



Host Checklist

Dear 5-Day Club Host,

Thank you for signing up as a host and your willingness to serve your community this summer! Here are some recommended steps of action that you could take to ensure a successful club:

4 Weeks Before Club

- Contact the Summer Ministry Coordinator, Merci Rusli, to finalize your club date, time, location and flyers;
- Arrange a meeting on-site to go over potential club set-up and room decor ideas; alternatively, send pictures of the rooms that will be used to the Summer Ministry Coordinator, Merci Rusli.
- Promotion is huge for a successful club. Our chapter will help share the word with our ministry patrons. But as a 5-Day Club Host, if you'd like to have a larger poster/banner/signage made, please contact us for details.
- From experience, we recommend you plan for a **3-hour 5-Day Club experience**. Parents usually don't just want to drop off the kids for 1.5 hours. The actual teaching from our team usually takes 1.5 hours, but we encourage you to have your own team organize food, games, crafts, and/or worship.
- Don't wait, start recruiting immediately! **Staffing requirement:** at least 1 volunteer helper for a private host, 2-3 volunteer helpers if you expect 10+ kids, 3-5 helpers for 20+ kids. The ratio should be 1 helper every 3-5 kids.
- Please be aware that CEF 5-Day Club Curriculum includes a Missions Project that encourages the children to give throughout the week of club. Although 5-Day Club is free, it is part of the teaching.

2-3 Weeks Before Club

- Get The Word Out!! Distribute the prepared invitation. Your name and phone number will be on the invitations, so be prepared to answer in case parents have questions.
- Send a welcome email to parents who signed up for your club. Be sure to include your club's detailed date/time/location, church contact, and Sunday school information, etc.
- Get into the habit to checking your Google Sheet for student registration info.
- Send a reminder email to your volunteer helper(s)

1 Week Before Club

- Send out reminders of club one day and one week before club starts. You are the main contact with the parents. After our team leaves, we hope to see the families stay in touch with you, and encourage them to attend church.
- Send a reminder email to your volunteer helpers.

1-3 Days Before Club

- Prepare your club space **Space requirement:** Make sure the rooms are spacious, child-safe, well-lit and festive. 5-Day Club is supposed to be a fun children's event. Put up balloons, colorful ribbons, etc. Contact us if you need ideas.
- Equipment requirement:** please provide one table (about 6 ft long) with table cloth, a music stand, an easel and a CD player for the team.

During The Club Week

****Be sure to have bottled water every day to keep everyone hydrated.****

- Day 1 of Club: Please make note that the team will arrive an hour early on the first day for club set-up. For the remainder of the week, they'll arrive 30 minutes early.
- Day 2-4 of Club: Take attendance daily for your club. This is very important, and can be used for your information and follow-up by your church. Provide treats for the CYIA Team to use as incentives.
- Day 2-4 of Club: Prepare prizes for raffle draws everyday. Prizes can be little trinkets as encouragement.
- Day 5 of Club: On the last day of club, it is the responsibility of the Hosts to provide goodies, treats &/or gift cards as incentives.

Within 1 Week After Club

- Send a "Appreciation" Email to parents for bringing their children to the club this summer. Encourage the children to attend a good Sunday school, read the Bible, and pray. Be sure to include the link of Good News Club Registration as well (<http://cefsqv.org/register>)
- Complete your 5-Day Club Host Survey (<https://cefsqv.org/outreach/5dc/host-survey>)

In His Service

Merci Rusli

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