

Admin Checklist

(new school year)

- Pray continuously
- Team Meeting
- Returning Volunteers:
 - o Statement of Faith completed (*alias: Doctrinal Protection Policy, Worker's Compliance Agreement*)
 - o Encourage CMC attendance
 - o Verify teaching positions (or rotating teaching schedule)
 - o verify that they still have name badges from the CEF office
 - o verify that contact information is unchanged or get updated information to send to the CEF office
 - o check with the CEF office to see if any information is missing from returning volunteers' files
- Recruiting New Volunteers:
 - o Application received & checked for completion
 - o Interview conducted
 - o Reference checks completed
 - o Driver's License copied
 - o Paperwork sent to CEF office
 - o Encourage CMC attendance
- School:
 - o verify dates, time, and location
 - o request attendance at Open House to promote GNC
 - o (optional) take cookies or treats to encourage the teachers, staff, and principal
- CEF Office:
 - o Start & end dates scheduled (fall & spring semesters)
 - o Materials ordered :
 - power point
 - or flashcards, lesson text, resource pack, music cd & visuals
 - (optional) Memory verse carabiners
 - tracts
 - (optional) Wonder devotional books
 - (optional) GNC t-shirts
 - o Paperwork turned in prior to club start:
 - Completed Service Agreement
 - Statements of Faith (all returning volunteers)
 - New applications (*verify the package is complete prior to sending*)
 - Request new name badges (*as needed*) for returning volunteers
 - Original permission slip (once received) (keep a copy for your records)
 - o Facilities Request form ordered (*if requested by school*)
 - o Insurance Declarations form ordered (*if requested by school*)
 - o Dismissal Policy written & submitted (*if changed from prior year's approval*)
 - o Team Picture taken and sent (*prior to GNC Appreciation Dinner*)

- GNC Permission Slip:
 - o From CEF office (modified for your club)
 - o Copies made (number of copies needed is received from school)
 - o Taken to the school at least two weeks prior to start of club
- Prior to club:
 - o Collect signed permission slips
 - o Create spread sheets
 - Master spreadsheet
 - Weekly attendance sheets
 - Dismissal spreadsheet
 - Roster for each school teacher
 - o Grade Signs
 - o Grade boxes
- After club starts remember to send in stats weekly via the website, email, or phone

If you need assistance at any time, please email, call, or come by the office. We are here to serve you!