

## CSPAP Guide Checklist

The following checklist is a quick reference for you to use as you work through the CSPAP guide. Place a check in the box next to the items you have completed.

CSPAP Development Process	✓
<b>Step 1: Establish a team/committee and designate a Physical Activity Leader.</b>	
a. Did you establish a team/committee that is invested in youth physical activity and the overall health of youth?	
b. Did you designate an individual to be the Physical Activity Leader?	
<b>Step 2: Conduct an assessment of existing physical activity opportunities.</b>	
a. Did you complete the <i>School Health Index</i> , <i>HSP Inventory</i> , or other similar tool?	
b. Did you identify strengths, gaps, and priorities for your CSPAP, as a result of completing the assessment?	
<b>Step 3: Create a vision statement, goals, and objectives for your CSPAP.</b>	
a. Did you create a vision statement for your CSPAP?	
b. Did you create goals for your CSPAP?	
c. Did you create objectives that will help you achieve your goals for your CSPAP?	
<b>Step 4: Define the intended outcomes or specific changes that are direct results of program implementation.</b>	
a. Did you identify program outcomes at the school level that will help you identify changes that occurred as a result of the CSPAP?	
b. Did you identify program outcomes at the individual level that will help you identify changes that occurred as a result of the CSPAP?	
<b>Step 5: Identify and plan the activities for your CSPAP.</b>	
a. Did you identify school resources that can help with implementation of the CSPAP?	
b. Did you select the physical activities that you will offer?	
c. Did you find and secure times for physical activities to occur?	
d. Did you identify specific physical activity spaces and facilities where CSPAP will occur?	

<b>Step 5: Identify and plan the activities for your CSPAP. (continued)</b>	
e. Did you identify activity leaders who will provide leadership and supervision during activities?	
f. Did you develop the budget for your CSPAP?	
g. Did you identify and develop sustainability strategies for your CSPAP?	
h. Did you identify evaluation needs for your CSPAP?	
i. Did you develop and make a plan for implementing communication and marketing strategies for your CSPAP?	
<b>Step 6: Implement the CSPAP.</b>	
a. Did you identify your implementation strategies (e.g., pilot, phase, or full-scale implementation)?	
b. Did you complete the implementation plan template?	
<b>Step 7: Evaluate the CSPAP.</b>	
a. Did you identify the type of program evaluation that best meets your needs?	
b. Did you identify the data collection methods you will use (e.g., questionnaires, interviews, focus groups)?	
c. Did you identify your plan for evaluation, including engaging stakeholders, describing the program's goals and activities as they align with the evaluation, and identifying the evaluation design?	
d. Did you identify ways that you will use outcome evaluation data?	