

Procedure - VBS Registration

Thank you so much for choosing to volunteer for registration. It is the first place the children and their parents will meet folks from Integrity Church. As a front-line worker, working directly with parents, it is necessary to ensure you are helpful, patient, and courteous. You will follow the procedures for the general team member guide. Once your job starts, you will be given instructions about where you will be, by the team leader. You will have the names and sign in for all the children and parents. Your job is going to be a fun one! Remember to be an extension of Christ's hands and his love. Smile and have fun with the kids while being a team player. Before during and after VBS Pray, Pray, Pray, with your teams and individually.

Arrival: During the registration time, you should stay in your assigned area and greet children and their parents, check the children in and give them their name badge.

Once the children are within the assembly, you can stay in the registration area in case some of the children are late comers.

Every day there will be a sheet consisting of the snack menu. If a child has an allergy, it will be listed next to their name and should be on their name tag (if not, please add it). Direct the parent to the assigned person or Café leader to go over the menu. Each parent with children with dietary restrictions must sign off on the ingredients and give instruction if their child cannot have what is being served to all the children or what is on the restriction menu for allergies.

Once the children are done with the assembly and are being walked around by the teacher helpers, one registrar will stay in the registration area, while the rest of the registration team will serve as floaters. They will help cover the other team members working directly with the children in case they need to use the facilities, or you may be asked to bring children to the facilities. You may be directed to help in any of the areas to cover bathroom breaks by the directors, teachers or teacher helpers or other team members. You will not be required to know the procedures for the different areas as you will be just a fill in for a very short period.

Dismissal: Once the children go back into the closing assembly, you may go watch with the rest of the teams. When it is over, please make sure you are in the registration area so the parents can sign their kids out and you can take possession of their name badges. Please make sure they do not go home with them.

If for any time during the hours of VBS you find yourself idle, please see a director so you can be assigned somewhere to help.