

怎么策划一次「小溪边的夏天」自然观察主题活动：五步框架

先定主题和目标，再排流程。主题要具体到动作，「观察夏天」太宽，改成「看、听、画：溪边的一天」。目标写三条：学生能说出溪边五种动植物，完成一张现场写生，在分享会上讲出一个观察发现。目标写成这样，后面的流程和检查才有依据。

时间安排按「早到迟走」原则。假设活动周六8:30到15:30，往返两小时车程另计，9:30前到达溪边。自然观察9:45到11:00，共75分钟；写生11:00到12:00；午餐休整12:00到13:00；分享会13:00到14:00；总结返程14:00到15:30。每个环节标清起止时间，并指定一名负责人。

流程分三个环节写，每个环节写四行：做什么、谁负责、产出什么、出状况怎么办。自然观察用五感法，光靠眼睛看不够，改成看、听、摸、闻各配一张任务卡，例如找三种叶形、记录四种声音。溪边写生要求带画板，题材不限，但每张画必须包含水和石头两个元素。分享会采用轮流发言，每人两分钟，纪律委员记录发言要点。

物资清单分三栏：公共、个人、应急。公共物资有任务卡、急救包、口哨、备用画板；个人物资有遮阳帽、水壶、换洗衣物、文具袋；应急物资有雨衣、防蚊液、晕车塑料袋。每栏标注由谁携带、出发前一天由谁检查。

最后加一段安全条款：指定两名家长志愿者做水域安全员，划出离水五米的警戒线，每次环节转换前后清点人数。方案按这个结构写出来就能直接执行，不需要校长再补细节。

方案末尾附一页告家长书：写清集合时间地点、往返车牌号、要准备的个人物资、一名家长随车的安排，回执栏让家长签字确认已读。告家长书发出去不算完，回执收齐才算方案闭环，没交的出发前一天电话催一次。

How to Plan a Summer Nature Observation Theme Activity in Five Steps

Set the theme and the learning goals first, then write the schedule. A theme like observe summer is too broad. Change it to look, listen, and draw: one day by the stream. Write the goals in three lines: each student names five plants or insects by the stream, finishes one sketch on site, and tells one observation finding in the sharing circle. Goals like these give the schedule and the final check something to stand on.

Time allocation follows the rule of arriving early and leaving late. Suppose the activity runs from 8:30 to 15:30 on Saturday, with two hours of travel counted separately, and the group reaches the stream before 9:30. Nature observation lasts from 9:45 to 11:00, seventy-five minutes. Sketching runs from 11:00 to 12:00. Lunch and rest take an hour. The sharing circle runs from 13:00 to 14:00, and the closing and return trip from 14:00 to 15:30. Every block has a clear end time and a named person in charge.

Write the schedule in three blocks, and give each block four lines: what to do, who is in charge, what the output is, and what to do when something goes wrong. Nature observation uses the five senses method, with one task card for seeing, hearing, touching, and smelling, such as finding three leaf shapes or recording four kinds of sounds. Sketching needs a drawing board, and the subject is free, but each drawing must include one water element and one stone element. The sharing circle uses a round-robin, two minutes each, with one recorder taking notes.

Split the supply list into three columns: shared, personal, and emergency. Shared items include task cards, a first aid kit, whistles, and spare drawing boards. Personal items include a sun hat, a water bottle, a change of clothes, and a pencil case. Emergency items include rain gear, insect repellent, and plastic bags for motion sickness. Mark each line with who brings it and when it is checked.

Finish with a safety section. Name two parent volunteers as water-edge safety officers, set the warning line five meters from the water, and count heads before and after every move. A plan written in this structure can be executed as it is, with no need for the principal to fill the gaps.

Attach a one-page parent notice at the end of the plan: the meeting time and place, the bus plate number, the personal supplies to prepare, and the arrangement for one parent riding along. The notice is not finished when it goes out; it is finished when every reply slip is back. Call the families who have not returned one the day before departure.