



Cowboy Days Site Leader Duties

Check Off	Duties	Due Date
_____	Assist the Ministry Coordinator in securing a site location (site will need access to water, electricity, and bathrooms)	May
_____	Secure an alternative site in case of inclement weather	May
_____	Assist the Ministry Coordinator in choosing the events you will have at your event	May
_____	Be available for the Leadership meeting in June and the night before the event	June/Oct
_____	Secure the following: sound system, any equipment necessary for cooking, cooks, chuckwagon, etc...	Sept
_____	Make sure all publicity is done before the event (banners, flyers, door hangers, etc...)	Sept
_____	Assign 1 person to be at the Kick-Off location at 7am to help set up the continental breakfast. The rest of your local team will not attend the Kick-Off Rally but instead go direct to your site location	Event Day
_____	The assigned person above needs to collect your hand-held ministry sign @ 8:30am and hold it up at the entrance of the Kick-Off location. This will allow other missionaries who have been assigned the Cowboy event to gather together and leave by 9am.	Event Day

Check Off	Duties	Due Date
_____	<p>Once at your ministry site, gather all your team, Open ALL 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 all 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</p>	Event Day
_____	<p>Designate a location for all written decision forms 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.</p>	Event Day
_____	<p>Once the information has been entered online place the written form into the envelope marked "Completed Decision Forms" to be returned at the end of the day.</p>	Event Day
_____	<p>If you don't have anyone to enter the information for decisions online, place the completed form in the envelope marked "Completed Decision Forms" the be returned at the end of the day</p>	Event Day
_____	<p>Make sure the event is stopped by 3 pm. clean up and return to the Celebration Rally by 4 pm (place where the Kick-Off began)</p>	Event Day
_____	<p>Make sure all remaining products are returned to the Celebration Rally (bibles, tracts, banners, etc...) and placed at the designated collection site</p>	Event Day
_____	<p>Return the envelope marked "Completed Decision Forms" to the Missions Team table at the Celebration Rally</p>	Event Day