Summer Programming Checklist

3-6 Months Before

- ☐ Choose dates and get Parish approval
- ☐ Choose theme/ curriculum/ activities etc.
- ☐ Set Budget
- ☐ Reserve spaces

2-3 Months Before

- ☐ Recruit Volunteers
  - • Use sign up sheets, registration forms etc.
- ☐ Create registration forms
- ☐ Open registration
- ☐ Promote event/ program
- ☐ Order supplies
- ☐ Finalize daily schedules and activities
- ☐ Complete background checks
  - • For all Volunteers and Staff

> Ensure that background checks are completed for all volunteers and staff involved in programming with minors.

Summer Programming Checklist

1 Month

- ☐ Finalize schedules
- ☐ Send emails to parents and volunteers with important information
- ☐ Organize First Aid & Emergency plans
- ☐ Host Volunteer Orientation
- ☐ Create class in PS
- ☐ Add All Registered Students to VBS class

A Solid First Aid and Emergency Plan is essential. The Safety of every child and Volunteer is the Foundation of a successful kids' camp or VBS.

Program Week

- ☐ Welcome Kids
- ☐ Print attendance sheets and track throughout program
- ☐ Monitor safety

Post Program

- ☐ Thank volunteers
- ☐ Invite families to future Parish events
- ☐ Add new families to PSFS
- ☐ Clean up and store supplies
- ☐ Hold debrief and document any Feedback