



Best Practices

# Vacation Bible School

A vertical barcode is located on the left side of the slide.

# Agenda

- Best Practices
  - Activity configuration
  - Activity registration
  - Activity check-in / attendance



# Use Paper!

Ministry: \_\_\_\_\_

Activity	Group	Subgroup	RLC	Activity Schedule
<p><i>Activity Name</i></p>	<p>Group Name</p>	<p>Subgroup Name</p>		
		<p>Subgroup Name</p>		<p>Job Schedule</p>
		<p>Subgroup Name</p>		
		<p>Subgroup Name</p>		<p>Volunteers</p>
		<p>Subgroup Name</p>		
		<p>Subgroup Name</p>		
		<p>Subgroup Name</p>		

# Activity Configuration - Activity

- Create a meaningful activity name
- Require an assignment to the activity

# Activity Configuration - Schedule

- One schedule for each week of VBS
  - VBS 2008 – Week 1
  - VBS 2008 – Week 2
- Schedule length
  - One day
  - Recurrence for each day of the week

Schedule	Activity	Start Time	End Time	Recurrence
VBS 2008 - Week 1	Vacation Bible School	5:00 PM	8:00 PM	Occurs every day effective 7/7/2008 from 5:00 PM to 8:00 PM for 5 occurrences.
VBS 2008 - Week 2	Vacation Bible School	5:00 PM	8:00 PM	Occurs every day effective 7/14/2008 from 5:00 PM to 8:00 PM for 5 occurrences.

# Activity Configuration – Activity Groups

- Use Activity Groups to help organize the event

Activity Grouping Name	Activity	Balance Type
Elementary	Vacation Bible School	No Balance
- Kindergarten	Vacation Bible School	No Balance
- 1st Grade	Vacation Bible School	No Balance
- 2nd Grade	Vacation Bible School	No Balance
- 3rd Grade	Vacation Bible School	No Balance
- 4th Grade	Vacation Bible School	No Balance
- 5th Grade	Vacation Bible School	No Balance

# Activity Creation – RLC's

- RLC's should be grade based whenever possible
- Are Breakout Groups necessary?

Breakout groups allow you to organize participants aside from rooms/locations. This option is particularly helpful when you have an activity where you want to break up participants into other groups independent of the rooms/locations they have checked into.

# Activity Registration

- Encourage parents to register online
  - Through letters sent home with the kids
  - During announcements
  - In the bulletin / worship guide

# Activity Registration

Select an Individual   Select a Form   **Questions**   Checkout   Final

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**Form Information**

**Attendee:** Dillon Lewis, Jr.  
**Form:** VBS 2008  
**Schedule:**

**Questions**

**Grade / Gender**

Please provide the grade the child is in. This will help us to place him or her in the correct cabin.

What Grade and Gender is the Child? \*  ▼

**Other Information**

Does your child have any allergies our staff should be made aware of?

Does your child have any special needs our staff should be made aware of?

**Participation Requirements**

The VBS Permission Slip is available at [\\*\\*\\*insert hyperlink here\\*\\*\\*](#) Please download, sign, and return by February 1st.

Do you agree to DOWNLOAD, SIGN, and RETURN the VBS Permission Slip by July 1st? \*  ▼

<< Select a Different Individual
Continue >>

# Registration Reporting

- Verify registration with the following reports
  - Activity Pre-Assignment Roster - M1400E
  - Activity Registration By Form with Payment Information and Notes - M6024E

# Check-in

**Dillon Lewis, Jr.**  
 Jeff and Karen Lewis  
 Age: 9    DOB: 10/28

Edit Dillon

Next

  

▼ ▲

Vacation Bible School

Thu, 5:00 PM

▼ ▲ ▼ ▲ ▼ ▲

Elementary

Kindergarten

1st Grade

2nd Grade

3rd Grade

4th Grade

5th Grade

▼ ▲

**1st - 1**  
(Best Age Fit)  
Count: 0    Vols: 0

1st - 2  
Count: 0    Vols: 0

1st - 3  
Count: 0    Vols: 0

  

Activity Instances

Activity Groups

Rooms & Locations

**Dynamic Church at Jeff Lewis**

MENU    SEARCH

**Vacation Bible School**  
Thu, 5:00 PM

# Attendance Reporting

- Verify attendance with the following reports
  - Checkin Attendance by Schedule and Activity - A1028
  - Distinct Individual Counts by Activity Schedule and Assignments - M1303
  - Attendance Grid By Date RLC and Activity Schedule - M1223

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Please fill out session evaluation!

<http://DynamicChurchConference.com/survey>



Questions?

Thank you!