

班会活动策划书怎么写：走进夏天分享快乐的设计方法

策划书和活动方案的最大区别是可操作四个字。班会策划书写完是要交给班干部照着执行的，所以每一段都要回答谁、在什么时间、做什么、用什么东西。以走进夏天分享快乐这节班会为例，四个部分按下面的方法写。

活动目标写三条，每条都要可检验。别写感受夏天的美好这种没法验收的话，改成能对着结果打勾的写法：一，每位同学在故事中能说出一个自己夏天的具体经历；二，全班齐诵一首短诗，不出错地完成一遍；三，每人完成一张手绘夏天小画并贴上黑板。三条分别对应故事分享、诗歌朗诵、手绘夏天三个环节，目标和环节一一对应，检查班会效果时就照着三条看。

流程按分钟切，总长一节课四十五分钟。开场导入约五分钟，用一段小溪边的录音把话题带进来；夏天故事分享约十五分钟，先小组内轮流讲两分钟，再推举两三名代表上台；诗歌朗诵约十分钟，先齐读一遍，再分组接龙读；手绘夏天约十分钟，发纸当场画，画完贴到黑板拼成一面夏天墙；总结收尾约五分钟，班主任用黑板上的画和刚才的故事收束。每个环节后面括号标时长，执行的人才知道什么时候该推进。

三个环节的衔接要在策划书里写明，这是班会顺不顺的关键。故事分享结束后，主持人用一句话把话题从故事引到诗：刚才大家讲的是自己的夏天，接下来这首诗写的是所有人的夏天。诗歌朗诵结束后，主持人再说：诗里有别人画的夏天，接下来我们自己画一个。衔接句直接写进策划书，班干部照着念就行，不用现场想词。

分工表用一行一人的格式列：总负责一名班干部，控全场时间；主持人一名，串场和念衔接句；计时员一名，每个环节到点举手提醒；物资员两名，提前领纸、彩笔、胶带；录音播放一人，管开场的小溪录音；黑板布置两人，课前画好夏天墙的边框。谁缺勤由谁替补也写一行，班会当天才不乱。

物资清单按数量写，不写大概：A4白纸每人一张共五十张、水彩笔十二盒、双面胶四卷、黑板边框装饰纸两张、小溪流水录音一段提前下载、短诗打印稿每组一份共十份。每项后面标负责人和到位时间，比如短诗打印稿由学习委员提前一天交。策划书最后加一行应急预案：录音放不出就由主持人现场朗读导入，手绘时间不够则完成者可先贴画，其余课后补贴。

How to Write a Class Meeting Plan: Designing the Share the Joy of Summer Meeting

The biggest difference between a planning document and a loose activity idea lies in the words actionable and executable. A class meeting plan is handed to student cadres for execution, so every paragraph must answer who, at what time, does what, with what supplies. Take the meeting Walking into Summer, Sharing the Joy as an example and write the four parts as follows.

Write three activity objectives, each verifiable. Do not write feel the beauty of summer, which cannot be checked; write lines you can tick against results: one, each

student can tell one concrete experience of their own summer during the story session; two, the whole class recites one short poem together and finishes one pass without mistakes; three, each student finishes one hand drawn summer picture and sticks it on the blackboard. The three lines match the three segments of story sharing, poetry recitation and hand drawing, and when checking the meeting afterwards you just look at these three.

Cut the running order by minutes, forty five minutes in total. Opening lead in about five minutes, using a recording of a small stream to bring the topic in; summer story sharing about fifteen minutes, first take turns in small groups for two minutes each, then two or three representatives go on stage; poetry recitation about ten minutes, read once together, then groups take turns line by line; hand drawing summer about ten minutes, hand out paper and draw on the spot, then stick the pictures on the blackboard to form a summer wall; closing summary about five minutes, the homeroom teacher wraps up using the drawings and the stories just told. Put the duration in brackets after each segment so the executor knows when to push forward.

The links between the three segments must be written into the plan; this decides whether the meeting flows. After story sharing, the host moves the topic from stories to the poem with one sentence: you just told your own summers, now this poem writes everyone's summer. After recitation the host says: the poem holds other people's painted summers, now let us paint our own. Write the linking sentences directly into the plan so cadres just read them aloud instead of inventing words on stage.

List the duty roster one line per person: one cadre in overall charge, keeping the whole time; one host, bridging segments and reading the linking sentences; one timekeeper, raising a hand when each segment ends; two supply staff, collecting paper, pens and tape in advance; one person playing the stream recording; two people decorating the blackboard frame before class. Add one line on who substitutes when someone is absent, and the day will not fall apart.

Write the supply list by quantity, not roughly: fifty sheets of A4 paper, one per student; twelve boxes of watercolor pens; four rolls of double sided tape; two sheets of border decoration paper; one stream recording downloaded in advance; ten printed copies of the short poem, one per group. Mark the owner and the deadline after each item, for example the poem copies are handed in by study commissioner one day early. End the plan with one line of backup: if the recording fails, the host reads the opening aloud; if drawing time runs short, finished students stick first and the rest paste after class.