Classroom Volunteer Information

Before VBC

- Make contact with all volunteers assigned to your group (including the youth).
- Make plans to meet prior to or during set-up.
- Divide responsibilities: decorations, nametags, greeter/attendance, story teller, etc

Setup on June 10 from 1-4pm.

- You can decorate based on the theme, the color your room is assigned, or you can come up with a class name and go with that!
- Plan on bringing your own supplies for set-up: scissors, tape, etc.
- We have construction paper, colored paper, big rolls of paper (good for the door and bulletin board).
- Cover the door of your room with paper; add your room name and pictures of the kids in the class if you'd like. Your rooms may be used in the evening for other programming, so don't leave valuables out.

When will we get final rosters?

You can pick up your final roster and classroom notebook beginning at 1:00pm on setup day, June 10 by the new children's check in area (Foundry side) Your classroom notebook will contain emergency procedures, allergy information, rotation schedules, etc.

Do teachers make nametags for campers?

Yes. You will need to prepare nametags for each child in your class. Prepare a few blank nametags in case you get a spelling change or new child. You can use foam cutouts, computer printed nametags/labels, or plastic nametag holders. Some people put the nametags on pins; some put them on lanyards to make it easier to take off for recreation. **If you want to use peel/stick labels or plastic nametag holders contact Gail and she'll provide them. We also have an abundance of lanyards left over from Leadership Institute that would be great to use.**

Teacher and youth volunteer nametags are provided and will serve as your "VBC lanyard" for the week.

Purchasing materials for your class.

Each class has $30 to spend on supplies. Keep your receipts because we can only reimburse from ORIGINAL RECEIPTS, which must be included with a Reimbursement Request form (available during VBC set-up and during VBC week). Forms MUST be returned by June 15, the last day of VBC. Drop them off at the information booth.

During VBC

Classroom Notebook

- Use this for attendance, has allergy information for each child
- Schedule is in notebook. You may not have the same rotation schedule (recreation, craft, recess, missions) as the classrooms next to you – please pay attention to that.
- A copy of the curriculum
- Daily teacher note
  - Each day we will share important information with you via a note in your classroom. Please watch for the note and read it before class time.
- Other important stuff
- **TAKE THIS WITH YOU WHEN YOU GO LEAVE YOUR ROOM! USE IT AS A SIGN, PLUS YOU CAN KEEP TRACK OF WHO IS SUPPOSED TO BE WITH YOU.**

When do I need to arrive each day?
Camp starts at 12:30 but we'd love to have you in your rooms by **12:15**. We need two unrelated volunteers in the room before you can start accepting kids. Volunteers typically are the ones who may need to drop off their kids early to get back to their volunteer spot.

What do I do when children arrive?
Greet them by name and with a BIG SMILE! Mark the attendance sheet, verify emergency numbers and confirm pick up info for that day. If a different person is picking up, put it in writing on the attendance sheet. Only adults or youth volunteers (6th grade and older) can pick up campers. We cannot release children on their own to be picked up. (The exception is 4th/5th graders)

Room Management Ideas.
Assign daily jobs within the classroom for the children (prayer person, verse person, line leader, snack helper, etc). Rotate the jobs throughout the week as it helps get the kids involved.

How do I know when it is time to rotate? A rotation schedule will be in your classroom notebook. Please stay on schedule. Time to pass from one activity to another is incorporated into the schedule.

How do I collect Missions offerings?
You will need to create some classroom collection container. This container can be anything a decorated Tupperware/jar/box or it can go along with your room theme or the missions theme. ***This year each class will bring the offering with them to the sanctuary for missions and drama***.

Classroom Supplies

- Supplies will be in the classroom. Your curriculum will tell you if there is something that you need to provide yourself.
- Journals. Every child in pre-k through 5th grade will have one to use all week and send home on Friday.

Snack
Snack will be delivered to your classroom everyday. There will be enough for all volunteers in the classroom too! Parents of children who listed food allergies during registration for VBC have received an email detailing the snacks for each day. They may choose to send in a separate snack. On your attendance you will have a record of children and their food allergies.

Youth Volunteers
Please remember you must engage the youth helpers to allow them to be utilized to their full potential, without guidance they often feel left out or in the way. Just like the adult volunteers, they chose to serve therefore it is our responsibility to help them get involved. Pick a few things they can do everyday like: reading the story to the kids, acting things out, coloring with the kids, running the games, greeting, leading an ice breaker activity, taking pictures, making posters, decorating doors/bulletin boards, leading prayer or whatever you think would work. Ask them what they'd like to do. It's a fact kids love the youth helpers so utilize them to help get the little ones comfortable in their new surroundings. They are here because they are excited to serve. Find their talents and let them use them! **Many of the youth are regular classroom volunteers and are used to leading a Sunday school class by themselves – so ask!**

Youth Volunteer Roles:
- They should never be in a one -on -one situation with a child.
- They should not take kids to the bathroom alone.
- They are there to help with snacks, crafts, greeting, and facilitating activities.
- They may help with lesson if they would like.
- Make sure they behave appropriately. They are role models for the younger kids and we need to make sure they act that way!
- Please give them something to do, don't assume they'll know what to do.

Did someone call housekeeping?
Please leave your class neat and organized. If you have a big spill or mess contact the info desk and we'll send someone to clean it up.

WHEN FRIDAY ARRIVES.
Please take note that the schedule is totally different on Friday. We will have Sheridan's again this year so we'll assign you a time to stop by and grab your yummy treat! We are planning on having a shaving cream war day at the end of the day. You may want to bring extra towels to help dry off kids.

Please plan on "tearing down" your room before you leave on Friday. You can start on Thursday if you'd like. Any supplies that are not used should be returned to their APPROPRIATE BIN in the Hallway if upstairs by Roof Access, if downstairs by the KiDSCOR office. Please leave the bulletin boards up, as they will be used for summer decoration during Sunday school; any door or other decorations should be removed. Thank you for helping us get things back in the right place!