

GROUP POINT PERSON (ADULT):

CHECK-IN/OUT (ADULT LEADER—same adult checks in & checks out kids:

- Know how to do check-in/out. See "Check-In/Out" instructions in the "Keeping Kids Safe" handout, and watch the "Check-Out" tutorial at: children.cccm.com/vbs2024 Click on the "Administration/Schedules" link.
- Put the sticker on the roster.
- Give kids their name badge on the lanyard, and place their name label on the back.
- Create a new window tag and name badge for new kids.
- Take the roster clipboard whenever leaving the room.
- FOR CHECK OUT: Download the app on your phone or contact Merlene that you will need to use an iPad.
- Scan the QR code to download the app on iPhone or Android.



- Once downloaded, see Merlene or your Coordinator to activate your phone as a station.
- Make sure to collect name badges at the end. Kids will take them home on Friday.
- Coordinator will pick up your roster at the end of the day.

SESSION STARTER ACTIVITY:

- this should not be the check-in person.
- Understand how to do the activity.
- Lead the "What You Say" section.

KID'S SUPPLIES:

- Make sure each child gets a VBS bag with supplies.
- Put their name on the bag (bags stay in class until Friday).
- Give each child a water bottle and put their name on it (water bottles stay in class until Friday).
- At the end of the day, make sure kid's supplies are back in their bag.

SANCTUARY WORSHIP COORDINATION:

- Make sure the group leaves on time to go to the Sanctuary.
- Take room sign on the stick, roster sheet, & radio.
- Make sure you have all your kids when leaving the Sanctuary.

CRAFT: _____

- Know how to do the craft each day and instruct the kids.
- Lead the "What You Say" about the craft.

SNACK: _____

- Know what the snack is each day and instruct the kids.
- Lead the "What You Say" about the snack.
- Put extra snacks in the plastic container.

EXPLORE ACTIVITY: _____

- Lead the "Explore Activity" and lead the kids in discussion with the Treasure Seeking Questions.
- Remember: This is not a Bible study lecture, but a time for engagement.

CLOSING ACTIVITY: _____

- Lead kids in the activity.
- Instruct kids on how to fill out the "Journal" section in the Story of God Booklet.

FIELD/CHALLENGES: _____

- Make sure you get to the field on time.
- Follow Craig's instructions for the various challenges.
- Make sure kids get a snack when leaving/going back to class.

DAILY CLEAN UP: _____

- Make sure everything is put away and the room is neat and tidy for the following day.

ADDITIONAL DUTIES:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____