

Team Meeting Checklist

1. Review the curriculum(see video in resource packet)
2. Review CEF child protection policy - ph # 866.868.4182 and safety guidelines with your volunteers.
3. Develop an agenda for the clubs(See lesson book or leadership manual for examples)
4. Go Over Responsibilities and Management of the club(see list of team responsibilities below). Who will do the following tasks? Each person needs to have a role!!
 - Administration - Picking up permission slips at school, Name tags, attendance sheet, sign out sheets. Following up with a confirmation text to each parent, take home papers
 - Bring the snack
 - Do the Song Go Over the Rules
 - Go over the Word Up
 - Teach the Lesson
 - Memory verse / Verse song
 - Review Game
 - Other???
5. How will your team handle the following transitions? Who will do what?
 - (1.) entering the classroom
 - Who is going to greet the children?
 - Where and how will you place your backpack and coats ? Who will oversee this?
 - Who will oversee name tags/ Sign in?
 - Who will build relationships & oversee kids eating snacks?(2-3 volunteers)
 - (2.) bathroom
 - kids line up
 - go over rules- for the transition
 - walk kids to the bathroom
 - have kids line up against the wall
 - have around 3 kids go into the bathroom at time - volunteers stay out
 - when all are done - go over instructions for returning the classroom
 - Have kids return to the classroom
 - (3) dismissal
 - Who will oversee dismissing kids at the tables one table at a time (ones that keep rules & cleaned up)?
 - Who will oversees kids at they pick up their back pack?
 - Who will oversee sign out? 2 -3volunteers; 2 doing sign out

6. Determine consequences for when students misbehave.(Note: Lead teacher should not have the responsibility of discipling). Determine positive consequences when students behave. What signal will you use to help get the kids quite?

7. Develop Follow Up Plan - How will your church follow up with the children and incorporate them into the life of the church?

8.PRAY! PRAY!