



## Training Preparation Checklist

**Please review the checklist prior to the PALS leader training session.**

- ☐ Collect student leader applications.
- ☐ Distribute parent/guardian information letters and/or collect parent/guardian permission forms (optional).
- ☐ Confirm number of PALS leaders.
- ☐ Book a location with tables and chairs (e.g., library, learning commons, classroom).
- ☐ Book a location for games training (e.g., gym).
- ☐ Print off PALS leader activity sheets or confirm number of student leader handbooks required.
- ☐ Gather equipment needed to play the games.
- ☐ Flip chart paper and stand.
- ☐ Tape and flip chart markers.
- ☐ *PALS Leader Training PowerPoint Presentation* (if applicable).
- ☐ Remind PALS leaders to bring a pencil on training days.
- ☐ Remind PALS leaders to wear running shoes on training days.

	Date	Time	Location
Training session 1			
Training session 2			
Training session 3			
Training session 4			
Training session 5			