



# Summary of Coordinator Responsibilities

## To Complete Before Club Launches

### I. Child Protection Policy (CPP) Forms

- A. Have all new workers complete CPP forms, ensuring that each one listens to the audio or DVD presentation. Submit the original, signed forms to CEF of Maryland HQ – 2203 N. Rolling Rd., Windsor Mill, MD 21244 with a check for **\$10.00 each** person. **This must be done before they can begin working in the club.**
- B. Make sure that all returning workers from the previous year sign a new CEF Statement of Faith and the Doctrinal Protection Policy. (Make certain everyone on your team has listened to the CPP guidelines audio. The 11-minute audio can be listened to by dialing 1-866-878-4182. There is also a video available for viewing and can be made available upon request.

### II. School-Based GNC Information Sheet

Fill out the "School-Based GNC Information Sheet" and return the form to the CEF Office so that we will have a complete list of your team members and their contact information for our records. You can also e-mail any additions/deletions to the CEF office - [info@cefmaryland.org](mailto:info@cefmaryland.org)

### III. Permission Slips

- A. Fill in the Permission Slip Master with the day and time of your club, along with other pertinent information. Please DO NOT alter the master form as it is District approved.
- B. Make the needed number of copies of GNC permission slips on colored paper to be passed out in the school on the given date.
- C. If necessary, make a GNC box where children/teachers can place returned permission slips. (The school office will have a specific place to receive the signed permission slips).
- D. Distribute the Permission Slips according to the principal's directions.
- E. When permission slips are turned in, copy each one and **send the originals to CEF.**
- F. Alphabetize the other set for your Club records and put them in a three-ring binder. Give a list to the school if requested by the principal.

### IV. Make a Student List

- A. Use the provided "Permission Form Info Spreadsheet" (Excel Spreadsheet provided for you) to record children's names, grades, addresses, phone numbers, or just about anything you want to track about your Good News Club.
- B. Make a list of children who walk home, are dismissed to after-school care, or have other special dismissals. Give a copy to the respective Grade Shepherd and a master list to those helpers aiding during the dismissal. (Dismissal signs are available for the helpers.)
- C. Make a list of children with any allergies. Give a copy to each Grade Shepherd and master list to the Snack Coordinator.



### **V. Make a Student Name Tags**

- A. Using the template provided, make a nametag on heavy cardstock for each child who turned in a permission slip. Consider using different color cardstock for each grade's nametag. Nametags can be laminated or placed in badge holders so they last longer.
- B. You can indicate teams by using different colors of yarn or placing stickers on the badge holder. Put an equal number of children from each grade on a team and make a note on the "Grade Attendance Sheet" as to which team each child is on.
- C. Identify on the name tag if the child has allergies and whether they are walkers or are in an after school program.

### **VI. Make Grade Signs**

Make a grade sign for each grade from the cardstock color corresponding to the name tag color. In addition, helium balloons from the same color can be used to help children visually see their grade so they know where to sit.

### **VII. Prepare Memory Verse Take-Home Tokens**

Prepare baggies with appropriate "memory verse token" from the back page of the teacher's manual and a piece of candy for each child. This is the place where you can also send information home about events at your church or other CEF events. Distribute these at the end of each club.

### **VIII. Prepare Grade Shepherd Boxes**

Provide a container (a plastic shoe box, bag or other) for each grade/group Shepherd with the following items:

- Grade signs
- Name tags for the children in that group (in a gallon size zipper baggie)
- Grade attendance sheet
- Stickers
- Fine point permanent markers
- Verse token baggies (enough for each child in that grade)
- Incentive tickets in a baggie
- "Missed You" postcards for absentee school children, which you create on cardstock
- Jesus Can
- List of children and their data—birthday, address, phone, parents
  - Either copies of permission slips or a spreadsheet from an Excel file

### **IX. Prepare Counseling Materials**

Make counseling baggies with a supply of Counseling Cards, "Counseling a child for salvation" sheet, tracts ("First Steps" and "Steps in Growing"), and a pen in each. Have these available for those who will be counseling children after the Bible lesson.

### **X. Prepare Wonder Devotional Books**

Prepare the 60 Day – Wonder Devotional Book by placing the label on the front of each book and then writing the child's name. Distinguish the grade by either writing the child's name and grade on the label or writing the child's name in the color of the specific grade.



### Day of Club

1. Bring all prepared materials, including notebook with permission slips. Use the "GNC Checklist for Club Day".
2. Arrive 30 minutes before club begins, sign in at the office and check the GNC box for new permission slips. Make temporary name tags for those just turning in permission slips or children bringing their permission slip to club.
3. Have blank permission slips to give to those wanting to join club.
4. If a child has a brother or sister in club but has not turned in a permission slip for himself, he may stay the first week and should take home a permission slip.
5. If no permission slip is on file for a child or his sibling, call the parent to see if he can stay that day. Send a permission slip home for him to return by the following week.
  - o If the parent cannot be reached, the child will not be able to stay in club that day, but can take home a permission slip for the following week.
6. **If a child who regularly attends club fails to arrive at club, the parent should get a call to ensure the safe location of the child.**

### At the End of the Club/ Before the Next Club

1. At the end of club collect the Grade Boxes from each Grade/Group Shepherd and any counseling cards from workers who counseled children.
2. Count the points on each grade attendance record and award point totals to each team.
3. Add new children to the attendance chart.
4. Purchase another Quiet Seat prize and add the names of new children.
5. Fill in the "Good News Club Attendance Record".
6. Refill the grade boxes with next week's candy and verse baggie and any other needed supplies.
7. If required by the school, provide an updated list of those with permission slips to the office.
8. Review participate roster and send out birthday cards as needed.