

CREW LEADER DIRECTOR TIMELINE 2012			update 6/14/12	
Time Period	Date	Activity	Completed By:	Done
3 months prior	3/19	Review Online Registration	Registration (Reg.)	√
Prior to Registration	Early spring	Decide on training dates (1 veteran Wed. before Fusion, 3 anyone)	CL Dir.s	√
During Registration		Start Weekly Downloads of Crew Leader Volunteers from Helper db	Reg. /Support Team	
During Registration		Send a Welcome, Thanks for Registering Email	CL Dir.	√
6 wks. Prior to VBS	by 5/14	Order Reserv'd Training Rms w/ AV, 2 checkin comp, set vet for 75, other 200 chrs	Nicole	
Throughout Pre-VBS		Collect RSVPs for training via email	CL. Dir.	WIP
During Weeks Before		Print Daily Schedules cardstock/ Bag Tags with Crewcodes from Previous year (no	Reg. /Support Team	
15 -12 days Prior to VBS	by 6/7	Finalize Crew Leader Info. Training Packet/Contract ltr. / PowerPoint	CL Dir.	√
1 month Prior to VBS	5/25	Recruit Volunteers to help stuff bags, packets w/shirts, etc..., pass out packs	CL Dir.	
During Weeks Before	by 6/11	Update Phone Scripts on website	CL Dir./ Nicole	√
10-12 days Prior to VBS	6/11, 6/18	Send follow-up email notice on training dates	Nicole/Webmstr	
10-12 days Prior to VBS	6/11	Make Copies needed for training (contract, info. letter)	CL Dir./ Support Team	√
Day before Training	6/12,6/20,6/22	Confirm Training Room Assignments	Nicole/CL Dir.	√
Before Training		Get giftcards and tickets for door prizes/ make signs for door/temporary code or ke	CL team	√
10-12 days Prior to VBS		Start holding training sessions	CL Dir.	√
10 days Prior	6/15	Troubleshoot CLs dbase, spelling, issues, special needs, etc... for matching	CL Dir.s	WIP
8 - 10 days Prior	6/15	Crew builders turn in crew books	Crew Builders	
During Weeks Before	by 6/15	Bag Tags on Bags	Support Team/Teens	
Monday Prior	6/18	Crew Books kept in Admin. Bldg. for both Reg. and CL	All	
Monday Prior	6/18	Start Daily Downloads of Crew Leader Volunteers form Registration db	Reg. /Support Team	
Monday Prior	6/18	Plan Set-Up, Crew Leader Walk-Up, Waiting Area, and Check-In with Reg.	CL Dir./Reg.	
Monday Prior	6/18	Print CL Assignment Worksheet Alpha List with comments/ sorted by Age Pref.	Reg.	
Monday Prior	6/18	Print Straight Alpha Crew List w ID, name, age pref	Reg.	
6-7 days Prior (Mon./Tues.)	6/18	Start placing Crew Leaders in crews (need 350 CLs)	CL Dir.s	
During Crew Placement	? Need	Pick 7 good CLs to be floaters placed as "I" or higher, but free to move	CL Dir.s	
During Crew Placement		Meet with Reg. Dir. to review crews or work with individual builders	CL Dir./Reg.	
Tues. PM Prior	6/19,6/20	Have Crews finished & entered into dbase if time (see below)	CL Dir.s	
During Week Before	by 6/19	Stuff Crew Leader Bags with Pen, Schedule, etc...	Teens	
Wednesday Prior	6/20	Enter Crew Leader Crewcodes in dbase	CL Dir.s	
Wednesday Prior	6/20	Gather supplies for CL packet making (shirts, boxes, namtag holders)	CL Team/ teens	
Thursday	6/21	Print Crew leader Packet labels w Last name, First Name, shirt size	CL Dir.s/Reg.	
Thurs. PM or Fri. AM Prior	6/20,6/21	Print Crew Leader Nametags	CL Dir.s/Reg.	

Thursday	6/21	Get supplies together for CL Walk-Up and clipboards for CL Attendance	CL Dir.s	
Friday Prior	6/22	Important dbase Download for kids and volunteers for matching	Reg./Louis	
Friday Prior	6/22	Sort /Organize Crew Leader Nametags, if needed	CLDir.s/Support Team	
Friday	6/22	Print Crew Phone Lists	CL Dir.s/Reg.	
Friday	6/22	Print Attendance Forms	Reg.	
Friday	6/22	Stuff Crew Leader Packets with Shirt, Call List, Phone Script, Nametag-2 hrs.	CL Dir.s/CLs/Support	
Saturday after training, Sun	6/23, 6/24	Crew Leader Phone List and tshirt Pickup	CL Dir.s/CLs	
Sunday	6/24	Crew Leaders Call Crews	Crew Leaders	
Sunday	6/24	Set up Sanctuary with crew bags, attendance forms etc..	CL Dir.s/CLs	
Monday	6/25	Show-Time! 6:30 AM Head CL Directors, 7:00 Asst. CL Dir., 7:45 AM Crew Ldrs. C	All	
Tuesday-Friday		7:15 CL Directors, 8:00 Crew Ldrs. Check-In		
Monday - Friday		8:10 AM Give Pastor Announcements	CL Dir.s (Melinda)	
Monday - Friday		8:20 CL Devotions	CL Dir.s/CLs/Pastor	
Monday - Friday		8:30 and 8:45 Print Crew Leaders Not Checked in Report	CL Dir/Team	
Monday - Friday		Print and review CLs w/out crews and Crews w/out CLs	CL Dir/Team	
Monday-Friday		8:35 Release PreK and Kinder CLs		
Monday		8:40 AM Ready for Kids!!!		
Monday - Friday		Have Team members in Sanctuary looking for holes in CL spots	CL Team	
Monday - Friday		Use co-leaders within color group to replace no-show/sick crew leaders	CL Dir.s	
Monday-Friday		Have Reg. Attendance Person help check for kinder crew leaders in gym	Bonnie	
Monday - Friday		At All Worship Times Trouble Shooting	CL Dir.s	
Monday - Friday		Monitor Courtyard Area by Gym, Cafeteria, and Fields	CL Dir.s	
Monday - Friday		Watch Doors at Pick-Up Time for Kid's Safety	CL Dir.s	
Monday-Friday		PreK & Kinder CLs + other youth vols enter on sides only & stay out of parent's wa		
Monday - Friday		Attend CL Debriefing and Director Debriefing	CL Dir.s	
Monday - Friday		Work w/ Registration Printing Attendance Forms & Place in Sanctuary	CL Dir.s	
Monday-Friday		Give Kinder and PreK Attendance Forms to Bonnie for placement	CL Dir./Bonnie	
Monday-Friday		Side note: Sign-In/Sign Out sheets go to Gym Dir. And PreK Dir		
Sticker Day		Remind CLs to not put stickers on plastic tags	CL Dir.s	
During Week		Recruit 15 Vols for extra clean-up. Do not announce! Make signup list. Hand pick!	CL Dir.s	
Thursday		Check on Pizza (Admin. Staff Orders)	CL Dir.s/ Admin. Staff	
Friday		Gather supplies for clean-up (boxes for bags, CL/Kid nametags, pens, trash cans)	Asst. CL Dir	
Friday		Clean-Up Sanctuary and other Bldgs./ Pack away and Inventory	Crew Leaders/Youth	
Friday-Pizza Party		1 Asst. CL Dir & other parents recruited to help w/ crowd control questions/serv hrs	Asst. CL Dir/Parents	

Friday CL pick-up		Have adult(s) with youth after pizza party during pick up time	Adult(s)		
Friday		2:00 All youth must be off campus unless otherwise arranged to help directors/staf	Staff		