to the carpet for Afternoon Meeting. I am going to call each group one at a time. If it's not your turn yet, let's watch and learn from other groups! (Call each group one at a time to go to the meeting area and get in place for Afternoon Meeting. As each group enters the space give feedback).

### 3. Closing 2 minutes

- There will be four parts to our Afternoon Meeting: Greeting, Sharing, Group Activity, and Morning Message. We will start with the greeting tomorrow and then add each additional part over time so we can build our community!

**Sample Script:** Thank you for participating and following our Afternoon Meeting directions! You all remembered how to stop what you are doing and give your full attention when given the attention signal. Then, as I called each group, you carefully walked to the meeting area and sat in a circle. Today we also worked together to come up with the rules and expectations for our Afternoon Meeting. There will be four parts to our Afternoon Meeting: greeting, sharing, activity, and message. Tomorrow, we will learn the first part of Afternoon Meeting: The Greeting. We add another part on a different day. Give your neighbors a high five for being such attentive members of our afterschool family.

## REFLECTION

(For afterschool practitioners to fill out)

A Rose, A Bud and a Thorn (Planning and Reflection, Youth Work Methods)

1. Rose- What went well?

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2. Bud- A new idea that you can try next time

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3. Thorn- What didn't work well?

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## I. Practice moving into circle 2 minutes

### Ideas for Facilitation



- Use the signal established yesterday to get youths' attention and ask them to move to circle
- Continue to use "Interactive Modeling" (page 27 in *The Morning Meeting Book*)
- Ensure everyone can be seen and can see (*Building Community, Youth Work Methods*)

**Sample Script:** *Let us practice entering our Afternoon Meeting space. Here's what we are going to do. In a minute, I am going to invite you to go back to your seats and pretend that we haven't started yet. When I give the attention signal (show signal) I want you to stop what you are doing and give your full attention. Remember, that means your hands are empty, your mouth is quiet, and your eyes are on me. Okay, you may quietly tip toe back to your seats and whisper with your friends. (Wait until all youth are back at their tables and then give your attention signal). I noticed that [child/group] stopped what they were doing and gave me their attention right away. [Child/group] are doing the same! Thank you for participating guys!*

*Let's see if we remember how we enter our Afternoon Meeting space. I am going to call each group one at a time. If it's not your turn yet, let's watch and learn from other groups! (Call each group one at a time to go to the meeting area and get in place for Afternoon Meeting. As each group enters the space provide feedback.)*

## 2. Establish guidelines for Afternoon Meeting (*Structure & Clear Limits, Youth Work Methods*) 5 minutes



"To make our Afternoon Meeting respectful, safe and fun there are some guidelines we will create and follow."

- Listen respectfully, keep your body in control, raise your hand if you want to talk.
- Youth brainstorm ideas as practitioner writes them on a chart. (*Planning & Reflection, Youth Work Methods*)
- Once everyone in the class has agreed on the expectations (3-5 essential guidelines), hang the chart in the Afternoon Meeting area.

**Sample Script:** *Yesterday we created some rules and expectations for Afternoon Meeting to make sure that we are treating each other in a kind, respectful way. (Review rules).*



## First Component of Afternoon Meeting

### 1. Introduce Greetings- First component of Afternoon Meeting 5 minutes

- Greetings help us connect to each other and set the tone for a positive afternoon. It is important everyone is greeted so no one feels left out and everyone feels welcome. (*Building Community, Youth Work Methods*)



When we greet (say hello) to our friends we will shake hands safely, speak in a friendly way and wait our turn. Model with one of the youth how to greet someone: (Smiling, eye contact, friendly tone, waiting turn, speaking in a clear, audible voice, using person's name)



Follow page 76 in *The Morning Meeting Book* to facilitate formulating one

“Every day we will begin by greeting each other in a friendly and respectful way.”  
“What are some ways we can show we are friendly?”

**Sample Script:** *Today we are going to learn about the first part of Afternoon Meeting: the Greeting. A greeting is a way of saying hello to someone. Every day we will begin by greeting each other in a friendly and respectful way. It is important that we greet each other every afternoon. Greetings help us to feel like a school family and start our time together in a positive way!*

### 2. Practice Greetings 5 minutes

- Explain that we will learn and practice many different ways to greet each other and today we are going to use a simple greeting to start out.



We are going to go around in a circle and the first person will turn to her left and introduce herself by saying, “Good Afternoon, my name is \_\_\_\_\_.”  
And the person to her left will say “Good Afternoon \_\_\_\_\_.”

**Sample Script:** *There are many ways we can greet each other. Today we are going to use a simple greeting. We are going to go around in a circle and everyone is going to introduce themselves by saying, "Good Afternoon, my name is \_\_\_\_\_." It is important that when you introduce yourself you make eye contact, use a friendly voice, and speak loud enough so everyone can hear you. (Introduce yourself).*

*After someone introduces himself/herself, the class will respond with "Good Afternoon, \_\_\_\_\_." Let's try together. (Go around the circle. Each student introduces himself/herself and then the class responds after each person greeting him/her in kind).*

### 3. Closing- Reflection 2 minutes

- Ask youth to give you thumbs up, thumbs down or thumbs sideways to show you how they feel about the Afternoon Meeting.

**Sample Script:** *Today we did the first part of our Afternoon Meeting: the Greeting. On another day, we will add on the second part: Sharing. Now, I would like you to think about how you felt participating in today's Afternoon Meeting. If you liked our Afternoon Meeting today give a thumbs-up, if you didn't like it so much give a thumbs down, or give a thumbs sideways if you felt like you*

could use some more practice. (Model as you explain the reflection activity, showing thumbs up, sideways or down. Check in with youth who give a thumbs down or sideways).

## REFLECTION

(For afterschool practitioners to fill out)

A Rose, A Bud and a Thorn (*Planning and Reflection, Youth Work Methods*)

1. Rose- What went well?

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2. Bud- A new idea that you can try next time

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3. Thorn- What didn't work well?

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Follow page  
101 in *The  
Morning  
Meeting Book*  
to facilitate

## 1. Move Into Circle 2 minutes

- Use the established signal to get youths' attention
- Practice routines and clarify expectations if needed

**Sample Script:** *Let us practice entering our Afternoon Meeting space. Here's what we are going to do. In a minute, I am going to have you go back to your seats and pretend that we haven't started yet. When I give the attention signal (show signal) I want you to stop what you are doing and give your full attention. Remember, that means your hands are empty, your mouth is quiet, and your eyes are on me. Okay, you may quietly tip toe back to your seats and whisper with your friends. (Wait until all youth are back at their tables and then give your attention signal.)*

*Let's see if we remember how we enter our Afternoon Meeting space. I am going to call each group one at a time. If it's not your turn yet, let's watch and learn from other groups! (Call each group one at a time to go to the meeting area and get in place for Afternoon Meeting. As each group enters the space provide feedback.)*

## 2. Review Guidelines for Afternoon Meeting - Structure & Clear Limits, Youth Work Method 2 minutes

### Ideas for Facilitation

- Read guidelines on the chart and ask youth questions to ensure understanding of guidelines.
- Remind youth that these guidelines will help everyone to get to know each other and work together to have fun and learn.

**Sample Script:** *Let's read group guidelines. Remember, the rules and expectations for Afternoon Meeting are to make sure that we are treating each other in a fun and respectful way while we learn. (Review rules).*

## 3. Review Greetings 3 minutes

- Reflect on how the greeting activity went yesterday. "What did you/didn't you like about greeting each other yesterday?"
- "Good Morning, Friends" Greeting (page 75 in *The Morning Meeting Book*) After the group chant, go around circle and the first person will turn to her left say, "Good Morning, Name \_\_\_\_\_ The person to her left will say "Good Morning \_\_\_\_\_. Go around the whole circle.

**Sample Script:** *Who remembers the greeting from the last group? What did you like about the greeting? Today, we are going to go around in a circle and everyone is going to introduce themselves by turning to face the person on their left saying, "Good Afternoon, my name is \_\_\_\_\_." Remember that when you introduce yourself to make eye contact, use a friendly voice, and speak loud enough so everyone can hear you. (Introduce yourself to the person on the left). Have the person on your left respond with "Good Afternoon, \_\_\_\_\_." Let's try. (Go around the circle. Each youth will take turns introducing themselves to the person on the left).*

## Second Component of Afternoon Meeting

### 4. Introduce Sharing 2 minutes

- Sharing helps us to get to know each other and allows us to practice speaking and listening respectfully to one another.” (*Ask, Listen, Encourage, Youth Work Methods*)



Review some ways youth share in your program currently, informally or formally. Explain that they will do this as part of Afternoon Meeting after the greeting.

“Every day after the greeting, we will be sharing some news or information about ourselves.” “What are some things we can learn about each other to get to know one another better?”

**Sample Script:** *The second part of Afternoon Meeting is Sharing. During this time, you will have the opportunity to share news or information about yourself or a specific topic. You classmates will have a chance to respond. Sharing helps us learn about each other's interests inside and outside of school. It allows us to recognize what we have in common.*

*Today we are going to do an around-the-circle sharing. I'm going to ask a question. You are going to think about your answer. Then we will go around the circle and each of you will have a chance to answer the question.*

*When it is your turn to share, it is important that you speak in a loud, clear voice so that everyone can hear you. When you are not sharing, you are a listener. A listener's job is to listen attentively. That means your eyes are on the speaker and you are giving them your full attention. Over the next few weeks, we will talk about different ways we can respond to show that we are listening.*

### 5. Practice Sharing 10 minutes

- Go around circle and practice sharing an answer to a specific question relevant to youth in your program or a topic you are discussing in the program. For example: “What is one healthy food you like?”



Model answering the question in one sentence:

“One healthy food I like is \_\_\_\_\_.”

Have youth take one minute to think about it and then when all thumbs are up showing they are ready, go around the circle.

**Sample Script:** *Interactive Modeling of "Around-the-Circle-Sharing: Favorites," The Morning Meeting Book p. 120:*

*Today you are going to share one answer to my question, "One healthy food I like is \_\_\_\_\_." First, watch and notice how I share my answer to this question. "One healthy food I like is*

\_\_\_\_\_." *What did you notice about the way I answered?* (Invite students to share. Guide students to notice that you stuck to the topic, used a complete sentence, spoke loudly, and looked around the circle).

*Take a minute and think about your healthy food choice. Once you have your answer give me a quiet thumbs up.*

*Now we will go around the circle and share. If someone has the same food choice as you, you can respond by using the sign language for "me too." It looks like this (model and sign "me too").*

*(Group leader begins by sharing their healthy food choice and reminding youth to use a complete sentence. "One healthy food I like is \_\_\_\_\_." (Youth go around the circle and share).*

#### 6. Reflection 2 minutes

- Reflect with youth on how they liked the sharing.

**Sample Script:** *That was some great sharing! I noticed when you heard someone say they liked the same food as you that you responded with a quiet "me too" sign instead of shouting out! I can't wait for us to share more tomorrow! What did you like about the sharing?*

#### 7. Counting Breaths - Discuss "concentration" 2 minutes

- Why is it important? Facilitate counting breaths (directions attached), explain that when we count breaths it helps us to develop concentration and we can practice to concentrate better, just like when we practice a sport, we get better at it.

**Sample Script:** *Who can tell me why it is important to count our breaths? We count breaths to develop focus. Just like playing a sport or an instrument, the more we practice, the better we are at focusing. I am going to give you some directions on how to count your breaths. We will practice counting our breaths with our fingers. Copy your movements with mine as I hold up one, two, and three fingers. Let's begin.*

*1. Sit with your back straight and body relaxed, resting your hands gently on your knees.*

*2. Breathe in naturally and silently say, "One" in your mind. Then relax your forehead as you breathe out. (Raise one finger and wait for everyone to breathe in and out as they raise their one finger.)*

*3. Let's do it again. Breathe in naturally and silently say, "Two" in your mind. Then relax your neck and shoulders as you breathe out. (Raise two fingers and look for everyone else to raise their two fingers.)*

*4. Now breathe in and silently say, "Three" in your mind and relax your tummy as you breathe out. (Raise three fingers and look for everyone else to raise their three fingers.)*

*5. Let's try it again, but this time I'm not going to talk. Copy your breath and hand motions to my hand motions, counting silently on your own. Relax as you breathe out.*

*6. (Talking points) Did your mind get quiet when you were counting breaths? Did you feel relaxed? How long did it take? Did your mind get busy again, or did it stay quiet?*

# REFLECTION

*(For afterschool practitioners to fill out)*

A Rose, A Bud and a Thorn *(Planning and Reflection, Youth Work Methods)*

1. Rose- What went well?

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2. Bud- A new idea that you can try next time

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3. Thorn- What didn't work well?

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1. Reflect on the first two components of the Afternoon Meeting (greeting and sharing) (*Planning and Reflection, Youth Work Methods*) 5 minutes

## Ideas for Facilitation



- Ask open ended questions such as: "How did you feel when you shared yesterday?" "What is one thing you learned about someone yesterday that you didn't know before?"



Pages 76 and 77 in *The Morning Meeting Book* have ideas for varied greetings

**Sample Script:** *Who remembers the greeting from yesterday? What did you like about the greeting? What about the sharing activity we did yesterday? How did it feel to share one healthy food you like? What is one thing you learned about someone yesterday that you didn't know before?*

2. Move into circle 2 minutes

- Use the established signal to get youths' attention
- Practice routines and clarify expectations if needed

**Sample Script:** *Let's see if we remember how we enter our Afternoon Meeting space. I am going to call each group one at a time. If it's not your turn yet, let's watch and learn from other groups! (Call each group one at a time to go to the meeting area and get in place for Afternoon Meeting. As each group enters the space provide feedback.)*

3. Greeting around the circle 3 minutes

**Sample Script:** *Today we are going to use the same greeting from our last Afternoon Meeting but we are going to add a handshake. We are going to go around in a circle and everyone is going to introduce themselves by saying, "Good Afternoon, my name is \_\_\_\_\_" and gently shake our neighbor's hand. It is important that when you introduce yourself you make eye contact, use a friendly voice, and speak loud enough so everyone can hear you, and give a gentle handshake. (Introduce yourself to a neighbor and demonstrate what the greeting should look and sound like. Key things to model are eye contact, friendly voice, and gentle handshake. After modeling the greeting, ask the children to share what they noticed you said and did. ) Let's try. (Go around the circle. Each student introduces them self and shakes their neighbor's hand.)*



4. Sharing 5 minutes



**“Pair Up with a Neighbor”**  
 Pair up with person next to you and discuss the chosen topic. Give an example before starting.

**Practice taking turns, listening respectfully and speaking in a clear, audible voice.**



Pages 126 and 127 in *The Morning Meeting Book* have topics for partner sharing.

**Sample Script:** *Today for sharing we’re going to pair up with our neighbor and talk about the topic of something we like to do for fun. When I give you the topic and the signal to start, remember to stay on that (Remind youth to stick to the topic, share one key idea, take turns, speak loudly, and make eye contact.) After one minute, I am going to ring the attention signal so that we can get back to the circle and we can go to the next part of our afternoon meeting.*

### Third Component of Afternoon Meeting

5. Introduce Group Activity- Third component of Afternoon Meeting 5 minutes

- Group Activity contributes to the group’s sense of community and group identity. (*Building Community, Youth Work Methods*)





**PURPOSES OF GROUP ACTIVITY**

- ✓ Fosters active and engaged participation
- ✓ Encourages inclusion and cooperation
- ✓ Can help youth learn the values of persistence and practice

**Sample Script:** *The third part of our Afternoon Meeting everyday will be doing an activity together as a whole group. During the greeting and sharing, you are sitting quietly and listening carefully. Our group activity will allow you to move around and have fun with everyone in our group while using good behavior and being respectful. Sometimes we will be singing, acting, chanting, or playing a game. It is important that we follow our group rules during this time and respect each other. Who can share our rules with the group? (Remind the group of the group rules).*

6. Practice group activity 5 minutes

  
 See pages 138-141 in *The Morning Meeting Book* for more information on modeling appropriate behaviors during group activity

  
 “What are some things we need to do to make sure we are all safe and having fun together?”  
 Have youth take 1 minute to think about it and then when all thumbs are up showing they are ready, go around circle with answers.

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**Sample Script:** *Today for our activity we're going to play "What Are You Doing." I am going to choose one of you to go the center of the circle and you are going to mime a simple action such as brushing your hair. Then, the person's neighbor on the right will come to the person in the circle and ask "What are you doing?" The person who is doing the action responds by saying something completely different such as "I am washing the floor." Then the neighbor will pretend to wash the floor. The neighbor on the right of that person will come to the center of the circle and ask "What are you doing?" This will go on until everyone has had a chance.*

(After giving the directions, demonstrate the activity with the youth to the right or another adult in the room. Demonstrate the key elements of pantomiming the activity, and emphasize asking the question and stating a different action from what you are pantomiming. Then check for understanding by asking the group what they noticed and if they have any questions.)

Now that we understand how to play the game, let's start with \_\_\_\_\_ (choose a child).

### 7. Closing 2 minutes



- **Feeling my feet** (directions attached) - When we pay attention to the bottoms of our feet, we relax, concentrate and become aware of what is happening in this moment.

**Sample Script:** *Now, we will pay attention to the feeling of the bottoms of our feet against the ground in order to relax, concentrate, and become aware of what's happening in this moment. Let's sit or stand (choose one position for the group) with our back straight and body relaxed. Breathe naturally and notice what's happening in your body and mind right now. Keep your body relaxed. If you're standing, keep your knees soft. Now move your attention to the bottoms of your feet and notice how they feel against the ground. Let the thoughts and emotions that bubble up in your mind come and go. Are you feeling your feet now? If not, don't worry. It's natural for your mind to wander. Just move your attention back to the bottoms of your feet to begin again.*

## REFLECTION

(For afterschool practitioners to fill out)

A Rose, A Bud and a Thorn (Planning and Reflection, Youth Work Methods)

1. Rose- What went well?

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2. Bud- A new idea that you can try next time

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3. Thorn- What didn't work well?

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1. Move Into Circle 2 minutes

- Use the established signal to get youths' attention
- Practice routines and clarify expectations if needed

**Sample Script:** *Let's move to the carpet for Afternoon Meeting. I am going to call each group one at a time. If it's not your turn yet, remember what you are supposed be doing. (Call each group one at a time to go to the meeting area and get in place for Afternoon Meeting. As each group enters the space, give feedback if needed.)*

2. Greeting around the circle 2 minutes



### Ideas for Facilitation

- Try "Ball Toss Greeting" on page 71 of *The Morning Meeting Book*
- Roll or softly bounce a large, bouncy ball.
- Review guidelines for safely passing the ball.

**Sample Script:** *Remember, there are many ways we can greet each other. Today we are going to try a "Ball Toss Greeting." (Ball toss ideas: Roll or softly bounce a large bouncy ball. Or, grab a Koosh ball or another similar soft and squishy ball. Finding a ball with the fringe bits makes it much easier to catch than using a regular round ball.)*

*I will start by greeting one of you in the circle and then gently tossing the ball to that person, modeling what a gentle throw looks like. The person who receives the ball will greet the person who tossed it, and then greet someone else and toss it to him or her. Be sure to say the greeting first, which can help you with paying attention and being prepared to receive the ball. (If you don't have a Koosh ball or are worried that your youth will get a little carried away throwing a ball, you can always use a soft bouncy ball or beach ball, and have them sit on the ground and roll it to each other.)*

*(Demonstrate the key elements with a neighboring child or adult and check for understanding by asking the youth what they noticed and if there are any questions.)*

*Now, we are going to do our sharing activity.*

### 3. Sharing 5 minutes



“Bounce the Ball” (pg. 38 in *Planning & Reflection, Youth Work Methods*)

Reflect on how the youth are feeling. Review feeling words and ask “How are you feeling?”

Youth roll or softly bounce the ball and share with the group: “I am feeling \_\_\_\_\_.”

- Follow directions on pg. 38 of *Planning and Reflection* guide.

**Practice taking turns, listening respectfully and speaking in a clear, audible voice.**

#### **Bounce the Ball Instructions/Sample Script:**

Use a ball, either a tennis ball or a larger, bouncy ball. The leader begins with a question about the session and asks participants to answer it when the ball is bounced to them.

Follow these steps:

1. Clear a space so that no one is injured and nothing broken.
2. Participants stand in a circle.
3. Leader begins with a question, such as, “*What is something you liked about the session today?*” and bounces the ball to a youth who then answers. The catcher then bounces the ball to someone else who answers. It is important to use a large-sized bouncing ball so that everyone can easily catch it. A smaller ball is more difficult and the “misses” can be a distraction to the process as well as leave the individual with a sense of failure.
4. Participants continue bouncing the ball around the circle to each other and answering the question. Participants can answer more than once. After folks run out of things to say, you can add a new question.

### 4. Group Activity 5 minutes



Two fun, short activities for this lesson are “Cooper Says” or “Oliver Twist”

Choose a group activity in the “Beginning of the Year” column on pages 152, 153 in the *Morning Meeting Book*



- **Cooper Says:** The leader is “Cooper.” Cooper gives the group instructions. Group members follow the instructions only if the instructions are preceded by “Cooper says...”

**Sample Script:** *Today we are going to do a group activity called “Cooper Says.” You will follow the directions only if you hear “Cooper Says” in front of the instruction. Let’s try one: “Cooper says touch your toes,” you should be touching your toes. However, if the leader says, “Touch your toes,” you would stand still because I didn’t say “Cooper Says.” Keep the activity moving quickly. You can increase the difficulty by challenging the group to follow ten directions correctly. This activity is similar to “Simon Says,” except that no one is ever “out.”*

## Fourth and Last Component of Afternoon Meeting

### 5. Introduce afternoon message ( minutes)

Explain that an afternoon message activity will be done each day after group activity and the youth should read and follow the directions on the message that they will see as they walk in the room each afternoon (after today).



Reflect with youth: “Think of some things that are written?” (Messages, letters, lists, emails, texts, etc..)

Youth begin the program each day engaging with a shared written communication in an inclusive experience- the message pertains to all and we expect all to read and use it.

**Sample Script:** *Did anyone notice this message that I wrote on the board (or chart paper)? Every day I will write an afternoon message for you to read as you walk into our area and we will review it together after our group activity. Sometimes there will be important directions asking you to do something before our afternoon meeting begins. Sometimes I might ask a question and leave an area on the afternoon message for you to answer as you walk in. The last part of our Afternoon Meeting will be reading the afternoon message together. Let’s practice reading our message.*

### 5. Practice afternoon message activity 5 minutes

Make the message current, engaging and inclusive

Choose a message and an idea for working with the message from samples messages on **Pages 190-209** and see **Appendix** for samples to use in **OST programs.**



When crafting the afternoon message, look at **pages 181-182** in the *Morning Meeting Book* for elements to use.



### Sample Message:

[Date]

Dear friends,

Today, we took time to greet, share, and play. Now, we will read our message. The message will always be after we play. Now we know the four parts of the meeting.

Yours truly,  
[Your Name]

#### 6. Closing / minute

Revised “Hopes and Fears” (page 50- *Planning & Reflection, Youth Work Methods*) each youth holds up a card (Like or Don’t Like) to a series of questions about the Afternoon Meeting.

**Sample Questions:** *How do you feel about having Afternoon Meetings? How do you feel about the greeting we did today? How do you feel about the sharing we did today? How about the activity?*

**Sample Script:** *I am going to ask you some questions about our meeting today. Please hold up your “like” or “don’t like” card depending on how you feel about that question. There are no right or wrong answers.*

*Thank you for participating in our Afternoon Meeting today. I had fun with you.*

## REFLECTION

(For afterschool practitioners to fill out)

A Rose, A Bud and a Thorn (*Planning and Reflection, Youth Work Methods*)

1. Rose- What went well?

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2. Bud- A new idea that you can try next time

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3. Thorn- What didn’t work well?

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1. Move Into Circle 2 *minutes*
  - Use the established signal to get youths' attention
  - Practice routines and clarify expectations if needed
  
2. Reflect- Discuss the four components of Afternoon Meeting 3 *minutes*



### Ideas for Facilitation

“Who can remember the 4 parts of the Afternoon Meeting?” (greeting, sharing, group activity, afternoon message) Youth share what they remember and practitioner fills in the gaps.

**Sample Script:** *Good afternoon everyone. Let's review the four components of the afternoon meeting and I want to hear from you what you remember about each one of them. Greeting, Sharing, Group Activity and Afternoon Message. What do you like most about the Afternoon Meeting?*

3. Greeting around the circle 2 *minutes*



- Model and practice greeting skills: speaking in a clear, audible voice, using friendly body language, waiting your turn and listening while others greet

Try “Cross-Circle Greeting” (Page 73 in *The Morning Meeting Book*)  
One-by-one, youth greet someone sitting on the other side of the circle.



**Cross-Circle Greeting Instructions/Sample Script:** *Today, we will take turns greeting someone sitting across the circle. One-by-one you will greet someone sitting on the other side of the circle who has not been greeted yet. (There can be many variations on this, such as cross-circle boy/girl greeting, cross-circle someone-you haven't-spoken-to-yet-this-morning greeting, etc.) When you have been greeted hold your thumb up to show you have been greeted already.*

“Cross-Circle Greeting” found on page 73 of *The Morning Meeting Book*. (Teach and model greeting. Use attention signal to call youth back to their circle. Provide feedback to youth about their greetings and check for understanding.)



#### 4. Sharing 5 minutes



Choose a sharing activity that helps the youth continue to get to know each other.

Try “Mix and Mingle” partner sharing on page 125 of *The Morning Meeting Book*.

#### **Sample Script: “Mix and Mingle”, The Morning Meeting Book p. 125**

*Today we are going to learn a new sharing activity. You will walk around and mix and mingle in the center of the circle. When I give the attention signal you are going to pair up with a friend that is near you. Once you have a partner you are going to discuss what your favorite snack is. (Remind youth to stick to the topic, share one key idea, use complete sentences, speak loudly, and look around the circle.) After one minute, I am going to give the attention signal again and you will walk around again in the circle until I give the attention signal. Then, you will find a new partner that is near you and discuss the same topic for one minute.*

#### 5. Group Activity 5 minutes

Choose a group activity in the “Beginning of the Year” and “Younger Grades” columns on pages 152, 153 in the *Morning Meeting Book*



Remember: Group activities should allow all youth to take part. It should be accessible to all and not too challenging or too easy. (*Active Learning, Youth Work Methods*)

Continue modeling appropriate behaviors pertinent to that activity. For example, making everyone feel included, what to do if someone makes a mistake, etc..

#### **Sample Script: “Clapping Names” found on page 158 of The Morning Meeting Book.**

*In this activity, we will clap out the number of syllables in each of your first names while we chant your name. Let me show you an example of my own name, (chant your name and clap once for each syllable.) We will go around the room and chant and clap each of your names.*

You can vary the activity by having children clap out last names or self-chosen nicknames. This is a good activity to do at the beginning of the year when children are learning each other’s names. It is also a good activity to do if a new child joins the group later in the year.

#### 6. Afternoon Message 3 minutes

Write a message that will help the youth learn about each other. For example, “What month is your birthday?” Youth write their name in the chart on the corresponding month. Discuss similarities and differences in the group. (Pages 192-193 in *The Morning Meeting Book*)

## Sample Message:

Good Afternoon!

Today is Tuesday, October 21<sup>st</sup>.

We will learn about each other by sharing our birthday. What month is your birthday? Write your name next to the month in the chart below:

Month	Name
JANUARY	
FEBRUARY	
MARCH	
APRIL	
MAY	
JUNE	
JULY	
AUGUST	
SEPTEMBER	
OCTOBER	
NOVEMBER	
DECEMBER	

### Sample Script: Afternoon Message

*Let's see how many of us have birthdays in the same month? Who has a birthday in January, February. (Read the names of youth who have birthdays each month)*

*What month has the most birthdays in it? Is there a month where there are no birthdays? Why do you like having your birthday in that month?*

### 7. Closing 2 minutes

**Sample Script:** *What was your favorite part of the Afternoon Meeting today? I would like a few people to share what they liked best.*

## REFLECTION

*(For afterschool practitioners to fill out)*

Green Light, Yellow Light, Red Light *(Planning and Reflection, Youth Work Methods)*

1. Green Light- A new idea that you can try next time

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2. Yellow Light- What went well and you want to continue doing

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3. Red Light -What didn't work well and you won't do again

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## 1. Move Into Circle 2 minutes

**Sample Script:** *Let's move into our Afternoon Meeting circle. I am going to call each group one at a time. If it's not your turn yet, remember what you are supposed be doing. (Call each group one at a time to go to the meeting area and get in place for Afternoon Meeting. As each group enters the space give feedback if needed.)*

## 2. Greeting 2 minutes

### Ideas for Facilitation



Facilitate a partner greeting (hello game) from *Mindful Games Activity Cards*

- Take turns saying hello to each other and noticing the color of each other's eyes to help focus and practice making eye contact. (see directions attached)
- Don't be surprised if young children feel shy at first and cover their eyes. When this happens, describe what you see: "Hello Alex- your eyes are covered with your hands"

**Sample Script:** *Good afternoon everyone we are going to start our meeting with a greeting today called the hello game. When we look into someone's eyes, we sometimes feel strong feelings- we might feel shy, embarrassed, excited or happy. And we might feel different every time we do it. Let's try it together now. I'm going to say hello to you and notice the color of your eyes and then you will have a turn. "Hello \_\_\_\_\_ your eyes look brown." Now you try with your neighbor. How did it feel? Let's try it again.*

## 3. Sharing 5 minutes



- Review feeling words that can be used to describe feeling shy, embarrassed, excited, silly, happy.
- Reflect on different feeling words and how when we are not used to doing something, we may feel shy or embarrassed and that is ok.
- Go around the circle and ask "How did you feel when you looked in your friends' eyes?"

**Sample Script:** *Now we will talk about some feeling words that describe how you might have been feeling during the hello game. You might have been feeling shy, embarrassed, excited, silly or happy. It is ok if you felt embarrassed or shy. That happens when we do something new or something we are not used to doing. Let's go around the circle and answer the question: "How did you feel when you looked in your friends' eyes?"*

#### 4. Group Activity 8 minutes



When facilitating the group activity, suggest categories that are relevant to current topics such as eye color after the greeting and sharing about looking in each other's eyes.

Other topics could include: interests, hobbies, families.

Facilitate "A Warm Wind Blows" Activity  
page 156 in the *Morning Meeting Book*



**Activity Instructions:** "A Warm Wind Blows" found in the *Morning Meeting book*, pg 156.

Move chairs into a circle. The number of chairs should be one less than the number of participants. Participants sit in the chairs and one person stands in the middle of the circle.

**Sample Script:** *Today we are going to do an activity called "A Warm Wind Blows." One person will stand in the middle of the circle and say "A warm wind blows for anyone who \_\_\_\_\_," filling in the blank with a category such as "has a dog." Everyone who has a dog comes into the center of the circle and then quickly finds a new place to sit. The one person who doesn't find a seat now stands in the center of the circle and says "A warm wind blows for anyone who \_\_\_\_\_," naming a new category. The activity continues for several rounds. Let's try an example.*

This lively activity is a great way for children to learn about each other and to see what they have in common with classmates. Encourage students to name categories that relate to interests, hobbies, and family rather than clothing or appearance. You could brainstorm a list of categories before beginning the activity.

#### 5. Afternoon Message 3 minutes

Things we have in common- (See sample attached)

Youth make a tally mark if they have a brother or a sister on the Afternoon Message flip chart. Discuss who has brothers and sisters and ways we are alike.



See sample message attached and other samples on **Pages 190-191** in the *Morning Meeting Book*.

[Date]

Dear friends,

Do you have a brother or sister? Put an X under "Brother" or "Sister" if you have one.

Yours truly,  
[Your Name]

BROTHER \_\_\_\_\_ SISTER \_\_\_\_\_

\_X

X

**Sample Script:** *Let's see how many of us have brothers and sisters. Raise your hand if you have a brother. Raise your hand if you have a sister. Let's count how many have brothers and sisters. Do more of you have brothers or sisters?*

#### 6. Closing 2 minutes

All youth either put thumbs up, thumbs down or thumbs sideways to let you know how they feel about the Afternoon Meeting. Review guidelines of moving chairs back to the way they were when they came in the room.

**Sample Script:** *I want to see how you feel about the meeting today? Please put your thumb up, down or sideways to tell me if you liked it, didn't like it, or thought it was just ok. Please move our chairs back to the way they were and don't forget how we do that in a safe way.*



## REFLECTION

(For afterschool practitioners to fill out)

Green Light, Yellow Light, Red Light (*Planning and Reflection, Youth Work Methods*)

1. Green Light- A new idea that you can try next time

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2. Yellow Light- What went well and you want to continue doing

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3. Red Light -What didn't work well and you won't do again

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# Afternoon Meeting

Lesson 8: Directions  
K / 1<sup>st</sup> grade



## 1. Move Into Circle 2 minutes

**Sample Script:** *Good afternoon everyone. I would like everyone to move into our circle for our Afternoon Meeting. Remember the way we practiced moving into the circle. (Review guidelines/expectations for how to move into the circle in an organized way. These should be posted in the Afternoon Meeting area if possible.)*

## 2. Mindful Listening 2 minutes

**Sample Script:** *In a minute, we are going to close our eyes and listen to the sounds around us. So, let's sit comfortably and let our bodies be really still. When you close your eyes, try to focus on what you hear. After a minute, I will ask you to open your eyes and I want you to tell me the different sounds you heard. It might feel funny to sit quietly but I want you to try your best and just relax.*



### Ideas for Facilitation



Listen carefully to sounds to become more aware of our experience in the present. (mindful listening) from *Mindful Games Activity Cards* – directions attached

- At first, list the sounds for youth: "I hear a bird, someone's clothes rustling softly, my voice" Silently listen to the sounds in the room. Relax and listen

## 3. Greeting 2 minutes



- Greet the person to the left and the right. Look at the person and make sure they feel welcomed and acknowledged.

"Righty-Lefty Greeting" - page 80 in the *Morning Meeting Book*



**Sample Script/Instructions:** **"Righty-Lefty," The Morning Meeting Book p. 80:** *We are going to do an activity called "Righty-Lefty." One of you will greet the group like this: "Good afternoon, everyone!" Then everyone will respond at the same time, "Good afternoon." Then, each of you will greet your neighbor on the left and then the right. Make sure that you are looking at your friend when you greet him or her (eye contact) and make sure that everyone feels welcomed and included.*

#### 4. Sharing- Attentive listening 6 minutes

- Teach jobs of the listener - maintain self-control and demonstrate attentive listening.
- Active listening- Listen to what others say and remember what they say so you can respond appropriately.

**Sample Script:** *Remember in the beginning of the meeting, we listened for sounds? As your friends are sharing their answers to this question, I want you to listen carefully to them because I am going to ask you if you remember what they said. Now, someone share what they heard when we listened quietly. (Let a few youth share their answers.) Someone tell me what you heard your friend say? After a few people repeat what they hear others say, ask what they had to do in order to listen and remember when others were talking. (Example: not talk while others were talking, pay attention by looking at the person talking).*



Remind youth to listen carefully and not talk while the other person is talking so they can repeat what they said. For older youth, instead of repeating word for word, work on summarizing what was said.

Refer to mindful listening in the beginning of meeting. Ask what sounds the youth heard. As youth share, ask someone to repeat what the person shared.

#### 5. Group Activity ( minutes)



Move in sync with other's movements by slowly moving arms up and down, or back and forth. (Balloon arms) from *Mindful Games Activity Cards*

**Sample Script:** *This activity is called "Balloon Arms." We will practice focusing by slowly moving our arms up and down all at the same time. When you fill a balloon with air it gets what? (bigger) and what happens when you let the air out? (it gets smaller.)*

*(If you can, have one balloon to demonstrate this with- blow it up and then let the air out.)*

*I am going to move my hands up like a balloon filling with air and then down like a balloon losing air or deflating. Now do it at the same time as I do it. Pay close attention to the feeling in your arms, upper back and neck as you move. Let's try it a few more times.*

#### 6. Afternoon Message/Closing 5 minutes

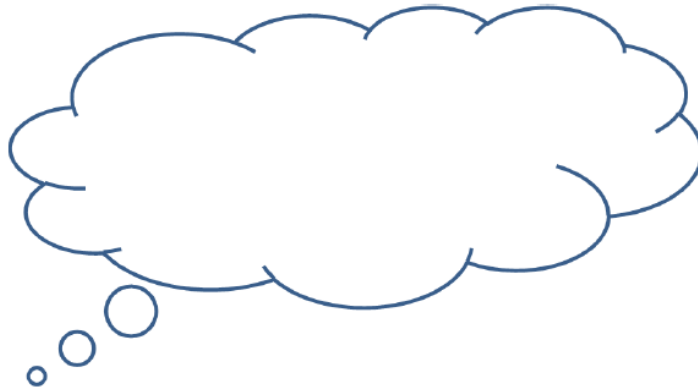
Dear Listeners - Dear Listeners



April 3, 2017

Dear Listeners,

Today we will be practicing our listening skills. Why do you think it is important to listen when your friends and family are talking/sharing? Write your ideas below:



**Ideas for working with the message**

- Discuss how listening and focusing relates to remembering what others say.
- Reflect on why it is important to remember what others say.
  - How do you feel when someone is looking away when you are talking?
  - How do you feel when someone doesn't remember what you told her or him?
  - Facilitate remembering details when someone is sharing.

**Sample Script:** *Let's look at our Afternoon Message. Is it sometimes hard to listen when others are talking? Why? Why do you think it is important to listen when others are talking? How does it feel if someone doesn't listen to you?*

## REFLECTION

*(For afterschool practitioners to fill out)*

Green Light, Yellow Light, Red Light *(Planning and Reflection, Youth Work Methods)*

1. Green Light- A new idea that you can try next time

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---

2. Yellow Light- What went well and you want to continue doing

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3. Red Light -What didn't work well and you won't do again


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## 1. Move into Circle 2 minutes


**Sample Script:** *Let's move into our circle for Afternoon Meeting. I am going to give the attention signal and please remember how we move into our circle in an organized way. Don't forget to look at the Afternoon Message and make a tally mark under Yes or No. (Read the message to youth and point to where you want them to make a mark)*

## 2. Greeting 3 minutes

### Ideas for Facilitation



After youth respond to afternoon message (see below) pair up youth and have them ask each other a simple question. Adapt "Interview Greeting" for younger children. (Ask one question and write on sentence strip or on flip chart)




"Interview Greeting" on page 78 of *The Morning Meeting Book*

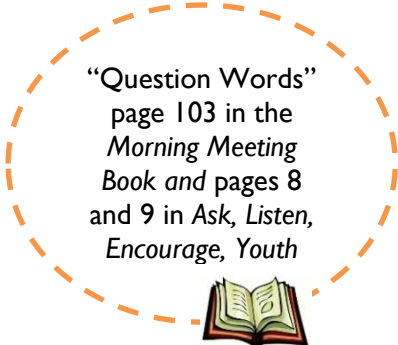


**Sample Script:** *Good afternoon! For our greeting, today we are going to do an Interview Greeting. First, I want you to find your elbow partner sitting on your left. Now, you are going to take turns interviewing each other by asking them these two questions: What is your favorite book? What is your favorite activity? Then, I will ask you to introduce your new friend to the rest of the group by saying: "This is my friend \_\_\_\_\_. Then the class will repeat "Good afternoon \_\_\_\_\_. Then, you will continue and say "his or her favorite book is \_\_\_\_\_." "His or her favorite activity is \_\_\_\_\_."*

Depending on the group you have, you may want to just ask one question. You can change the question to be about any topic you are covering or a get to know you question.

## 2. Sharing 5 minutes

- 
- Review question words on flip chart (use "who", "when" and "what" questions for younger participants.
  - As a class, brainstorm possible questions to ask as follow up to the greeting exercise. Write simple sentences on the flip chart and ask questions to one participant at a time in the circle to model for other youth. (Post "Question Words" on a flip chart (page 103)



"Question Words" page 103 in the *Morning Meeting Book* and pages 8 and 9 in *Ask, Listen, Encourage, Youth*



**Sample Script:** *That was fun! For our sharing, we are going to create some extra questions that come from what our partner said. Our question words are "who, when, and what." Some examples of questions using these words are: Who taught you that? When did you learn that? Or, what is your favorite part about that?*

What is another good “who” question to ask? (Write the questions on the chart.) What are some good “when” questions? (Write the questions on the chart.) What are some “what” questions I can write down? (Write the questions on the chart.)

Now, let’s vote on 2 of these questions. (Have group vote and circle the two questions with the most votes.) Now that we have our two questions, you are going to ask these two questions to your partner and they will answer. Then, they will ask you the questions and you will answer about your favorite activity.

### 3. Group Activity 5 minutes



“One Thing you Like to Do” page 164 in *Morning Meeting Book*. Incorporate “who”, “when” and “what” questions into the game to reinforce effective questioning.

**Sample Script:** *Our activity today will also be about asking questions. We will be playing “One Thing You Like to Do.” You are going to pantomime a favorite activity. Pantomime is when you act something out without any words or sounds. After you act out your activity, two people from the circle can ask you one question each that may help us all to guess what the activity is.*

*For example, if my favorite activity is baseball, I will pretend to swing a baseball bat (model by pretending that you are swinging a baseball bat). Someone will then ask something like: “Do you do this outside?” and someone else could ask “Is it a sport?” This activity can be something you told your elbow partner or a new favorite activity.*

*Let’s take a minute to think of your activity and your body movement to act out this activity. (Give youth a minute to think of activity and how they would like to act it out) Now, let’s go around the circle and try and guess each other’s activity. You will get the opportunity to ask your two questions before anyone can guess the activity. Remember to wait until your group member acts out the activity and two other group members ask the two questions before guessing.*

*Who can share with the group how we are going to do this activity? (Allow youth to summarize the instructions and clarify or emphasize specific instructions where necessary to check for understanding.) Your turn!*

### 4. Afternoon Message 5 minutes



Dear Friends - (See message below)

- Partners introduce each other to the group.
  - See “ideas for working with the message” on sample afternoon message below

Date: \_\_\_\_\_

Dear Friends,

Today we will practice asking: Do you like to answer your friends' questions? Put a check under your answer.

YES	NO

Thank you for answering the question,

Ms. Lois

**Sample Script:** *I am going to read the message aloud. Who would like to volunteer to point to the words as I am reading them? We are then going to echo read the message which means after I read a sentence, you will repeat what I said. (Read the message and have the group echo read after you.)*

*Let's count how many people said yes, they like to answer their friends' questions (Count with the group). Now, let's count how many people said no, they don't like to answer their friends' questions. (Count with the group). Do we have more people who said yes or no? Why or why don't you like to answer your friends' questions? It takes practice to answer and ask questions sometimes. We learn a lot about our friends when we ask them questions. Why is it sometimes hard to ask our friends questions?*

#### 5. Closing 2 minutes

**Sample Script:** *What are some questions you asked today? What is something you learned about a friend today from asking questions in the meeting?*

- Close with relaxing and focusing (fading tone) from *Mindful Games Activity Cards*



**Sample Script:** *We are going to close today with an activity called fading tone. I want you to feel your breathing, listen and look. Play a tone (could be on your phone or from a bell you have) Listen closely to this sound of a tone as it fades away. This helps us to relax and focus.*

# REFLECTION

*(For afterschool practitioners to fill out)*

Green Light, Yellow Light, Red Light *(Planning and Reflection, Youth Work Methods)*

1. Green Light - A new idea that you can try next time

---

---

2. Yellow Light - What went well and you want to continue doing

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3. Red Light - What didn't work well and you won't do again

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## 1. Move into Circle 2 minutes

**Sample Script:** *Let's move into our circle for Afternoon Meeting. I am going to call each group one at a time. (Call each group one at a time to go to the meeting area and get in place for Afternoon Meeting. As each group enters the spac, give feedback).*

## 2. Greeting 3 minutes



### Ideas for Facilitation

After youth respond to afternoon message (see attached) pair up youth and have them ask each other a simple question. Adapt "Interview Greeting" for younger children. (Ask one question and write on sentence strip or on flip chart)



**Sample Script:** *Now we are going to do a Skip Greeting. In this greeting, the person who begins announces the number of spaces that will be skipped. For example, that person says, "skip four" and then walks to the fifth person in the circle and greets him/her. The greeter then takes that person's place and the person who was greeted walks to the fifth person down, greets and switches places, and so on until everyone has been greeted. The greeting will flow around the circle several times. The challenge is to make sure that everyone gets greeted.*

*First, watch and notice how I do the greeting. (Skip four, then walk to the fifth child in the circle and greet him/her. "Good Afternoon \_\_\_\_\_. Then prompt the child to take your place and walk around to the fifth person in the circle and greet that child. Instruct the child to return back to the original spot in the circle).*

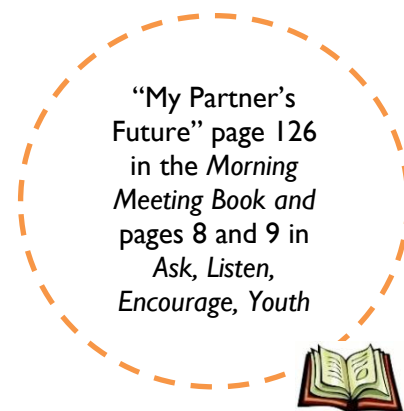
*What did you notice about the way we did the greeting? (Invite youth to share).*

*Notice how I stuck to the instructions, used their first name, spoke loudly, gave eye contact, and walked around the circle the appropriate number of times? Does everyone understand? Does anyone need to practice? (If yes, do a practice-run with a few children). Now, let's try it.*

## 3. Sharing 5 minutes



- Have youth sit in front of their partner, knee-to-knee, making eye contact
- Make sure they give each other a chance to speak
- Encourage them to ask "who, when and what" questions
- Remind them they are practicing conversation skills and getting to know their neighbor better



**Sample Script:** *For our sharing, we are going to choose a partner who you do not know well. Then you are going to ask your partner, “What do you want to be when you grow up?” Wait for your partner to name a career they are interested in and why. Then, I will give the attention signal and you will share your partner’s career with the whole group. First, watch and notice how I do the greeting. (Choose a partner sitting to your left and sit facing each other. Say to your partner, “I want to be a veterinarian because I love all kinds of animals.” Prompt your partner to ask you questions. Then allow your partner to say his/her choice. Ask your partner a few questions. Instruct your modeling partner to return to the circle).  
What did you notice about the way I did the greeting? (Invite youth to share).  
Notice how I stuck to the instructions, used their first name, spoke loudly, gave eye contact, and walked around the circle the appropriate number of times? Now, find your partner and let’s try. (Be sure to give necessary feedback during the large group sharing).*

#### 4. Group Activity 5 minutes



“Zip, Zap, Pop” page 167 in *Morning Meeting Book*. Be sure to encourage the group guidelines and manage youth if they become too silly or off task.

**Sample Script:** *Our activity will be “Zip, Zap, Pop!” Explain the three different actions, ‘Zip’, ‘Zap’, and ‘Pop’: First you will pass a ‘Zip’ around the circle, accompanied by placing a hand on top of your head with the fingers pointing at the person on either side. Pass the word and movement around the circle in the same direction. Then, pass ‘Zap’ around, accompanied by putting the hand below your chin (at the player’s shoulder).*

*A ‘Pop’ is done by pointing with two hands palms together to anyone in the circle, who then passes a Zip to someone else around the circle. Make sure your eye contact is with the person receiving the ‘Pop’. The actions must always come in the same order, Zip, Zap, then Pop. Review the words and movements. Now, let’s do a practice run. (Start with a ‘Zip’ and pass it to the person either to their left or right. It is up to the person who receives it which direction to pass it, and they do a ‘Zap’. The next person must ‘Pop’ it, sending it to someone across the circle. ‘Zip’ and ‘Zap’ can be sent in either direction. If the person hesitates, they are out and can go around the outside of the circle heckling the group, saying the words Zip, Zap, Pop in people’s ears, trying to distract them).*

*What did you notice about the way we did the activity? (Invite youth to share).  
Notice how I stuck to the instructions, used their first name, spoke loudly, gave eye contact, and walked around the circle the appropriate number of times?*

#### 5. Afternoon Message 5 minutes



Dear Friends - (See sample attached)

See “ideas for working with the message” on sample afternoon message attached



For younger youth, the message can focus on literacy skills. For older youth, the content can be varied and more complex. See attached template for a Sample Afternoon Message and pages 191-209 for samples in Morning Meeting Book.

Dear Friends,

Today is Monday.

It is cold and windy outside.

In our book today, do you think Junie B. Jones will find her gloves?

YES

NO

Ideas for working with the message

- Read the message to the class and then choral read.
- Ask a few questions about youth' predictions
  - What do you think happened to Junie B. Jones's gloves?
  - Where do you think she might find them?
  - What do you think she will do when she finds them?
  - Why are those gloves so important to her?

#### 6. Closing 2 minutes



- Reflect on effective questions. “What are some questions you asked today?” “What is something you learned about a friend today from asking questions?”

- Close with relaxing and focusing (fading tone) from *Mindful Games Activity Cards*

**Sample Script:** *Now, we are going to listen closely to the sound of a tone as it fades away to help us relax and focus. Sit with your back straight and your body relaxed, resting your hands gently on your knees. If you like, you can close your eyes. When I ring the bell, listen to the sound of the tone as it fades away. Raise your hand when you can't hear the tone anymore—when the sound stops. I'll ring the bell a few more times. Sometimes the tone will be short, and sometimes it will be long. Pay close attention, so you can raise your hand as soon as you hear the sound stop.*

# REFLECTION

(For afterschool practitioners to fill out)

Green Light, Yellow Light, Red Light (*Planning and Reflection, Youth Work Methods*)

1. Green Light - A new idea that you can try next time

---

---

2. Yellow Light - What went well and you want to continue doing

---

---

3. Red Light - What didn't work well and you won't do again

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## 1. Move into Circle 2 minutes

**Sample Script:** *Let's move into our circle for Afternoon Meeting. I am going to call each group one at a time. (Call each group one at a time to go to the meeting area and get in place for Afternoon Meeting. As each group enters the space, give feedback).*

## 2. Greeting 3 minutes



This is a greeting done around the circle. The goal of this greeting is for youth to learn each other's last names.



**Sample Script:** *Today we are going to start with the "Knock, Knock" greeting. How many of you have played the game "Knock, Knock, Who's There?" The first person will turn to your left and smile and pretend to knock on a door. Now, watch what will happen next as I model it for you.*

*Greeter:* Knock, knock!

*Receiver:* Who's there?

*Greeter:* Maya

*Receiver:* Maya who?

*Greeter:* Maya Gonzalez

*Receiver and group say together:* Good morning, Maya Gonzalez!

*What did you notice about the way we did the greeting? (Invite youth to share.)*

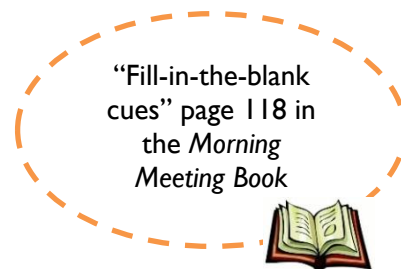
*Notice how I stuck to the instructions, spoke loudly and gave eye contact. Now, let's try it with the first greeter and then the receiver will become the next greeter. We will go around the circle until everyone has been greeted.*

## 3. Sharing 5 minutes



"Pair Up with a Neighbor" is the structure to use for this partner sharing activity

Partner sharing engages youth and facilitates sharing for those who may not be as comfortable sharing with the large group



**Sample Script:** *For our sharing, you are going to pair up with the person on your right in the circle. You will take turns talking and listening. You will start by asking your partner, "What is your*

mother's name \_\_\_\_\_?" If your partner doesn't live with his/her mother, you can ask "What is your father's name?" Or you can put whatever name in there according to which adult they live with. (Grandma or Grandpa, for example)

Wait for your partner to tell you her mother's/father's name. They will say "My mother's name is \_\_\_\_\_. Then, switch and your partner will ask you the question and you will answer.

Model this with a youth participant.

Write out a fill-in-the-blank for the youth to follow. (My mother's name is \_\_\_\_\_. My father's name is \_\_\_\_\_.)

Now, find your partner and let's try.

Be sure to give necessary feedback during the large group sharing.

#### 4. Group Activity 5 minutes



"Incorporations" page 161 in *Morning Meeting Book*. This activity moves very quickly. Be sure to go over the group guidelines and expectations before starting.

**Sample Script:** *Our group activity today is called "Incorporations!" When I make a signal (clap my hands, ring a bell, turn lights on and off) you will form a group according to my direction. For example, I will say "get into groups of three." You will move around and get into groups of three people. Then, I will get your attention again and give you another direction that you will follow to get into a different group.*

*Let's try one:*

Tell youth: "Get into groups of three" and have them practice. Then, do the attention signal and say "Get into groups where everyone is wearing something the same color."

Some other grouping topics could be: Groups of four, groups with a boy and a girl, groups with same ages or different ages, etc.

Ask youth: *How did you like this activity?* (Invite youth to share).

#### 5. Afternoon Message 5 minutes



Good Afternoon- (See sample below)  
For youth who can't read well yet, read the message to them as they come into the room.  
Help them to write their name and the number of family members they have.

Good Afternoon,

Today we will discuss family names.

How many people do you have in your family?

Write your name and answer below.

Your Name	Number of Family Members

**Sample Script:** Echo read the message (Adult reads the sentence and youth echo reads the same sentence. Say *Now, I am going to read the afternoon message and I will read a sentence and I want you to repeat that sentence after me all together. This is called echo reading.*

- Review what the youth wrote on the message.
  - *Who has the most family members? Tell how many.*
  - *Who has the least family members? Tell how many.*
  - *What are the names of your sisters/brothers/aunts/uncles? Have a few youth share.*

6. Closing 2 minutes

- Reflect on “*What are some things you learned about your friends’ families today?*”  
“*What are some other questions you have for your friends?*”



# REFLECTION

(For afterschool practitioners to fill out)

Green Light, Yellow Light, Red Light (*Planning and Reflection, Youth Work Methods*)

1. Green Light - A new idea that you can try next time

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2. Yellow Light - What went well and you want to continue doing

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3. Red Light - What didn't work well and you won't do again

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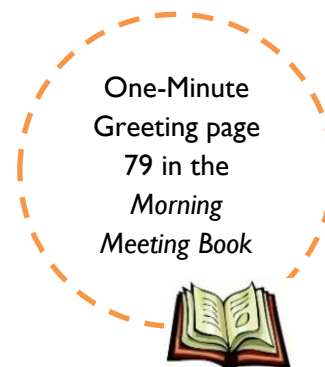
## 1. Move into Circle 2 minutes

**Sample Script:** *Let's move into our circle for Afternoon Meeting. I am going to call each group one at a time. (Call each group one at a time to go to the meeting area and get in place for Afternoon Meeting. As each group enters the space, give feedback).*

## 2. Greeting 3 minutes



This is a great greeting to use when time is limited. Go over guidelines on how to move around the circle.



**Sample Script:** *Today we are going to start with the "One-Minute" greeting. I am going to put a timer on and I want you to mingle or walk around the room and say "good afternoon" to as many people as you can in one minute. You will say "Good Afternoon (person's name)" with a smile while looking at your friends and when the person says "Good afternoon" back you will move around the room until you find someone else to greet.*

*Watch how I do it.* Model greeting someone by standing in front of him or her, looking at her with a friendly smile while saying "Good afternoon \_\_\_\_\_". Then, moving on to someone else.

*What did you notice about the way I did the greeting?* (Invite youth to share).

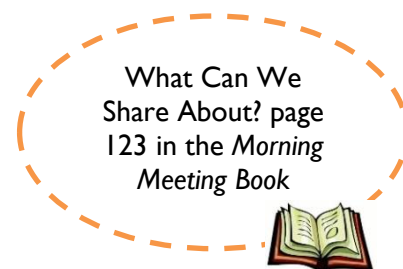
*Notice how I stuck to the instructions, spoke loudly and gave eye contact. Now, let's try it and see how many people you can greet in one minute. Remember you want to go quickly but walk and give your full attention to the person you are greeting.*

## 3. Sharing 5 minutes



"Pair Up with a Neighbor" is the structure to use for this partner sharing activity

Partner sharing engages youth and facilitates sharing for those who may not be as comfortable sharing with the large group



**Sample Script:** *Before we start our sharing activity, I want you to help me come up with a list of topics we can ask our friends to share. For example, "What is your favorite subject?" or "What do you do for fun?" Go around the circle and ask each youth to share a topic or they can pass if they would like. Write down the ideas on a chart and redirect as needed if someone names an inappropriate topic. Help the*

youth come up with ideas if they can't think of anything.

*Now, for our sharing, you are going to pair up with the person on your left in the circle. You will take turns talking and listening. Pick one of the topics on the chart that the youth suggested. Model the partner sharing for the youth. Show youth how to ask the question and then how to answer in a complete sentence.*

*Now, find your partner and let's try.*

Be sure to give necessary feedback during the large group sharing.

#### 4. Group Activity 5 minutes



"Hot and Cold" page 160 in *Morning Meeting Book*. If you have English Language Learners (ELL) and the words "hot" and "cold" might confuse them, you can use "near" and "far."

**Sample Script:** *Our group activity today is called "Hot and Cold." We are going to select an object to hide. One person is going to be the "seeker." He or she will go out of the room while the rest of us hide it. I will pick someone to hide it and others can give him or her suggestions of where to hide the object. Make sure you hide it in a challenging place but not so difficult that the seeker will become frustrated. We want this to be fun!*

*Let's try:*

Ask for a volunteer to be the seeker and ask her to go out of the room. Ask for a volunteer to hide the object. Then, ask the seeker to come back in the room after the object is hidden.

*As the seeker begins to look for the object we will help her by saying "hot" whenever she gets near the object and "cold" whenever she moves away from the object. When the seeker finds the object, she gets to pick the next seeker and the next hider.*

Ask youth: *How did you like this activity?* (Invite youth to share.)

#### 5. Afternoon Message 5 minutes



Hot and Cold- (See sample below)  
For youth who can't read well yet, read the message to them as they come into the room.  
Help them to read the options and put a check under the appropriate column.



Today is {Day of the week}.

We will play a game called "Hot and Cold."

Do you like hot food or cold food better?

Put a check under which one you like better?

Hot Food	Cold Food

**Sample Script:** Choral read the message (Adult reads the sentence with the youth.)

Say: *Now, I am going to read the afternoon message and I want you to do your best to read along with me out loud all together. This is called choral reading.*

- Review how many youth like hot food or cold food better.
  - *Let's count how many of you like hot food better? Count how many.*
  - *Let's count how many of you like cold food better? Count how many.*
  - *I would like some of you to share what hot food and cold food you like.*

6. Closing 2 minutes

- Reflect on "What are some things you liked about the afternoon meeting today?" "What are some things you want to do tomorrow or this week in the afternoon meeting?"



# REFLECTION

(For afterschool practitioners to fill out)

Green Light, Yellow Light, Red Light (*Planning and Reflection, Youth Work Methods*)

1. Green Light - A new idea that you can try next time

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2. Yellow Light - What went well and you want to continue doing

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3. Red Light - What didn't work well and you won't do again

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## 1. Move into Circle 2 minutes

**Sample Script:** *Let's move into our circle for Afternoon Meeting. I am going to call each group one at a time. (Call each group one at a time to go to the meeting area and get in place for Afternoon Meeting. As each group enters the space, give feedback).*

## 2. Greeting 3 minutes



This greeting is done as a group chant and should be followed by a greeting around the circle using each youth's name to make it more personal.



**Sample Script:** *Today we are going to start with the "Good Afternoon, Friends" greeting. First, we will do a chant altogether and then we will go around the circle greeting each friend individually. I will model the chant and then the next time you repeat after me.*

Chant:

*Good afternoon, friends. Two words so nice to say. So clap your hands, stamp your feet, and let's start together this way.*

*Let's try it.* Have the youth repeat after you say each phrase.

When done with the chant greeting: *Now, we will go around the circle. The first person will say, "Good afternoon {Name}." Then, the person greeted will turn to his or her neighbor in the circle and say "Good afternoon {Name}." Until all friends have been greeted.*

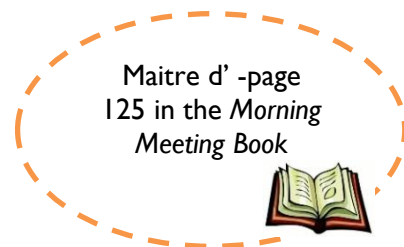
*What did you notice about the way I did the greeting? (Invite youth to share.)*

*Notice how I spoke loudly and gave eye contact. Now, let's try it with the first greeter and then the receiver will become the next greeter. We will go around the circle until everyone has been greeted.*

## 3. Sharing 5 minutes



You can use a different sharing topic if there is a particular theme you are working on that day or week.



**Sample Script:** *For our sharing, I am going to pretend that I am a maître d'. Who knows what a maître d' is? That is the person in a restaurant that takes you to your table. I will call out groupings*

such as “Tables for two” or “Tables for Three.” When I call it out, you will form a group with that number.

Once you are in your group, I will do our attention-getter and let you know what topic to discuss. For example, favorite food or kinds of pets. Make sure you take turns talking and listening.

Now, let’s try.

After a short time, get the youths’ attention and call out a new grouping. Youth regroup and you name a new topic to discuss. Challenge youth to form groups with others with whom they don’t usually talk.

Be sure to review guidelines for moving around safely and to pay attention when it is time to switch.

#### 4. Group Activity 5 minutes



“Take Sides” page 166 in *Morning Meeting Book*. Make a list of contrasting statements about youths’ preferences that you think they can relate to. Some examples are below to get you started.

**Sample Script:** *Our group activity today is called “Take Sides.” In a minute, I will ask you to stand in a line down the middle of the circle area and I will call out two statements. If the first statement is true for you, you will move to the left. If the second statement is true for you, you will move to the right.*

*I will give you an example: “I love dogs the most” or “I love cats the most.” If the first statement about dogs is true for you, move to the left. If the second statement about cats is true for you, move to the right. Those of you who don’t like either cats or dogs or like them the same can stay in the middle. Let’s try a few statements now. Everyone please move to the middle.*

(Review guidelines for moving to the sides safely and moving back to the middle of the circle between statements. Some other contrasting statements could be: I like playing outside or I like playing inside. I like painting the most or I like drawing with crayons the most.

Ask youth: *How did you like this activity?* (Invite youth to share).

#### 5. Afternoon Message 5 minutes



Dear Friends: (See sample below)  
For youth who can’t read well yet, read the message to them as they come into the room.  
Help them to write their name and answer the question on the chart.

Dear Friends,

Today we will talk about your favorites.

What is your favorite dessert?

Write your name and answer below.

Your Name	Favorite Dessert

**Sample Script:** Echo read the message (Adult reads the sentence and youth echo reads the same sentence. Say *Now, I am going to read the afternoon message and I will read a sentence and I want you to repeat that sentence after me all together. This is called echo reading.*

- Review what the youth wrote on the message.
  - *Did anyone have the same answer?*
  - *How many people like the same dessert?*
  - *I would like some of you to share the answer you wrote about your favorite dessert.*

#### 6. Closing 2 minutes



**Sample Script:** *To close the meeting today, I will teach you the Starfish Hand Meditation. This will help you focus your mind when you feel nervous or are having a hard time focusing.*

- 1- *Close your eyes and breathe deeply.*
- 2- *Spread your fingers out like a starfish on one hand.*
- 3- *Take your finger from the other hand and trace around your fingers and hand. As you do this, concentrate on only how it feels and let other thoughts float away.*
- 4- *Continue until you feel relaxed and calm.*

Reflect on “*How did it feel to do this?*” “*Do you feel more calm now?*”

# REFLECTION

(For afterschool practitioners to fill out)

Green Light, Yellow Light, Red Light (*Planning and Reflection, Youth Work Methods*)

1. Green Light - A new idea that you can try next time

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2. Yellow Light - What went well and you want to continue doing

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3. Red Light - What didn't work well and you won't do again

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## 1. Move into Circle 2 minutes

**Sample Script:** *Let's move into our circle for Afternoon Meeting. I am going to call each group one at a time. (Call each group one at a time to go to the meeting area and get in place for Afternoon Meeting. As each group enters the space, give feedback).*

## 2. Greeting 3 minutes



The Spider Web greeting is done while youth are standing in a circle formation. Review guidelines on how to toss a ball of yarn safely. Have a ball of yarn ready for this activity.



**Sample Script:** *Today we are going to start with the "Spider Web" greeting. I will start by holding this ball of yarn and greet one of my friends across the circle. I will say "Good afternoon {Name}." I will gently toss the ball of yarn to the person I greet while firmly holding on to the end of the yarn. The person who receives the ball of yarn greets another friend across the circle and sends the ball of yarn to that person after they greet him or her. Make sure you have enough yarn to hold on to a piece of it while the ball is thrown. This will continue until everyone has been greeted and the yarn has created a web across the circle.*

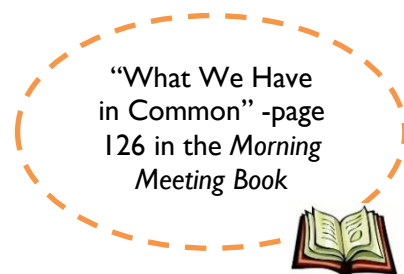
After showing youth how to throw the ball of yarn: *What did you notice about the way I did the greeting? (Invite youth to share.)*

*Notice how I threw the ball of yarn gently and held on to a piece of it. I spoke loudly and gave eye contact. Now, let's try it with the first greeter and then the receiver will become the next greeter.*

## 3. Sharing 5 minutes



Generate a list of questions with the youth before this sharing activity that will help the youth discover what they have in common



**Sample Script:** *For our sharing, I want you to pick someone with whom you don't usually play or work. When you pair up, you will talk and figure out two things you have in common. An example of a question you could ask each other is "Do you have any brothers or sisters?" What are some other questions we could ask each other to figure out what we have in common (or the same)? If you both have brothers, it is something you have in common.*

Write down these questions as youth come up with them on a chart paper.

Model the sharing for youth. Pick someone to discuss with. Ask questions until you come up with

two things you have in common.

Now, it's your turn. After a few minutes, some pairs will share with the whole group.

#### 4. Group Activity 5 minutes



"Speed Ball" page 165 in *Morning Meeting Book*. Before the activity, establish and review safety guidelines such as throwing underhand, throwing towards the torso rather than the head and throwing gently.

**Sample Script:** *Our group activity today is called "Speed Ball." You have to pay close attention in this game so you are ready if the ball is coming to you next. I am going to call someone's name and then throw the ball gently to him or her. The person who catches the ball will then hold it for a second and call out someone else's name and toss the ball to her/him. The person who just threw will put their thumb up to show they had a turn.*

*We will keep doing this until everyone has had a chance to toss and catch. Let's review the safety guidelines for tossing a ball indoors. Ask youth: How did you like this activity? (Invite youth to share).*

#### 5. Afternoon Message 5 minutes



Today is \_\_\_\_\_: (See sample below)  
For youth who can't read well yet, read the message to them as they come into the room.  
Help them to write their name and answer the question on the chart.

Today is {Day of week}.

We are going to have fun today.

It is {Type of weather} today.

What kind of weather do you like?

Hot weather	Cold weather



**Sample Script:** Read the message to the youth and then choral read. Say *Now, I am going to read the afternoon message and I would like you to try and follow along with me as I point to the words and read them. This is called choral reading.*

- Review what the youth wrote on the message.
  - *How many people like hot weather? Why?*
  - *How many people like cold weather? Why?*
  - *Did more people like hot weather or cold weather?*

## 6. Closing 2 minutes



**Sample Script:** *To close the meeting today, we will stand on one foot to focus our attention on the here and now. You can do this when you are bored if you have to wait in line or wait for other friends to be finished with something.*

*Everyone stand up. Focus your gaze on a point slightly below eye level. Stand on one leg and keep your gaze on the focal point. How long can you balance like this? Try the other leg. See if balancing becomes easier when you add mindful breathing to it.*

Reflect on *“How did it feel to do this?” “Do you feel calmer now?”*

# REFLECTION

(For afterschool practitioners to fill out)

Green Light, Yellow Light, Red Light (*Planning and Reflection, Youth Work Methods*)

1. Green Light - A new idea that you can try next time

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2. Yellow Light - What went well and you want to continue doing

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3. Red Light - What didn't work well and you won't do again

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## 1. Move into Circle 2 minutes

**Sample Script:** *Let's move into our circle for Afternoon Meeting. I am going to call each group one at a time. (Call each group one at a time to go to the meeting area and get in place for Afternoon Meeting. As each group enters the space, give feedback).*

## 2. Greeting 3 minutes



Before doing this greeting, make sure all youth know each other's names. If they don't, make name tags for youth as they will need to find each other by name. Help younger youth read names if they are prereaders.

You will need to pass out blank sheets of paper and pens/markers to youth for this greeting.

"Snowball" greeting  
on page 82 of *The  
Morning Meeting  
Book*



**Sample Script:** *Today we are going to start with the "Snowball" greeting. First, I would like you to write your name on the sheet of paper I gave you. (You may want to have the youth do this at desks before you come to the circle, so they have something to write on)*

*Now that we have all written our names on the paper, please crumple it up so that it looks like a snowball and toss it into the center of the circle. Now, I want everyone to slowly walk to the middle of the circle and pick up a snowball that landed closest to you and then go back to your place in the circle. (Wait until all youth are sitting or standing back in the circle with their snowball.)*

*Now please open your snowball. One of you will start by walking over to the friend whose snowball you have and say "Good afternoon {friend's name}". That person will then go back to his or her place in the circle and the friend that was greeted will walk to the person she has on her snowball and greet him. We will do this until everyone has been greeted.*

*Watch how I model it first. Show how to slowly walk over to the person you have on your snowball and greet her. Then, walk back to your place in the circle. What did you notice about the way I did the greeting? (Invite youth to share). Notice how I walked calmly to my friend spoke loudly and gave eye contact. Now, let's try it with the first greeter and then the receiver will become the next greeter. We will go until everyone has been greeted.*

“Who Can Name  
One Thing I Said”  
page 128 in the  
Morning Meeting Book



### 3. Sharing 5 minutes



This activity helps youth focus on the specifics in a peer’s sharing. Before you start the meeting, have youth draw a picture of something they like to play outside.

**Sample Script:** *For our sharing, I want you to listen carefully and remember a few things your friends say as they share. You all drew a picture of an activity you like to do outside. In a moment, I will call on a volunteer to start and share a few details about their picture. I want you to say three things about it. After the sharer is done, she will ask the group “Who can name one thing I said?” and she will call on three people to respond.*

*Watch as I model this.* Show the youth your drawing of an activity you like to do outside. Share three key details and ask three volunteers to name one thing you said.

*What did you notice about how I did that? I stated three things about my picture and I called on three people with their hands raised.*

*Now, let’s try. Who would like to share first?*

Have the person who shares pick the next person to share.

### 4. Group Activity 5 minutes



“Clapping Names” page 158 in *Morning Meeting Book*. This is a good activity to do in the beginning of the year when youth are learning each other’s names or when someone new joins the group.

**Sample Script:** *Our group activity today is called “Clapping Names.” We will be clapping out the parts of our first names while we say our names. These parts are called syllables. Let me show you. Clap while you say your name “Ms.- Mi-chelle.” Ok, now you clap and say it along with me.*

*Let’s try it. Who wants to be next?*

(Do a few practice rounds if youth need more time to understand syllables.)

Ask youth: *How did you like this activity?* (Invite youth to share.)

### 5. Afternoon Message 5 minutes



Dear Friends: (See sample below)  
For youth who can’t read well yet, read the message to them as they come into the room.  
Help them to understand the question and draw on the chart.

Dear Friends,

Today we will talk about listening and paying attention.

What do you do to listen and pay attention when your friends are talking to you?

Draw your answer below.

**Sample Script:** Choral read the message (Adult and youth read the message together). Say *Now, I am going to read the afternoon message aloud. I would like you to read it with me to the best of your ability as I point to each word. This is called choral reading.*

- Review what the youth drew on the message.
  - *Who would like to share their drawing and tell us how they listen to their friends?*
  - *Ways we can show we are listening are to look at the person who is talking and concentrate on what they are saying rather than thinking about other things.*
  - *What would you like to add?*

## 6. Closing 2 minutes



**Sample Script:** *To close the meeting today, we will do a short mindful listening activity.*

- 1- *Sit with your back straight and your body relaxed, resting your hands gently on your knees, and close your eyes if you feel comfortable doing so. Notice what it feels like to breathe in and out right now.*
- 2- *Let's listen to the sounds in the room. Relax and listen. What do you hear?*
- 3- *I'll stop talking for a minute. Let's listen together. There's nothing you need to do at all. Sounds will come up on their own, like little surprises.*

Reflect on *"How did it feel to do this?" "Do you feel more relaxed now?"* You can pay attention when your friends talk just like you were calm listening for sounds just now.

# REFLECTION

*(For afterschool practitioners to fill out)*

Green Light, Yellow Light, Red Light *(Planning and Reflection, Youth Work Methods)*

1. Green Light - A new idea that you can try next time

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2. Yellow Light - What went well and you want to continue doing

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3. Red Light - What didn't work well and you won't do again

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## 1. Move into Circle 2 minutes

**Sample Script:** *Let's move into our circle for Afternoon Meeting. I am going to call each group one at a time. (Call each group one at a time to go to the meeting area and get in place for Afternoon Meeting. As each group enters the space, give feedback).*

## 2. Greeting 3 minutes



This basic greeting includes varied activities that make greeting time fun.

If the youth are not yet very comfortable with each other you can change the activity to be a wave or a bow.

“Good Afternoon”  
greeting on page 76  
of *The Morning  
Meeting Book*



**Sample Script:** *Today we are going to start with the “Good afternoon” greeting. You are going to stand and face a friend, smile and say, “Good afternoon, {friend’s name}.” As you say this, you will do a pinky shake with your friend. When you are both done with the greeting, move on to someone else and repeat the greeting and pinky shake. Greet at least four friends.*

*Watch how I model it first. Show how to slowly walk over to someone and greet him/her. Then, prompt the youth to greet you in the same way. What did you notice about the way we did the greeting? (Invite youth to share). Notice how I walked calmly to my friend spoke loudly, gave eye contact and smiled. Now, let’s try it.*

## 3. Sharing 5 minutes



Before this sharing activity, cut out various shapes. Show the shapes to youth and ask the names of the shapes.

“It Could Be a.....”  
page 121 in the  
*Morning Meeting Book*



**Sample Script:** *For our sharing, I have some shapes here. (Show the shapes as you ask the youth if they know the name of each shape.) A diamond, triangle, circle, oval and a star. (Write a sentence frame on a chart.) “I know this is a {shape}, but it could be a {item that has that shape}.”*

Choose one shape and model the sharing: For example: *“I know this is a circle, but it could be the sun.” We will go around the circle and each of you will choose a shape and will share what you think the shape could be.*

*What did you notice about how I shared? I picked a shape and thought of something it could be and spoke loudly and clearly so my friends could listen to me.*

Now, let's try. Who would like to share first?

#### 4. Group Activity 5 minutes



"Stadium Wave" Mindful Games Activity Cards. Use teamwork to coordinate movements and notice how youth depend on each other to reach their goals.



**Sample Script:** *Does anyone know what a "stadium wave" is? A stadium wave is when people create a movement that looks like a wave by standing up or raising their arms in turn. I will start the wave and it will move around the circle to the left. Next time, we will go the other way and one of you will be the leader.*

*Let me show you how to do it. Crouch down with your knees bent and hands touching the floor and then throw your hands in the air. The second person will start when the first person has her hands in the air and so on.*

*When I say go, start the wave. I will call out "switch" and we will switch directions and we may even speed it up. Let's try it. Who wants to go first?*

Ask youth: *How did you like this activity?* (Invite youth to share).

#### 5. Afternoon Message 5 minutes



Today is \_\_\_\_\_: (See sample below)  
For youth who can't read well yet, read the message to them as they come into the room.  
Help them to understand the question and be ready to share. You will need the shapes you used for sharing.

Today is {day of week}.

We will discuss shapes today.

What is your favorite shape?

A circle, square, rectangle, diamond or a star?

Be ready to share.



**Sample Script:** Choral read the message (Adult and youth read the message together). Say *Now, I am going to read the afternoon message aloud. I would like you to read it with me to the best of your ability as I point to each word. This is called choral reading.*

- Review each shape and ask questions so several youth share their answers:
  - *What shape is your favorite?*
  - *Why is that your favorite shape?*

## 6. Closing 2 minutes

**Sample Script:** Reflect on *“How did you like the afternoon meeting?” “What would you like to change or add to the meeting?”*

# REFLECTION

*(For afterschool practitioners to fill out)*

Green Light, Yellow Light, Red Light *(Planning and Reflection, Youth Work Methods)*

1. Green Light - A new idea that you can try next time

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2. Yellow Light - What went well and you want to continue doing

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3. Red Light - What didn't work well and you won't do again

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## 1. Move into Circle 2 minutes

**Sample Script:** *Let's move into our circle for Afternoon Meeting. I am going to call each group one at a time. (Call each group one at a time to go to the meeting area and get in place for Afternoon Meeting. As each group enters the space, give feedback).*

## 2. Greeting 3 minutes



This greeting helps kindergartners/first graders learn how to spell their friends' names. It helps with pre reading and reading skills.

Prepare for this greeting by writing each youth's name on an index card.

"Name Card"  
greeting on page 79  
of *The Morning  
Meeting Book*



**Sample Script:** *Today we are going to start with the "Name Card" greeting. I have placed cards with each of your names on them in the center of the circle. I am going to turn over the top card and the person's name who is on the card will start the greeting. (Place your name card on the top so yours is turned over first in order to model the activity.)*

*Watch how I model it first. Turn over the first card. I got my name! Now, I will pick the next card. I got {Youth's name}. Walk over to the person and say "Good afternoon {Youth's name}. Now the person who was greeted will walk to the middle of the circle and turn over the next card. She will walk over to that person and greet him or her. This keeps going until all youth have been greeted. The last person will greet the first person (me.)*

*What did you notice about the way we did the greeting? (Invite youth to share.) Notice how I walked calmly to my friend spoke loudly, gave eye contact and smiled. Now, let's try it.*

## 3. Sharing 5 minutes



Before this sharing activity, take the name cards used for the greeting and pair youth up by putting the two name cards together for the pairs. You can pair youth up who are not used to talking to each other to build community.

"Assign Partners"  
page 124 in the  
*Morning Meeting Book*



**Sample Script:** *For our sharing, I have used the name cards to pair you with a friend that you usually don't talk to. I want us to get to know each other a little better. The topic is "favorite toys or games" (You may want to change the topic based on a theme you are working on or something more relevant to your youth.)*

*Before I show you who your partner is, let's brainstorm some ideas about favorite toys or games. As youth give you some ideas, write them on the board or chart paper so youth can have something to*

look at if they can't come up with their own answer. *I will model how to ask your partner some friendly questions after he or she has shared to show them you are a good listener. Can I have a volunteer who would like to tell me about their favorite toy or game?* After the youth shares for about 30 seconds, ask him or her questions such as "What is your favorite part of that game?" or "What makes you excited about that toy?" Write some questions on the board or chart that the listeners can ask their partners.

*What did you notice about how I asked questions when my friend was sharing? I waited until he was done sharing and then I asked him the question and listened carefully as he answered.*

*Now, let's try. I will pass out the name card pairs, find your partner and begin sharing about your favorite toy or game. I will give you the attention signal when it is time to switch partners.*

#### 4. Group Activity 5 minutes



"Telegraph" page 166 in the *Morning Meeting Book*. If youth are not comfortable closing their eyes or holding hands you could have them put their hands on the shoulders of the person next to them.

**Sample Script:** *Today we are going to do a group activity where you will have to pay attention to what your friend next to you does. I want you to stand in a circle and hold hands (or put hands on shoulders) and in a moment I will ask you to close your eyes. If you don't feel comfortable closing your eyes you don't have to.*

*I am going to model how to do this activity. Squeeze the hand of the person next to you three times. My friend here next to me is going to send a message (without talking) to the person next to her and then she will send the message to the next person until it comes back to me. The last person to get the message has to explain it to the group.*

*Let's try it.* Help the youth who it ends on to tell the group that it was squeezing hands three times if they are struggling to get it. Choose new volunteers to start each round. Play a few rounds. You can change directions too.

Ask youth: *How did you like this activity?* (Invite youth to share.)

#### 5. Afternoon Message 5 minutes



Hello Friends: (See sample below)  
For youth who can't read well yet, read the message to them as they come into the room.  
Help them to understand the question and be ready to share.

Hello Friends,

We will discuss your favorite toy or game today.

What is your favorite toy or game?

Be ready to share.

**Sample Script:** Choral read the message (Adult and youth read the message together). Say *Now, I am going to read the afternoon message aloud. I would like you to read it with me to the best of your ability as I point to each word. This is called choral reading.*

- Ask youth what is their favorite toy or game. Give all youth an opportunity to share. You can ask the following questions and give a few youth the opportunity to expand on their sharing:
  - *Why is that your favorite toy/game?*
  - *What is your favorite part of playing with that toy or game?*



#### 6. Closing 2 minutes- “Three Gates” from Mindful Games Activity Cards

**Sample Script:** *When our friends are sharing, we may say something that may hurt their feelings even if we don’t mean to. How can we know if something we are about to say is respectful? What we can do if we accidentally hurt someone’s feelings?*

*One way to avoid hurting someone’s feelings is by asking these three questions before we say something: Is it true? Is it necessary? And is it kind? It is like passing through three gates: if it is true, you pass through the first gate. If it’s necessary, you pass through the second gate. If it is kind, you pass through the third gate.*

*Next time you get the feeling you want to say something that might not be respectful to your friend or an adult, you can ask yourself those three questions and pass through the three gates.*

*Reflect on “How did you like the afternoon meeting?” “What would you like to change or add to the meeting?”*

# REFLECTION

*(For afterschool practitioners to fill out)*

Green Light, Yellow Light, Red Light *(Planning and Reflection, Youth Work Methods)*

1. Green Light - A new idea that you can try next time

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2. Yellow Light - What went well and you want to continue doing

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3. Red Light - What didn't work well and you won't do again

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## 1. Move into Circle 2 minutes

**Sample Script:** *Let's move into our circle for Afternoon Meeting. I am going to call each group one at a time. (Call each group one at a time to go to the meeting area and get in place for Afternoon Meeting. As each group enters the space, give feedback).*

## 2. Greeting 3 minutes



The structure for this greeting is an inner and an outer circle, with the inner circle facing the outer circle. Practice this structure with youth before starting the greeting.

“Hello Neighbor”  
greeting on page  
77 of *The Morning*  
Meeting Book



**Sample Script:** *Today we are going to start with the “Hello Neighbor” greeting. We are going to practice how you will stand with your partner before we start the greeting. Let's count off 1,2. All the 1s will be the inner circle. Go ahead and make the circle and when you are in a circle turn around. Now, the 2s will make a circle around them and face the inner circle. Say hi to your partner. (Make sure everyone has a partner and they are standing face to face.)*

*Now we will do a chant for our greeting. Repeat the words and the movements after me:*

*Hello, neighbor, what d'ya say? (Wave to your partner.)*

*It's gonna be a wonderful day. (Circle arms over head and then move down to the sides.)*

*So clap your hands and boogie on down. (Clap hands and wiggle down.)*

*Give a little jump and turn around.*

*Now, let's try it. We will do this chant together facing our partner as we greet them.*

## 3. Sharing 5 minutes



As a ball is rolled back and forth with youth sitting on the floor in a circle, we name things that bother us, while remembering the good things in life. You can also do this with multiple smaller balls and youth in pairs.

“Life is Good” from  
the *Mindful Games*  
Activity Cards



**Sample Script:** *For our sharing, we will play “life is good.” I want you all to sit in the circle and we are going to roll the ball to one person to start. When the ball comes to you, name one thing that's bothering you. Then roll the ball back and say “and life is good.”*

*I'll go first. (hold the ball) I lost my necklace today and life is good. (Roll the ball to another player while you say "life is good.")*

*Now, you roll the ball to someone else. Each player will share and roll to someone else until everyone has had a turn. You may also pass if you can't think of something.*

*Now, let's try. Guide players in speeding up the pace as the play continues.*

#### 4. Group Activity 5 minutes



"Zoom" page 167 in the *Morning Meeting Book*. You can challenge the group by timing them and seeing if they can beat their time on the second and third rounds.

**Sample Script:** *Today we are going to do a group activity called "Zoom."*

*I am going to model how to do this activity. The person who starts will say "Zoom!" and turns his head quickly to a neighbor on either the right or the left. That person passes the Zoom to the next person, and so on around the circle. Everyone will say Zoom and turn their head to the next person.*

*Let's try it. Have a volunteer start the activity and remind the youth that the goal is to get the Zoom all the way around the circle as quickly as possible.*

*Ask youth: How did you like this activity? (Invite youth to share).*

#### 5. Afternoon Message 5 minutes



Hello After schoolers: (See sample below)  
For youth who can't read well yet, read the message to them as they come into the room.  
Help them to understand the question and be ready to share.

Hello Afterschoolers,

Life is good.

We will discuss things that bother us today.

Think about what bothers you and be ready to share.



**Sample Script:** Now, I am going to read the afternoon message aloud. As I read each word and point to it listen and look to see if you know what the word is.

- We shared what bothered us in the “life is good” activity earlier.
  - Someone share with the whole group what bothers them.
  - Why should we say “life is good” when something bothers us? It helps us to remember that there are good things in life even when something is bothering us or we are sad.

6. Closing 2 minutes-



Reflect on “How did you like the afternoon meeting?” “What would you like to change or add to the meeting?”

# REFLECTION

*(For afterschool practitioners to fill out)*

Green Light, Yellow Light, Red Light *(Planning and Reflection, Youth Work Methods)*

1. Green Light - A new idea that you can try next time

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2. Yellow Light - What went well and you want to continue doing

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3. Red Light - What didn't work well and you won't do again

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## 1. Move into Circle 2 minutes

**Sample Script:** *Let's move into our circle for Afternoon Meeting. I am going to call each group one at a time. (Call each group one at a time to go to the meeting area and get in place for Afternoon Meeting. As each group enters the space, give feedback).*

## 2. Greeting 3 minutes



This greeting can be sung or chanted.

For youth who don't feel comfortable being in front of a group, see if they would like to go with a partner or give them an option to pass.

"One, Two, Three, Four" greeting on page 80 of *The Morning Meeting Book*



**Sample Script:** *Today we are going to start with the "One, Two, Three, Four" greeting. When your name is called, you will come into the circle and do a movement- for example a bow, curtsy, wave, dance or wiggle, while the rest of us chants the greeting. (Model each of these movements for youth and review what are appropriate vs. non-appropriate movements).*

*Now I will show you the chant. Repeat the words after me:*

One, two, three, four  
Come on {youth's name}, hit the floor  
We're so glad you're here today  
Hurray, hurray, hurray!

*As we chant the last line, the person in the middle of the circle will move back to their place in the circle. The next person's name is called and the process is repeated around the circle until all youth have had a chance to go. Now, let's try it.*

## 3. Sharing 5 minutes



Think of a category such as vegetables, colors, numbers, foods, games, books, or songs and write this on the afternoon message (see below) to prepare youth for sharing: "Be ready to share a favorite \_\_\_\_\_ during Afternoon Meeting."

"Favorites" on page 120 of *The Morning Meeting Book*



**Sample Script:** For our sharing, we will share our favorite {category}. We will partner up by counting 1,2 and you will share about your favorite {category} with your partner. I will model how to do this sharing now. (Write a sentence stem on the board or chart paper: My favorite {category} is \_\_\_\_\_).

Model your sharing and ask youth what they noticed about how you shared. You answered with one word or a phrase and you stuck to the category. You gave an opportunity for your partner to ask you a question.

Now, count off 1,2 and pair up with someone who is the same number as you are. When your friend is sharing, make a “thumbs up” sign if you like the same thing. When 1s are done sharing, 2s will share.

#### 4. Group Activity 5 minutes



“Alphabet Story” page 154 in the *Morning Meeting Book*.  
You should have the alphabet up on a board or chart paper for pre readers to refer to.  
Also, you can come up with a list of words starting with some of the harder letters such as Q and U to help youth.

**Sample Script:** Today we are going to do a group activity called “Alphabet Story.”

I am going to start by telling a story with a sentence beginning with the letter “A.” The next person in the circle will continue our story with a sentence or word starting with “B.” We will continue to go around the circle through the alphabet until everyone has added to the story.

I will model it now. For example, “Aunt Helen came to my house the other day.” What might the next person say? (Give youth an opportunity to respond. If they don’t come up with a sentence starting with “B,” say Buddy, her dog, came with her.”

Let’s try it. Support youth if they can’t come up with a sentence. Ask them what words start with the letter there turn is on.

Ask youth: How did you like this activity? (Invite youth to share).

#### 5. Afternoon Message 5 minutes



Today is \_\_\_\_\_: (See sample below)  
For youth who can’t read well yet, read the message to them as they come into the room.  
Help them to understand the question and be ready to share.

Today is {Day of Week}.

Today we are talking about our favorite {Category}.

Be ready to share your favorite {Category}.

My favorite {Category} is \_\_\_\_\_.

**Sample Script:** Echo read the message (Adult reads the sentence and youth echo reads the same sentence. Say *Now, I am going to read the afternoon message and I will read a sentence and I want you to repeat that sentence after me all together. This is called echo reading.*

- *We shared our favorite things with a partner during sharing time. Now, I would like to have some of you share with the whole group.*
- Choose several youth to share their answers with the whole group.
  - *If any of you like the same thing, do a “thumbs up” signal when that person is done sharing.*
- You can write on a chart how many of the youth like the same thing and use it to make a simple bar graph to show them.

6. Closing 2 minutes-

Reflect on “*What was your favorite part of the meeting?*”  
“*What would you like to change or add to the meeting?*”



# REFLECTION

(For afterschool practitioners to fill out)

Green Light, Yellow Light, Red Light (*Planning and Reflection, Youth Work Methods*)

1. Green Light - A new idea that you can try next time

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2. Yellow Light - What went well and you want to continue doing

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3. Red Light - What didn't work well and you won't do again

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## 1. Move into Circle 2 minutes

**Sample Script:** *Let's move into our circle for Afternoon Meeting. I am going to call each group one at a time. (Call each group one at a time to go to the meeting area and get in place for Afternoon Meeting. As each group enters the space, give feedback).*

## 2. Greeting 3 minutes



Prepare index cards or slips of paper, one for each youth. Half should have math problems (appropriate for the age group i.e.:  $2+2$ ) and half the cards should have the corresponding answers (i.e.:  $= 4$ ).

“Math Match Card”  
greeting on page 79  
of *The Morning  
Meeting Book*



**Sample Script:** *Today we are going to start with the “Math Match Card” greeting. I am going to pass out a card to each of you. When I say “go,” I invite you to walk around and mix and mingle with your friends inside the circle. You will look for the match to your card.*

(Model this with a youth by giving her the match to your card. Have her walk around as you walk around and then show each other your cards and show you have a match. Then, say “Good afternoon {name of youth} and have her greet you in the same way.

*Now, I want you to look at your card. When I say “go,” find your match and when you do, greet each other. If you are not sure what your match is, come see me or ask a friend.*

*When you find your match, sit down together in the circle so you can show your equation. When all youth have found their match, go around the circle and each matched pair announces their math problem while holding their cards up.*

## 3. Sharing 5 minutes



Youth share something they have worked on in the past few days with other youth. This could be a piece of artwork or homework they are proud of. Write this on the afternoon message (see below) to prepare youth for sharing: “Be ready to share your work during Afternoon Meeting.” Have the youth pick something they would like to share before the meeting.

“Share Classwork”  
on page 118 of *The  
Morning Meeting Book*



**Sample Script:** *For our sharing, you will show us and share something you have made in the last few days. (Write a sentence stem on the board or chart paper: I would like to share this \_\_\_\_\_ with you.)*

You can use this sentence stem in your sharing. Tell us one detail about your work. Two friends will be able to ask a question about your work when you are done sharing. Model by sharing something you made and ask youth what they noticed about how you shared. You shared with one detail and answered the questions youth had with a brief answer and looking at the friend who asked the question. Now, who would like to go first?

#### 4. Group Activity 5 minutes



“Pass the Cup” from *Mindful Games Activity Cards*.

Using teamwork and paying attention to what’s happening around us, we pass a cup filled with water without spilling a drop. You will need a cup for this activity (5oz Dixie cup works well.)

Prepare by filling the cup with water about one inch from the rim.

**Sample Script:** *Today we are going to do a group activity called “Pass the Cup”.*

*We are going to pass this cup of water to each other and try not to spill any water. What will we have to pay attention to so we don’t spill any water?* Some answers can be: (Looking at the cup and each other, feeling with our hands, moving our arms slowly).

*Let’s try it.* Help children pass the cup around the circle a few times. Change the direction of the cup that youth pass on the second round.

Ask youth: *How did you like this activity?* (Invite youth to share.)

#### 5. Afternoon Message 5 minutes



Good Afternoon: (See sample below)

For youth who can’t read well yet, read the message to them as they come into the room. Help them to understand the question and be ready to share.

Good Afternoon,

I am excited to see your work today.

Be ready to share your work during Afternoon Meeting.

What will you share today?



**Sample Script:** Echo read the message (Adult reads the sentence and youth echo reads the same sentence. Say *Now, I am going to read the afternoon message and I will read a sentence and I want you to repeat that sentence after me all together. This is called echo reading.*

- *You shared your work today with your friends.*
- *What do you like about sharing what you have made?*
- *What don't you like about sharing what you have made?*

6. Closing 2 minutes-

Reflect on *“What was your favorite part of the meeting?” “What would you like to change or add to the meeting?”*

# REFLECTION

(For afterschool practitioners to fill out)

Green Light, Yellow Light, Red Light (*Planning and Reflection, Youth Work Methods*)

1. Green Light - A new idea that you can try next time

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