

# VOLUNTEER HANDBOOK



*June 14 - 18 // 6pm - 9pm*

PLEASE BE IN YOUR VOLUNTEER LOCATION by 5:30pm EACH NIGHT

## **A FEW THINGS**

*you need to know*

## **ABOUT VOLUNTEERING AT SURGE 2021**

*#SURGEcamp*

*www.WestRidge.com/SURGE*

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## #1 WHY DO SURGE CAMP?

Offering a sports and arts camp for kids that has gifted instructors and coaches appeals to parents whether they already know and love the Lord or not. SURGE provides a way for us to reach kids in our community who may not hear about Christ at home. We've also found that as kids come to know Jesus and find a place where they belong, parents follow. So...as you love on kids and serve your hearts out at camp, remember that this is a chance for us to "BE" Christ to kids and families...some that may not know Him yet. Is there really anything more important on your "to do" list than that?

As we prepare for this AMAZING opportunity to love on kids and families through SURGE, we hope you'll join us in:

- Praying in advance for the kids and families we will minister to.
- Praying for safety and protection for everyone on our campuses each night.
- Praying for good weather.
- Praying privately each day for God to work through you and to speak through you.
- Staying connected with God by spending time in His word.
- Connecting with your SURGE team. Get to know each other, and have fun serving Christ together.

## #2 WHAT DO I NEED TO DO BEFORE CAMP?

Be sure that you have signed up to serve at camp at [www.westridge.com/SURGE](http://www.westridge.com/SURGE). After that, check the email address that you listed in your signup information regularly because our SURGE staff will send reminders and updates as we prepare for camp and throughout camp week.

Please go ahead and mark your calendar for Sunday, June 6th. That is when we'll be holding our super-duper-you-gotta-be-there, very important SURGE 2021 ALL VOLUNTEER MEETING. This meeting will take place at 4:00 p.m. that Sunday in the Worship Center at West Ridge. (Childcare will be provided for birth through 5<sup>th</sup> grade—you should have signed your kids up for it when you registered online to volunteer for SURGE, but if you did not or have questions, please contact Senga Veale at [sengav@westridge.com](mailto:sengav@westridge.com))

At the ALL VOLUNTEER MEETING, we'll be going over NEW information and changes for this year's camp (*SPOILER ALERT: All of SURGE 2021 will take place on the West Ridge Church campus only!!!*), sharing last-minute updates, and breaking out into teams to give you more specifics about your area while also giving you the chance to meet the amazing folks you will be serving with during camp week. Oh yeah, and this is when you'll receive your coveted SURGE t-shirt.

***(Disclaimer: We won't be able to give you a SURGE shirt or allow you to serve with kids UNTIL you've completed the West Ridge Church background check process. If you know you haven't done it, go to [www.westridge.com/backgroundcheck](http://www.westridge.com/backgroundcheck) to get started. If you are unsure, email [taras@westridge.com](mailto:taras@westridge.com) with questions. If you know you're cleared to serve through West Ridge Church, AWESOME!)***

If you absolutely cannot make our ALL VOLUNTEER MEETING, please email us at [SURGE@westridge.com](mailto:SURGE@westridge.com) to let us know. In that case, we will plan another time to go over the meeting information with you, and you can pick up your SURGE t-shirt the following Sunday, June 13<sup>th</sup>, in the Discovery Room at West Ridge from 10 a.m. until 2 p.m. or Monday, June 14<sup>th</sup>, at SURGE Volunteer Central (by the fish tank) from 4 to 5:30 p.m.

## #3 FOR ALL VOLUNTEERS

### General Information

Of course, we need you to **bring a winning attitude, a commitment to teamwork and a desire to serve the kids and parents** God puts in your path!

It is also a good idea to bring yourself a water bottle each night of camp.

**It is IMPERATIVE that you show up BY 5:15 on Monday night, and then by 5:30 p.m. the rest of the week!** We need you in your area and ready to serve 30 minutes prior to the start of camp. ***(EXCEPTION: Early Drop-Off & SURGE Jr. volunteers need to arrive by 4:45 p.m. all week.)***

**Please be where you are supposed to be throughout the entire evening!** This is crucial in case parents ever need to pick kids up in an emergency or if we ever need to find you or your group for any reason.

**Please wear your SURGE shirt and nametag each night of camp.** Yeah, we know that you'll have to wash your shirt once or twice, but they make our team easy to identify for kids and parents who may need assistance. As for your nametag, it reassures security and parents that you are screened and allowed to work with the kids. ***If you lose/forget your nametag, you or your POC will need to go to Volunteer Central (downstairs by the fish tank) ASAP to get a replacement.***

**Please do NOT use cell phones during camp hours** except in case of emergency or if needed for a camp activity.

**Plan to stay at camp a little later on Thursday night** because we will invite parents and kids to hang out for a short "See and Tell" after dismissal. Many kids will want their parents to see more of what they have been doing all week and to tell them all about it.

**Plan for an awesome Friday Night Family Finale. We are hoping to change it up a little this year...details to come.** *(Whatever we do, most of you won't have any volunteer responsibilities that night, BUT if you are available, we would love for you and your families to join us for some fun and to continue to love on families in our community that night.)*

***\*We have included Camp Schedules and Indoor and Outdoor Maps at the end of this handbook for your reference\****

## Volunteer Absence

If you get sick or have an emergency come up last minute that would keep you from being able to fulfill your SURGE commitment, PLEASE email us ASAP at [SURGE@westridge.com](mailto:SURGE@westridge.com), or if you do not have access to email you can call us at 770.222.2125 ext. 367. It is also super helpful for you to text your direct report(s).

## SURGE Jr. for SURGE Volunteer Kids that are Birth to Upcoming Kindergarteners

While you serve at SURGE, it is important to us to offer MORE THAN just childcare for your kids (birth through upcoming kindergarteners). That's why we have created Surge Jr.! Surge Jr. is a fun camp-like experience where your little ones learn more about who God is and what He has done for us! It is held at West Ridge Church in the West Ridge Kids Birth through Pre-K area from 5 p.m. until the last child is picked-up each night. *(Please try to pick up your kids ASAP once finished with your SURGE volunteer role each night)*. You should have signed your little ones up for SURGE Jr. when you registered to volunteer at SURGE camp, but if you didn't or if you have any questions, please email Senga Veale at [sengav@westridge.com](mailto:sengav@westridge.com).

## Early Drop-off for SURGE Volunteer Kids that are Camp Participants

This year early drop-off for VOLUNTEER KIDS ONLY will be held in the Kids and Student Theaters upstairs at WRC. Volunteers can drop your kids off starting at 5 p.m., so that you will have plenty of time to make it to your assigned area by 5:30 p.m. Those in charge of Early Drop-off will take your kids to where they are supposed to be to start camp at 6 p.m. ***(Remember, this is for camp age kids only. If your kids are younger, please see the above section titled "Surge Jr. for SURGE Volunteer Kids..." )***

## Late Pick-Up for SURGE Camp Participants

Inevitably, some parents will be LATE to pick-up their kids. Also, parents who are volunteering at SURGE cannot pick up their kids until they are finished with their role for the night, so to keep us from being spread out all over campus too late and to reconnect volunteers with their own kids, 1<sup>st</sup>-3<sup>rd</sup> grade Small Group Leaders and ALL their kids who have not yet been picked up will leave their track locations at 9:15 to head to the WRC Worship Center. (All 4<sup>th</sup>-6<sup>th</sup> graders will already be in the Worship Center, so they just stay there...easy peasy ☺) **The SGLs will hang out in the Worship Center with these kids until they are all picked up. For safety purposes, the security team will man the Worship Center doors and only allow parents with a pick-up tag to enter. Inside the Worship Center, the SGLs still need to check parent pick-up tags against the kid's name tag in order to release a kid to their parent.**

## Traffic Flow and Parking

Both the Hwy 92 and Dallas Hwy Wal-Mart entrances and exits to WRC will be open. There will be a parking team to assist with traffic flow and any questions that you may have. Please use caution and pay attention to the parking team's directions.

**Also, please park at the far end of the paved WRC Volunteer lot.** By doing so, you'll be helping the parking team immensely and ensuring that our guests have easy access in and out of camp each night. **There will be golf carts to take people from the parking lots to WRC and vice versa.**

## Moving Kids from Place to Place

We will have different schedules for different age groups (1<sup>st</sup>-3<sup>rd</sup> and 4<sup>th</sup>-6<sup>th</sup>), and we will be moving kids from place to place throughout each night.

To keep us all on track, we have **included the schedules at the end of this handbook, and they will be printed on the back of your SURGE nametag, as well.** Also, each area will have a Point of Contact (POC) to help direct you and keep everyone on schedule. Speaking of POCs, if you have any questions or concerns at camp, don't hesitate to ask them. They want to help! *(All POCs will have radios and headsets as well as a light reflective sash to help you spot them easily)*

## Some Good Rules to Follow

Please help the kids in your area follow these rules.

1. Leave your area better than you found it. Be responsible and respectful; wipe your feet; throw away all trash; etc.
2. Remind your kids that SGLs are their "go to" people. If they don't know something, it's okay to ask! Small groups are like a little SURGE family and should stay together at all times.
3. No one should leave SURGE during camp hours for any reason. If there is an emergency, please let your area POC know.
4. If you are positive, it is much more likely that the kids will be positive. Keep a smile in your heart and on your face. Remind the kids to do the same.

## Bathroom Policies

We are asking that small group leaders take their whole group to the bathroom at some point during the time scheduled for snack and small group. Besides this group bathroom break, only send kids 1 or 2 at a time when it is an emergency. Have a POC take them if the restroom is out of eye sight.

## Safety FIRST for our Volunteers and Guests

As mentioned earlier, everyone volunteering at camp must have on a SURGE t-shirt and a nametag at all times for security purposes. This may sound strict, but it is NECESSARY!! The nametag and shirt indicate that a person has been screened by West Ridge to work with children. Please let your POC or a security team member know IMMEDIATELY if you notice anyone interacting with kids without a nametag and SURGE shirt. Again, **if you misplace your nametag, you or your POC must go to Volunteer Central ASAP for a replacement.**

Parents are welcome to come in and watch large group in the WRC Worship Center, but they must stay in the back in the "Parent Viewing" Section that we will have marked off and labeled.

Parents are also allowed to stay and watch OUTDOOR tracks, but they should have their parent pick-up tags with them, they should be asked to stay at a distance, and they should not interact with SURGE leaders or participants. Unfortunately, **parents CANNOT watch any INDOOR tracks due to space restraints and security reasons.**

In all situations, follow the "two adult rule." This rule simply says that you should ALWAYS have another adult within eyesight of you when you are with children or middle school helpers. **Don't allow yourself at any time to be alone with children or middle school helpers.** This is for both their protection and your own protection.



Also, **please do NOT administer medication to a child.** If there is an emergency, let your POC know ASAP and they will get help from the Medic Team and West Ridge Staff. **(At the parent's request, SGLs should keep a kid's inhaler or epi-pen in their SGL bag, but please remind the parents that the children will need to administer the inhaler or epi-pen on their own, and that SURGE staff is not responsible for lost or stolen inhalers or epi-pens).**

### **What if an accident occurs on my watch?**

1. Report the injury immediately to your area POC so that they can call the Medic Team and a West Ridge staff member to assess the injury.
2. The volunteer who witnessed the incident needs to fill out an Incident Report completely and accurately. Record all details honestly and as quickly as possible. Your POC will have these forms, and extras will be kept in Camp Central.
3. Complete the form with your POC, and then share it with the Medic Team and a West Ridge staff member.
4. A Medic Team member and a West Ridge staff member will determine if the parents need to be called, and they should both be present to help communicate what happened with the parents. (Do not talk to a parent alone about any sensitive information whether it be an injury, discipline, physical or mental concerns, etc. **We ask that you inform a West Ridge staff member, and have him/ her present for these kinds of conversations!**)

### **Inclement Weather**

Weather notifications that would cause changes at camp will be sent out ASAP through email to parents and volunteers. Please note that sport/ art time WILL continue outside in the rain, but if there is actual inclement weather, David Cole, our Campus Support Lead will notify outdoor Sport/ Art Key Leaders to bring all kids participating in their track at that time inside to the locations listed below. Any small groups that are meeting outside at that time should immediately move into the Worship Center. *(Small groups that meet outside are actually recommended to move inside the Worship Center even if it is just raining).*

Attention: If the Inclement Weather Plan is in place at drop-off or pick-up, it will ONLY impact 1<sup>st</sup>-3<sup>rd</sup> graders participating in an outdoor track. They will need to be dropped off or picked up in the Inclement Weather Locations listed below. Everyone else will still be dropped off and picked up in their regular locations (4<sup>th</sup>-6<sup>th</sup> = Worship Center, 1<sup>st</sup> -3<sup>rd</sup> participating in an indoor track = their track location)

#### **Inclement Weather Outdoor Track Locations**

Backyard games – Upstairs Gallery	Grease Monkey – Worship Center
Basketball – WR Kids Long Hallway	Grill Masters – WRC Kitchen
BMX - Upstairs near Women's Restroom	Kid vs. Wild – Atrium Near Women's Restroom
Fitness Bootcamp – Kids Theater	Ninja Warrior – Worship Center
Circus Arts - Upstairs near Men's Restroom	Skateboarding – WR Student Theater
Dodgeball - Atrium Near Men's Restroom	Sports Masters - WR Kids Short Hallway

## Emergency Procedures

### FIRE

#### **Upon discovering smoke, fire, or the sound of the fire alarm:**

- Sound the building's fire alarm by pulling the red fire alarm levers. They are located throughout the building. Familiarize yourself with their location in your area.
- Have children line up at the door.
- Leaders should check their area to make sure that all children are accounted for.
- Ensure that you have your group's roster, and count the kids to be sure you have everyone on your roster. If not, find them quickly or radio security who will be making a final sweep through hallways and bathrooms.
- Exit the building using the primary or secondary emergency route that is posted in your area.
- Close doors behind you as you exit.
- Have one leader at the front of the line and at least one leader at the back of the line.
- Report to your designated emergency assembly area (see below for details).
- Groups should walk, not run.
- When arriving at the assembly area: children should sit in circles with a leader on the outside of the group for security.
- Take attendance of children, and report on radio immediately if any children are missing.
- Keep children calm.
- Do not release any children to parents unless specifically instructed by staff
- Do not reenter the building until instructed by staff.

**Assembly Area** for the following tracks is the Volunteer Parking Lot (gravel lot near HWY 92):

- |                                |                 |
|--------------------------------|-----------------|
| ○ Anyone in the Worship Center | ○ Martial Arts  |
| ○ Backyard games               | ○ Ninja Warrior |
| ○ Beautiful Bakery             | ○ Skateboarding |
| ○ Cheerleading                 | ○ Surge JR      |
| ○ Circus Arts                  | ○ Table Sports  |
| ○ Dance Party                  | ○ Woodworking   |
| ○ Dodgeball                    |                 |
| ○ Fitness Bootcamp             |                 |

**Assembly Area** for the following tracks is the South Parking Lot (paved parking lot near the modular buildings):

- |                     |                  |
|---------------------|------------------|
| ○ Art               | ○ Kid Vs. Wild   |
| ○ Basketball        | ○ Kitchen Chaos  |
| ○ BMX               | ○ Mad Science    |
| ○ Creative Crafting | ○ Out of the Box |
| ○ Grease Monkey     | ○ Snack Attack   |
| ○ Grill Masters     |                  |

### SEVERE INCLEMENT WEATHER

A tornado watch means that weather conditions are favorable for the formation of a tornado. A tornado warning is issued when a tornado has actually been sighted in the surrounding area.

#### **Emergency Warning Notification**

- Weather notifications that would cause the need to find cover in your assigned emergency assembly area will be communicated on the radios, through POC's, security and texts where possible.



- Campus Lead Support, David Cole, will monitor weather updates.
- In-place-sheltering**
- Leaders will have children line up at the door of wherever they are leaving. Leaders should check their area to make sure that all children are accounted for.
- Ensure that you have your group's roster, and count the kids to be certain you have everyone on your roster. If not, find them quickly or radio security who will be making a final sweep through hallways and bathrooms, etc.
- Lead children to designated shelter-in-place locations. Stay away from glass windows.
- Once in the place everyone should line up sitting down as close as possible to the walls that touch indoor church walls. (Do NOT put anyone on the wall that touches the great outdoors nor up against a stage.)
- Children should crouch low with their head down, hands over head.
- Take attendance of children, and report on radio immediately if any children are missing.
- Remember: stay away from glass and large open areas.
- Keep children calm.
- Do not release any children to parents unless specifically instructed by staff
- Do not return to your normally scheduled location until instructed by staff.

**Assembly area** for the following tracks is Discovery Room A

- Art
- Creative Crafting
- Snack Attack

**Assembly area** for the following tracks is Discovery Room B

- Grease Monkey
- Kitchen Chaos
- Out of the Box
- Grill Masters
- Mad Science

**Assembly area** for the following tracks is the Preschool Hallways

- Beautiful Bakery
- Dodgeball
- Martial Arts
- Sports Masters

**Assembly Area** for the following tracks is WRK Breakout Room 1

- Dance Party

**Assembly Area** for the following tracks is WRK Breakout Room 2

- Woodworking

**Assembly Area** for the following tracks is the West Ridge Kids Theater

- Basketball
- Cheerleading
- BMX
- Circus Arts

**Assembly Area** for the following tracks is the Student Theater

- Backyard Games
- Kid vs. Wild
- Skateboarding
- Fitness Bootcamp
- Ninja Warrior
- Table sports

**Assembly Area** for the following tracks - Preschool classrooms

- Surge JR Room 110 will join room 112
- Surge Jr Room 108 will join room 115
- Surge Jr Room 106 will join room 116
- Surge Jr Room 104 will join room 117
- Surge Jr Room 105 will join room 118
- Surge Jr Room 103 will join room 119
- Surge Jr Room 101 will join room 120

**If Damage Occurs:**

- Keep children together in a safe location while avoiding broken glass and other debris.
- Keep children away from power lines, water near down power lines, and emergency traffic areas.
- Avoid using matches or lighters in the event a gas line is leaking.
- Reassure children with your example and words as needed.
- Take attendance again as you remain with your children until emergency assistance arrives or West Ridge Staff gives you further instructions.

**CODE RED (Intruder)****Inside Tracks:**

- Secure area doors
- Security and POC's should secure ministry area doors (WRKids Elementary, WRKids Preschool, Worship Center, Discovery Rooms, Multi-Purpose Theater) when possible.
- If communication is available call (9-1-1) and then turn the phone on silent or off.
- Have children gather behind solid objects away from the door.
- Count heads and take attendance.
- Only allow others to seek refuge if it is safe to do so.
- Do not remain in open areas, seek shelter.
- Do not use the fire alarm as that directs people into the open.
- Stay away from windows.
- Help keep children calm.
- Do not un-secure your area until law enforcement secures the area.

**Outside tracks:**

- Check your roster and count heads.
- Move to your fire exit assembly area if possible.
- Keep children away from the building.
- Have children stay in their small group with their leader.
- Take attendance.
- Keep children calm.

**#4 SPECIFIC VOLUNTEER ROLES****Find yours (in alphabetical order) ...and READ IT! 😊**

***\*\* (If you are a Key Leader, your role is not listed because you should be receiving direct instructions from a WRC staff member. Let that staff member know if you have any questions.)***

**CAMPUS SUPPORT**

This team will report to Volunteer Central downstairs at WRC on Monday night at 5 pm to get their radio (walkie talkie) and to talk with the Campus Support Key Leader about the night and to receive duty assignments. Campus support volunteers ride around on golf carts or ATVs to assist in getting camp grounds ready each evening, to keep our campus clean during and after SURGE, to deliver water, and to help with anything the rest of the SURGE team may need on a given night.

## **EARLY DROP-OFF TEAM**

This team will meet their Key Leader in the Kids Theater at West Ridge Church at 4:30 on Monday afternoon and at 4:45 on Tuesday, Wednesday, and Thursday. Early Drop-off team members hang out and enjoy time with SURGE volunteer kids in the Student Theater and the West Ridge Kids Theater from 5 until about 5:45 p.m. so that all other volunteers are able to get to their designated locations before camp drop-off begins. This team also works together to deliver all the kids in Early Drop-off to their track locations or to their large group area when camp drop-off opens each evening.

## **FRIDAY FAMILY FINALE GUEST SERVICES TEAM**

This team will help with welcoming and serving families however needed at the Friday Family Fun Night. They will meet their Key Leader at WRC Camp Central at 5:15 p.m. on Friday evening to get instructions and be assigned to specific areas and jobs.

## **GUEST SERVICES**

Arrival – Please meet your team at WRC Camp Central (by the World Café) at 5:15 p.m. on Monday night. Your Key Leader will give you instructions and assign you to a specific area and job.

As Camp Begins and During Camp – It is imperative for you to be in your assigned location because you are the “customer service” side of SURGE. This team is located all over the WRC campus (including the parking lot to help supplement the parking team when needed) greeting families and children and helping them find their way during dropoff and pickup times. This team will also help monitor bathrooms during camp hours. You will answer questions about the camp schedules, locations and other important SURGE information (a “cheat sheet” will be provided ☺). If at any time you do not know an answer, please look for a POC to help (they will be wearing light reflective SURGE sashes to make them easy to spot as well as radios with headsets that give them direct access to Camp Central) or escort the family to Camp Central (in front of the cross and waterfall in the atrium). You guys leave a lasting impression on a family’s evening. Please do your best to be welcoming, helpful and live out a Christ-like attitude all camp long.

Dismissal – As parents return to get their kids, please be ready to assist the parents in finding them. 1<sup>st</sup> -3<sup>rd</sup> graders get picked up in their track locations, but 4<sup>th</sup>-6<sup>th</sup> graders get picked up in the Worship Center. If a parent did not remember their pickup tag take them or direct them to Camp Central immediately to get a temporary tag. They cannot pick up their child without one!

## **GOLF CART TEAM**

This team will drive golf carts to and from the WRC Volunteer Lot and West Ridge Church chauffeuring volunteers with a smile. They will meet their Key Leader at the top gravel parking lot near the entrance to the WRC drive at 4:15 p.m. each night of camp and work from about 4:30 to 6 p.m. and then again from about 9 to 9:45 p.m.

## **LARGE GROUP – BAND, AVL, DANCERS, CHARACTERS & STAGE ASSISTANTS**

AVL, Band, Dancers, Stage Characters and Assistants are a preselected team of audio, video, lighting, musicians, actors, dancers and helpers for large group. All these positions will receive their call times from their Key Leader as camp week gets closer, except for Stage Assistants.

Stage Assistants need to arrive to the WRC Worship Center Green Room at 5 p.m. each night to check in and receive instructions from their Key Leader, and then stay throughout large group to help set up, clean up, move mic stands, tables, props, etc.

## **MEDIC TEAM**

The Medic Team should have experience in the medical field, and be prepared to assess and help with any injuries or medical issues or questions throughout camp. Though you will make decisions on how to care for the kids, you will not administer any medicine unless there is a life-threatening situation that cannot wait for a parent or emergency worker to arrive. This team will meet your Key Leader in WRC Camp Central near the waterfall at 5:15 on Monday night for any specific instructions and to pick up a radio and any supplies you might need. Then you will remain on campus (on call until the end of camp each night.

## **MIDDLE SCHOOL HELPERS**

You know who you are ☺...upcoming 7<sup>th</sup>-9<sup>th</sup> graders. On Monday evening from 5:15 to 5:30, please report to Volunteer Central (by the fish tank) to check in, get your name tag and any further instructions from the Middle School Volunteer Lead. After that, if you are signed up to help your own parent in a certain role, go with them to your assigned position. If you are signed up as a Sport/ Art Helper you should report to your Sport/ Art area, and help with any and all tasks that your Sport/ Art Key Leader assigns you throughout the evening. If you are a 4<sup>th</sup>-6<sup>th</sup> grade Small Group Helper you should meet the Small Group Leader (SGL) that you are assigned to help in the Worship Center. If you are a 1<sup>st</sup>-3<sup>rd</sup> grade Small Group Helper you should meet the SGL that you are assigned to help in your Sport/ Art area. All Small Group Helper will assist your leader however he/ she needs throughout the night. On Tuesday – Thursday, ALL Middle School Volunteers should report directly to your assigned position by 5:40 p.m.

## **PARKING TEAM**

Arrival - Please meet your team in the grassy area in the circle drive at the front entrance of WRC by 5 p.m. nightly. Your Key Leader will give you any needed instructions and help everyone get to their assigned positions.

During Camp -You will be busy directing traffic and helping people to park from about 5 until around 6:30 p.m. Then you will have time to hang out with team members, relax and tailgate, walk around camp, check out Large Group, etc.

Dismissal - At 8:15, you will need to head back to the Parking Team Tent to regroup and to be ready to direct traffic for camp dismissal from 8:30 to around 9:30 p.m.

## **POINTS OF CONTACT (POCs):**

Arrival – Meet your Key Leader in Volunteer Central at 5:15 to pick up your backpack, radio and headset and to get further instructions for the day. You will also pray together as a team before you head to your assigned area (Track POCs to their track area and Worship POCs to the Worship Center) by 5:30. Once there, you should touch base with the small group leaders and other volunteers that you will be assisting. (Track POCs, will have nametags in their backpacks to give to the Sport/Art Key Leaders and their assistants. SGLs should have their own nametags in their backpacks).

If any of your leaders have not arrived by 5:45, radio the Volunteer Support Lead to get a substitute. Assist parents, kids and SGLs with drop off.

During Camp – Stay engaged by continually checking on all the kids and volunteers in your area. Be ready to jump in and help however needed (taking kids to the restroom, discipline, small group activities, emergencies, picking up rosters, keeping everyone on schedule, answering questions, etc.) At 6:10, Track POCs will go with the 1<sup>st</sup>-3<sup>rd</sup> graders and their SGLs to the Worship Center and stay with them there throughout large group to help however needed. After large group, they will return to the track area with all 4<sup>th</sup> -6<sup>th</sup> graders and SGLs for their sport/ art time. 1<sup>st</sup> -3<sup>rd</sup> grade small groups will have a choice to stay in the Worship Center or go back toward the track area for small group time. Track POCs need to communicate with the 1<sup>st</sup>-3<sup>rd</sup> grade SGLs to know where they will be. Worship Center POCs will stay in the Worship Center after large group to assist the small groups that decide to do their lesson/ activity time in there. After 4<sup>th</sup>-6<sup>th</sup> graders finish their sport/art time, they will have the option to stay near their track location or head back to the Worship Center for their small group time. They will need to let the Track POC know where they will be.

Dismissal – Be present, available and involved. Outside, keep parents at a distance from the kids until 9 p.m. In all areas (inside and out) at 9 p.m., help parents find their kids, and help SGLs keep kids organized, answer parent questions, and have any necessary conversations with parents.

## **REGISTRATION TEAM**

Members of this team play an administrative role, which may include registering children, t-shirt distribution and attendance check-in. This roll is primarily for Sunday, June 6th (3:30pm - 6pm), Saturday, June 12th (9am - 12pm) & Sunday, June 13th (9:30am - 2pm) BEFORE SURGE, and Monday, June 10th (2:30pm – 6:30pm). We would love it if you would also sign up as a SUBSTITUTE for the rest of the week of SURGE (Tuesday – Thursday, June 15<sup>th</sup>-17<sup>th</sup>). Your Key Leader will be in touch with you with any further details.

## **RESOURCE TEAM 1 (PRE-CAMP)**

This team will meet at West Ridge Church Monday – Thursday from 9 a.m. to 2 pm. the week before SURGE in order to prepare small group supplies. Your Key Leader will be in touch with you to give you specific meeting times and further instructions.

## **RESOURCE TEAM 2 (DURING CAMP)**

This team will meet downstairs at around 4 p.m. at WRC in the glass staircase room off of the atrium labeled “SGL Check-In” each day of camp to prepare back packs and supplies. Then throughout the evening, you will complete other administrative and organizational tasks. Finally, at the end of the night you will help collect and re-organize back packs. Your Key Leader will be in touch to give you specific meeting times and further instructions.

## **SECURITY TEAM**

This team will be spread out all over campus working to keep all SURGE participants and volunteers safe throughout camp. You will meet your Key Leader in Volunteer Central downstairs at WRC each night at 5 p.m. for specific assignments and to pick up a radio.

## SET UP TEAM

This team will meet their Key Leader at the West Ridge Church Camp Central (The Help Center in the Atrium) for job assignments and then work all over the church on Sunday, June 13<sup>th</sup> (the day before SURGE) from 3 p.m. to 8 p.m. You will help unload and set up Large Group supplies and equipment as well as helping with other duties like moving furniture, hanging signs, stacking chairs and getting areas ready for camp. You will also share a delicious meal together for dinner that evening around 6 p.m....cuz we like food!

## SMALL GROUP LEADERS (SGLs):

Before Camp – Please be sure to read over the small group lessons sent to you by email and check out the lesson videos, as well. Be prepared for your small group time by planning how you will implement each night's lesson.

Arrival -You should report to Small Group Leader Check-In at WRC (Glass Staircase Room) each night before 5:30 p.m. to pick up your nametag and back pack of supplies that you will need to fulfill your role. After picking up your things, please go directly to your assigned area (4<sup>th</sup>-6<sup>th</sup> the WRC Worship Center / 1<sup>st</sup>-3<sup>rd</sup> your designated track locations) to prepare for kids' arrival. *(Your backpacks will include name tags for all of the kids in your group. You need to give those to the kids each night as soon as they arrive, and then take them up and put them back in your backpack at the end of each night.)* **If you are missing any nametags or have extra nametags, please report that to your POC immediately. Also, as kids arrive be sure to check them off on your roster, as well as, on the mini-roster that you will make and keep on the back of your nametag each night.**

During Camp – You are the kids' shepherds, mentors, and caretakers at camp. You will take the kids where they need to go, participate with them in Large Group, and lead the kids in lessons that reiterate the Bible Story for each night.

Helping a Child Accept Jesus - If a child lets you know that he is ready to ask Jesus into his heart, offer to pray with him. You will find a sample prayer in each night's small group curriculum. Celebrate this decision with the child!

**In your backpack, you will find a "Prayed to Accept Jesus" card. Please write the names of any kids that accept Jesus on that card, and then turn the card into your POC at the end of each night. Also in your backpack, you will find a "Your Child Accepted Jesus" letter. Please be sure to give one of these letters to the parents of any kid who accepts Jesus.**

Dismissal - You are responsible for releasing your kids to their parents, BUT parents must have a parent pick up tag that matches the number on their child's nametag in order to pick up their child. **You must check each child's nametag against the parent pick up tag to ensure that the numbers match.** If they match, you should collect the child's lanyard with his nametag and put it in your back pack. Then you can release that child to his parent. *(On Thursday night, the kids can take their nametags and lanyards home, but only after you have matched their tags with their parents'.)* If a parent does not have a pick-up tag or the numbers do not match, etc., send the parent to Camp Central to get a new pick-up tag before you release their kid to them. Parents are told this in the SURGE Parent Handbook...NO EXCEPTIONS! If you need help, get your POC involved.

Late Pickup – All small group leaders need to stay with their kids until the last one is picked up. At 9:15 p.m., 1<sup>st</sup>-3<sup>rd</sup> grade small group leaders need to go with any kids that have not yet been picked up to the Worship Center (4<sup>th</sup>-6<sup>th</sup> graders and their small group leaders are already in the Worship Center) to wait for parents there.



## **SPECIAL NEEDS ONE ON ONE VOLUNTEERS**

This team offers one on one care for kids of SURGE age that require a special friend with them at all times. As a one on one volunteer, you need to check in by 5:15 p.m. each night in WRC Modular 302. Then you can go to the track your assigned kid has signed up for. You will stay with that kid throughout the evening, and help him participate in camp to the best of his ability.

## **SPECIAL NEEDS OUT OF THE BOX 2 VOLUNTEERS**

This team runs a track called Out of the Box 2 that is for special needs people who are physically older than the typical SURGE kid, but mentally they are the perfect age! You should report directly to WRC Modular 302 each night by 5:15 p.m. Then you will help run activities and work with the participants until the end of camp each night.

## **SPORTS & ARTS ASSISTANTS:**

Arrival - You should report directly to your area each night by 5:30 p.m. to meet with your Key Leader and other team members for a huddle time to help you all be prepared for the evening. ***(Your POC will bring your nametag to you in your track area before camp begins on Monday night. After that you are responsible for having it each night. We recommend that you do NOT take it home, but that you find a place to leave it in your area each night.)***

During Camp – You are coming along side your Key Leaders as our sports and arts experts! Help the Key Leader teach/ coach and lead the kids well by being engaged and using your time constructively throughout each session.

Dismissal - You do not have any specific role in dismissal, but we would love it if you could help SGLs and POCs keep the kids in their groups and organized as parents pick them up. Also, please be prepared to hang out a little longer on Thursday night because on that night ONLY, parents will be invited to hang around a little longer to see more of what the kids have been learning all week. This does not have to be a formal show or performance (it can be), but it may look more like just talking with kids and parents...1<sup>st</sup> -3<sup>rd</sup> parents should be there right at 9, but 4<sup>th</sup>-6<sup>th</sup> will trickle in later because parents have to pick them up in the Worship Center and then head back your way.

## **SUBSTITUTES**

You should report to Volunteer Central downstairs at WRC every night BEFORE 5:30 p.m. to check in with our Volunteer Support Lead. She will assign you wherever you are needed each night. You may be in that position all night or you may only be needed for a little while until another leader arrives. In that case, please report back in with the Volunteer Coordinator in Volunteer Central as soon as you can. **Also, please take time to read over the information in this handbook for each role so that you will be prepared for any position, BUT be aware that substitutes are most often used to fill in for small group leaders.**

## **SURGE JR. TEAM**

This team provides a camp-like experience for SURGE volunteers' children ages birth to Pre-K (any child who has not yet entered kindergarten) at West Ridge Church in the Birth through Pre-K area. This team does an awesome job of making SURGE Jr. just as much fun for our little ones as SURGE is for our "big ones". Please arrive to the church by 4:45 p.m. each night, and plan to serve until 9:30 p.m. nightly. Your Key Leader will give you further instructions.

## TEAR DOWN TEAM

This team will meet their Key Leader at West Ridge Church Camp Central at 8 p.m. on Thursday night for job assignments. They will work throughout both campuses for the next two to three hours taking down SURGE and getting the church back to “normal.”

**VIDEO, PHOTO, & MEDIA Team** – This team is preselected to record SURGE through great pictures, videos and social media. Your Key Leader will contact you with specific instructions.

## #5 SURGE CAMP SCHEDULES

### 1<sup>st</sup> – 3<sup>rd</sup> Grade Schedule Mon.-Thurs.

*(Get dropped off and picked up in their sport/art location)*

5:45 – Drop-off Begins in Sport/Art Location  
6:00 – Icebreaker Activity Time  
6:10 – Head to Worship Center for Large Group  
6:15 – Large Group Begins  
7:00 – Large Group Ends  
7:05 – Small Group Time Begins  
(Snack & Bathroom Break During this Time)  
8:00 – Snack/Small Group Time Ends  
8:05 – Sport/ Art Time Begins  
9:00 – Sport/Art Time Ends & Parent Pickup Begins  
9:15 – Head to Worship Center for Late Pickup

### 4<sup>th</sup>-6<sup>th</sup> Grade Schedule Mon.-Thurs.

*(Get dropped off and picked up in the Worship Center)*

5:45 – Drop-off Begins in the Worship Center  
6:00 – Icebreaker Activity Time  
6:15 – Large Group Begins  
7:00 – Large Group Ends  
7:05 – Sport/Art Time Begins  
8:00 – Sport/Art Time Ends  
8:05 – Small Group Time  
(Snack & Bathroom Break During this Time)  
8:55 – Head to the Worship Center  
9:00 – Parent Pickup Begins in the Worship Center  
9:15 – 1<sup>st</sup> to 3<sup>rd</sup> Join You in WC for Late Pickup

## Friday Family Finale

*(Parents and siblings will stay and participate with their children at this event!*

*Friends and family that didn't attend SURGE are also welcome to come!)*

6 p.m. – THE FUN BEGINS

## #6 SURGE MAP *(on the next page)*



## Outside Sports & Arts Tracks

