



Hello Volunteers!

Here is what you need to know about VBS. We appreciate you volunteering! This outreach is wonderful for the community and we have seen changed families and changed lives over the years.

Please read this whole instruction sheet so you will be prepared on Monday and be able to answer any questions people might have.

CHECK-IN FOR VOLUNTEERS

1. **CHECK-IN:** If you are serving in CalvaryTown (Children's Ministry Building) please arrive at 6pm and check in to Camp Calvary, at the front desk, as a volunteer. Please wear your name-tag at all times. Please put your nametag back each night and pick it up every day to wear.
2. **FOOD PREP:** Please pick up your nametag and sign-in to Camp Calvary, and then head straight to the kitchen (in the Café) .
3. **GAMES/CAMP CALVARY:** Please pick up your nametag and sign-in to Camp Calvary, and then welcome kids to VBS. Immediately after teach time please go to the pavilion and get ready for your first group of kids.
4. **GAMES/CALVARYTOWN:** Please pick up your nametag and sign-in in to Camp Calvary, and then welcome kids to VBS. Immediately after teach time please go to the outside area and get ready for your first group of kids.
5. **CRAFT/CAMP CALVARY:** Please pick up your nametag and sign-in to Camp Calvary, and then welcome kids to VBS. Immediately after missions please go to the craft area and wait for kids.
6. **CRAFT/CALVARYTOWN:** Please pick up your nametag and sign-in to Camp Calvary, and then welcome kids to VBS. Immediately after teach time please go to the craft area and wait for kids.

SCHEDULE

1. Your schedule will be printed on the back of your nametag
2. Here is where the rotations will be

CalvaryTown Rotations:

Big Group Time (Welcome-Missions): Camp Calvary

Craft: 3 year old room, 4 year old room *(separate them into both classes)*

Snack: 1 year old room, 2 year old room *(separate them into both classes)*

Play: behind CM building on patio behind offices (use back door)

****after you check in please go straight to the big area
and greet each child as they come in****

Camp Calvary Rotations:

Big Group Time (Welcome-Missions): Camp Calvary

Craft: Camp Calvary

Snack: Café

Play: at Pavillion

****after you check in please go straight to the big area
and greet each child as they come in****

HOW TO WALK WITH KIDS:

Please have your kids walk in a line every place you go. One adult should be in the front and one in the back. If you have more than one adult please walk in the middle making sure you always have all of your kids. Please count at each stop to make sure you have each child accounted for.

BATHROOM:

Please always take your child to the bathroom. Walk them to the door and wait for them. No child should go alone (even if they are in 5th grade). The best time for bathroom breaks are during snack time. Look at your schedule to see when snack time is and ask them if they can wait. Otherwise, let another adult know you are leaving and bring them back to the group when done.

SNACK:

****THIS YEAR IS DIFFERENT**** The food from the schools can not be eaten by adults. NO EXCEPTIONS. We will lose food privileges if they see an adult consuming food. (They will have a representative coming) Please only eat food on the "Volunteer Snack Table."

EMERGENCIES:

If there is an emergency please find Crystal Scott or Kristin Dickson immediately. Please do not try to handle it yourself. We have all the contact information needed to take care of the situation quickly. Please always be paying attention, so you will be able to fill out an incident report should something happen.

DIFFICULT CHILDREN:

We all can be “difficult” at times and we appreciate grace when we are. Let’s do our best to be patient with each child. Their life may be hard and feeling loved, even when they are acting out will help a lot. Please find Crystal or Kristin if you are struggling with a child. Please do not try to handle it yourself. We will take care of the child, so you can concentrate on the other children you are responsible for.

PROBLEMS BETWEEN KIDS OR ADULTS:

Please do not address problems without getting Crystal or Kristin. Sometimes there are “other circumstances” between families that you may not be aware of that we need to handle. Please make sure you have our cell phone numbers in your phones.

Thank you for serving!