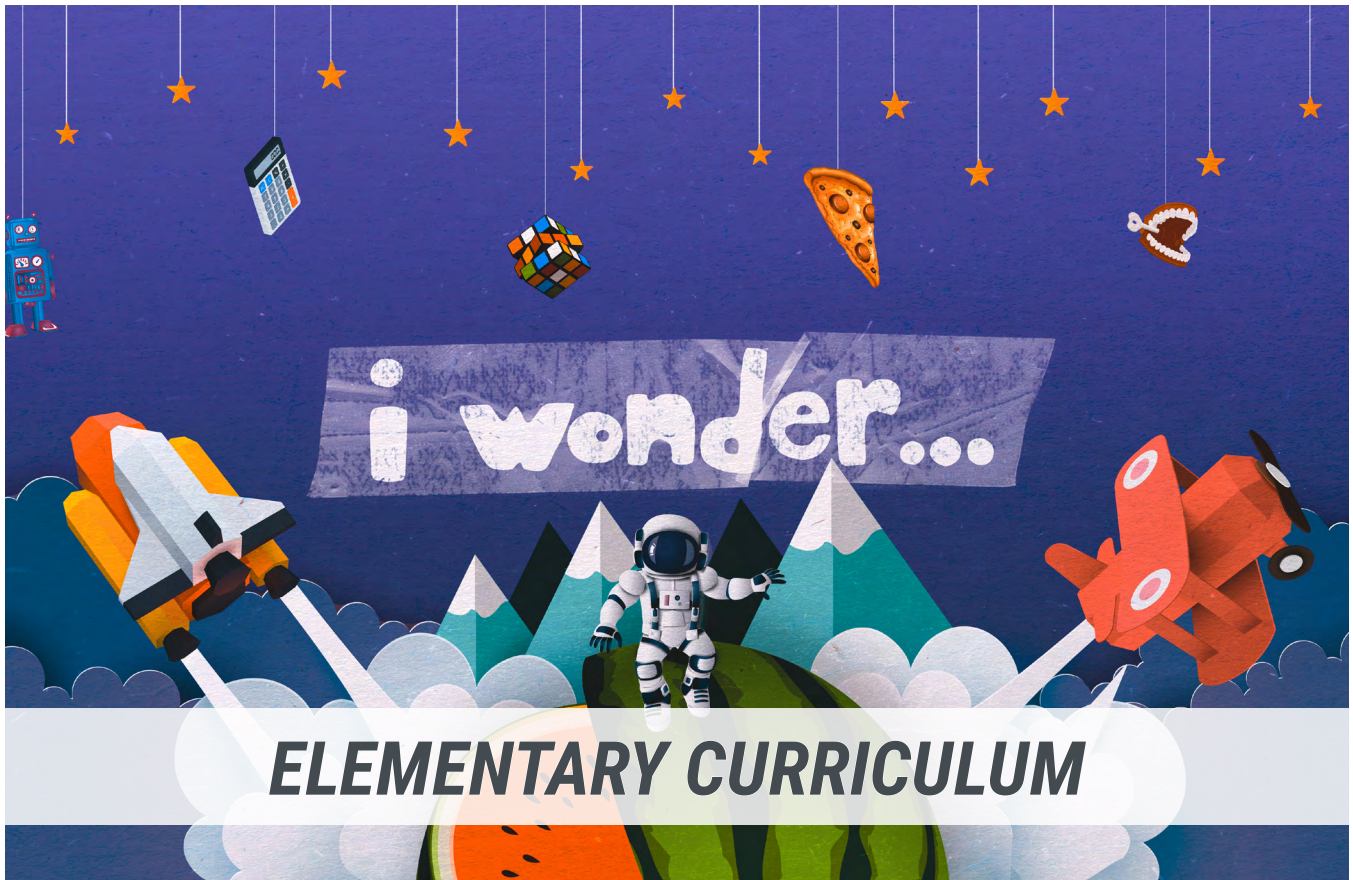


# HOW TO VBS

FROM OUR ANNUAL *EVENT STRATEGY*

BY LINDA MOON



**ELEMENTARY CURRICULUM**

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## OVERVIEW

You want your kids ministry to make an impact. But there are weeks when you wish you had more time, more fun, more of an opportunity to encourage kids and families to go deeper. That's why summer programs like VBS (Vacation Bible School) are important. VBS is the chance to create that impact in the lives of kids and families you want to reach. **A week spent at VBS is an opportunity to deepen your kids' faith and relationships in bigger and more lasting ways than you could anywhere else.**

When done well, a strategic VBS experience can be . . .

- the perfect end to one school year
- the perfect kick-off to another school year
- the catalyst that brings a kid to trust Jesus for the first time
- the opportunity for kids to renew their trust in Jesus all over again

Whether you have run a VBS at your church every year or this is your first time ever (welcome!), it's always nice to have a head-start on the details. This resource is designed to give you just about everything you need to pull it off. . . and fast!

## WHAT WE'VE PROVIDED

### PLANNING

- Suggested schedules.
- Planning timeline.
- Volunteer roles.
- Volunteer training guide.

### MARKETING

- **Event flyers** in PSD, PDF, and DOC formats.
- **Customizable registration form** in PSD, PDF, and DOC formats.

### TEACHING

- 4 teaching sessions.
- Themed teaching scripts.
- Mini event ideas for an optional 5th session.
- Sign language videos and photos.

### COMMUNICATION

- Editable graphics.
- Editable flyers.
- A sample family email.
- Family handouts of what kids learned at each VBS session.

### GRAPHICS

- **Editable event graphics** in PSD format.
- **T-shirt design.**
- **VBS title slide images** in horizontal, vertical, and square formats, so you can use them easily on all print, online, and social media platforms.
- **Event background slide images** in horizontal, vertical, and square formats, so you can create your own slides and use them easily on all print, online, and social media platforms.

## AND MORE STUFF!

- **Original theme music** mp3s (full vocal and instrumental tracks).
- **Motion videos** to the original songs.
- **Videos and printed lyrics to original songs.**
- Fun **intro videos** to hype your kids at the start and middle of each VBS session.

### WHAT TO DO

## YOUR GOAL

Before you can begin planning your VBS, there's one big question you need to answer: **What's your goal for summer camp?** Don't rush to answer this question. Think and pray about it on your own. Then sit with your team and pull in your core volunteers. You may find that some of your goals stay consistent each year.

One way to talk about goals with your team is to think about what outcomes you want to see most from the kids who attend VBS this year. **An easy way to remember some of those outcomes is by using the acronym "GOALS."** By the end of your VBS, you will have helped kids to:

- **God:** Deepen their relationship with God.
- **Outreach:** Advocate for very real needs in their community and beyond.
- **Adventure:** Participate in out-of-the-ordinary, fun activities and spark a sense of wonder.
- **Learning:** Gain more knowledge about Scripture and its application.
- **Serving:** Develop a posture of helpfulness and kindness toward others.

**These general goals can help set up the overall structure, strategy, and schedule of your VBS.** But you may also find that you have more specific goals from year to year. Whatever your goal is for your kids this summer, **this specific goal can, and should, shape the content that you teach and discuss during your VBS.**

## DATES & TIMES

The first thing you should decide is when to hold your VBS. It may help to ask families early about their summer availability. You want to hold your VBS at a time that **guarantees maximum participation** – you want as many of your kids there as possible, and you also want as many family volunteers to help out as possible, too. Also, be mindful of when most of your volunteers will be available.

## LOCATION

**The most common and convenient venue would be your church!** If possible, try to use spaces within your church you don't usually use on Sundays. Having kids in a setting that's different from the norm can stir up excitement, especially if you hype it up with fun decor, music, and volunteers (*see our Programming Guide for ideas*).

If your church has the resources and a venue has availability, **you could choose to hold your VBS off-site.** Some possible locations are parks, schools, community recreation centers, conference centers, and retreat centers/campsites. Take advantage of the opportunity to get to know people in your community while looking for a space!

## REGISTRATION

**Register online.** Whether or not you decide to charge a registration fee, we recommend having kids register in advance so you know how many supplies to order, how much food to purchase, and how many volunteers you'll need. If possible, handle your event registrations online. Besides the obvious information, be sure to collect t-shirt sizes! There are several ways to facilitate online registrations:

- Your church's form builder (if you have one).
- Planning Center's [Registrations app](#) (starting at \$14/month).
- [Wufoo](#) (free to \$29.99/month).
- [Typeform](#) (free to \$29.99/month).
- [Google forms](#) (free).

**Register in person.** To gain visibility, try tabling – that is, set up a registration table every week for a month leading up to VBS. Here are some things to try!

- Position yourself somewhere most of the adults will walk by after their own worship service.
- Play upbeat music, including the theme song!
- Set up a couple laptop computers and/or tablets for people to register in person (you could also have pen and paper forms).
- Decorate your table to match the theme.
- Encourage early registration by offering a discount, offering free t-shirts or small, inexpensive gifts.

## MARKETING

Communicate clearly with kids, volunteers, and families about VBS! Start at least one month in advance. Use flyers, social media posts, and emails. Put announcements in your church bulletin. **Do not wait to do this until the last minute!**

Invite kids to participate in sharing about their VBS! Create invites or flyers they can share with their friends. One fun way to do this would be to provide balloons to regular attendees with an invite card attached. Kids can give their balloon away to someone they'd like to invite!

## SAFETY

Before you open registration, check with your church leadership to make sure you understand any **forms, background checks, waivers, parental consent signatures, and insurance paperwork** you will need to collect. Your church may already have a set of policies or forms you can use or adapt.

During your registration process, be sure to ask about any allergies or health concerns, and request parental permission and instructions for giving students medication. Once those forms have been collected, place them in a binder and assign it to a point person who will be with you during VBS, along with a **fully-stocked first aid kit**.

## RULES

Though most of your VBS attendees will be kids you are familiar with, you want to make sure everyone knows what expectations you have for them throughout VBS . . . and it wouldn't hurt your regulars to get a refresher on them, either!

Some of these expectations might include:

- Being courteous to each other by showing positive, respectful behavior.
- Staying with their assigned groups at all times.
- Cleaning up after themselves.
- Limiting the use of electronic devices (i.e., cell phones, tablets, games) during the program.

## EVALUATION

Immediately after VBS, distribute evaluation forms to families and volunteers, so you can gather feedback while it's still fresh in their minds. You can create paper evaluation forms to hand out and collect before everyone leaves on the last day of VBS, or you can easily set up a survey using a website like [SurveyMonkey](#) or [Google forms](#).

To make it simple and easy for people to fill out, use a Likert scale from 1-6 as responses to your questions: 1- Strongly Agree, 2 = Agree, 3 = Somewhat Agree, 4 = Somewhat Disagree, 5= Disagree, 6 = Strongly Disagree. Ask a couple open-ended questions for people who might want to supply more detailed feedback.

Some sample survey questions for **families**:




- My kid(s) enjoyed participating in VBS this year.
- I felt confident entrusting my kid(s) to the VBS staff.
- The dates and times of VBS were convenient for our family to participate.
- This year's VBS has helped my kid(s) grow their faith.
- I would want to send my kid(s) to VBS again next year.
- My kids' favorite parts of VBS were . . .
- Some suggestions I have for improving VBS might be . .

Some sample survey questions for **volunteers**:

- I enjoyed serving at this year's VBS.
- I feel like I was sufficiently prepared for VBS.
- I got plenty of support from the leadership team.
- The program was well-organized and easy to navigate.
- I would want to be a volunteer at VBS again next year.
- The kids seemed to enjoy being at VBS.
- My favorite parts of VBS were . . .
- Some suggestions I have for improving VBS might be . .

ABOUT THE AUTHOR

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Linda is the Lead Editor of Children's Ministry Resources for Stuff You Can Use and also the Director of Education at her church in La Cañada, California. She has been a children's pastor for over 12 years, but has served in kidmin ever since the 7th grade! As such, she has experience in nearly everything from leading Bible Study to volunteer training to even worship song choreography!

Her passion is teaching and developing next gen leaders. She adamantly believes in lifelong learning and fostering meaningful relationships at all levels. She has led workshops for conferences and organizations, such as the National Worship Leaders' Conference and Child Evangelism Fellowship. She

holds two masters degrees in theology and cross-cultural studies from Fuller Theological Seminary, and a doctorate degree in education from the University of Southern California.

Linda and her husband, James, have two sons—Elijah and Enoch. A few of her favorite things are rainy weather, coffee, Hello Kitty, purple, books, musicals, and singing along to Steven Curtis Chapman and Disney soundtracks.

If you'd like to connect with Linda about any of the above (or anything at all!), you can reach out to her via email, social media, and the Stuff You can Use Facebook group!

## PLANNING TIMELINE

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### 3 MONTHS IN ADVANCE

- Choose date and time.
- Reserve location if somewhere other than your church.
- Decide which format your VBS will be.
- Create marketing materials - flyers and social media graphics.
- Communicate details to church staff and kidmin volunteers.
- Invite some core volunteers who can help you plan an overall picture for VBS to a strategy meeting.
- Start feeling out who might want to volunteer at VBS – let them know the dates and times you would need them in advance.

### 2 MONTHS IN ADVANCE

- Invite volunteers to participate.
- Print flyers and distribute around church, in mailers, local schools, etc.
- Add the event to monthly communications to families.
- Order any materials from shopping lists (for both Teaching and Programming).
- Begin volunteer trainings and workdays.

### 6 WEEKS IN ADVANCE

- Communicate! Partner with your church to send out additional emails, place bulletin or newsletter announcements, and post social media graphics.
- Begin making announcement during your weekly kids' programming.
- Continue ordering/confirming materials as needed.
- Continue inviting volunteers as needed.
- Determine and communicate any technical needs.
- Determine and communicate your set-up and tear-down needs for VBS with your team.

### 4 WEEKS IN ADVANCE

- Email volunteers to explain the event outline and answer any questions.
- Run background checks for volunteers as needed.
- Order any remaining supplies.
- Finalize your schedule.
- Send email reminder to families.

### 2 WEEKS IN ADVANCE

- Send a finalized event schedule and instructions to volunteers.
- Finalize volunteer list.
- Continue promoting in weekly announcements.
- Send out final reminder email to families.

### 1 WEEK IN ADVANCE

- Organize check-in station.
- Double-check supply list.
- Review all event logistics.
- Make final promotional push.
- Start setting up decorations.

### 1 WEEK AFTER VBS

- Send thank you notes/emails to all volunteers.
- Organize a volunteer appreciation event.
- Post a recap video or album of photos on social media.
- Follow-up with any new kids/families who attended.
- Ask for feedback from families and volunteers on what went well and what could be changed. Make notes for next year!
- Formulate an expense report to guide you when you need to set the VBS budget for next year.

## SUGGESTED SCHEDULE

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The most typical VBS format is for it to take place for four to five consecutive weekdays (e.g., Monday – Friday, Monday – Thursday, Tuesday – Friday, Wednesday – Saturday, etc.). While we have provided two ways to structure your VBS during the week, VBS doesn't have to be the traditional one-week, daytime program in order for it to be deemed successful!

For example, you can follow our half-day program schedule for a more condensed programming in the evening. Or, if you prefer, you can take each of the sessions and spread them out over a month, with one VBS day per week. Don't be afraid to get creative with scheduling as it works for your specific context!

### FULL-DAY PROGRAM

This is a suggested schedule for a typical day in a program that would run from 9am to 3pm (six hours) during the week, using all of the modules provided in the Lesson Guide.

TIME	ACTIVITY
7:00-8:00	<b>SET-UP:</b> Prepare each meeting room. Make sure audio and visual equipment is functional. Prep game stations and organize all supplies needed for the day.
8:00-8:30	<b>VOLUNTEER MEETING:</b> Meet with your team and cover all the details for the day. They should know everything you know before start time! <i>**Designate a "waiting room" for kids who arrive early. You can play a video, some music, or leave out some games and toys.**</i>
8:30-9:00	<b>CHECK-IN:</b> At check-in, each kid will receive their name tags, and then head to the waiting room or main meeting space.
9:00-10:00	<b>WHAT? What are we talking about today?:</b> <ul style="list-style-type: none"> <li>● Intro Video</li> <li>● Intro and Welcome</li> <li>● Worship</li> <li>● Activities</li> <li>● Big Idea Reveal</li> </ul>

<b>TIME</b>	<b>ACTIVITY</b>
10:00-11:00	<b>SO WHAT? Why does it matter to God and to us?:</b> <ul style="list-style-type: none"> <li>● Bible Story</li> <li>● Theme Skit</li> <li>● Object Lesson and Activities</li> <li>● Prayer</li> </ul>
11:00-12:00	<b>LUNCH</b>
12:00-1:00	<b>PLAY STATIONS:</b> Allow free play or use the suggested rotations in the Lesson Guide.
1:00-2:30	<b>NOW WHAT? What does God want us to do about it?</b> <ul style="list-style-type: none"> <li>● Snack</li> <li>● Reflection and Response</li> <li>● Discussion</li> <li>● Memory Verse</li> <li>● Craft</li> </ul>
2:30-3:00	<b>PICK-UP:</b> You can replay the countdown videos, review the songs of the day, or re-open some play stations while kids wait to be picked up!
3:00-3:30	<b>VOLUNTEER DEBRIEF:</b> Hear from your volunteers about how the day went. Take note of any necessary changes that need to be implemented for the following day, such as adjustments to schedules or volunteer assignments.
3:30-4:00	<b>CLEAN-UP:</b> Tidy up all meeting spaces. Set-up for the following day.

## SUGGESTED SCHEDULE



### HALF-DAY PROGRAM

This is a suggested schedule for a typical day in a program that would run from 6pm to 9 pm (three hours) during the week, using some of the modules provided in the Lesson Guide. You could use this model for half-day programs during the day, as well (e.g., 9am-12pm).

TIME	ACTIVITY
4:00-5:00	<b>SET-UP:</b> Prepare each meeting room. Make sure audio and visual equipment is functional. Prep game stations and organize all supplies needed for the day.
5:00-5:30	<b>VOLUNTEER MEETING:</b> Meet with your team and cover all the details for the day. They should know everything you know before start time! <i>**Designate a "waiting room" for kids who arrive early. You can play a video, some music, or leave out some games and toys.**</i>
5:30-6:00	<b>CHECK-IN:</b> At check-in, each kid will receive their name tags, and then head to the waiting room or main meeting space.
6:00-6:30	<b>WHAT? What are we talking about today?:</b> <ul style="list-style-type: none"> <li>● Intro Video</li> <li>● Intro and Welcome</li> <li>● Worship or Activities</li> <li>● Big Idea Reveal</li> </ul>
6:30-7:30	<b>SO WHAT? Why does it matter to God and to us?:</b> <ul style="list-style-type: none"> <li>● Bible Story</li> <li>● Theme Skit</li> <li>● Object Lesson and Activities</li> <li>● Prayer</li> </ul>

<b>TIME</b>	<b>ACTIVITY</b>
7:30-8:30	<b>NOW WHAT? What does God want us to do about it?</b> <ul style="list-style-type: none"> <li>● Snack</li> <li>● Reflection or Response</li> <li>● Memory Verse</li> <li>● Craft</li> </ul>
8:30-9:00	<b>PICK-UP:</b> You can replay the countdown videos from earlier in the evening while kids wait to be picked up!
9:00-9:30	<b>VOLUNTEER DEBRIEF:</b> Hear from your volunteers about how the evening went. Take note of any necessary changes that need to be implemented for the following day, such as adjustments to schedules or volunteer assignments.
9:30-10:00	<b>CLEAN-UP:</b> Tidy up all meeting spaces. Set-up for the following day.

## MINI EVENT

You could choose to make your program a 4-day VBS or add in the mini event suggestions for Day 5 to round out the week (or month). See the Lesson Guide for some suggestions on how to fill out this last day!



## VOLUNTEER COMMUNICATION

i wonder...

Plan and communicate your VBS information in advance and volunteers will love you even more! This will give volunteers a chance to get excited about this event, share invites with their friends and other families, and clear their schedule so that they can be a part of this week! Create a document that has all of the bulleted items below (a template has been provided for you in your Planning folder). Here's the email we suggest sending. Just copy, paste, edit, and send!

Hey team!

We are just a few weeks away from our summer VBS! We can't wait to see how this summer grows kids' connections with God and with others. Before VBS begins, though, we wanted to make sure you had all the most up-to-date information, like . . .

- The schedule.
- Areas where you can volunteer.
- What kids are allowed/not allowed to bring.
- Emergency contact information during VBS.
- Pick-up and drop-off instructions.
- Dates of meetings and workdays.

Please read the attached bulletin carefully, then let us know if you have any questions by responding to this email!

Thank you!



## **ADD YOUR OWN DATES AND COST TO REGISTER**

**YOURWEBSITE.COM**

## **WHAT TO KNOW**

Let volunteers know when kids will be dropped off.

Let them know the location of the event and any off-site venues you'll be traveling to.

Let them know any other important information you think they need to know.

Let them know what time kids will be picked up each day.

## **CONTACT**

Your Name, Phone Number  
Email Address

Hey friends! We are just a few weeks away from our summer VBS! We can't wait to see how this summer grows kids' connections with God and with others. Before VBS begins, though, we wanted to make sure you had all the most up-to-date information. If you have not yet signed up to volunteer, please do that as soon as possible! Please let us know if you have any questions by shooting us an email. See you soon!

### **schedule**

- 8:30-9:00 - Check-in
- 9:00-12:00 - VBS Programming, Part 1
- 12:00-1:00 - Lunch
- 1:00-3:00 - VBS Programming, Part 2
- 3:00 - Pick-up

### **volunteers**

- Role: Names of volunteers still needed.
- Role: Names of volunteers still needed.
- Role: Names of volunteers still needed.

### **stuff to bring**

- bottle of water.
- Bible.
- secure shoes (avoid sandals and slippers).
- hats and sunblock lotion (for outdoor play).
- change of clothes for emergencies (for younger kids).

### **stuff not to bring**

- food, unless they are for health reasons.
- water balloons, guns, other water toys.
- skateboards, roller skates, roller blades. . . okay, if it has wheels, don't bring it.
- cell phones, handheld gaming devices, and other electronics.
- anything that resembles a weapon.



# RECRUITING VOLUNTEERS

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In addition to leaders who will spend time with the kids throughout VBS, recruit other volunteers to handle responsibilities like food service, programming, games, and administration. You may need to recruit volunteers to serve before, during, and after the event. A month before VBS, meet with your volunteers. Talk about the purpose of summer, the theme, schedule, rules, expectations, and any other details you deem important for them to know.

## **KEEP INVITES PERSONAL.**

There's nothing more effective than a personal invite! Try using one-on-one personal invitations in addition to placing an announcement in the church bulletin, website, or social media. Granted, these are all valuable tools! But people tend to respond and feel needed when you approach them individually.

## **BE CLEAR TO BE KIND.**

That is, be specific about the positions you need. Start small, with short-term commitments. Then place people where they are most useful and will feel valued.

## **GIVE THEM GUIDANCE!**

Let them know that you are going to provide guidance and all the training necessary. . . then do it! It's important for your volunteers to know that they will get sufficient support from you. Help them help you!

## **INVITE THEM TO OWN THE PLANNING PROCESS.**

Ask for their input on things like running activities, putting up decorations, preparing food and snacks, and all tasks that allow for creative wiggle room!

## **LEAN ON THEM AND REMEMBER THEY WILL NEED TIME TO LEAN ON YOU.**

Make sure you delegate so you're not overwhelmed, but keep in mind your volunteers need to be able to count on you, too. When you feel someone isn't "doing enough," encourage them to lean on you. It could be that they have taken on too much or haven't felt seen in the process. Use it as a chance to check your leadership and to practice love.

# VOLUNTEER ROLES

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<b>ROLE</b>	<b>RESPONSIBILITIES</b>
<b>Planning Team</b>	This is your core group of volunteers that are committed to VBS full-time (or as close to full-time as possible). Invite them to be a part of the planning process, and incorporate their input into how to structure VBS. While it is definitely doable for you as the director to oversee all aspects of VBS programming, if at all possible, <b>encourage members of the planning team to become team leaders</b> and head up planning teams of their own to execute the details. Some of the coordinators you might have are:
<b>Promotional Leader</b>	They will oversee all marketing and registrations before and during VBS. They will organize tabling (if applicable) schedules, keep track of all registrations and fees, and check-ins at the start of each VBS day.
<b>Arts Leader</b>	They will oversee all decorations for your meeting space. Don't limit additional volunteers to only "artsy" people – you will need volunteers to help cut, tape, and hang things up! This person could also lead the crafts portion of the VBS day.
<b>Activities Leader</b>	This person will lead all the activities and games to be played throughout the day. In addition to the activities suggested in our Lesson Guide, this committee can also come up with additional games and icebreakers to play at any time, or during the "Play Station" portion of the day.
<b>Music Leader</b>	At minimum, this committee will be responsible for learning and replicating the suggested songs of the day. If you have enough musicians that want to serve, consider forming a worship team and sing the suggested songs (or any songs you want!) with a live band!

<b>ROLE</b>	<b>RESPONSIBILITIES</b>
<b>Snack Leader</b>	This person will be responsible for all snacks and meals served throughout VBS. If possible, try recruiting family volunteers to help with this part, as this will require little to no volunteer training. They can also be responsible for the first aid station.
<b>VBS Storyteller</b>	They will take photos and videos and create daily slideshows and/or posts to social media. If your social media page or website is public, make sure you have families sign a photo release form upon registration. You can look up guidelines on how to construct such a waiver on sites like <a href="#">this</a> .
<b>Group Leader</b>	They will be the main leaders who will lead small groups and activities directly with the kids. This is a great place to involve high school and college volunteers! Try to make sure that these group leaders have little to no outside responsibilities, as we don't want to take away from their time with the kids!
<b>Tech Team</b>	They will set up equipment, tables, chairs, prepare supplies . . . basically they do everything behind-the-scenes so team leaders can focus on their kids. This is another great place to involve high school and college volunteers, particularly those who don't feel confident enough to lead kids on their own.

## VOLUNTEER MEETING GUIDE

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### WORKDAYS

We suggest organizing volunteers about 1-2 months in advance for workdays once a week. These are days set aside mostly for **building sets and props** needed.

Another thing you can do during these workdays are going around your community to **promote VBS** by distributing flyers and/or posters.

Also, your **activities** team could meet and try out each of the activities to make sure they work, and to ensure you have all the supplies you need.

It's really helpful to designate these workdays far enough in advance so that if you don't get as much help as you'd anticipated, you still have enough time to get all the work done, or to recruit more volunteers!

### TRAINING

#### PREP THEM.

It's a good idea to get your volunteers together about two weeks before your VBS to make sure everyone is on the same page. Before you get your volunteers together, be sure to prepare and print a few things for them, like: 1) A list of your volunteer roles and assignments, 2) schedule for the week, 3) team (small group) leader guides, 4) rules or expectations for kids and volunteers, and 5) familiarize leaders with communication app used to text families each night, if applicable.

#### REMIND THEM OF THE GOAL.

Help your volunteers keep things in perspective by reminding them how significant this summer can be in the lives of your kids. Remind them that VBS can be a pivotal moment in helping kids connect with God and connect with each other. What's more, they will create lots of fun memories and build momentum that will carry into the next school year.

#### INSPIRE THEM.

Once you've reminded volunteers of the goal, help them see their role in making that goal a reality. Tell them how valuable they are. Get specific about the impact they're going to make, from your team leaders to your tech crew.

#### INFORM THEM.

Once everyone is feeling great about the upcoming week, get specific on the information they need to know. To prevent yourself from boring them, go over only the most important pieces of information, then provide the rest in a printed document they can review on their own.

#### CONNECT THEM.

To close out your meeting, encourage your volunteers to swap phone numbers, connect with someone they don't know well, and remember that you are all part of one team, with one goal.

## VOLUNTEER CELEBRATION

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Throughout your camp, be sure to let your volunteers know how thankful you are for them and their time. This is a simple gesture, but it can go a long way, especially on the second day of VBS, when they're exhausted.

If you're hoping the volunteers you've recruited decide to come back next year, here are a few things to try:

- Provide dinner for your volunteers just before VBS begins.
- Create space in your schedule for them to take a break away from kids, even for just 10 minutes.
- Create a specific branded item just for them, like a t-shirt or drawstring bag.
- Give them a gift bag tailored to the theme of your summer.
- Create a Volunteer Lounge packed with snacks, drinks, and exclusive goodies just for volunteers.

Don't forget about them after VBS is over! Plan a volunteer appreciation event, which can be as simple as a luncheon in their honor, or a day at an amusement park!



## FAMILY COMMUNICATION

i wonder...

Plan and communicate your VBS information in advance and families will love you even more! This helps them hold space for the event, excite other families and kids with invites, and even gives them an opportunity to make themselves available to volunteer! Create a document that has all of the bulleted items below (a template has been provided for you in your Planning folder). Here's the email we suggest sending. Just copy, paste, edit, and send!

Hey families!

We are just a few weeks away from our summer VBS! We can't wait to see how this summer grows your kid's connection with God and with others. Before VBS begins, though, we wanted to make sure you had all the most up-to-date information, like . . .

- The schedule.
- The volunteers who will be serving your kids.
- What kids are allowed/not allowed to bring.
- How to contact us during VBS.
- Pick-up and drop-off instructions.
- Steps for how family members can volunteer.

Please read the attached bulletin carefully, then let us know if you have any questions! And if you have not yet turned in all of your kid's forms, waivers, and medical information, please do that by responding to this email.

Thank you!



## ADD YOUR OWN DATES AND COST TO REGISTER

YOURWEBSITE.COM

## WHAT TO KNOW

Tell families and caregivers details about drop off and pick up (time and place).

Share important updates.

Find out what families want you to know about their kid (e.g. Do they have any allergies? Does their child have a need you could express that the child might not tell us right away?)

## CONTACT

Your Name, Phone Number  
Email Address

Hey families! We are just a few weeks away from our summer VBS! We can't wait to see how this summer grows your kid's connection with God and with others. Before we get there, we wanted to make sure you had all the most up-to-date information. If you have not yet filled all of your kid's forms, waivers, and medical information, please do that as soon as possible! Please let us know if you have any questions by shooting us an email. See you soon!

## schedule

- 8:30-9:00 - Check-in
- 9:00-12:00 - VBS Programming, Part 1
- 12:00-1:00 - Lunch
- 1:00-3:00 - VBS Programming, Part 2
- 3:00 - Pick-up

## volunteers

- Role: Names of volunteers.
- Role: Names of volunteers.
- Role: Names of volunteers.

## stuff to bring

- bottle of water.
- Bible.
- secure shoes (avoid sandals and slippers).
- hats and sunblock lotion (for outdoor play).
- change of clothes for emergencies (for younger kids).

## stuff not to bring

- food, unless they are for health reasons.
- water balloons, guns, other water toys.
- skateboards, roller skates, roller blades. . . okay, if it has wheels, don't bring it.
- cell phones, handheld gaming devices, and other electronics.
- anything that resembles a weapon.



## VBS REGISTRATION FORM

Parents Name: \_\_\_\_\_ Child(ren) Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Child(ren) Birthday: \_\_\_\_\_ Child(ren) Grade: \_\_\_\_\_

Allergies: \_\_\_\_\_

\_\_\_\_\_

Emergency Contact (other than parent): \_\_\_\_\_

\_\_\_\_\_



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Allergies: \_\_\_\_\_

\_\_\_\_\_

Emergency Contact (other than parent): \_\_\_\_\_

\_\_\_\_\_



JUST SAY THE PASSWORD

# CHICKEN NUGGETS

to receive FREE screens on your next apparel order! (Up to \$100 Value!)



## HI FRIEND!

When you need to **order your next batch of T-shirts** or other kinds of swag, give our friends at Sunday Cool (the masters of super-soft prints on super-soft tees) a call. Carll and the Sunday Cool team will provide you with an exclusive discount specifically for Grow users. When you place your next order with Sunday Cool, tell your Project Advisor the discount code, and they'll hook you up with free screens (a \$100 value)!

### DISCOUNT DETAILS:

- Available only to Grow users
- Must be used at time of ordering; just tell your Project Advisor
- Only applicable to new orders. Cannot be applied to past orders.
- Non-transferable, No Cash Value



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i wonder...

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