

The logo for VBS Park Outreach features the text "VBS Park Outreach" in a blue, sans-serif font. The "VBS" is larger and more prominent, with "Park Outreach" stacked to its right. The background is a light blue sky with a green grass border at the bottom.

## Vision:

Having a VBS in a park makes registration very important. For the children of our fellowship, we have pre-registration at our church the Sunday before the Monday we start the VBS Park Outreach. Monday registration at the park is freed up due to the number of children who have already pre-registered.

- Those that help in registration need to be patient and helpful, with a ready smile for the children and their parents as they register. Remember, often the first impression of the outreach is at the registration table. We want the children to feel welcome and their parents to feel that their children will be safe and well cared for.
- The first and last hours of registration are the busiest times. Some of the registration helpers can help in other areas during the slow times.
- Our goal is to be well organized, simple, and efficient.
- Instead of using the word “Registration”, we began using “Sign up here” and “Free” signs. These signs seem to be friendlier to those passing by and the “Free” sign tells them that they are welcome.

Sign-up consists of the parent/guardian filling out a short release form for the age group of their children. The child then receives a name tag with the number that coordinates with the master sign-up list for each age group. There are a few reasons for this number on each nametag. In case of an emergency it allows us to quickly find important information by looking up the registration form by this number.

Each of the 3 age groups have different colored nametags. This enables us to quickly know the child’s specific age group. When a child makes the decision to give their life to Jesus, we simply record the color and number of their nametag. Once VBS is over, we go to their registration form to get the information to send the first follow-up Bible study to them.

We give the children gift bags at the end of each day. This serves not only to bless the children, but also to receive back their nametags for the next day at the park. The children are told that their nametags are their coupons for the gift bag, which helps them to be very careful with their “coupon”!

You will find more information that may help in organizing registration in this section.

## Volunteer Responsibilities:

1. Helpers at registration table are divided into 3 age groups: K-1<sup>st</sup> 2<sup>nd</sup> - 3<sup>rd</sup> 4<sup>th</sup> – 6<sup>th</sup>. These people receive back registration cards, give out nametags, and place the number on the nametag that coincides with master sign-in sheet numbers. This enables us to refer back to registration cards. Nametags come back at the end of each day to be filed alphabetically by last names.
2. Helpers in front of registration table.
  - These people will hand out clipboards, registration cards, and color-coded nametags to the people standing in line. This will speed up registration.
  - Parents will need to be informed that they will use one registration card per age group. They may need to use multiple registration cards for different age groups. Assist parent when they have children in different age groups.
3. Help direct or take child to proper age group areas.
4. Get the gift bag ready for the day.
5. At the end of the day, receive back children’s nametags and then hand out gifts (get organized for next day).
6. The beginning and ending of day will be very busy.
7. Registration area will provide First Aid.
8. Water for staff will be located at registration area. Please oversee this.
9. No flyers for other events are to be put on the tables or handed out.
10. Each day, receive back staff nametags, security vests, and walkie talkies.

11. Please let (*Director's name*) know, in advance if possible, if you will not be available to help on any given day. (*telephone #*).

We would like everyone, if possible, to arrive at the park each day by (*time*) for prayer. During the beginning and ending session, please feel free to sit among the children. This will help with “control issues”.

**Sample Schedule** *for each day*

|               |  |
|---------------|--|
| 7:30am        | Set-up   |
| 8:00          | Prayer ( <i>please arrive at the park in time for prayer</i> ) |
|               | Registration begins / Set-up continued                         |
| 9:00 - 9:25   | Opening  |
| 9:30 - 10:00  | Activity Groups / by age                                       |
| 10:05 - 10:35 | Activity Groups / by age                                       |
| 10:40 - 11:10 | Activity Groups / by age                                       |
| 11:15 - 12:00 | Closing  |
| 12:00pm       | Break-down 1:00pm - <i>leave Park</i>                          |

**Please let (*Director's name*), (*telephone #*) know, in advance if possible, if you will not be available to help on any given day.**