

## VOLUNTEER INFORMATION / FAQ – Apex Baptist Church



### CHURCH ADDRESS:

110 South Salem St., Apex, NC 27502

### WHICH CREW / JOB AM I VOLUNTEERING IN?

All volunteers are told their job and crew number when they attend one of the mandatory trainings. If you have forgotten or lost this information you will need to either email [mfetner@apexbaptist.org](mailto:mfetner@apexbaptist.org), or see the volunteer list the morning of camp. Please do not inquire about your job until you have attended the training. If we have to make a change to your crew # or job after the trainings, we will email or text you directly.

### WHERE DO THE KIDS GO AT DROP-OFF EACH DAY?

**Day Session – K – 2nd Grades** start in the Worship Center – main floor area and find their Crew # there.

**Day Session – 3<sup>rd</sup> Grade** start in the Worship Center –upstairs balcony and find their Crew # there.

**Day Session – 4<sup>th</sup> & 5<sup>th</sup> Grades** start in the Fellowship Hall and find their Crew # there.

**Evening Session – K – 5<sup>th</sup> Grades** all start in the Worship Center – main floor area and find their Crew # there.

**Day or Evening – Preschool Care** is in Preschool Hall classrooms.

### WHEN DO I NEED TO ARRIVE / WHAT IF I HAVE KIDS TO DROP OFF?

**Day Session** – Please arrive by 8:30am. Kids who are in K – 5<sup>th</sup> grades can stay with you in your service area until 8:45am and can then go to their respective crews. Preschoolers can be taken to their room immediately as long as two volunteers are there to receive them.

**Evening Session** – Please try to arrive as close to 5:30pm as possible and follow the same procedure as with the Day Session above.

### HOW DO THE KIDS GET CHECKED IN EACH DAY?

**K – 5<sup>th</sup> Grades** - Once in their Crew, a Crew Leader will give them their name lanyard for the day, which is their check-in. *\*Children should leave the lanyard with their crew leader, so please be sure to collect these at the end of the session each day and put them in your yellow bag.\**

**Preschool** (not yet completed Kindergarten) children will receive a name label each day when they arrive in their room.

### WHERE DO I PARK?

**Day Session** - If at all possible, we ask that you first try to park in the new, **gravel lot** which is located **\*BEHIND\*** the Bank of America and Holland's Jewelers (on E. Moore St). **DO NOT park** in any of the paved spots that are immediately along those businesses. We will be running a bus from that lot to the church for about 1 hour prior to the camp start time, and again for about a half hour after the session ends (may run longer if pick-up is taking a while). Only if that lot is full, is it okay to park in the spaces at church. **DO NOT park** at the CC Jones pool and park area, as the pool will be open those days. In order to get parents in and out, we need as many spots as possible to be open near the church to expedite drop-off and pick-up.

**Evening Session** – It is okay to park at the church for the evening session due to the reduced number of children attending this session.

## WHEN CAN I PICK UP MY VOLUNTEER PACKET / PARTICIPANT PACKET?

There are 4 opportunities to pick up these packets this year:

**Friday July 17<sup>th</sup>** 4pm – 6pm by the Fireplace at the church.

**Saturday July 18<sup>th</sup>** 9am – 12pm by the Fireplace at the church.

**Sunday July 19<sup>th</sup>** 8:30am – 12:30pm in the Main Office at the church.

**Monday July 20<sup>th</sup>** beginning at 8:00am at the alcove sitting area near the back, main doors (volunteer packets). Participant packets will be available in front of the café area at the church.

## HOW DO I PICK UP MY CHILDREN?

**Most Volunteers** – Please proceed to your child's pick-up area as soon as you are able to do so (same location as where you dropped them off). If you are in a Crew, work with the other adults in or around your crew to trade off going to get your kids (parents need to be able to continue picking up their kids in your crew).

**Volunteering with a Preschool Crew** – Your K – 5<sup>th</sup> grade children will be collected by staff and specific volunteers and then brought to where you are volunteering.

## WHAT IF A CHILD HAS A MEDICATION TO BE ADMINISTERED?

- If it's your child, we ask that you arrange to administer your child's medication either before or after the session.
- if medication must be administered during the session, or if a child must have an Epi-pen that an adult holds for them, you (or the parent) can come to the Help Desk, and we will have a form to complete so that the child's Crew leader can hold the medication and administer it, if necessary.
- **IT IS THE PARENT'S RESPONSIBILITY** to pick up the medication from the Crew Leader at the end of each day, during the pick-up process.

## YELLOW CREW BAGS

The yellow crew bag has everything that you should need for the session. Take this with you during the session time, but **PLEASE LEAVE THEM AT YOUR CREW SPOT** every day. These bags contain:

- Incident Reports
- Basic first aid (bandaids, etc.)
- Hand sanitizer
- A list of your kid's allergy info, emergency contact info, etc.
- Tissues
- Your crew's lanyards – you will need to hand them out when the kids arrive (this is their check-in) and then collect them once the parent picks them up.

## WHAT SHOULD I WEAR?

- Your lanyard each day.
- Your volunteer tee shirt if you want to. This is not required, but it does help visually identify you.
- Clothing that you can easily move in. If you are helping in any crew, you may be getting up and down quite a bit.
- Closed toe shoes are highly recommended (to prevent stumbling, enable you to join in games, and protect your feet from getting stepped on, dropped on, etc.).
- Shorts, skirts, and skorts need to come to fingertip length with arms down or longer. We understand that this is currently not in style and somewhat harder to find, but we ask that you alternately wear pants if you do not have shorts, skirts, or skorts that meet this criteria.
- Tops should meet pants, skirts, shorts, etc., and cannot be see through, meshed, or have extended arm openings unless an undershirt, tank top, or cami is worn underneath.

- Please remember that although this is fun camp time, we are at church and should be respectful of representing Jesus to the kids and their parents.

### **VOLUNTEER SNACKS AND COFFEE**

Volunteer snacks will be in the large conference room at all times. Coffee is available in the café area for free, prior to the camp start times (specialty coffee is only available in the evening).

### **VOLUNTEER RESTROOM USE**

- We are designating the men's and women's restrooms that are adjacent to the volunteer snack room, as adult only restrooms. You can use these restrooms without restriction.
- If you need to use any other restroom, please wait until the kids are involved in a session, and before entering, make sure there are no children in it (open the door and loudly ask if anyone is there). If there are any kids inside, you must wait for them to come out before entering.

### **STAFF CONTACTS**

Tyler Womble – 919-924-9747

Kristi Stam – 919-757-1053

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Ryann Welch – 919-924-4427

Wayne English (security) – 919-745-0263

Maelanie Fetner – (Please text) 919-395-6093