

Play Package – Standard Operating Procedure (SOP)

(U.S. Edition | Updated October 14, 2025)

1. Mission & Purpose

The **Play Package (U.S. Edition)** equips schools and community programs with durable, inclusive recreational equipment that turns recess and downtime into opportunities for teamwork, leadership, and joy.

It’s designed to promote healthy activity, fair play, and belonging — values that strengthen every school community.

By combining structured recreation with local flexibility, the Play Package helps schools adapt play to their own culture, student interests, and available space.

Every kit is fully documented through receipts, photos, and testimonials, ensuring donors see exactly where their support goes and how it’s used.

2. Kit Composition & Estimated Cost (~\$500 per kit)

(Pricing reflects 2025 U.S. educational supplier averages with a 10% contingency for variation or minor replacements.)

Note: This list serves as a **guideline**, not a rigid formula. Each school or community partner may adjust equipment types based on their students’ interests and available facilities — provided the total budget remains near \$500.

Category	Item	Quantity	Est. Unit Cost (USD)	Total (USD)	Notes
Sports Equipment	Football (American)	4	\$25	\$100	Youth size composite; indoor/outdoor use

Category	Item	Quantity	Est. Unit Cost (USD)	Total (USD)	Notes
	Basketballs	3	\$25	\$75	Composite rubber; indoor/outdoor
	Soccer Balls (Size 4-5)	2	\$20	\$40	Reduced quantity to fit U.S. demand
	Volleyball + Portable Net	1 set	\$60	\$60	Shared-use adjustable net
Movement & Games	Jump Ropes	10	\$4	\$40	Individual + group options
	Frisbees / Flying Discs	6	\$5	\$30	Soft-edge safety design
	Parachute Play Sheet	1	\$35	\$35	Cooperative team-play parachute
Indoor / Rainy- Day Options	Board / Card Games	4	\$10	\$40	Compact classroom use
Storage & Maintenance	Heavy-Duty Storage Bin or Duffle	1	\$30	\$30	Weather-resistant, labeled
	Ball Pump + Needle Set	1	\$15	\$15	Includes replacements
Contingency	10% buffer	—	—	\$50	Covers inflation or repairs

Category	Item	Quantity	Est. Unit Cost (USD)	Total (USD)	Notes
Estimated Total	—	—	—	≈ \$515	Typical variance ± \$25

3. Program Impact

Students Reached: 80–100 across rotating classes

Duration: 3-year lifespan minimum

Cost per Student (3 Years): ≈ \$1.70

Replacement Cycle: Every 3 years (full renewal)

Proof Chain: Receipts → Photos → Testimonials → Donor Report

Expected Outcomes:

- Improved student morale and cooperation
 - Increased physical activity and participation across genders
 - Stronger leadership and conflict-resolution skills via **Play Captains**
 - Lower disciplinary issues during unstructured periods
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4. Oversight & Roles

Role	Responsibilities
Program Lead (Summit to Success U.S.)	Manages procurement, verifies documentation, and prepares donor reports.
Teacher / Administrator	Supervises safe use, ensures equipment care, and updates inventory monthly.

Role	Responsibilities
Student Play Captains (1–2 per class)	Manage check-out / return logs and model inclusive play.
Community / School Representative	Verifies delivery and signs acknowledgment of receipt.

5. Implementation Process

1. Needs Assessment

School identifies space, student population, and preferred activities (football, basketball, jump-rope groups, etc.).

2. Procurement

Items sourced from verified vendors or local sporting-goods stores. Receipts and photos logged for accountability.

3. Pre-Delivery Check

Program Lead prepares an **Inventory Sheet** and delivery packet.

4. Delivery & Orientation

- Acknowledgment signed at handoff
- Photos or short clips captured on delivery day
- Brief orientation on safety, maintenance, and reporting

5. Regular Use

- Play Captains manage equipment rotation
- Teachers oversee fairness and safety

6. Reporting Cycle

- **Monthly:** 1–2 photos or short clips of active use

- **6 Months:** Mini impact summary + 2 testimonials
- **Annual:** Full donor report with proof and reflections

6. Accountability Framework

Procurement → Delivery → Orientation → Use → Monitoring → Renewal (3 Years)

Stage	Required Proof	Responsible
Procurement	Receipts + item photos	Program Lead
Delivery	Signed acknowledgment + setup photos	School Rep
Orientation	Attendance record + inventory check	Teacher
Monitoring	Monthly updates + photos	Teacher / Play Captains
Renewal	Replacement documentation	Program Lead

All records are securely archived in Summit's donor system.

7. Monitoring & Testimonials

Interval	Deliverable	Responsible
Delivery Day	3 testimonials (teacher, student, parent) + photos + optional short video	Program Lead & Teacher
Monthly	1-2 photos or short clips	Teacher
6-Month Review	Updated inventory + 2 testimonials	School Representative
Annual	Donor Impact Report with visuals and metrics	Program Lead

“The kids organize flag football games on their own now — they even rotate refs and keep score fairly. It’s been a total culture shift.”

— PE Teacher, Amherst, MA

8. Durability & Usage Guidelines

- Inflate footballs and basketballs to correct PSI; avoid concrete play if possible.
 - Clean and air-dry nets and parachutes before storage.
 - Store all items indoors in labeled bins or duffels.
 - Replace worn ropes, pumps, or small items as needed.
 - Use school-approved surfaces for safety and longevity.
 - Record repairs or losses in the **Inventory Log**.
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9. Replacement & Maintenance Policy

- **Full Replacement:** Conducted every 3 years under Summit’s renewal cycle.
- **Mid-Cycle Repairs:** Schools may handle small replacements (e.g., pump needles, ropes) at their own expense. Summit does **not** fund interim repairs for U.S. kits.
- **Proof Requirement:** Renewal eligibility requires usage photos, logs, and proper-care verification.
- **Accountability:** Each replacement request reviewed by Summit for approval.

(Note: The 70 / 30 replacement clause applies only to international programs. U.S. sites follow a full 3-year replacement model.)

10. Annual Review & Donor Summary

At each academic-year’s end:

- Teachers complete a short **Usage & Impact Reflection**.
- Summit compiles photos, logs, and testimonials into a donor-ready report.

This process reinforces transparency, tracks engagement, and validates every donation.

11. Donor Assurance Notes

- **Fixed Cost:** ≈ \$500 per kit
 - **Transparency:** All receipts and proof stored digitally
 - **Durability:** 3-year lifespan minimum
 - **Verification:** Visual and testimonial proof collected continuously
 - **Accountability Chain:** Procurement → Delivery → Use → Report
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12. Donor Message

“For about \$500, you can help a school provide three years of structured play, teamwork, and leadership experiences for up to 100 students — fully documented from delivery to renewal.”

This is more than equipment — it’s a **framework for confidence, connection, and community**.

13. Tagline

With opportunity comes obligation. Together we climb.

14. Author’s Note

The Play Package is built to adapt — every school and neighborhood plays differently, and that's the point.

Whether it's flag football, jump-rope relays, or team frisbee, the outcome is the same: students learn teamwork through joy.

Our job is simply to make sure that joy is built to last.

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