



# HOW-TO

# Scavenger Hunt



## GET READY! Agree on your goals for using this tool.

Remember to work with your Partnerships for Parks (PFP) Outreach Coordinator (OC) when using input-gathering tools. Your OC can answer questions, offer suggestions, and help you work well with Parks throughout the capital process. To find your OC, visit the People Make Parks (PMP) Website.

## BEGIN PLANNING: AT LEAST 3 MONTHS BEFORE

- Review the Event Planning Tool, Timeline, and Checklist.
- Discuss your goals in using a Scavenger Hunt. Use the questions below as a guide:
  - > WHY do we want to use a Scavenger Hunt?
  - > WHO do we want to reach with a Scavenger Hunt?
  - > WHAT information, especially about kids' perceptions of the park, do we want to collect with a Scavenger Hunt?
  - > WHAT do we want as the focus of the Scavenger Hunt (e.g., favorite or unique places, problem areas, balance of natural and built elements, all of the above, other)?
  - > WHEN do we want to host the Scavenger Hunt, so that the largest number of youth can attend?
  - > DO WE NEED to create Scavenger Hunts in multiple languages – or have an interpreter at the event - to reach non-English speaking/reading kids?

## ORGANIZE: AT LEAST 2-2 1/2 MONTHS BEFORE

- Discuss the information you'd like to gather with a Scavenger Hunt. For example:
  - > Nature: Find a place that needs more plants or trees. Find a place where you'd like more shade.
  - > Positive Features: Find a place where kids like to hang out. Find a place where older people like to rest. Find a spot where groups like to gather.
  - > Negative Features: Find playground equipment that you would like to repair. Find places that might feel unsafe at night.
  - > Culture and Play: Find a place where you would like to watch movies. Find a place where you'd like to play sports.
  - > History: Find a sign that tells you about the history of the park.
- Choose 5 to 7 challenges for the Scavenger Hunt sheet. Keep language simple, so that the largest number of kids can understand it.
- Find a map of the park (see map source options below suggested materials)
- Reduce the map to 8" x 11" and copy it on the back of the Scavenger Hunt sheet. If you want to add details to the map, refer to the Story Map tool how-to to learn how that's done.
- Purchase stickers and label each with a number corresponding to the Scavenger Hunt items. These will be used during the activity for kids to mark their chosen locations on the map.

## OUTREACH: ONE MONTH BEFORE

- Practice leading the Scavenger Hunt activity by inviting your OC and representatives from local organizations to a run through. Alternatively, reach out to local youth for the run-through.

## SUGGESTED MATERIALS:

- > 1- to 2-page Scavenger Hunt sheets
- > Map of your park (8" x 11")
- > Pens or pencils
- > Small, round, multi-colored stickers

## MAP SOURCES:

- > Google Maps, which has satellite maps of what your park looks like now Zoom in to get a larger image that includes the park's basic outline and largest features. LINK: <http://maps.google.com/>
- > DOITT's City Maps Website, which has pictures of the location where your park sits in the years (1924, 1951, 1996, 2006, and 2008). Zoom in to get a larger image of the park's basic outline and largest features. This site doesn't work with older versions of Internet Explorer. LINK: <http://gis.nyc.gov/doitt/nycitymap/>
- > Your OC, who can work with Parks or their local Special Events office to help you get a map of the park.

## **OUTREACH (continued):**

- Afterward, ask people for feedback about their experience.
- Based on that feedback, and your own observations, make changes to the activity as needed

## **GET SET!** Check last-minute details leading up to the event.

### **PREP FOR THE EVENT: 2-3 WEEKS BEFORE**

- Review the Event Planning Tool, Timeline, and Checklist to be sure your group is on track.
- Make enough copies of the Scavenger Hunt sheets for the number of kids you think will participate.

## **GO!** Host the event & make sure everyone is heard!

- Set up tables, chairs, and Scavenger Hunt sheets in a central or highly visible location in the park.
- When parents and kids approach, explain the Scavenger Hunt activity and how it relates to the capital project.
- Specific Instructions:
  - > Offer kids a Scavenger Hunt sheet.
  - > Explain that the activity involves searching the park to find places or features that match the questions on the sheet.
  - > Tell them that, when they find a place or feature that answers the question, to place the numbered sticker on the map in that location. They are also encouraged to write why they chose that place or feature.
  - > Ask them to return the sheets to the table when they're done.
- After the activity, explain to kids and their parents how the Scavenger Hunt will be shared with Parks and used to inform a new design. Let them know how they can stay involved with your group and the capital project going forward.
- Collect Scavenger Hunt sheets for review.

## **RUN WITH IT!** Explore and share what you learned.

### **DEBRIEF: WITHIN 1-2 WEEKS**

- Review the Scavenger Hunt sheets, paying attention to patterns and themes in kids' responses. Keep a tally of the number of responses different parts of the park or features received.

### **ANALYZE AND DOCUMENT: WITHIN 1-2 MONTHS**

- Read the Event-Planning Tool to learn what to include in your 1- to 2-page Scavenger Hunt summary.
- Draft, review, and revise the summary, until you're ready to show it to your OC. With his or her help, further edit, if needed, to create a final version.
- If you've only used a Scavenger Hunt to gather input, start planning future events or explore other tools you can use to discover what your community wants in a new park.
- Once you've gathered input using at least three tools, on different days, and/ or from at least 50 people, depending on the size of your community and park, you should have enough information to write a full Visioning Report that can be shared with the community, your community board, and Parks.

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