

# 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
- ☐ 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 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](#).
- ☐ 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.
- ☐ 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