Leadership Manual Volume 1
Administrative Guide
I rejoice at Your word as one who finds great treasure.
Psalm 119:162

God’s word is the greatest treasure on earth and it is the centerpiece of KiDs Beach Club®

Get creative and make this the most special and fun Beach Club day of the year!

Let us and thousands of Beach Club supporters celebrate with you by sending your photos and videos to photos@kbcmail.org or you can share them in your social media posts by tagging @KiDsBeachClub and using hastags:

#GreatTreasureDay
#GiveKiDsBibles
#MyKBCBible

When taking photos or video with your smart phone to share with KiDs Beach Club®, please remember to turn the device on its side so that the long edge is parallel to the floor.

It’s a great way for all of our Beach Clubs to share ideas with each other. If we don’t make a big deal about it, nobody else will!

KiDBeachClub.org/Great-Treasure-Day
Volume 1: Administrative Guide

Leadership Manual

“Nuts & Bolts” of Beach Club
Leadership Manual  
the “Nuts & Bolts” of Beach Club

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ACKNOWLEDGEMENTS:  
The KiDs Beach Club® Leadership Manual is developed from a summary and adaptation of materials developed by Jack Terrell, the staff of KiDs Beach Club® and other Beach Club leadership. It contains concepts, strategies and diagrams specific to the establishment of a Beach Club.

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Welcome to KiDs Beach Club

What is Beach Club?

Our Vision – KiDs Beach Club® desires to provide every 3rd - 6th grade boy and girl a Jesus experience within the culture of his or her public school.

Our Mission – KiDs Beach Club® is an innovative ministry established to mobilize the church to go outside its walls to do a Beach Club in order to take the message of Christ into the heart of its community.

Our Philosophy – Beach Clubs are high-energy, fun-filled “kid-centered” clubs that meet after school for one hour, one day a week for 24 weeks. Beach Clubs incorporate the truth of scripture every time they meet. This allows the character words taught in all public schools to be reinforced through the teaching of scripture. God’s word is the greatest treasure on earth and it is the centerpiece of our ministry. We want every child to have their very own Bible to read, study, share and grow from, making a daily and eternal impact on their lives.

Beach Clubs are “connectors” that link a partnering church with an approved public school. KiDs Beach Club® is the over-arching organizational umbrella allowing churches to have equal access to public schools.

Impacting Communities for the Kingdom

“I’ve got to be careful with the over excitement I have with KiDs Beach Club® because it almost seems like it’s just too good to be true. Seeing some of the lives that have been changed through this ministry has been pretty extraordinary and nothing short of miraculous. Hickory Tree Baptist Church ran 40 people eight years ago and now is a growing church of over 100. We are ministering to more than 300 children a week in two different schools. We’re seeing 10 percent of those 300 kids come to our church. We’re running out of space; we don’t know what to do. We’re learning as we go, so we’re really excited about that. If we had the manpower or the resources we would probably be at five clubs right now, we’re just that convinced of this ministry.”

Alex Gonzales
Pastor, Hickory Tree Baptist Church - Balch Springs, Texas

“We’re seeing such a difference. Our discipline is drastically down, that’s huge. It’s fun to see the change in the kids. One of those who was a repeat offender, a frequent flyer to our office, came in yesterday and said I just need to calm myself down before I get into trouble. Last year he would have just thrown a punch. When I asked him what he was thinking, he told me about a story that he learned in Beach Club. It’s fun to see the change in the kids. It’s making a difference not just in school but also in their whole lives.”

Dr. Tonya Mamantov
Principal, Floyd Elementary - Mesquite, Texas

"Seeing some of the lives that have been changed through this ministry has been pretty extraordinary and nothing short of miraculous."

"We’re seeing such a difference. Our discipline is drastically down, that’s huge."

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Is it legal to be meeting after school on public school campuses?

Yes, under the 1984 Equal Access law, which was upheld by a United States Supreme Court decision in 2001, there must be fair and equal access granted to KiDs Beach Club®. If a school district has any after-school clubs or activities then by law it must grant all groups equal access. There can be no discrimination based on the club/organization’s religious affiliation.

Message from the President

Fulfilling the Great Commission with You!

Jesus said, “All authority in heaven and on earth has been given to me. Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.” Matthew 28:18-20

Today we know Jesus has already given His church the charge to be about the disciple-making process. I wish to thank you for your obedience to that charge and blessing us with a partnership, which allows us to go with you in fulfilling the Great Commission.

My challenge to you is to walk into your school each week with excellence and boldness cloaked in humility. As you begin to lead your Beach Club, don’t forget to start in the school office by humbly serving the administrators with the grace and love of Jesus Christ and then serve the children with excellence.

You are going with God’s power in the name of the Father and of the Son and of the Holy Spirit. Therefore, walk the halls of your school boldly knowing full well you are walking in His name and under His authority.

I’m honored to be fulfilling the Great Commission with you!

Jack Terrell
KiDs Beach Club®
President & Founder
Statement of Faith

We believe that the Bible is the authoritative and infallible revelation from God to man.

We believe that God eternally exists in three persons - the Father, the Son and the Holy Spirit - and that these three are one God, having the same nature, attributes and perfection, and worthy of the same worship and obedience.

We believe that man was originally created in the image of God but has fallen through sin, and as a consequence, has separated himself from God, being dead in sin. Man is now essentially and unchangeably unholy apart from divine grace.

We believe that Jesus Christ was sent by God the Father to manifest God to man and to become the Redeemer of a lost world. Jesus was born of the virgin, Mary, lived a sinless life, and voluntarily accepted the Father’s will and became the sacrificial Lamb to take away the sins of man through His death on the cross. On the third day after his burial, He rose again and was received into heaven where He now rules over all things and makes intercession for His people.

We believe in the Holy Spirit, who indwells each believer at the moment of their conversion and empowers believers to live the Christian life and give service to God.

We believe all who are united to the risen and ascended Christ are members of His Church regardless of denominational affiliation. Having become members one of another, all are under solemn duty to keep the unity of the Spirit in the bond of peace, rising above sectarian differences and loving one another with a pure heart.

We believe that the local church is the primary instrument of God in the world today for the purpose of Biblical teaching, corporate worship, encouragement, fellowship, discipleship, evangelism and missions. Christians should make a commitment to a local church where they can be spiritually fed, connect with other ministries, and practice Biblical stewardship.

We believe that Christians are called to walk not after the flesh but after the Spirit, and so living in the power of the Spirit they will not fulfill the desires of the flesh. The flesh with its fallen nature needs to be kept constantly in subjection to Christ, so as not to come forth in our lives and bring dishonor to the Lord. In the spirit of Christ, Christians should oppose racism, every form of greed, selfishness, and vice, and all forms of sexual immorality, including adultery, homosexuality, and pornography.

We believe in the Biblical definition of marriage, which is the union between one man and one woman in Covenant commitment.

We believe that after death those who have trusted in the Lord Jesus Christ shall be resurrected and be reunited with Christ in heaven. Those who have not believed in Christ will be separated from God forever.

We are an interdenominational ministry that seeks to serve and cooperate with all segments of the body of Christ. We realize that there is division in the body over the matter of speaking in tongues and the second indwelling of the Holy Spirit after conversion. Our policy is that these practices and teachings should not be a part of any KiDs Beach Club® activity to maintain harmony in the ministry.
Elements of a Beach Club

Get Connected
As kids make the transition from school into club, they enjoy a snack, fun activity or object lesson and get ready for club. During this time attendance is taken and leaders give attention to building relationships with kids.

Worship
Kids participate in praising God through active worship, getting up and moving to the music. Worship time points kids' hearts toward God, burns a little after-school energy and sets the tone for a fun hour learning God’s word.

Memory Link
Kids get hands on with their Bibles to find, learn and memorize the verse for the week. An active game helps kids dig into learning and memorizing each week’s verse.

Bible Connection
Kids hear an engaging Bible lesson presented in creative ways making God’s word exciting and relevant for kids. Each Bible story connects to a weekly character word, which emphasizes God’s character and the gospel. Every week, kids are given an opportunity to respond to what they learn and talk one-on-one with a leader.

Surf Team
Small groups of 6-10 kids huddle together with a leader to talk about the Bible lesson and character word. Kids discuss how that day’s lesson and character word apply to their daily lives. Leaders give the kids “Hang 10” pages, a daily Bible reading plan, challenging kids to “hang out with God” for 10 minutes every day at home.

Make It Stick
Fun active review games are played to reinforce the memory link, Bible lesson, and character word. Sometimes surf teams play games against each other in the spirit of friendly competition.

Dismissal
At the end of club, kids line up in organized groups and are dismissed according to school procedures and as indicated on registration forms.

What else makes Beach Club unique and fun for kids?

KBC Explorer’s Study Bibles
Every child in Beach Club receives a KBC Explorer’s Study Bible. Kids are hands on in club at least four times in every session. Daily Bible reading at home is encouraged.

Treasure Chest
 Clubs are encouraged to incentivize kids with inexpensive candy or prizes kept in a treasure chest. Kids can earn beach bucks for attendance, good behavior, bringing a friend and more.

Church Connection
Beach Club meets only 24 weeks every school year, but a church’s opportunity to reach kids is limitless! Use your club to promote events at your sponsoring church and encourage kids and their families to connect.

Being a part of KiDs Beach Club® seemed to light a fire in our church. We are 100 percent more outwardly focused than before.

Kyle Stewart, Club Leader
Moss Elementary
Mesquite, Texas
Large Group/Small Group Model

In Beach Club, kids participate in both large group and small group teaching times. These two different but complementary experiences create an environment that reaches kids’ hearts and makes God’s word exciting and relevant.

Think Big

The energy created by a large group environment brings excitement to teaching time and worship and speaks directly to kids in relevant ways. Large group time assures that all kids receive the same consistent message. Creative teaching is done in a way that brings the Bible to life for kids. There’s an energy that keeps kids coming back week after week. Large group teaching elements in Beach Club include worship, memory link, Bible connection, and sometimes make-it-stick review games.

Think Small

Surf teams create a sense of community for kids fostering spiritual growth through caring adults who build relationships with them. Surf teams provide a safe place for kids to process what they’ve learned and share what’s going on in their lives. Small groups create a sense of belonging that’s often missing in kids today. Small group teaching elements in Beach Club include get connected, surf team time, and sometimes make-it-stick review games. Surf teams also sit together with their leaders during large group teaching times to further build community within the group.

Typical Beach Club Schedule

<table>
<thead>
<tr>
<th>Activity</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check-in/Get Connected</td>
<td>10-15 minutes</td>
</tr>
<tr>
<td>Worship</td>
<td>10 minutes</td>
</tr>
<tr>
<td>Memory Link</td>
<td>10-15 minutes</td>
</tr>
<tr>
<td>Bible Connection</td>
<td>10-15 minutes</td>
</tr>
<tr>
<td>Surf Team Time</td>
<td>5-10 minutes</td>
</tr>
<tr>
<td>Make It Stick</td>
<td>5-10 minutes</td>
</tr>
<tr>
<td>Dismissal</td>
<td>10-15 minutes</td>
</tr>
</tbody>
</table>

All for one and one for all!

The Three Musketeers’ motto provides an excellent picture of the large group/small group model. All for one. That’s a team of volunteers all leading a small group to reach kids one by one with the hope of Christ. One for all. That’s one large group leader focused on presenting Jesus to all the kids.
Beach Clubs are led by teams of volunteers working together to provide a cohesive Bible teaching experience for kids. Depending on club size, volunteers may serve in multiple roles.

For the safety of kids, KiDs Beach Club® requires a minimum ratio of one leader for every 10 kids. Smaller clubs may have fewer volunteers each serving in multiple leadership roles, such as being both a surf team leader and the record keeper. Large clubs typically have a separate person serving in each unique leadership role.

**Church Coordinator**
The point of contact between the school, the club, and KiDs Beach Club®, handling administrative details required for all KBC partnering churches. Church coordinators are often, but not always, a minister on staff at the partnering church. Church coordinators offer support and guidance to the club leadership.

**Club Leader**
Coordinates a volunteer team to provide all of the activities of the Beach Club. The club leader is the communication link between the partnering church and the partnering school. The club leader is accountable to both KiDs Beach Club® and the partnering church for implementing and maintaining all KBC policies and procedures.

**Surf Team Leaders**
Responsible for a surf team (small group) of 6 to 10 students and are the core of effective Beach Club ministry. In addition to leading two small group segments (get connected and surf team time), surf team leaders sit with their surf teams during all large group activities.

The number of surf team leaders needed depends on the number of kids in your club. The goal of a surf team leader is to make a positive personal connection with each kid assigned to his or her surf team. You can maximize those personal connections between leaders and kids by providing plenty of surf team leaders and keeping surf team sizes small.

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I have at least three children in my group here that have no church affiliation whatsoever, not even once a year. So I think this is a humongous opportunity for us to get to serve them and hopefully reach their families as well.

Natalie Daniel, Surf Team Leader
Hillsboro Intermediate
Hillsboro, Texas
Snack Queen/King
Ensures arrival of snacks, sets up the refreshments area, supervises consumption and ensures area is left clean.

Worship Leader
Leads active & focused worship with the goal of pointing kids’ attention toward God and preparing their hearts to hear the Bible teaching.

Memory Link Leader
Places an emphasis on the Bible by presenting a Bible skill, teaching weekly memory verse and leading an active Bible memory game.

Bible Connection Leader
Presents a story from the Bible, making it come alive for kids and connecting it to the gospel of Jesus. This person should be a mature believer who is dynamic, engaging and has the gift of teaching.

Record Keeper
Keeps careful records of attendance in the KiDs Online Management System, leads registration and check-in, is responsible for nametags, attendance sheets and reports to the church all the prospects, professions of faith, Bible recipients and follow-up.

Decision Counselors
Those people who are trained to counsel and pray with individual kids who may respond after Bible connection. Typically, the Bible connection Leader serves as the primary decision counselor. Surf team leaders are also trained to talk with kids about a spiritual question or decision.

Review Game Leader
Facilitates the make-it-stick review game, which is an active review of material covered in each session.

Outreach Leader
Coordinates the club in connecting kids and families to the local partnering church. Follows up with clubbers who make professions of faith, notifying their families and inviting them to the partnering church for ongoing discipleship.

Lifeguards
A group of people who are not able to serve weekly in the club, but commit to supporting the club in other ways, such as praying for kids, substituting as needed, helping with advance preparation, or participating in follow-up contacts of kids and families.

“Without prayer warriors (Lifeguards) we would not be as effective with planting the seeds of the gospel. The support through prayer is the most important thing.”

Carolyn Britton, Club Leader
Eisenhower Elementary
Clearwater, Florida

“Everyone should be a part of Beach Club!”

Mike Heinz, Bible Connection Leader
Mohawk Elementary
Richardson, Texas

“It was really exciting. You know you’re not only giving that child a Bible but you’re giving that home a Bible...”

Brenda McClain, Memory Link Leader
Harris Elementary
St. Charles, Missouri
Building Your Team

Start with Prayer!... It is Essential. (Nehemiah 1:4-11)

Nehemiah recognized God’s holiness, he confessed his sins and asked specifically for his needs.

Application: When you begin to build your KBC team, start with this kind of prayer. That way God is immediately a part of your planning process. It takes the stress off the job of finding volunteers and puts the focus on allowing God to work in your club, school, church and community.

Take Action as the Lord leads you. (Nehemiah 2:11-18)

Nehemiah didn’t run off and start doing things his own way. He waited three days before approaching the team. When he approached his team, he was prepared and confident.

Application: Don’t run before God. Wait on the Lord and follow His guidance.

Be Ready for Opposition. (Nehemiah 2:19-20)

Nehemiah was mocked and ridiculed but fought back by standing on the promise that God was with him and would grant him success (“The God of heaven will give us success.”)

Application: As you start to move forward in building your team, expect opposition. But rest in the fact that God is on your side and wants your club to be a success.

Continue to be in Prayer/Conversation with God!

Nehemiah 2:4 “Then I prayed to the God of heaven, and I answered the king...”
Nehemiah 4:4 “Hear us, O our God, for we are despised.”
Nehemiah 4:9 “But we prayed to our God and posted a guard...”

Application: Continue to ask and seek the Lord for wisdom and protection.

Recognize & treat all members of the leadership team equally & with respect. (Nehemiah 3)

Nehemiah spent an entire chapter naming the people that were on his team and the things that they accomplished.

Application: Just as Nehemiah did, you should recognize each team member equally and point out accomplishments. This will make them feel valued and appreciated.

Other key lessons from the book of Nehemiah:

• God can do anything He wants within any time frame He wants. Don’t get discouraged.
• Expect the impossible!
• Look for and ask the Lord to send you leaders with integrity and who fear God.
**Team Development**

The “ideal” Beach Club will have a blend of volunteers from the partnering church, the partnering school and the community. Work alongside your local KBC representative to create a recruitment plan to establish a strong volunteers team at your Beach Club.

When you’re recruiting, be enthusiastic – KiDs Beach Club® is a fun ministry to be a part of! Let potential leaders know the impact they’ll be making through KiDs Beach Club®. Don’t let just anybody be part of your KBC team. Look for the very best people and recruit them to fill specific roles according to their gifts and skills. Clearly communicate the responsibilities including time commitment. Provide job descriptions so the potential leader understands the expectations. Plug people in where they are gifted and will be comfortable.

The ideal KBC team member is **dependable**. They arrive prepared and on time every week. Kids feel secure knowing they’ll be there.

The ideal KBC team member is **adaptable**. Ministry in a school setting isn’t always predictable. Ideal team members are able to make last-minute adjustments and keep smiling no matter what.

The ideal KBC team member **loves kids**. They have the patience to help kids stay focused and engaged. They can correct behavior in love. They make every child feel accepted, wanted and loved.

The ideal KBC team member **understands urgency**. Our time may be limited to reach kids with the gospel in public schools. They give 100 percent every week teaching the Bible, sharing the gospel and loving kids.

The ideal KBC team member **feels called**. They have received a clear word from God that they are to be part of ministry to kids in public schools. And they take that call seriously. They serve in Beach Club as an act of worship and obedience to God.

**Where can you find team members like this?**

- Pray and ask God to lead you to the right people for the team. God is the one who prompts and calls people to join Him at work. Trust Him to provide for your leadership needs.
- Spread the word about the ministry opportunities. Set up a recruiting table in your church foyer or put an announcement in your church bulletin. Ask your pastor to share about KiDs Beach Club® from the pulpit.
- Utilize social media to share stories of God at work in your Beach Club and communicate the opportunities to join the team.
- Stop by Bible study classes or home groups to share about KiDs Beach Club® and ask for new team members.
- Spread the word at the school through PTA meetings, meet the teacher nights or open house events. Ask permission to post on your school’s PTA facebook page.
- Spread the word in your community through ministerial alliances, homeowners associations, community service organizations and social media.

As part of your partnership, KiDs Beach Club® can create a personalized volunteer enlistment video for your church at no additional cost to your church. Contact your local KBC field staff representative for more information.

There are a whole bunch of teenagers that could step up to help. They can inquire with the different homeschool organizations which offer their teens credit for service. This also teaches older kids that there is service involved with being a Christian and you are never too young to help others.

Sherri Jursnick, Club Leader
Dove Elementary
Grapevine, Texas
Of course, there is no substitute for a personal conversation. The very best way to find and enlist team members is by asking people individually. There is no announcement, video, or promotional table has more impact than a one-on-one conversation. Your job is to present the opportunity and ask the individual to pray about joining the team. God’s job is to draw people to specific service and ministry.

Keep in mind that a “no” may just be “not right now.” Be bold and ask again later.

**Equipping Your Team**

Equipping volunteers to connect kids to Christ with excellence is what we do. We recognize each volunteer is a servant leader because every person is serving Christ as they reach out and minister to kids. Beach Club volunteers, just like Jesus, enjoy seeing children come to Christ.

“But Jesus said, Let the little children come to me, and do not forbid them; for such is the kingdom of heaven.” Matthew 19:14

Equipping volunteers to connect kids to a church with excellence is also what we do. The church is the best place to disciple children in Christ. Each week the children’s information should be entered into the KiDs Online Management System. This allows the partnering church to follow up and invite children and their families to church.

**Volunteer Screening**

In an effort to stay above reproach with our partnering school districts, we joyfully complete Online Basic Training annually, doing our part to keep all children and volunteers protected and safe. Everyone who will be around the children in your club will need to complete Online Basic Training before serving with kids. Club Leaders, it is your job to hold your volunteers accountable to complete the required Online Basic Training, which includes a criminal background check and sex offender search.

**Online Basic Training Process**

1. Log onto web site: kidsbeachclub.org
2. Select the Login tab, an orange box located at the bottom of every page of the KiDs Beach Club® website
3. Select Online Basic Training
4. View three short videos: Welcome and Introduction; A Message from the President; Policies and Procedures
5. Read KBC Policies and Procedures and the KBC Statement of Faith
6. Complete the Agreement Form in its entirety
7. Select Submit and Continue to Background Check
8. Select your School District and then your School
9. Select Apply for Position
10. Complete the application in its entirety and select Submit

Online Basic Training is only a starting point for volunteer training. Ministry in a school setting is much different than ministry in a church. KBC desires that every volunteer feel confident and well equipped for Beach Club ministry. We offer a variety of training options to help you achieve ministry success. Training options are listed in Volume 2: Beach Club Essentials.
KBC Statement of Faith and KBC Child Protection Policy
As part of Online Basic Training, every volunteer verifies they have read and agrees to abide by the KBC Statement of Faith and KBC Child Protection Policy. As the club leader, it is your responsibility to hold your volunteer team accountable to teach kids according to the statement of faith and follow all policies and procedures in regard to child protection and safety. In the event you have a volunteer who does not follow these documents, contact your KBC field staff representative for advising and follow the steps outlined in the KBC Child Protection Policy as required.

Volunteers Under 18 Years Old
Volunteers under 18 years of age are welcome to serve in Beach Club, under the direct supervision of a screened, trained adult. Volunteers under 18 should complete steps 1-7 in Online Basic Training, but will not select Continue to Background Check. We recommend volunteers under 18 complete a paper application, provided on the Club Leader Tools page on our website. Volunteers under 18 do not count as leaders in approved ratios of leaders to kids, since they are minors.

Planning as a Team

Communicate
1. Communicate dates that clubs will meet. Beach Clubs meet 24 weeks during the school year. Ensure all team members are available for the dates of club.
2. Communicate time commitment: All team members should be on time and prepared. KiDs Beach Club®’s get connected time is designed to eliminate dead time.

Plan
Meet as a team to plan your first Beach Club as well as any holidays or special events throughout the year.

Involve Everyone
Each team member is equally important. Allow team members to have the joy of serving Christ by “owning” their part of the ministry in Beach Club.

Decide on Discipline Techniques
Consider God’s view of discipline in Hebrews 12:4-11. It is an act of love confirming God is truly our Father. It builds respect and submission to authority. It is for our own good. It creates holiness in us. It produces righteousness and peace for those “trained” by it. Detailed behavior management strategies are outlined in Volume 2: Beach Club Essentials.

Curriculum
Your local KBC field staff representative will issue a password to your church to download the curriculum from the KBC website. It is the responsibility of the church and club leader to share the curriculum with the leaders within your Beach Club.

Arrival and Dismissal Procedures
All children should be monitored and in the presence of leaders until they have connected with:
• Their parent/guardian
• Daycare
• After school program
• Or are walking home or riding their bike as indicated on their permission form
At least two non-related adults must remain until the last child has left the campus.

Examples of High Five! Club Rules
1. Sit Up!
2. Look Up!
3. Listen Up!
4. Phones Up!
5. Hands Up!
HAVE FUN!
Developing a Game Plan for a Healthy Club

Club T-Shirts
Your club is provided 10 free t-shirts for leaders. Leaders in your club should wear leadership t-shirts every week to identify them as approved volunteers for your club. Kids are encouraged to wear club t-shirts to help promote the club to other students. T-shirt orders can be made at kidsbeachclub.org.

Absent Team Members
Be prepared. Lifeguard groups can be a source for substitutes. Keep substitute names and phone numbers on hand. If the cancellation is last minute, feel empowered to skip that segment of the club instead of “pushing” the responsibility on an unprepared team member. If the Bible connection leader is absent, do not skip the lesson completely:
• Read the story from scripture.
• Make at least one application point.
• Pray for the kids to understand, for it is God who has the power not us!
• Share your testimony or what God has been teaching you this week.

Bible Distribution
KiDs Beach Club® knows God’s word is the greatest treasure on earth and desires for every new child in Beach Club to receive a free copy of God’s word. After your third week of club, Bibles for new clubbers may be ordered online at kidsbeachclub.org on the club leader tools page. Additional Bibles may be purchased online via the KBC website at kidsbeachclub.org.

Reward System
Provide small prizes or candy for the treasure chest to award children who have reflected Jesus in his/her time at club. Make tickets readily available to all leaders. As leaders observe students doing what is right they can reward a child. Drawings are held at the end of each club.

Treasure Chest Prizes
To purchase prizes try discount stores, party or carnival supply stores and Christian bookstores. Why give treasure chest prizes? It’s a fun way to help children to: remember their memory verse, bring their Bible, bring a friend, wear their Beach Club t-shirts, be attentive, attend regularly, etc.

Prayer Request
Kids need to know we are praying for them. Consider taking prayer requests from them during the get connected time. For example, provide pens and 3x5 cards for kids to write down their prayer requests (ask kids to write their first names only, or black out their last names). Send requests to your sponsoring church, lifeguard group or as directed by your church coordinator.
Connection Plan
When a child accepts Christ, make sure a decision card is filled out and followup is made within 48 hours. The parent(s) need to be quickly informed of this decision through a phone call, direct communication after club (a great way to include the parent in the decision is by praying together at that time), a home visit or a letter sent home. The goal is to connect the child to a church ministry for further spiritual growth. Contact your local KBC representative or church coordinator for specific ways to get the child connected. Once club follow up has been made with the parent(s), enter that information into the KiDs Online Management System. Indicate if that family would like a church visit. The majority of KBC kids do not have a church home! Make sure the decision card is given to your church for further follow up.

Theme
Be creative with our beach theme and consider your space. Keep themes simple so you avoid weariness in weekly decorating and complicated setups.

Record Keeping
Work closely with your record keeper to make sure weekly attendance, kids receiving Bibles and professions of faith (POFs) are recorded in the KiDs Online Management System.

Club Ratios
Work with your KBC field staff representative or church coordinator if ratios begin to approach 1:10, adult-to-student ratio. Ask your KBC field staff representative for additional ideas on managing a club and maintaining volunteers.

Supplies
Supplies are typically brought to club each week. Designate a leader to be responsible for gathering supplies and getting them to club. Many clubs use wagons or rolling tubs to transport supplied in and out of the school. Ask your school if weekly supplies can be stored at the school in a PTA closet, etc. to help with timely setups.

Re-Evaluate
After club begins: meet and evaluate how your club is going and how to do it more effectively. Use the space effectively and analyze how to move the kids through the school space to keep them focused.

Pray Together
Every time you meet, pray! Gather your leadership together every week to pray just before the kids arrive at club.

The most important thing about handing out these Bibles is that many of the kids might not have ever had a chance to own a Bible or even read the Bible. One of the exciting things is that many of these students don’t even have access to a Bible, so to give them the opportunity to have a Bible to call their own means a great deal.

David Griffin, Co-Pastor
Community Life Church
Forney, Texas
Club Flyers

Club flyers are colorful informative pages with the details about your club that can be copied and sent home with children, made available at your school and distributed in your community. Club flyers are customized for you by your KBC field staff representative. Club flyers include the dedicated URL for your club web page where parents will go to register their child online. Club flyers are also friendly to digital promotion, such as Peach Jar, which is now required by many school districts.

Club Web Pages

Your club has a dedicated web page on the KiDs Beach Club® website, kidsbeachclub.org. It contains all the basic information about your club including days and times your club meets, what grade levels are invited and the partnering church information. Club leaders may contact your KBC field staff representative if you would like information added to your webpage to better help you communicate with parents, such as a last-minute club meeting cancellation.

Registering Kids for Club

Parents have two options for registering their children for club.

1. **Online Registration** – parents will find your club by navigating through the “Find a Club” page on the KBC website OR by entering the URL specific to your school. Parents will enter their child’s data online, read the KBC Privacy Policy and Release of Liability, and provide an online signature with date. Each child in a family will need to be registered online individually.

2. **Paper Registration** – paper registration forms are available for parents who do not have internet access and are unable to register online. Separate forms should be completed for each child in a family.
Example of a club flyer:

KiDs Beach Club® is a FREE Bible club led by dedicated Christian volunteers and meets in your child’s school for one hour, one day a week. Beach Club® is a fun pre-teen centered program affiliated with the ministry of KiDs Beach Club®, a non-denominational faith-based organization. Thank you for allowing us the privilege of serving you, your school and your child. Parents and legal guardians are always welcome to attend and are welcome to volunteer in Beach Club.

Each week screened and trained volunteers:
- Present a **BIBLE LESSON**
- **SING** worship songs
- Teach **CHARACTER** words
- **PLAY** fun games
- Serve **SNACKS**
- Give away cool **PRIZES**

To learn more information about us, visit our website at [kidsbeachclub.org](http://kidsbeachclub.org)

KiDs Beach Club® at Elementary School Name

<table>
<thead>
<tr>
<th>Who:</th>
<th>3rd – 6th Grade Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>When:</td>
<td>Every Wednesday</td>
</tr>
<tr>
<td>Where:</td>
<td>Cafeteria</td>
</tr>
<tr>
<td>Time:</td>
<td>3:05 – 4:15 p.m.</td>
</tr>
</tbody>
</table>

Contact Information

- **Club Leader:** FirstName LastName
- **Phone:** (123) 456-7890
- **Email:** user@domain.com

Register Online at:
[kidsbeachclub.org/schoolname](http://kidsbeachclub.org/schoolname)

Registration must be completed before your child may attend Beach Club.

If you do not have online access, you may contact the club leader identified above to request a paper registration form.

“Rejoice at your word as one who finds great treasure.”
Psalm 119:162
Promoting Your Club

Here are a few tips and ideas to help you think creatively about club promotion. Keep in mind that whatever you do must be done with permission and within the parameters of what your district allows.

Pray

- Don’t underestimate the power of prayer! Mobilize your team to pray that God will open doors and motivate kids to come and parents to give permission.
- Utilize “Lifeguards” to be praying specifically in response to those limitations your district may have in regard to club promotion.
- Prayer walk your school campus.
- Put a bulletin board about your club in a visible place in your church to keep KBC fresh in the minds of your church body.

Follow the Rules

- Find and follow your school district policies and procedures in regard to distributing information to parents and students.
- Always ask permission before promoting the club on school property or other places in your community.
- Build a positive relationship with your principal and work within their guidelines.

Involve Kids

- Make your club AWESOME! When kids love being at club, they’ll be more likely to tell a friend and invite them.
- Send club flyers home with kids at the end of Beach Club each week. Encourage them to give to their friends and invite them to club.
- Incentivize kids with beach bucks or treasure when they bring a friend to club.
- Encourage kids to wear their Beach Club t-shirts and bring their Bibles to school.
- Host a pizza party at the school and have your clubbers invite their friends.
- Sometimes, adults can’t hand anything to kids on campus, but other kids can! Get your Beach Club kids together after school and give them each a stack of club flyers to hand out to other kids as they exit the school building at the end of the day.

Promote to Parents

- Attend PTO/PTA meeting and give out Beach Club info to parents.
- Join the PTO/PTA to stay in the loop of what’s happening at the school and gain a connection point with parents.
- Set up a table at “Meet the Teacher” and “Open House.”
- Hand out club flyers to parents during after-school pick up and car line.
- Use social media. Join your school or PTO Facebook page. Regularly post reminders about Beach Club. Be aware that often these are closed groups and you will need to ask permission to join. Posts may also require approval from the group administrator.
• Ask those parents whose kids attend club, may be volunteers in club, or you know support the club to help spread the word among other parents and families.
• Put an advertisement in your school newsletter or on the school website.
• Ask to put each club meeting on the school calendar, both printed and online.

At the School
• Ask your principal if they can make an announcement on the morning announcements telling everyone it is KiDs Beach Club® day!
• Place posters in the school hallways and high traffic areas.
• Provide an announcement slide that can scroll through mounted TVs on campus.
• Post a yard sign in front of the school on each Beach Club day.
• Provide a booth at the school carnival or festival. Hand out club flyers.
• Provide volunteers for other school events and activities, like listening to kids read. Tell volunteers to wear their KBC leadership t-shirts and personally invite kids to Beach Club.
• If you can’t pass out club flyers on school property, try standing across the street and hand out to walkers and bike riders as they pass by.

In the Community
• Pass out club flyers to kids and families in neighborhood parks, kids’ sporting events, high school football games, etc.
• Set up a booth at community events, like a fall festival. Play beach music and provide a fun activity to attract kids. Hand out club flyers to kids at your booth.
• Ask permission to place posters in neighborhood businesses. Be sure to include information about how to register.
• Do you have church members who live near the school? Ask them to put a KBC sign in their yard to promote the club.
• Ask permission to place club flyers at places in the neighborhood where kids and families regularly go, such as libraries, museums, fitness centers or community centers.

Other Considerations and Ideas
• Consider the day your club meets. When you can, avoid meeting on days when there are multiple activities competing for kids attendance and taking the prime space on campus.
• Many districts will give you or let you pay for a list or spreadsheet of addresses for the kids at your school. Using that list, mail all the parents information about KiDs Beach Club® at their school.

Publicity
To maintain the integrity of the current KBC brand identity, it is vital that all communication and promotional collateral pertaining to KiDs Beach Club®, must be approved by KBC corporate staff and in accordance with the KBC Style Guide & Brand Standards before distribution. KBC Style Guide available online at kidsbeachclub.org in the club leader tools section.
KiDs Beach Club® Child Protection Policy

1. Goal

It shall be the goal of KiDs Beach Club® to provide a safe environment for the physical and emotional well being of all children participating in Beach Clubs. KiDs Beach Club®'s goal is to inform volunteers and enforce policies so that children are safe and well protected while attending Beach Clubs.

Future revisions to this policy may be made with the authorization of the president, executive director and/or the executive board.

2. Definition of “children”

The term “child” or “children” shall include all persons under the age of 18 years.

Selection & Screening Process

3. Pre-screening procedures for volunteer workers

It is the goal of KiDs Beach Club® to adequately screen the applications of persons desiring to volunteer with children participating in Beach Clubs. All volunteers must complete an application and submit authorization for a screening process.

4. Minimum age

All volunteers must be 18 years of age or older. Younger persons may assist under the direct supervision of an adult, but may not take the place of an adult volunteer.

5. Volunteer Applications & Criminal Background Checks

Volunteer applicants must complete the KBC Online Basic Training, which authorizes KiDs Beach Club® to conduct criminal background checks. A criminal background check and child abuse registry check shall be required on all volunteer positions.

All applications will be submitted online and will be processed and stored by a criminal background screening firm contracted by KiDs Beach Club® to conduct criminal background checks. Applicants requesting additional confidentiality may choose to submit their application in writing directly to the corporate office.

If a negative report is received, the KBC field staff representative will be notified and the report will be investigated. No one who has been convicted of a crime involving misconduct with children will be allowed to volunteer in a Beach Club.
KiDs Beach Club® keeps confidential all information received in the applicant selection process. Such information will be stored with access afforded only to appropriate personnel on a need-to-know basis.

If KiDs Beach Club® learns of false, misleading or amended information on an application that could cause potential danger to children or liability to KiDs Beach Club®, that volunteer will be terminated.

6. Acknowledgement of KiDs Beach Club® policies

All volunteers must acknowledge that they understand the KBC policies pertaining to the protection of children and that they agree to abide by them by checking Acknowledgement Read on the online application.

**Supervisory Requirements**

7. KBC field staff representative oversight

The KBC field staff representative responsible for each school district shall coordinate with the respective club leader to monitor ongoing supervision of all volunteers. This will include regular unannounced visits into school-based Beach Clubs.

8. Two adult rule

A minimum of two workers will be in attendance at all times when children are being supervised during a Beach Club regardless of the number of participants. These two adults may not be related to one another. At no time should an adult ever be in a room or a secluded area alone with a child.

9. Observation of children

Beach Club activities for children should be scheduled in areas visible from adjoining areas. Such visibility will be maintained by leaving curtains and blinds open and, whenever possible, by leaving the door to the room open. At no time will a volunteer meet alone with a child or children in any room where the door is closed or in areas where they cannot be seen.

10. Ratio of workers to children

It is required that a reasonable ratio of 1 adult to 10 children be maintained at all times involving the supervision of children.

11. Dismissal of children

Children are permitted to leave the Beach Club and school property at the conclusion of the scheduled activity only with specific parental permission. Children whose parents or guardians have not yet arrived for pick up will wait in a safe area where volunteer supervision can continue until the parent or guardian arrives.

**Reporting & Responding to Alleged Child Abuse or Neglect**

12. Reporting policy

Any person having cause to believe that a child’s physical or mental health or welfare has been or may be adversely affected by abuse or neglect must report the person’s belief. Non-accusatory reports that identify the victim, whether or not the person responsible for the abuse is known, must be made to the appropriate local or state law enforcement agency.
KBC volunteers are required to report any suspicion or allegation of child abuse or neglect toward any children in a Beach Club as follows.

a) Suspicions and reports of abuse or neglect are taken seriously and will be made to the appropriate reporting agency in that state.

b) The KBC field staff representative should be notified immediately when a report has been made.

c) KBC field staff, or a representative of the KBC corporate office, will notify the school authorities and the partnering church leadership as necessary.

d) An accused volunteer will be suspended immediately from the performance of KBC duties until the official investigation has been completed.

e) KBC will cooperate fully with law enforcement officials and in accordance with the laws in that state.

13. Confidentiality

All reports of child abuse and neglect shall be held in absolute confidence. No person shall communicate any information concerning the alleged event to any person except necessary to cooperate with any official investigation.

The executive director, in consultation with the official conducting the investigation, may authorize limited additional disclosure if necessary to protect other children from harm in the near future, particularly where the person responsible for the abuse cannot be identified, but in no case shall the identity of the victim or the accused person be disclosed except as required by law.

14. Investigation of alleged abuse or neglect

No person shall attempt to conduct a detailed investigation either through examination or interrogation of the child, the accused person or a witness. It is acceptable to obtain a reasonable amount of information to have cause to believe a child has been abused or neglected.

Interviews shall be conducted only by authorized officials of the agency to whom the allegation was reported or, when appropriate, by legal counsel or persons representing KiDs Beach Club® in an official capacity. KiDs Beach Club® shall fully cooperate with the official investigation as requested.

15. Suspension of duties

A volunteer accused of child abuse or neglect will be suspended from all Beach Club related duties during the course of the investigation.

In an instance where child abuse is confirmed, KiDs Beach Club® will immediately and permanently dismiss the volunteer worker from his or her position.

In instances where evidence is inconclusive, KiDs Beach Club® will take into consideration the advice of law enforcement officials, the strength of evidence available, and the victim and family’s requests in determining whether the volunteer may continue in a Beach Club.

Photos & Video

Child registration forms contain a disclaimer giving permission for photos or videos unless a parent or guardian indicates otherwise. Use discretion when posting to social media and never post a child’s full name online. Copies of the KBC privacy policy are available upon request.
16. Preservation of records

Copies of all documents relating to an event or allegation of abuse or neglect, including a list of all persons known to be present or in the vicinity, shall be transferred to the executive director and the executive board. They will review the documents to determine if the documents are complete in accordance with KBC policy. If any documents are missing, they shall make a written notation and transfer the documents to the executive director and/or chief financial officer who shall retain them until advised that all criminal and civil investigations and action have been completed.

17. Liaison with the community

The vice president of marketing and communications, or an appointed agent, will serve as the sole access to the media of KiDs Beach Club®.

**SPIRITUAL PROTECTION**

Just as we take seriously a child’s physical safety, we take seriously the emotional and spiritual safety of our kids. It’s important for leaders to present truth from God’s word age-appropriately and responsibly. Every week, you should clearly present the gospel and offer kids an opportunity to respond. For those kids who choose to follow Jesus, you have the responsibility to help them grow and mature in that decision. Follow up is key! Details on presenting the gospel to kids and follow up procedures are available in the KBC Leadership Manual Volume 2: Beach Club Essentials.
Child Welfare Contacts - KBC States

Every leader should be aware of your state guidelines and contacts for reporting suspicions of child abuse.

The following list of state toll-free numbers and web information for specific agencies designated to receive and investigate reports of suspected child abuse and neglect was compiled from www.childwelfare.gov and is accurate as of May 2017.

**Arkansas**
Toll-Free: 1-844-728-3224
humanservices.arkansas.gov/dcfss/Pages/ChildProtectiveServices.aspx

**Florida**
Toll-Free: (800) 96-ABUSE (800-962-2873)
http://www.dcf.state.fl.us/abuse/

**Georgia**
Call Childhelp® (800-422-4453) for assistance.
http://dfcs.dhs.georgia.gov/child-abuse-neglect

**Kentucky**
Toll-Free: (877) 597-2331
http://chfs.ky.gov/dcbs/dpp/childsafety.htm

**Louisiana**
Toll-Free: (855) 452-5437

**Mississippi**
Toll-Free: (800) 222-8000
Local (toll): (601) 359-4991
http://www.mdhs.state.ms.us/fcs_prot.html

**Missouri**
Toll-Free: 1-800-392-3738
http://www.dss.mo.gov/cd/can-investigations.htm

**North Dakota**
Call Childhelp® (800-422-4453) for assistance.
http://www.nd.gov/dhs/services/childfamily/cps/#reporting

**Ohio**
Call 855-O-H-CHILD (855-642-4453) for an automated telephone directory that will link callers directly to a child welfare or law enforcement office in their county
http://jfs.ohio.gov/ocf/reportchildabuseandneglect.stm

**Tennessee**
Toll-Free: (877) 237-0004
https://reportabuse.state.tn.us/

**Texas**
Department of Family and Protective Services Toll-Free: (800) 252-5400
https://www.dfps.state.tx.us/Contact_Us/report_abuse.asp
Spanish: http://www.dfps.state.tx.us/Espanol/default.asp
Volunteer Outreach

Are you looking for more volunteers in your Beach Club? We have several tools to help you reach out to prospective volunteers:

- **Customized Video for your Partnering Church.**
  We have provided a video about KiDs Beach Club that we have customized for several churches that have played during their services. This video includes powerful testimonials from Beach Club volunteers and includes the name of your club and the logo of your partnering church. – Vimeo.com/226909256

- **Informational and Instructional Videos about KBC on Vimeo**
  Utilize a library of powerful videos on the KBC Vimeo page to give prospective volunteers a glimpse into how they can join KBC to help to fulfill the calling of the Great Commission in their own lives by impacting their community for God’s Kingdom. – Vimeo.com/KiDsBeachClub

- **Customized Letter Template for Volunteer Enlistment**
  We provide a letter template (available on the Club Leader Tools page of our website), which includes is a personalized invitation from you to inform potential volunteers what Beach Club is all about and how they can join you in this exciting ministry. Several club leaders have used this template to simply plug in names of potential volunteers and send them in either email or snail mail. – KiDsBeachClub.org/Club-Leader-Tools

- **Discover KiDs Beach Club® Marketing Brochure**
  Use this brochure to show prospective volunteers the impact they can make for the kingdom by serving in Beach Club. This 8-page booklet clearly illustrates the mission and vision of KiDs Beach Club® along with colorful illustrations about what makes this ministry unique in reaching kids for Christ in public schools. They will see the excitement of putting Bibles into the hands of children with pictures from Great Treasure Day and also see the impact KBC has had since the start of the ministry in 2003. – KiDsBeachClub.org/What-We-Do-Churches

Simply contact your KBC field staff representative to take advantage of any or all of the volunteer outreach tools above.

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#MyKBCStory

Share Your Beach Club Stories with Us!

At KiDs Beach Club® we are grateful for you and are excited to hear how the Lord is working through you in your Beach Club. Hearing your experiences and stories not only inspires us in the corporate office but encourages others who are part of our amazing team of more than 2,500 volunteers and more than 20,000 parents and supporters.

As the Lord provides powerful moments in Beach Club, please take a moment to share them with us at stories@kbcmail.org

Our desire is to not only showcase you and the kids in your club but to show our amazing donors and supporters how their prayers and financial gifts are resulting in life-changing experiences in communities and public schools across the country.

We have many avenues to share your great stories with thousands of our KBC friends:

- KBC Blog on our website KiDsBeachClub.org/blog
- Surf Report E-News KiDsBeachClub.org/surf-report-newsletter
- Bibles for Beach Club Monthly Newsletter
- Social Media Channels with Follow @KiDsBeachClub