

Administrator Checklist for New School Year

- ☐ Pray continuously!
- ☐ Schedule Team Planning Meeting
- ☐ Returning Volunteers:
 - o Annual Volunteer Agreements completed (*Includes Statement of Faith, Worker's Compliance Agreement, and Protecting Today's Child presentation*)
 - 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 Background Check Application completed (online or paper copy)
 - o Interview conducted with ID verification (online or paper copy)
 - o Contact CEF office to arrange for training of new volunteers
 - o CEF office will notify you when background check is completed
- ☐ 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 Complete GNC Detail Sheet (fall & spring semesters)
 - o Complete Materials Order Form:
 - power point
 - or flashcards, lesson text, resource pack, music cd & visuals
 - tracts
 - (optional) Wonder devotional books
 - (optional) GNC t-shirts
 - o Paperwork turned in prior to club start:
 - Facilities Request form ordered (*only if requested by school*)
 - Insurance Declarations form ordered (*only if requested by school*)
 - Dismissal Policy written & submitted (*only if changed from prior year*)
 - Team Picture taken and sent to office email

- ❑ GNC Permission Slip:
 - PDF from CEF office (modified for your club)
 - Copies made (number of copies needed is received from school)
 - Taken to the school at least two weeks prior to start of club
- ❑ Prior to club:
 - Collect signed permission slips
 - Complete Student Info Spreadsheet (found in GNC Resources)
 - Master spreadsheet
 - Weekly attendance sheets
 - Dismissal spreadsheet
 - Principal Report
 - Make Grade Shepherd group signs and boxes
 - Make student name tags (if used)
- ❑ After club starts remember to:
 - Send original completed permission slips to CEF office (keep a copy for your records)
 - Send in stats weekly via the website (link below), email to cefoffice@cefgpd.org, or by phone at 843-365-4233.

Online Resources:

Website: www.cefgpd.org

Admin Paperwork/Materials/Stats: www.cefgpd.org/gnc-resources.html

Online Application: www.cefgpd.org/gnc-application-process.html

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

Child Evangelism Fellowship of SC, Greater Pee Dee Chapter

E-Mail: cefoffice@cefgpd.org

Phone: 843-365-4233

www.cefgpd.org