

EVENT SCHEDULE

Example:

Fall Kick-Off,

- 8:00 am Decoration team arrives to decorate*
- 8:45 am Staff arrives*
- 9:15 am Other volunteers arrive in order to prepare for program*
- 9:30 am*
- 10:00 am Children, Youth & Parents arrive*
Welcome time
Mixers/games/activities- getting everyone engaged.
Snacks & drinks out.
- 10:30 am Official Welcome from leader*
Announcements
Introduction of volunteers
"Pep rally" – it's gonna be a great year!
- 11:00 am Parents go to their Information Session*
- Hand out packets of information including scope and sequence
- Go over medical forms
- How parents can help
Youth – get their input & ideas
- Calendar – what's coming up
- Promote special events
- How important each person is & why we want them to be involved
Children – Find class room and meet teachers
- Make nametags for the class room
- Learn a new song and talk about what great stuff they'll learn this year.
- 11:15 am*
- 11:30 am*
- 11:45 am*
- 12:00 pm Group re-gathers*
Closing music/prayer
- 12:15 pm Continued festivities, family games, etc.*
- 1:30 pm Volunteers clean up*
Check in on anything that needs to be followed up on