

Summer Programming Checklist

3-6 Months Before

- ☐ Set Dates, Scheduling & Venues
- ☐ Set Themes and Curriculums
 - ☐ [Set up your Fund](#) & Raise Donations
- ☐ Set Budget & Order Supplies

2-3 Months Before

- ☐ Recruit Volunteers
 - Use sign-up sheets, registration forms etc
- ☐ Design Promotional Material
 - Flyers, social posts, church bulletins etc
- ☐ Create [Registration Form](#) & Make Live
 - Don't forget to share your registration on your website
- ☐ Organize Snacks, Games & Crafts
- ☐ Coordinate with relevant Church Staff
 - Custodial, Tech, AV and Pastors.
- ☐ Schedule a Volunteer orientation
- ☐ Complete [Background Checks](#)
 - For all Volunteers and Staff

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

1 Month Before

- ☐ Confirm [Volunteer Roles & Responsibilities](#)
- ☐ Prepare Supplies
- ☐ Print Nametags, Schedules and Signage
- ☐ Finalize [schedules](#) and [assign duties](#) to team
- ☐ Prepare First Aid Kits and Allergen Plans
- ☐ Plan and prepare Emergency Procedures

Summer Programming Checklist



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.

1 Week Before

- ☐ Test Technology
 - Music Video, Microphones.
- ☐ Final Walkthrough
 - Of daily schedules and logistics
- ☐ Set up Registration Area
- ☐ Send Confirmation [Emails](#)
 - To parents and Volunteers with details

Program Week

- ☐ Daily: Setup & Cleanup Teams Scheduled.
- ☐ Daily: Use [Check-in](#) feature to track attendance
- ☐ Daily: Team arrives early daily for Prayer and reviews
- ☐ Document with photos and videos
- ☐ Monitor Safety and Security

Post-Program

- ☐ Clean up spaces
- ☐ Send Thank You Notes
 - To Volunteers and Donors
- ☐ Gather Feedback
 - From Parents, Kids and Volunteers
- ☐ Hold Debrief Meeting
- ☐ Document Learnings for Next Year