

# BETHLEHEM KIDS

LEADING KIDS TO DISCOVER NEW LIFE IN CHRIST

## NEW LEADER INFORMATION:

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Adult HS MS

BACKGROUND CHECK: SENT: \_\_\_\_\_ CLEAR: \_\_\_\_\_

COACH: \_\_\_\_\_

SERVICE TIME: 7:00 8:00 9:30 11:15

TRAINER: \_\_\_\_\_

START DATE: \_\_\_\_\_

TSHIRT: S M L XL 2XL 3XL

Volunteer Fun form \_\_\_\_\_ Thank you note \_\_\_\_\_

## PREPARATION:

\_\_\_ Send welcome email

\_\_\_ Add to PCO Schedule/Services

\_\_\_ Welcome Bag

## CREATING A SAFE PLACE

\_\_\_ Restroom Procedure

\_\_\_ Mandatory Reporting

\_\_\_ Never be alone with children

\_\_\_ Evacuation/Tornado/Lockdown

\_\_\_ Behavior and Incident Reports

\_\_\_ Sick policy

\_\_\_ Medication

\_\_\_ Cell phone policy

## PRE-SERVICE:

\_\_\_ Planning Center

\_\_\_ Arrival Time

\_\_\_ Huddle

\_\_\_ Volunteer Check-in/name tag

## POST SERVICE

\_\_\_ Confirm tags match

\_\_\_ Connect with Parents

\_\_\_ Note to Kids

NOTES:

## Trainer Checklist

\_\_Service Flow

\_\_Ticket system

### CURRICULUM

- \_\_Open the Bible (sometimes they watch your Bible depending on age & time)
- \_\_Questions (kids drive conversation; you're the bumpers to keep them on track)
- \_\_Activity

### CART:

- \_\_Bibles
- \_\_Clipboards
- \_\_Blue box with tools
- \_\_Take homes
- \_\_Supplies (everything is provided for you here)

### BUILD RELATIONSHIPS:

- \_\_Sit with them during large group
- \_\_Learn names
- \_\_Write notes home
- \_\_Share appropriate stories
- \_\_Stay until your whole group gets picked up
- \_\_Enthusiastically participate

## Fun Form for Volunteer

(If not completed digitally already)

Birthday: \_\_\_ / \_\_\_ / \_\_\_\_\_

What is your favorite:

Candy: \_\_\_\_\_ Drink: \_\_\_\_\_

Snack: \_\_\_\_\_ Scent: \_\_\_\_\_

Place to Eat: \_\_\_\_\_

Fun Hobbies or Interests: (ex: Disney, Running, Hunting) \_\_\_\_\_

Tell us a fun fact about you: \_\_\_\_\_

\_\_\_\_\_