



Children's Site Leaders Duties

Check Off	Duties	Due Date
_____	Assist the Ministry Coordinator in securing a site location (sites will need access to water, electricity and bathrooms)	May
_____	Secure an alternative site in case of inclement weather	May
_____	Make sure the site is not located near another children's site or block party.	May
_____	Be available at the Leadership meeting in June and the night before the event.	June/Oct
_____	Secure a bbq grill for the event and someone to cook the hotdogs (ABSC provides hotdogs, buns, condiments, paper products, pre-sweetened kool aid and ice). Please bring something to stir the kool aid with (it will be mixed in a 5 gal cooler)	Aug
_____	Make sure all publicity is done for the event (banners, flyers, door hangers, etc...)	Sept
_____	Be at the Kick- Off location at 7 am to help set up the continental breakfast	Event Day
_____	Collect your hand-held ministry sign @ 8:30 am and assemble with other missionaries in your assigned area who will be a part of your mission team for the day	Event Day



- _____ Once at your ministry site, gather all your team, Event Day
open **ALL** your site boxes and share with them the resources available. Explain the importance of gathering information on the decision forms which are located in the envelope along with the other important paperwork necessary for the day. Have the decision forms readily available throughout the event. Also, inform the team of the decision form found online @ www.absc.org/oneday/decisions

- _____ Designate a location for all written decision forms Event Day
to be returned once they are filled out. Enlist a volunteer to enter all the information to the online decision address above, as they occur

- _____ Once the information has been entered online Event Day
place the written form into the envelope marked **“Completed Decision Forms”** to be returned at the end of the day

- _____ If you don’t have anyone to enter the information Event Day
for decisions online, place the completed form in the envelope marked **“Completed Decision Forms”** to be returned at the end of the day

- _____ Make sure the event is stopped by 3 pm. Event Day
clean up and return to the Celebration Rally by 4:00 pm. (place where Kick-Off began)

- _____ Make sure all remaining products are returned Event Day
to the Celebration Rally (bibles, tracts, food, drink coolers, etc...) and placed in the designated collection site.

- _____ Return the envelope marked **“Completed Decision Forms”** Event Day
to the Mission team table at the Celebration Rally