

MONTHLY CAPTAIN'S CHECKLIST

On Your Mark... *3–5 days before your event*

- ☐ Review the lesson topic.
- ☐ Prepare activity supplies.
- ☐ Make copies of Activity Pages.
- ☐ Make copies of Parent Pages.
- ☐ Gather prizes for raffle drawing.
- ☐ Verify refreshments (donuts, coffee, water).
- ☐ Verify Captain's Helpers.

Have the following ready for the sign-in table:

- ☐ Sign-in sheet
- ☐ Good Dads stickers
- ☐ Raffle tickets
- ☐ Name tags

Get Set ... *Arrive 15-20 minutes early!*

- ☐ Set up cafeteria tables.
- ☐ Set out activity supplies.
- ☐ Prepare sign-in table.
- ☐ Set out refreshments.
- ☐ Set out Activity Pages.
- ☐ Set out Parent Pages.

Go! *During your event*

For Captains:

- ☐ Welcome students & guests.
- ☐ Lead the lesson activity.
- ☐ Lead appreciations.
- ☐ Do raffle drawings.
- ☐ Clean up after dismissal.

For Captain's Helpers:

- ☐ Welcome students & guests.
- ☐ Sit at the sign-in table to...
  - ☐ Hand out raffle tickets.
  - ☐ Hand out Good Dads stickers.
  - ☐ Answer questions.
- ☐ Clean up after dismissal.

QUESTIONS?
WE'RE HERE TO HELP!

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