

VOLUNTEER HANDBOOK 2023



June 12 – 16 // 6pm– 9pm

Please take a few minutes to read!
June 4th – All Volunteer Meeting 4pm
Be in places BY 5:30pm each night!

#SURGEcamp

www.WestRidge.com/SURGE

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#1 WHY SURGE CAMP?

SURGE is designed to give God glory and to share the Gospel! Offering a sports and arts camp for kids that has gifted instructors and coaches appeals to families in our community whether they know Jesus or not. Because of this, SURGE provides a way for us to continue to disciple our West Ridge Kids regular attenders as well as to reach kids who may not attend church or hear about Christ at home. Often, we see kids that decide to follow Jesus, influence their parents to do the same!

#2 BEFORE CAMP

Be sure that you have signed up to serve at camp at 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.

Please stay connected with God by spending time in His word and prayer.

Please pray for all our SURGE volunteers, the West Ridge Kids staff, and the families that we will be involved in camp. Also, please pray for good weather, for protection over everyone that will be on our campuses, and for God to prepare your heart to serve well!

Go ahead and mark your calendar for Sunday, June 4th. That is when we'll be holding our super-duper-you-gotta-be-there, very important SURGE ALL VOLUNTEER MEETING. This meeting will take place at 4:00 p.m. that Sunday in the Worship Center at West Ridge Church (WRC). (Childcare will be provided for birth through 5th 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 Dee Harris at deeh@westridge.com).

At the ALL VOLUNTEER MEETING, we'll be going over NEW information and changes for this year's camp, sharing last-minute updates, and breaking out into teams to give you more specifics about your area. Oh yeah, and this is when you'll receive your coveted SURGE t-shirt.

If you absolutely cannot make our ALL-VOLUNTEER MEETING, please email us at 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 may pick up your SURGE t-shirt the following Sunday, June 11th, in the Discovery Room at WRC from 10 a.m. until 2 p.m. or Monday, June 12th in Volunteer Central (by the fish tank at WRC) from 4 to 5 p.m.

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

#3 CAMP WEEK

General Information for All Volunteers

Bring a Christ-like attitude, a commitment to teamwork and a desire to serve the kids and parents God puts in your path!

Bring a water bottle each night of camp.

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

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.

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 at WRC near the fish tank) or EPMS Camp Central (Outdoor Tent) to get a replacement.***

Please wear shorts that fully cover your backside no matter how you move 😊.

Put your cell phones away during camp hours except in case of emergency or if needed for a camp activity.

Plan to stay at camp a little later Thursday night because at dismissal 4th-6th grade parents will be invited in for about 15 minutes (9-9:15) for a sneak peek at what their kids have been doing in their track during the week. *(Just FYI: 1st-3rd grade parents are invited in for a sneak peek of their kid's track at drop-off on Thursday from 6-6:15).*

Join us at for an awesome Friday Night Family Finale. We will not have SURGE sports or arts or small groups on Friday, but rather we will invite family and friends to join their campers for a large group from 6-7 p.m. in the WRC Worship Center. Then we will give them an activity to go out into the community to do together. *(Most of you won't have any volunteer responsibilities that night, BUT if you are available, we would love for you and your crew to join us for the finale).*

****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 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 Kindergartners

SURGE Jr. is fun camp-like experience for volunteers' kids that are birth through upcoming kindergartners. While you serve at SURGE, your little ones will learn more about who God is and what He has done for us through games, videos, music, art and more! SURGE Jr. takes place at West Ridge Church in the West Ridge Kids Pre-K area from 5 p.m. until the last child is picked up each night. *(Please get your child[ren] ASAP once finished with your volunteer role).* 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 Dee Harris at deeh@westridge.com.

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

Early Drop-off for VOLUNTEER KIDS ONLY will be held in the Kids and Student Theaters upstairs at WRC starting at 5 p.m. each evening. You will need to go with your kids to drop them off and you will need to sign them in at a kiosk and get them a name tag in order to enter the Early Drop-off area. Those in charge of Early Drop-off will take your kids to their track locations at 5:45 p.m. We will have a bus to take any 1st-3rd graders that are participating in tracks at EPMS.

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..."

Also, please note that if your kid goes to the same place you do for the start of camp, you do not need to take them to Early Drop-off. Go ahead and take them with you to your assigned area. (For example: If I am a small group leader for 4th-6th grade Mad Science and my son is a 5th grader participating in Football, we both start camp in the Worship Center, so he does not need to go to Early Drop-off. He can just hang with me in the Worship Center until his Football small group leader arrives. For another example: If I am a Lacrosse Assistant and my daughter is a first grader participating in Lacrosse, we both start the night in the Lacrosse area at EPMS, so I can just take her there with me.

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 from being spread out all over the SURGE campuses too late and to reconnect volunteers with their own kids, 4th-6th Small Group Leaders (SGLs) and ALL their kids who have not yet been picked up will leave their track location at 9:15 to head to the WRC Worship Center. There will be a bus to bring kids and leaders from EPMS back to the WRC Worship Center at this time. (All 1st-3rd graders finish camp in the Worship Center, so they will 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. The main entrance and exit for EPMS will be open, as well as the entrance and exit that leads to the East Paulding High School parking lot.

There will be a parking team to assist with traffic flow and any questions that you may have at both the WRC and the EPMS campuses. Please use caution and pay attention to the parking team's directions.

EPMS Track Key Leaders, Assistants and POCs should park in the parking lot behind East Paulding High School (see maps). Everyone else including EPMS Small Group Leaders need to park at West Ridge Church in the Volunteer Lot (see map).

There will be golf carts to take people from the parking lots to WRC and vice versa, as well as minibuses to take leaders over to EPMS. (The minibuses will pick up in the circle drive in front of the church every five minutes starting at 5 p.m. nightly)

Moving Kids from Place to Place

We will have different schedules for different age groups and campuses (1st-3rd and 4th-6th / WRC and EPMS), and buses will transport kids and leaders who have tracks at EPMS to and from WRC. **To keep us all on track, we have included the schedules at the end of this handbook, and you will also have all of them printed on the back of your SURGE nametag.** Your area Point of Contact (POC) will also help to keep your area on schedule and will remind you of times and location changes. If you have any questions or concerns at camp, don't hesitate to ask your POC. *(All POCs will have radios and headsets, so they will be in contact with Camp Central throughout the night)*

Some Good Rules to Follow

1. Small groups are like a little SURGE family and should stay together at all times.
2. No one should leave SURGE during camp hours for any reason. If there is an emergency, please let your area POC know.
3. If you are positive, the kids are much more likely to be positive. Keep a smile in your heart and on your face.
4. Leave your area better than you found it. Be responsible and respectful; wipe your feet; throw away all trash; etc. And require the campers to do the same 😊.

Bathroom Policies

Below you will see your group's scheduled bathroom break times. Please take your kids at that scheduled time and encourage them all to go. Besides the group bathroom break, only send kids 1 or 2 at a time when it is an emergency, but if at all possible, we do NOT want them to leave large group during Pastor Brent's message! Have a POC take them if the restroom is out of eyesight. All restrooms inside WRC will be available for use, and we will have restrooms open inside EPMS. Also, there will be a Port-O-Pot at EPMS and one near BMX and Kid vs. Wild at WRC (see maps).

1st -3rd Grade Bathroom Breaks:

Between 6:30 & 7:00

Cheerleading, Table Sports, Dance Party, Art –**West Ridge Kids or Gallery upstairs**
Snack Attack & Kitchen Chaos – **Atrium**

7:00-7:15

Ninja Warrior, Dodgeball, Circus Arts - **West Ridge Kids upstairs**
Skateboarding, BMX, Martial Arts, Backyard Games – **Gallery upstairs**
Kid Vs. Wild, Grill Masters, RC Cars, Beautiful Bakery – **Atrium**
Soccer & Ultimate Frisbee – **EPMS Locker Room**
Basketball – **EPMS Front of Gym**
Field Day Fun, Volleyball, Baseball, Tennis, Football, Lacrosse – **EPMS Hallways**

8:10-8:20

Woodworking, Lego Masters, Creative Crafting, Mad Science, and Musical Zoo – **Atrium**

4th-6th Grade Bathroom Breaks

6:50-7:00

Ninja Warrior, Dodgeball, Circus Arts - **West Ridge Kids upstairs**
Skateboarding, BMX, Martial Arts, Backyard Games – **Gallery upstairs**
Kid Vs. Wild, Grill Masters, RC Cars, Beautiful Bakery – **Atrium**

7:00-7:10

Soccer & Ultimate Frisbee – **EPMS Locker Room**
Basketball – **EPMS Front of Gym**
Field Day Fun, Volleyball, Baseball, Tennis, Football, Lacrosse – **EPMS Hallways**

7:50-8:00

Woodworking, Lego Masters, Creative Crafting, Mad Science, and Instrument Zoo – **Atrium**
Cheerleading, Table Sports, Dance Party–**West Ridge Kids upstairs**
Art, Snack Attack & Kitchen Chaos – **Gallery upstairs**

Safety FIRST for our Volunteers and Guests

As mentioned earlier, everyone volunteering at camp must have on a nametag at all times for security purposes. The nametag and shirt indicate that a person has been screened by West Ridge to work with kids. Please let you POC or a security team member know IMMEDIATELY if you notice anyone interacting with kids without a nametag and a SURGE shirt. Again, **if you misplace your nametag, you or your POC must go to Volunteer Central at WRC or Camp Central at EPMS 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 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 kids. **Don’t allow yourself at any time to be alone with kids.** This is for the kids’ protection and your own protection.

Also, **please do NOT administer medication to a kid.** If there is an emergency, let your POC know ASAP and they will get help from the Medic Team and / or 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 kid 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 /or a West Ridge staff member to assess the injury.
2. The volunteer who witnessed the incident needs to fill out an Incident Report completely, accurately, and ASAP. (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/ or 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 concern, etc. **We ask that you inform a West Ridge staff member and have him/ her present for these kinds of conversations!**)

Rain & Inclement Weather Plans

Small Group Time

If it rains or if there is inclement weather during small group time, small group leaders should immediately gather their groups and head inside. If you are a 1st-3rd grade group meeting outside, you will just go into the Worship Center. If you are a 4th-6th grade outdoor track group, you will head to your inclement weather locations listed below. (If you are a 4th-6th Beautiful Bakery small group leader, you will take your group into the Multipurpose Theater).

Track Time

Weather notifications that would cause changes at drop-off or pick-up will be sent out through email to parents and volunteers. **Please note that track (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 Track POCs and Key Leaders to bring all kids participating in their track at that time inside to the Inclement Weather Locations listed below. POCs and Key Leaders do not make this call on their own but should wait to hear from David.

If the Inclement Weather Plan is in place at drop-off, it will ONLY impact 1st-3rd graders participating in an outdoor track. They will need to be dropped off in the Inclement Weather Locations listed below. Everyone else will still be dropped off and picked up in their regular locations.

If the Inclement Weather Plan is in place at pick-up, it will ONLY impact 4th-6th graders participating in an outdoor track. They will need to be picked up in the Inclement Weather Locations listed on the next page. Everyone else will still be picked up in their regular locations.

WRC Outdoor Tracks

Backyard Games – Upstairs Near WR Kids Desk

BMX - Upstairs in Gallery Past the Elevator

Circus Arts - Kids Theater

Dodgeball – Multipurpose Theater

Grill Masters –Atrium in front of stairs (Can use kitchen for food prep)

Kid vs. Wild – Upstairs Near Men’s Restrooms

Ninja Warrior – WR Kids Hall Near Theaters

RC Cars – Atrium Near Men’s Restrooms

Skateboarding – Upstairs Near Women’s RR

EPMS Outdoor Tracks

Baseball – 600 Hall

Field Day Fun – Room 804

Football – 500 Hall

Lacrosse – 400 Hall

Soccer – 800 Hall

Tennis – 700 Hall

Ultimate Frisbee –Hallway in front of gym

Volleyball – Room 803

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).
- 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.
- Do not release any children to parents unless specifically instructed by West Ridge staff
- Do not reenter the building until instructed by West Ridge staff.

Assembly Area for the following tracks is the Volunteer Parking Lot

- Anyone in the Worship Center
- Art
- Beautiful Bakery
- Cheerleading
- Circus Arts
- Dance Party
- Dodgeball
- Martial Arts
- Ninja Warrior
- Surge JR
- Table Sports

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

- Backyard Games
- BMX
- Creative Crafting
- Grill Masters
- Instrument Zoo
- Kid Vs. Wild
- Kitchen Chaos
- Lego Masters
- Mad Science
- Out of the Box
- RC Cars
- Skateboarding
- Snack Attack
- Woodworking

***If a fire occurs in the gym at EPMS, all basketball participants should exit through the side door that is labeled "Fire Exit" on the SURGE map and go to the back parking lot that is labeled "Fire Assembly Area" on the SURGE map. ***

SEVERE INCLEMENT WEATHER

- Campus Support Lead, David Cole, will monitor weather updates.
- 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.
- 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.
- Do not release any children to parents unless specifically instructed by West Ridge staff.
- Do not return to your normally scheduled location until instructed by West Ridge staff.

Shelter in Place Areas for Each Track:

- | | | | |
|--------------------|----------------------|---------------------|----------------------|
| • Art | Breakout Room 2 | • Circus Arts | WRK Preschool Halls |
| • Backyard Games | WRK Student Theater | • Creative Crafting | Discovery Room A |
| • Baseball | EPMS 400 & 500 Halls | • Dance Party | Breakout Room 1 |
| • Basketball | EPMS Gym | • Dodgeball | WRK Preschool Halls |
| • Beautiful Bakery | WRK Preschool Halls | • Field Day Fun | EPMS 600 & 700 Halls |
| • Cheerleading | WRK Student Theater | • Football | EPMS 400 & 500 Halls |

Shelter in Place Areas for Each Track (Continued):

• Grill Masters	Discovery Room B	• Martial Arts	WRK Preschool Halls
• Instrument Zoo	Discovery Room A	• Ninja Warrior	WRK Preschool Halls
• Kid vs. Wild	WRK Theater	• Out of the Box	Discovery Room A
• Kitchen Chaos	Discovery Room B	• RC Cars	Discovery Room B
• Lacrosse	EPMS 400 & 500 Halls	• Skateboarding	Student Theater
• Lego Masters	Discovery Room A	• Snack Attack!	Discovery Room A
• Mad Science	Discovery Room B	• Soccer	EPMS 600 & 700 Halls
• Table Sports	WRK Student Theater	• Volleyball	EPMS 600 & 700 Halls
• Tennis	EPMS 400 & 500 Halls	• Woodworking	Discovery Room A
• Ultimate Frisbee	EPMS 600 & 700 Halls		

CODE RED (Intruder)

Inside Tracks:

- Secure area doors
- Security and POC's should secure ministry area doors (WR Kids Elementary, WR Kids 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 and help keep children calm and quiet.
- Do not unsecure 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 and keep children calm.

#4 SPECIFIC VOLUNTEER ROLES

Find yours...and READ IT! 😊 (They are in alphabetical order)

*****If you have a lead (Key Leader) position, 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 Lead about the night and to receive duty assignments. Campus support volunteers assist in getting campus grounds ready each day, keeping

both campuses clean during and after SURGE, delivering water, trashcans, etc. as needed. We really need these positions to have an ATV, golf cart or access to one of these to use for the week.

EARLY DROP-OFF TEAM

This team will meet their Lead 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 Kids Theater from 5 until about 5:40 p.m. so that all other volunteers can 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 the large group area when camp drop-off opens each evening.

FRIDAY NIGHT FINALE GUEST SERVICES TEAM

This team only serves on Friday night. They will greet, assist, and serve all of our Friday Night Family Finale guests. They will meet their Lead at WRC Camp Central at 5 p.m. on Friday evening to get instructions and be assigned to a specific area and job.

GUEST SERVICES

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

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 and EPMS campuses **(including the parking lot to help supplement the parking team when needed)** greeting families and kids and helping them find their way during drop-off and pick-up times. (All 4th-6th graders get dropped off in the WR Worship Center and all 1st-3rd graders get dropped off in their track locations). **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 have a radio and headset that give them direct access to Camp Central) or escort the family to Camp Central at WRC or the tent at EPMS. 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. (4th-6th graders started off in the Worship Center, but they get picked-up in their track locations so the parents might need some help finding their track. All the 1st-3rd graders started the night in their track, but they will get picked up in the WRC Worship Center). If a parent did not remember their tag take

them or direct them to WRC or EPMS Camp Central immediately to get a temporary tag. They cannot pick up their kid without one!

GOLF CART TEAM

This team will drive golf carts to and from WRC and the WRC parking lots chauffeuring volunteers and families with a smile. They will meet their Lead at the top gravel parking lot near the entrance to the WRC drive at 4:30 p.m. each night of camp and work from about 4:45 to 6:15 and then again from about 8:45 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 Lead 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 Lead, and then stay throughout both large groups 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 Lead 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 (either at WRC or EPMS) on call until the end of camp each night.

MIDDLE SCHOOL HELPERS

You know who you are ☺...upcoming 7th-9th graders. On Monday evening from 5:15 to 5:30, please report to Middle School Helper Check-In across from the Women's Restroom downstairs in the atrium to check in, get your nametag and any further instructions from the Middle School Helper 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 Track (sport or art) Helper, you should report to your track location, and then help with any and all tasks that your Track Lead assigns you throughout the evening. If you are a 4th-6th grade Small Group Helper, you should meet the Small Group Leader (SGL) that you are assigned to assist in the Worship Center. If you are a 1st-3rd grade Small Group Helper, you should meet the SGL that you are assigned to assist in your track area. All Small Group Helpers will assist the SGL however he/ she needs throughout the night.

On Tuesday – Thursday, ALL Middle School Helpers 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 Lead 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 grassy area in the circle drive 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):

- **Large Group POCs -**

Arrival – Meet your Lead POC and your team in the Pastoral Care Room at WRC that is in the Worship Center lobby behind the waterfall by 5:15 each evening. There you will pick up your supplies (backpack, radio, headset, etc.), pray together and go over nightly instructions. Then you will head to the Worship Center to greet SGLs as they arrive and help them however needed. You'll help kids (and parents) find their section and their small group leader during drop-off.

During Camp - SGLs will be instructed to find YOU if they need anything before, during and after large group. After large group, 1st-3rd grade small groups will meet in the Worship Center and outside the Worship Center. You will need to monitor those groups and help however necessary.

Dismissal – All 1st -3rd graders will be picked up in the Worship Center. Please help the small groups get back to their track signs and seated in the Worship Center by 9 p.m. each night. Then be available to help small group leaders keep kids in their areas and under control as you also assist parents in finding their kids.

- **Track POCs**

Arrival - Meet your Lead POC and team in the Pastoral Care Room at WRC that is in the Worship Center lobby behind the waterfall by 5:15 each evening. There you will pick up your supplies (backpack, radio, headset, etc.), pray together and go over nightly instructions. After that, please go directly to your assigned area to help get your Track Key Leaders, Assistants, and Small Group Leaders ready for kids to arrive at 5:45 p.m. *(Monday your backpack will include nametags for all the Track Key Leaders and their Assistants, so get those passed out as quickly as possible. You do not need to take their nametags back up each night. Once you give it to them, they are responsible for it the rest of the week. You will NOT have Small Group Leader or Middle School SGL Helpers nametags. SGLs tags are in their SGL bags and Middle School Helpers get their tags from the Middle School Helper Lead before reporting to their assigned area).* If anyone on your team is missing a nametag, report that via radio to Volunteer Central right away. **Also, radio Volunteer Central by 5:45 each evening if you are missing any volunteers in your area.**

During Camp – You are the eyes and ears of SURGE. Please, be sure to wear your radio and head set at all times. Walk around your assigned tracks looking to engage and help wherever possible. We are counting on you to keep your area organized, accounted for, informed, and on schedule. The 4th-6th grade groups will meet in their track area for small group time, so you will need to collect their rosters, monitor those groups and help however necessary.

Dismissal - Keep parents out of hallways and secure areas until 9 p.m. each night. Then you should help parents get where they need to be and also be available to help with any dismissal issues or glitches.

REGISTRATION TEAM

Members of this team play an administrative role, which may include registering kids, t-shirt distribution and attendance check-in. This roll is primarily for Sunday, June 4th (3 - 6pm), Saturday, June 10th (9am - 12pm) & Sunday, June 11th (9:30am - 2pm), and Monday, June 12th (3pm-5pm). We would love it if you would also sign up as a Small Group Leader or a Substitute for the rest of camp! Your Lead will be in touch with you with any further details.

RESOURCE TEAM 1 (PRE-CAMP)

This team will meet at West Ridge Church during office hours (9-5) the last week in May (May 22 – 26) to prepare small group supplies. Your Lead 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 (see map) labeled “SGL Check-In” each day of camp to prepare backpacks 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 backpacks. Your Lead will be in touch to give you specific meeting times and further instructions.

SECURITY TEAM

This team will be spread out all over the two SURGE campuses working to keep all participants and volunteers safe throughout camp. You will meet your Lead 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 Lead at West Ridge Church Camp Central (The Help Center in the Atrium) for job assignments and then work throughout both campuses (WRC & EPMS) on Sunday, June 11th (the day before SURGE) from 3 p.m. to 8 p.m. You will help unload and set up supplies and equipment as well as helping with other duties like moving furniture, hanging signs, stacking chairs and getting areas ready for camp.

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 SGL Check-In at WRC (Glass Staircase Room) each night before 5:30 to pick up your back pack of supplies that you will need to fulfill your role. After picking up your things, please go directly to your area (4th-6th the WRC Worship Center / 1st-3rd your designated track locations) to prepare for kids’ arrival. *(In addition to your small group lesson supplies, your backpacks will include your small group roster, your name tag, your middle school helper’s name tag – if you have a helper, and name tags for all the kids in your group. You need to give the kids their name tags as soon as they arrive each night, and then take them up and put them back in your backpack at dismissal each night.)*

SMALL GROUP LEADERS (Continued):

Arrival (Continued):

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 full-page roster, as well as, on the yellow, mini roster that you will make and keep on your name tag lanyard all week.

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. Write the names of any kids that accept Jesus on that card, and then turn it into your POC sometime before the end of the 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 kid’s nametag in order to pick him/her up. **You must check each kid’s nametag against the parent pick up tag to ensure that the numbers match.** If they match, you should collect the kid’s lanyard with his nametag and put it in your backpack. Then you can release that kid 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, send the parent to Camp Central on their campus (WRC or EPMS) 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. Also, remember that at 9:15, you take any kids that have not yet been picked up to the WRC Worship Center, (there will be shuttle buses at EPMS to take you and your kids to WRC) and hang out with them until they are picked up there. **Once in Worship Center, sit with your group of kids by the sign with your track’s name on it like you did during large group. Please stay with your kids and be sure to still check parent pick-up tags in order to release any kid.**

SPECIAL NEEDS ONE ON ONE VOLUNTEERS

This team offers one on one care for kids of SURGE age that need “buddy” 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 them participate in all aspects of camp to the best of their ability.

SPECIAL NEEDS OUT OF THE BOX VOLUNTEERS

This team runs a track called Out of the Box 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 (TRACK) ASSISTANTS:

Arrival - You should check in at Volunteer Central on your campus (WRC = desk by the fish tank / EPMS = tent) to pick up your name tag on Monday by 5:30 and then head to your track area to meet your Track Lead. *After that you are responsible for having your name tag each night, and you can report directly to your area each evening.* Your team should gather for prayer and to take care of any last-minute details before the kids arrive.

During Camp – You are our sports and arts experts alongside your Track Lead! Be ready to coach, explain, and work with kids in your area however your Lead asks you to.

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**, 4th – 6th grade parents will be invited in at 9 p.m. to meet you and see what you have been teaching their kids during the week.

SUBSTITUTES

You should report to Volunteer Central downstairs at WRC each night that you have signed up to serve. If you can be there before 5:30 that would be great, but if not, just come as soon as your schedule allows. You will check in with our Volunteer Support Lead, and then she will assign you wherever you are needed. 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 Support Lead at WRC Camp Central or by having someone radio/ call her from the EPMS Camp Central tent to get your next assignment.

Also, please take time to read over the description 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' kids ages birth to Pre-K (any kid 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 and educational 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 Lead will give you further instructions.

TEAR DOWN TEAM

This team will meet their Lead 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 made up of specialist in these fields, and they record SURGE through great pictures, videos and social media. Your Lead will contact you with specific instructions.

#5 SURGE CAMP SCHEDULES

1st - 3rd Grade Schedule Monday-Thursday

West Ridge Church Tracks

5:45 - Drop-off Begins in Track Location
6:00 - Track Begins
7:10 - Track Ends & Head to Worship Center
7:20 - Large Group Begins
8:10 - Large Group Ends
8:15 - Small Group Begins
(Have Snack During Small Group)
9:00 - Small Group Ends & Parent Pickup Begins
In the Worship Center
9:15 - SGLs & Remaining Kids Stay in the
Worship Center for Late Pickup

East Paulding Middle School Tracks

5:45 - Drop-off Begins in Track Location
6:00 - Track Begins
7:00 - Track Ends & Load Buses to WRC
7:20 - Large Group Begins
8:10 - Large Group Ends
8:15 - Small Group Begins
(Have Snack During Small Group)
9:00 - Small Group Ends & Parent Pickup Begins
in the Worship Center
9:15 - SGLs & Remaining Kids Stay in the
Worship Center for Late Pickup

4th – 6th Grade Schedules Monday – Thursday

West Ridge Church Tracks

5:45 - Drop-off Begins in Worship Center
6:00 - Large Group Begins
6:50 - Large Group Ends & Head to Track Location
7:00 - Small Group Begins
(Have Snack During Small Group)
7:50 - Small Group Ends & Track Begins
9:00 - Track Ends & Parent Pickup Begins
9:15 - SGLs Take Remaining Kids to the
Worship Center for Late Pickup

East Paulding Middle School Tracks

5:45 - Drop-off Begins in Worship Center
6:00 - Large Group Begins
6:50 - Large Group Ends & Load Buses to EPMS
7:10 - Small Group Begins
(Have Snack During Small Group)
8:00 - Small Group Ends & Track Begins
9:00 - Track Ends & Parent Pickup Begins at EPMS
9:15 - SGLs & Remaining Kids Ride a Bus to the
Worship Center for Late Pickup

Thursday Parent Sneak Peek

Thursday ONLY: Invite parents into your area to get a glimpse of what their kids have been doing at camp

1st-3rd grade – at drop-off = 6-6:15 p.m.

4th-6th grade – at dismissal = 9-9:15 p.m.

Friday Night Family Finale for ALL Ages

Parents and siblings will stay and participate with their kids at this event!

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

6:00-7:00 p.m. SURGE Recap Video and Last SURGE Large Group in the WRC Worship Center

7:00-9:00 p.m. Families go off campus for an adventure together!

#6 MAPS FOR WRC & EPMS (See next two pages)



