



## VBS Site Coordinator “To Do” Checklist

- ☐ **Advertise/Invite Children:** We will send you promotional materials to use. You are also welcome to create any of your own using the theme and artwork from our materials.
- ☐ **Collect Registrations and Health Forms:** Please remember that EACH camper needs to have their own registration and health form completed before attending VBS. This is to ensure their safety and to give us a good idea as to how many children will be needing supplies.
- ☐ **Recruit a Pre-K/K Leader:** The VBS team will split your 1st through 6th graders into three groups to lead through the VBS program. If you have elected to host a Pre-K/K program, we will provide the materials needed, as well as include them in opening and closing, but you will need a volunteer to LEAD that special program.
- ☐ **Snack Volunteers/Food:** If you would like to have snack time during the VBS, please have congregation members sign up to bring them and to organize/serve them.
- ☐ **Arrange VBS Team Housing/Meals:** Our VBS team will be staying on site, not returning to camp each day. We ask that you arrange a place for them to stay. Whether separate or all together, the only request is that males and females be in separate rooms. Host families have been a wonderful way to accommodate the team and provide the team and host families with christian fellowship. We also ask for meals to be provided. There are several ways this has been done, through host families, meals at church or during VBS, sometimes congregation members invite the team to supper, whatever works for you!

Optional things to consider for your VBS program...

- ☐ **Set up Volunteer Meeting:** The VBS team will be arriving the evening before your VBS begins unless other arrangements have been made. This is a great time to coordinate a volunteer meeting so that we can all have introductions and go through what each team member and volunteer would like to be responsible for. It's a nice time to go over the schedule and any questions the team or the volunteers may have.
- ☐ **Organize a Youth Night:** Would you like to have a youth night during the VBS week? The VBS team is willing to lead a Bible study and some activities for your jr. high/senior high youth group!
- ☐ **Organize a Family Night:** Would you like to have a family night associated with VBS? The VBS team can lead songs, bible studies, games, crafts, or a presentation with the kids for their parents.
- ☐ **Service Project(s):** Are there any service projects in your church or community that the VBS can help with? (Cleaning, painting, landscaping/gardening, visiting nursing homes, etc?) The VBS team can help you out during the “down time” each day.
- ☐ **Choose an Offering Destination:** Will you be collecting an offering? If so, what will it go towards?
- ☐ **Organize/Advertise a Closing Program:** Would you like to have a closing program at the end of the week? Will you be inviting family members to attend that? Would you like to have a meal(s) for the kids (could also include their families) before or after VBS each day or for the last day? IF so, who can coordinate the food?
- ☐ **Other:** Is there anything else that your church has traditionally done at a VBS that you would like us to include?

If any of these options are something you are considering, please indicate them on the Church Data Sheet that you will be returning before our team arrives. Let me know if there are any questions regarding these items!