

European School Sport Day

Toolkit



in the framework of ERASMUS+

Created by Hungarian School Sport Federation, International Sport and Culture Association, Youth Sport Trust, Fundacja V4SPORT, BG Be Active, The European Physical Education Association

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1. Introduction to European School Sports Day

The European School Sport Day is a pan-European initiative; we intend to make it accessible for every European country.

The event's main goal is to promote physical activity on international level and involve as many children and young people, schools and organizations as possible. It is a celebration which provides the opportunity for schools to:

- Connect with other European countries
- Raise the profile of physical education (PE) and sport in schools
- Create fun and enjoyment through physical activity for young people
- Promote health and wellbeing for lifelong learning
- Empower social inclusion and develop social competence amongst students.

The European School Sport Day is inspired by the Hungarian School Sport Day; an event which is organized by the Hungarian School Sport Federation for the last 10 years. It has been a day dedicated to promote physical activity, to try out new ways of physical activities and sports, and of course to empower the “belonging to the school” experience for every participant.

In 2015, the event will be piloted in Hungary, Poland and Bulgaria, with additional countries joining for 2016.

How to use this Toolkit?

This toolkit has been designed to take teachers and students on a journey through European School Sports Day. It provides ideas to plan and prepare your day, how to deliver your activities, who can support you to do this, right through to actions after your event.

You will find useful tips throughout the document as well as ideas from other schools to provide you with inspiration.

An emphasized goal of ESSD – beyond involving students in physical activity – is to give students throughout Europe freshly developed ideas and methodology in the form of a “toolbox” to be able to organize their own sport activities. This guide provides students with the resources to develop and lead activities supporting them to organizing their own school sport programs outside P.E. classes.

2. Roles and Responsibilities - Teachers

At the annex of the toolkit you'll find in a nutshell a table, which lists the possible tasks and responsibilities on every level of stakeholders regarding the organization of ESSD.

TOOLKIT for ESSD (draft)	Students	Teacher	School	Stakeholders
Planning	<ul style="list-style-type: none"> - creating activities and equipment (e.g. self-made balls, cones) - stations, venues - how to involve others 	<ul style="list-style-type: none"> - setting the goals, the theme of the event - setting the activities, stations, the agenda - establishing an organizer team (how to reach students with different background) - supporting the students in the planning tasks - setting ways to involve volunteer students 	<ul style="list-style-type: none"> - supporting the organizing team (e.g. harmonizing the ESSD with different events in the year, communicating with the stakeholders, giving ideas, recommendations) - handling 	<ul style="list-style-type: none"> Parents: <ul style="list-style-type: none"> - utilizing social capital (e.g. merchandising gifts, venues, equipment) Local clubs, organizations: <ul style="list-style-type: none"> - setting stations - promoting sports, activities
Preparation	<ul style="list-style-type: none"> - promoting the event - setting the stations - preparing for the evaluation and communication tasks 	<ul style="list-style-type: none"> - coordinating between the different levels - preparing every equipment, document, etc. necessary - finalizing and clarifying the task and role of each station with the volunteer students - promoting the event to numerous partners, stakeholders - health care 	<ul style="list-style-type: none"> - communicating with the stakeholders - allowing the volunteer students to take place on meetings - utilizing different groups in the school (e.g. health-care group) - helping to get the missing equipment - promoting the event on school level (e.g. printing flyers, school website) 	See Planning
Implementing	<ul style="list-style-type: none"> - taking part on the event - supporting the organization of the actual activity – under the supervision of the responsible teacher - taking photos, making videos 	<ul style="list-style-type: none"> - managing the event during - communicating clearly and functionally - gathering the volunteer students right before the event to go over the tasks again, and after to get some conclusions for the next occasion 	<ul style="list-style-type: none"> - supporting the organizing team 	<ul style="list-style-type: none"> - helping as a volunteer participant - contributing food and drinks (e.g. water and healthy snacks, organized cooking)
Evaluating and Monitoring	<ul style="list-style-type: none"> - helping to create questionnaires - taking part in conducting researches about the event - taking part in creating follow-up feedbacks 	<ul style="list-style-type: none"> - creating reports for different stakeholders - supporting students in creating their reports and follow-up documents - creating questionnaires and researches about the event for different levels - conducting researches 	<ul style="list-style-type: none"> - giving feed-back to the organization team - implementing experiences from different events 	<ul style="list-style-type: none"> - giving feed-backs, recommendations, ideas
Communication	<ul style="list-style-type: none"> - creating reports, articles, photos, videos about the event - introducing the younger students the organization know-how of such events 	<ul style="list-style-type: none"> - creating reports for different levels - making feed-backs to partners - awarding the volunteer students 	<ul style="list-style-type: none"> - reporting the event on official communication channels (website, municipality relations, self-governing bodies, governmental researches) - helping students to create reports and feed backs (utilizing IT, school newspaper, apps, etc.) 	<ul style="list-style-type: none"> - promoting the event on many channels

Although it seems that every column has a fully separated role, it can be acknowledged that there is always someone (e.g. a head-teacher) who is responsible for the event after all. In most cases this person is the P.E. teacher, since he or she is one of the best experts on promoting and organizing physical activities and health-consciousness in the school. But adding to that – since the tasks obviously are very complex - we strongly recommend establishing an organizing group, so that the roles and responsibilities could be clarified and successfully executed.

The schools should always back up the message of the importance of physical activity and health development not just by the P.E. teacher but by the teachers from different scientific areas and of course by the principal/headmaster as well. The more the school as a whole is involved in the organizing process, the more successful and progressive the event would be and the better a good atmosphere could be created. It is related with the contribution of the stakeholders outside of school (involving parents is very important), which indicates many collaborating opportunities with the school.

3. Roles and Responsibilities - Students

In order to organize a successful event it is crucial to involve students to the whole process of organization. The level of involvement depends on many things: age, prior knowledge, school level, school environment, pedagogical practice, etc. Generally it can be stated that the more the students feel the responsibility of organizing a successful event, the more successful it will be. Although it is difficult to tell what tasks the students can be involved in, and of course it requires experience from the side of the teachers. Nonetheless here are some examples and recommendations related to this topic:

Main tasks, activities

Recommended examples, methods

PLANNING

- creating activities and equipment (e.g. self-made balls, cones)
- stations, venues
- how to involve others



The students have many good ideas to create or modify an activity. So by using indirect educational strategies (such as student designed games) they can help us to create a big pool of activities and games for the ESSD.

PREPARATION

- promoting the event
- setting the stations
- preparing for the evaluation and communication tasks



The success of such an event depends mainly on how the participants felt in the programs, so promoting the ESSD is crucial. The students can help a lot in these tasks by sticking flyers in the school and telling about the events of the former years for the younger classes.

IMPLEMENTATION

- taking part in the event
- supporting the organization of the actual activity – under the supervision of the responsible teacher
- taking photos, making videos



The main „job” of the students is to take part in the games and activities. They should always keep in mind that they are responsible for their fun. Also a group of students in the organizing team is essential, they can help with practically anything.

EVALUATING AND MONITORING

- helping to create questionnaires
- taking part in conducting researches about the event
- taking part in creating follow-up feedbacks

COMMUNICATION

- creating reports, articles, photos, videos about the event
- introducing the younger students the organizational know-how of such events



The mentioned tasks are for mainly older pupils, because these tasks indicate responsibility, critical thinking and communication skills. But the younger generation will always have the more adequate way of using social media. So we can rely on them on documenting the event, creating articles, updating the FB page, or post follow-ups in twitter. And of course these materials can be very useful for the promotion of the following years ESSD's.

4. Connecting Agendas

One of the biggest challenges of the 21st century on the field of healthcare and healthy life management is to deal with growing tendencies of physical inactivity. Physical inactivity is the main reason of the emergence of overweight and obesity among adults throughout the world, which leads directly to many chronic, non-communicable diseases, such as cardiovascular diseases, type 2 diabetes, certain forms of cancer, mental health issues and chronic respiratory as well as musculoskeletal illnesses. Also the effect of physical inactivity can be viewed in many aspects:

- Today's children may be the first generation to have a shorter life expectancy than their parents because of the lack of physical activity. (designedtomove.org)
- 600,000 people in Europe die each year due to reduced physical activity. (Eurobarometer 2014)
- Physical inactivity is estimated to cost €300 per inhabitant per year in Europe (Case Investing Public Health WHO Europe 2014) This makes losses of € 152 billion annually.
- Globally physical inactivity accounts for 1.5–3% of national health care budgets (Oldridge, 2008)

(Each country should highlight some valid data and result in this topic on national level)

Regular physical activity not only has positive effect on all of these health risks (Kruk, J. [2007]), but as a preventive tool it is the most effective and the cheapest solution to reduce the number of overweight and obese people. In the past decade promoting physical activity and health has become one of the main trends among the EU policies within education. The Council Recommendation on promoting health-enhancing physical activity across sectors (2013) proclaims that „physical education at school has the potential to be an effective tool to increase awareness of the importance of health-enhancing physical activity (HEPA), and schools can be easily and effectively targeted to implement activities in this regard”.

There are a number of ways European School Sports Day can complement current activity taking place in your school, as well as supporting school priorities. There are also a number of exciting sport events and initiatives that are taking place throughout 2015. Below are a few ideas to support your planning and build on this excitement with staff and students alike.

(Each country should list current programs of delivery and links if appropriate e.g. Moveit, little champion, National school sports day dates, etc.)

Ceremonies provide a fantastic opportunity to celebrate different cultures, recognizing and respecting differences and sharing practice.

5. Opening and Closing Ceremonies

Opening and Closing ceremonies can bring everyone together in celebration. The whole school comes together. This is an excellent way to celebrate the different cultures within the school as well as to promote physical activity. You can be as creative as you like with your Opening and Closing Ceremonies; think about the demographic, social, economic, cultural and linguistic diversity in your area – all of which creates a vast array of educational circumstances and needs. It also could be a great opportunity for the different talents and groups of the school (e.g. dance groups, singing choirs, bands, etc.) to perform.

Engage parents and the local community to make your ceremony responsive to these needs and opportunities.

OPENING CEREMONY

- Launch ESSD and ask each class to write a pledge on what physical activity they are going to commit to for the day.
- Host a 'parade of participants' of all classes in the school to create a great sense of belonging to the event.
- Include all departments and challenge them to be creative and showcase the skills of their pupils e.g. dance and drama groups, performances, artwork, ICT, music, English etc.
- Set up an organizing committee and involve young people who wouldn't normally get involved in sport, but can add value.
- Celebrate the different cultures within the school through sport, dance, dress and food.
- Invite parents, local sport stars, VIPs and local media to watch your school at its best. Why not have pupils report on the ceremonies?
- Compose an opening or closing ceremony song.
- Identify role models in your school at your Opening Ceremony: do you have any athletes who compete at a high level in their sport (or as an official or coach)? Spotlight these students to raise aspirations across your school.

CLOSING CEREMONY

- Put on an exciting sports event that showcases the achievements of your school.
- Celebrate achievements from the day with a medal ceremony.
- Highlight the school ethos and values through awards.
- Bring together all the participants in a place to close the day, by taking for example a big group picture.

6. Planning your primary/elementary European School Sports Day

European School Sports Day provides a great opportunity to engage children in a range of physical activities and positive experiences. By providing suitable activities for their age, stage and ability, there is an increased likelihood that they will engage, participate and make healthy lifestyle choices. Why not use the day to really personalize these experiences, focusing on whole child development through reference to their personal, social and health needs?

Work with staff and ask your students to identify a number of exciting sport activities they would like to try that will help develop their confidence, as well as skills and qualities that underpin creativity, aspiration, resilience and empathy, equipping them with the tools to become active, caring citizens.

IDEAS BOARD

- Encourage **active travel** (walking, cycling, scooting, skating, skateboarding) to school. Students can easily turn this into a fundraising challenge.
- Encourage **participation by under-represented groups** or those targeted groups you have highlighted across the school as requiring additional interventions – maybe focus on less active or confident children, girls, pupil premium children?
- Consider a **range of roles** for children linked to leadership programmes.
- **Festivals and challenges:** why not ask the young people to suggest challenges for their class or house and involve them in organizing it? Each child could try to achieve their personal best.
- Involve children in designing more **active playgrounds** – and ‘test’ if it works.
- Look at ways of developing teamwork, respect, honesty, passion, self-belief and determination in your activities.
- Use the day to introduce a new sport, active lifestyle club or taster of a local sports community club.
- Theme your day around **literacy and numeracy**. For example, UK schools can organize their own [Gruffalo or Superworm trail](#), based on books the children are reading, and include some fun activities along the way – these could even be linked to your numeracy lessons with problems they have to complete!
- Encourage children to make up their own challenges with the help of **playground leaders**.
- Invite staff to attend some **professional development**.
- Organize a competition for the students to design/draw a poster for the event.

TOP TIPS

- Be clear who you are targeting and why – are your chosen activities the right ones?
- Playground leaders can support you to organise ball activities.
- Find opportunities to involve families.

EXAMPLE ACTIVITIES

- Mass participation event. Launch the day with an inspiring **opening ceremony** where everyone gets the opportunity to be active.
- Why not include Bokwa as a challenge, which explores the learning of phonics through dance?
- Bring a Ball day! Invite every student to bring a ball to school, and use this to be physically active throughout the day.
- Deliver some **Wake and Shake** activities before each lesson.
- Encourage each student to **walk or run** around the field in between numeracy and literacy lessons.
- **Hold a family event and challenge.** Consider a theme of healthy lifestyle and develop this as a whole school/whole day focus both in and out of school.
- “Run along the year!” – The participants run the length of the given year in meters, together. (e.g. 2015 meters in 2015)
- “Festival of games” - various invasion games played together by boys and girls with very different skill levels.
- “Let’s play together!” – games and activities for inclusion.

7. Planning your secondary European School Sports Day

European School Sports Day can be a tool to support young people develop their physical health and enjoyment of sport needed for a lifetime of activity, as well as a means to increase their confidence and good emotional health. Through enabling students to experience a range of roles such as athlete, leader, official, coach or volunteer throughout the day young people can develop a range of positive character qualities: creativity, aspiration, resilience and empathy.

Every young person will have their own motivation for being involved in sport, such as performance aspirations, wanting to lead a healthy lifestyle, the enjoyment of competing, or as a coach or leader. Some of this will be down to the activity, the workforce or the environment. Why not invite your student council, young leaders or Ambassadors to plan the day for you; enabling them to be as creative as they like to find activities that will engage and inspire the whole school to achieve their personal best!

IDEAS BOARD

- **Theme each day** around the Spirit of the Games values and award those students demonstrating that value in an end of day assembly.
- Encourage students and colleagues to create an **exciting curriculum** for the day and try new activities – this may be a great opportunity to organize a taster event in a sport that you could introduce on the curriculum the following academic year!
- Invite your hardest-to-reach **parents** to the school during the day, and find ways of making their experience as positive as possible for them and their children.
- Hold a **Sports Equipment Amnesty**. Gather all yours and feeder schools sports equipment in one place and run a competition based on what you have – who knows what you may find burrowed away in the sports cupboard!
- Provide a range of opportunities for **leading, coaching and officiating** as a means of finding every student’s inspiration.
- **Involve local clubs**: help encourage school to club links and pathways for students.
- Introduce a range of **girls’ only activities** that are led by girls for girls and include alternative activities such as zumba and street cheer.
- Encourage young people to develop wider roles around sport and to actively engage with sporting activity even if they’re not participating
- Think **Cross-curricular**! Staff could create science lessons around Health and Exercise, or maths lessons could support rowing activities (with statistics and analysis of times).
- Organize a competition for the students to design/draw a poster for the event.

ACTIVITY EXAMPLES

- Mass participation event. Launch your ESSD challenges with an inspiring **opening ceremony** where everyone gets the opportunity to be active. This could be a 60 minute mass warm up, street dance or taster activities.
- Embed activities **throughout the school day**. Encourage students to walk, skateboard or cycle for at least 10 minutes before/on the way to school, or try a new activity at lunchtime for 20 minutes (dodgeball, bubble football or wheelchair basketball) and then end the day with a 10 minute yoga class – perfect for de-stressing staff and exam students!
- Hold a **staff v students** team game – encourage all staff to join in!
- Invite every student to compete in an **intra school challenge** enabling all to achieve their personal best.
- Hold a **family event and challenge**. Consider a theme of healthy lifestyle and develop this as a whole school/whole day focus both in and out of school.
- “Run along the year!” – The participants run the length of the given year in meters, together. (e.g. 2015 meters in 2015)
- “Festival of games” - various invasion games played together by boys and girls with very different skill levels.
- “Let’s play together!” – games and activities for inclusion.
- “Your body is your own gym!” – biomechanically correct and sustainable strength and power development with the weight of the body. (such as Body Art, Pilates, etc.)

8. PR guide for schools - Press Releases

Your school may be celebrating one event on European School Sports Day or be hosting many different activities. If you have multiple events going on, we recommend you focus on one to invite media to (this is likely to be your ‘headline’ event, which has the most public interest). Your school’s European School Sports Day leader should fill in the media invite with your school’s details, which will provide media with all the information they need to attend your event. The invitation announcing your school’s participation in the day should be issued to your local newspapers and radio stations, ideally via email, or you can talk details through with them on the phone.

Here are some step-by-step guides to help you through the media invite and press release processes.

MEDIA INVITES

- About four or five working days before your event, fill in the details in the media invite template that are specific to your school (where you should do this is clearly marked in the template).
- Cut and paste the contents of the invitation into the body of an email, using the headline in the template as your email’s title.
- Visit your local press websites (including newspapers and radio, ideally at least one from each) and use the “**contact us**” page. Once you have a phone number, call the number and ask for the “**News Desk**”. You will then be put through to a local journalist in the news team.
- Clearly explain where you are calling from and let the journalist know the date, time and location of the event that you are inviting them to and give them some information about the activity they can see. You can also suggest that there will be the opportunity to get some great photos. Tell them that you have an invitation that you can send them with all the information included.
- Ask for an email address to send the press invitation to and inform them that you will be sending the invitation to that address immediately. Ask for a contact on the “**Picture Desk**” to send the invitation to as well. Send the press invitation via email to the addresses provided and repeat the process for all the media in your local area. Hopefully, you will get a response from a news reporter saying that they want to visit your school.

PRESS RELEASES

- Journalists are very busy and often have deadlines to meet – do not be put off if they say they are too busy to speak to you at the first attempt. Simply agree a time to call them back and try again. The journalists will want to hear from you, but you may have to be patient to ensure you get your message across.
- Ensure you know when the media will arrive and what equipment they will be bringing, so you can make arrangements to accommodate accordingly. For example, if your local radio station wants to attend for interviews, they may need a parking space for a van that carries their equipment.
- Ensure a member of staff is available to meet the media and show them around the school.
- Media should be taken to the sports events with the most children taking part / the most exciting thing you are doing at your event – like children taking part in a visually exciting sport, or opening ceremonies. This will help showcase that the entire school is taking part in European School Sport Day and help demonstrate the positive effects sport is having on your pupil’s development.
- Media will want to take photos of your children taking part in sport, so encourage them to do so at every opportunity. Please ensure all individuals taking part in media activity have given written permission / been given permission from their parents / guardians to take part.
- Offer an appropriate spokesperson, e.g. Department Head or Head Teacher, to give interviews to the

9. PR guide for schools – Maximising Coverage

MAXIMISING COVERAGE

Regional radio is keen to hear about colourful and interesting events taking place in their area. We hope that once you have contacted your local media and let them know about your event, regional stations will want to feature it on the radio. It is important that spokespeople for your event are identified in advance.

These should include:

- a school sport leader or head teacher at your school; and
- confident pupils that will be comfortable being asked questions by the media.

Some stations may send a journalist to attend your event and will record interviews with spokespeople using a microphone. Many will also film for online content on their websites as well. Some stations may not have capacity to send a journalist to attend the event so may request landline phone interviews.

Landline interviews involve the radio station conducting interviews with specific spokespeople from your event over the phone. You can do this by giving the regional radio contact details of a landline number that is easy to get to from your event location and is also in a quiet place (teacher's offices often work well).

Set up a time when the radio can call the number and ensure you have your agreed spokespeople near the phone at that time. The station will normally call about five minutes before the interview to check the line and brief the interviewee. The station will then either conduct a pre-recorded interview with the spokesperson or will do a 'live' interview over the phone.

PHOTOGRAPHY

Producing your own photography for media is key to securing print coverage.

In order to get the most out of your involvement in European School Sport Day, it is important that you take as many quality photos as possible of your pupils taking part in the day and generally having fun and enjoying themselves.

Here is a quick guide on how to produce your own quality photography:

- Find a well-lit area of your sports field or sports hall (wherever your activities are taking place). Media are more likely to use photos that are clear and well lit.
- Organize pupils into a pose that captures the fun they are having – action shots are great but make sure you can see the faces of pupils. Alternatively, you could have a group of pupils posing/ jumping together to celebrate the day.
- Pictures need to be about 1MB-2MB in size so make sure the camera you use is on a 'high resolution' setting – remember a bigger picture can always be made smaller but not the other way around.

Once you have taken all your pictures and made a decision on the ones that you think would work best, it is time to send them on to your journalists.

Please ensure that you send the pictures, along with your completed press release across on the day that your event has taken place and as early as possible, as journalists want to place articles immediately – ideally so it can appear in the media the day after your event.

If less than five children feature, ensure you collect details of full names (spelt correctly) and ages of all the children (and teachers) featured in your pictures, along with the sports they are taking part in and the full name of your school with all the pictures you send across. This can be sent in the email you use to send the pictures.

10. PR guide for schools – Social Media

Social media channels, which include the popular internet sites such as Facebook, Twitter, Instagram (photo and video) and You Tube, will be key to helping you raise the profile of your event and encouraging parents of your pupils to pledge their support for your school's activities.

If you do not already have a school Facebook or Twitter account, then it's a good idea to set one up. We have seen that Twitter has become more and more popular with schools and teachers and so would recommend using this channel to promote your European School Sport Day activity.

IDEAS FOR CONTENT

- Share updates on Twitter and Facebook about the preparation for your day – give people a taste of what they can expect from your activity.
- Share images captured on the day to showcase what is taking place at your school.
- Highlight the Personal Best's achieved by your pupils throughout the day.
- Add hashtags for your local area e.g. #London #Hackney to create more buzz about your event locally.
- Add hashtags about the activity to generate more interest e.g. #tennis #parkour #teambuilding

FACEBOOK

Facebook has become increasingly popular with schools and will provide a great platform for you to raise awareness of the great things you and your pupils are doing during European School Sports Day.

It will be important to update your Facebook following regularly on the achievements of your school and encourage parents to pledge their support to your event. You can loop in another page by typing in their name (e.g. if you type 'ESSD' into your status update then you should see us) and hashtags are also used too.

Quick wins on Facebook include posting photo albums or updating your cover photo.

11. Press release template

For immediate release

ADD DATE OF YOUR EVENT

[SCHOOL], [TOWN] CELEBRATES EUROPEAN SCHOOL SPORT DAY IN STYLE

Pupils from [SCHOOL NAME] have joined thousands of young people from across [NAME OF COUNTRY] this day by taking part in a range of sports and activities to celebrate European School Sport Day.

European School Sport Day takes place on the 25th of September, 2015. At [NAME OF SCHOOL] pupils have celebrated the day by joining in [INSERT LIST OF ACTIVITIES].

European School Sport Day is a celebration of PE and sport with tens of thousands of young people from hundreds of primary and secondary schools having taken part in the activities.

This year schools are being urged to devote a full day to sporting themes and events and ultimately encourage all their young people to take part in more PE and sport.

Schools that have signed up for European School Sport Day have had access to a variety of resources, guidance and ideas on how to increase opportunities for young people to take part in PE and sport.

NAME OF HEADTEACHER or EUROPEAN SCHOOL SPORT DAY EVENT ORGANISER said: “ADD A SHORT QUOTE HERE DESCRIBING THE RESPONSE THE YOUNG PEOPLE AT YOUR EVENT HAD AND THE IMPACT IT HAD ON THEM.”

Ends

Notes to Editors:

Attached imagery: [insert file names and captions of who is included in the photo]

For further information contact:

Name: [insert name on lead contact for the day]

Contact telephone number: [insert contact number]

Email address: [insert email address]

12. Post Event – Key Actions

POST EUROPEAN SCHOOL SPORTS DAY

Share all your activities and the impact it had on your students with local media. Use the media template included in the toolkit to help you.

- Review which activities worked well and look to include these on the curriculum or as extracurricular opportunities next academic year.
- Build on the inspiration from your day and seek ways to keep students involved in PE and school sport either as an athlete, or in leadership roles.
- Set homework for students to continue being physically active at home.
- Produce a summary for your Senior Leadership Team and Governors highlighting numbers of students involved, the activities and the impact it had across the school.
- Sign up for European School Sports Day ESSD 2016!
- Share your pictures of your student and staff pledges on Twitter!

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Implementing	<ul style="list-style-type: none"> - taking part on the event - supporting the organization of the actual activity – under the supervision of the responsible teacher - taking photos, making videos 	<ul style="list-style-type: none"> - managing the event during - communicating clearly and functionally - gathering the volunteer students right before the event to go over the tasks again, and after to get some conclusions for the next occasion 	<ul style="list-style-type: none"> - supporting the organizing team 	<ul style="list-style-type: none"> - helping as a volunteer participant - contributing food and drinks (e.g. water and healthy snacks, organized cooking)
Evaluating and Monitoring	<ul style="list-style-type: none"> - helping to create questionnaires - taking part in conducting researches about the event - taking part in creating follow-up feedbacks 	<ul style="list-style-type: none"> - creating reports for different stakeholders - supporting students in creating their reports and follow-up documents - creating questionnaires and researches about the event for different levels - conducting researches 	<ul style="list-style-type: none"> - giving feed-back to the organization team - implementing experiences from different events 	<ul style="list-style-type: none"> - giving feed-backs, recommendations, ideas
Communication	<ul style="list-style-type: none"> - creating reports, articles, photos, videos about the event - introducing the younger students the organization know-how of such events 	<ul style="list-style-type: none"> - creating reports for different levels - making feed-backs to partners - awarding the volunteer students 	<ul style="list-style-type: none"> - reporting the event on official communication channels (website, municipality relations, self-governing bodies, governmental researches) - helping students to create reports and feed backs (utilizing IT, school newspaper, apps, etc.) 	<ul style="list-style-type: none"> - promoting the event on many channels

14. Good Practice Example

Hungarian School Sport Day

Each year HSSF organizes the **Hungarian School Sport Day**: we address every Hungarian public education institution and ask them to promote in this occasion at least 120 minutes of sports and physical activity among pupils and teachers. Apart from the distance of the traditional “School Sport Day Run” (this year 2,015 m), there are no limitations to the physical activities chosen by the schools, so during the 120 minute interval a wide range of recreational or grassroots sports are introduced to pupils every year. Besides traditional sports like football, handball, volleyball and table tennis, many other physical activities are included in the program: team competitions and relay races, rope-jumping, sack races, zumba, aerobics or even hiking, orienteering and bike trips.

In 2014, the number of participants increased more than ever: over 200,000 pupils of 768 schools did some kind of sport for at least two hours; they were joined by their teachers and their parents, so the overall number of participants exceeded 220,000 persons. The number of participating schools increased by almost one-and-a-half times compared to last year. We are convinced that this event – coordinated by HSSF and realized with the help of the participating institutions – was the most visited recreational sports program in Hungary and perhaps in Europe.

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