

Leadership Manual Volume 3

# Record Keeping Made Easy



making  
Jesus cool  
at school!





*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](mailto: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!

**WE GIVE A BIBLE TO  
EVERY child in EVERY  
Beach Club!**

**[KiDsBeachClub.org/Great-Treasure-Day](http://KiDsBeachClub.org/Great-Treasure-Day)**

# Volume 3: Record Keeping Made Easy



## Leadership Manual

the  
“Nuts & Bolts”  
of Beach Club

# Leadership Manual

## the “Nuts & Bolts” of Beach Club

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TX 8-364-749

### 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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## 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.

## What Does a Record Keeper Do?

Record keepers support the Beach Club by keeping careful records of child information and attendance in the KiDs Online Management System. They typically coordinate and lead registration and check-in at club, although not always. They are responsible for nametags and attendance sheets. They report to the church all the prospects, professions of faith, Bible recipients and follow-up contacts. The bulk of a record keeper's job happens outside of the Beach Club hour. Weekly effective communication between the club leader, the record keeper and the church is critical to getting the most out of the KiDs Online Management System.

## KiDs Online Management System

As a KBC partnering church you have access to the KiDs Online Management System where you'll find data on every volunteer and child enrolled in your club. That data is important for connecting kids and their families back to your church family for ongoing ministry and discipleship. The job of the volunteer record keeper for your Beach Club is to keep your club data up to date, export and print reports and share the information with your church, making follow-up easy for you.

## KiDs Online Management System Features

- Database of information on all volunteers and children
- Attendance tracking
- Record of professions of faith and follow-up
- Record of Bible presentation data
- Record of volunteer training attendance
- Connects your club information to your club page on the KBC website
- Able to export data for printing reports, attendance sheets, nametags and more
- Able to export data to input into your church database

## Ideas for Using KOMS Information

- Import email addresses into an email communication service to create a group email distribution list to communicate with your volunteers and parents
- Import phone numbers for the use of a phone tree
- Print labels
- Add/merge contacts to your church distribution list to invite to your church events

## Accelerates Open Doors

Our partnering churches have found parents of Beach Club kids to be warm and open to contacts and visits because of the Beach Club connection. KBC believes that local churches are best positioned to reach their neighborhoods with the gospel. We provide the KiDs Online Management System as a tool to accelerate open doors so you can focus on reaching people.

Record keepers, your job is important! Your promptly entered and accurate data makes it easier for your church to be successful in follow up. Be encouraged by reading below what happened when a church knocked on the door of a Beach Club family.

*"The conversation ultimately led to Jessica praying to trust Christ for salvation and clearly make a decision to follow Him for the rest of her life. Both ladies were crying and left changed that evening. Jessica was connected the very next week with a one-on-one disciple from our church. She now actively attends our church and is growing in the Lord while learning to disciple her children.*

*"As the Pastor of Tabernacle, I was blessed to see God use KiDs Beach Club®, a sister church in the community, our Can We Talk evangelism strategy and our one-on-one discipleship ministry to reach Jessica with the gospel and change her eternal destiny.*

*"Just wow! I stand amazed. I truly believe the key factor in all of this was KiDs Beach Club® who allowed us to meet Jessica. May this type of thing continue to happen in communities all across America!"*

**Todd Gray**  
Pastor, Tabernacle Baptist Church  
Ennis, Texas

## Club Web Pages, Club Flyers and Online Registration

Your club has a dedicated web page on the KiDs Beach Club® website, [kidsbeachclub.org](http://kidsbeachclub.org).

It contains all the basic information about your club including the days and times your club meets, what grade levels are invited, and the partnering church information. Parents simply click **Register Today!** on your club webpage to register their child for your club. 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.

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 for digital promotion, such as Peach Jar, which is now required by many school districts.

Online registration is a quick and easy way for parents to register their child for Beach Club. When a parent enters the child's information personally, data is entered more accurately and less information is lost trying to decipher handwritten forms. Valuable time for record keepers is also saved. Encourage all parents to take advantage of online registration. They can easily register from a smartphone or a tablet. Keep a few paper forms available for parents who do not have Internet access or encourage them to go to their local library to complete the online registration.

Club flyers and registration forms are separate documents. You should not attach paper registration forms to the club flyers. Just keep a few paper registration forms available to give to parents when needed.

## Getting Started: Logging Into KOMS

1. Login to KOMS at [kidsbeachclub.org/manage](http://kidsbeachclub.org/manage). (This system functions best in Google Chrome.)
2. Your username and password may be obtained from your church coordinator or KBC field staff representative and is case sensitive.
3. The **Main** page allows you to enter kids and volunteers, print labels, export information and print page.
4. In addition to the features on the **Main** page, the **Attendance** page also allows you to enter weekly attendance and record who received a Bible that day.
5. Anything in orange is a link you can click on.
6. Only KBC field staff representatives have delete privileges so you never have to worry if you accidentally delete a record. If you have a duplicate record, simply contact your KBC field staff representative and they will delete it for you.
7. Children who move or leave Beach Club in the middle of a school year are not deleted out of KOMS in order to maintain accurate data on how many children have heard the gospel. You may simply deactivate them. Once deactivated, they will no longer appear on your attendance.



# Section 2

## All About Volunteers

### Volunteer Screening

In an effort to stay above reproach with our partnering school districts, we joyfully complete volunteer background checks 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 a volunteer background check before serving with kids. Record keepers, it is your job to remind all volunteers, both new and returning, to complete the required volunteer background check, which includes a criminal background check and sex offender search.

### Volunteer Background Check Process

**Background checks cannot be completed from a device such as a phone or tablet.**

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 **Volunteer Background Check**
4. View short video: **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. Click on link **Please Complete Your Background Check**
9. Select your **School District** and then your **School**
10. Complete the application in its entirety and select **Submit**

The volunteer background check process 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.

## Entering Volunteers Into KOMS

From the **Main** page on KOMS there are three sections where you will find volunteers.

**Volunteers Awaiting Approval** – this lists new volunteers you have added this year and returning volunteers you have verified. They are awaiting final activation from KBC field staff once the volunteer application process is complete.

**Volunteers** – this lists all active volunteers.

**Inactive Volunteers** – this lists volunteers that have been deactivated because they have moved or are no longer serving in Beach Club. If you have a volunteer that is no longer serving in Beach Club, please contact your KBC field staff representative and they will deactivate them for you. We do not delete volunteers from KOMS in order to know how many volunteers have served within a school year.

1. To add a new volunteer select **Add Volunteer**.
2. Enter all information in **Title Case**. Please do not use all caps or all lower case.
3. All fields with an asterisk (\*) are required fields. Blanks with the symbol ⚡ will have a drop-down list from which to choose your response. If the correct information is not in the list, contact your KBC field staff representative.
4. When entering a volunteer, you must select both the position and the role. The position is what the individual will do at the Beach Club. Only one position may be selected. If a volunteer is under 18, **Teen Helper** must be selected.

*Example:*

Position (*what the volunteer actually does in club i.e., Teen Helper, etc.*)

Role (*determines level of access*)

Doe

John

jdoe@domain.com

Street (*volunteer's current address - not church address, unless staff*)

City

ST

00000-0000

555-555-5555

Church (*volunteer's church*)

Select t-shirt size

Surf Team

**NOTE:** If your church coordinator or KBC field staff representative is a volunteer in your club, please do not change their position or they will lose their administrative access.

5. Verification box: "**All information is current and accurate.**" Select this box to indicate you have verified that all the information is current and accurate and ready for the KBC field staff representative to activate.
6. A volunteer's personal email address is required in order for KiDs Beach Club® to effectively communicate to all volunteers. In the event a volunteer does not have an email address, enter "**none**" without the quotation marks. Do not enter another person's email address, such as the record keeper or church coordinator.



# Section 3

## All About Kids

### Registering Kids for Your Club

Parents have two options for registering their children for club.

1. **Online Registration** – parents will be able to register their child by clicking on the **Register KiDs** tab in the top right corner of our website, clicking on the **FIND A CLUB** tab and navigating through our website, or by entering the URL specific to your school. Most club URLs follow this format: [kidsbeachclub.org/clubs/school-name](http://kidsbeachclub.org/clubs/school-name). Parents will enter their child's data online, read the KBC Privacy Policy and Release of Liability, and provide an online signature with date. Online registration puts a child's data directly into KOMS. Each child in a family will need to be registered online individually.
2. **Paper Registration** – paper registration forms should only be used by parents who do not have Internet access and are unable to register online. Separate forms should be completed for each child in a family. When a paper registration form is received, the record keeper will manually enter the child's data in full. If the permission form is incomplete, you must not activate their record. Please ask the parent to complete it by the third week of Beach Club or the child's record will be deleted and the child will be unable to attend club until the permission form is complete.

**Renewing Club Impact:** Children who attended your club last year have been removed from KOMS. All the previous year's information on each returning child is still available, including the date they received a Bible and when they made a profession of faith, but will need to be entered manually for each child. To obtain this information please contact your church or KBC field staff representative. Additionally, significant changes in design have been made to the registration form and more detailed information is now required from parents.

### Viewing Kids in KOMS

Kids in your club will be viewed in one of three groupings.

**Kids Awaiting Approval:** This includes kids who have been registered online by a parent. Check this section regularly so you are aware of new children who have been registered online and are waiting to be verified and activated.

**Kids Registered:** This includes kids who you have verified and activated.

**Inactive Kids:** This includes kids who registered for your club but are no longer attending.

### Activating Kids Registered Online

1. When a parent submits an online registration it automatically populates the KiDs Online Management System. These children will show under the section titled Kids Awaiting Approval.

2. To activate a child's record, click on **(details)** beside the child's name then click on **(edit)** beside their name.
3. Verification Box: "Information has been verified." Select this box after you have reviewed the information thoroughly and verified that a parent has entered the child's information completely. For example, a parent may not have entered an accurate email address or left a digit off their zip code.
4. If the parent has entered the information in all caps or all lowercase, please make the changes to **Title Case**.
5. Active Box: Select this box when the registration is complete and a child is ready to be activated into the club.
6. Click **Save** to complete the process.

*NOTE: Once a child's record has been both verified and approved by clicking the corresponding boxes in the child's record, he or she will appear on the "Kids Registered" list. If only the box for "Information has been verified" has been checked, the child will appear on the "Inactive Kids" list. If neither box is checked, the child will remain on the "Kids Awaiting Approval" list. We suggest this list be used for only new kids whose parents have filled out a new registration form. If you wish to make a child inactive, please deselect the "Active" box.*

### Entering Children Into KOMS Manually

When you receive a paper form, you have two options to enter the child into KOMS. You may enter a child from your club's online registration page on our website or follow these instructions:

1. From the **Main** page on KOMS select **Add Child**.
2. Enter all information in **Title Case**. Please do not use all caps or all lower case.
3. Enter parent/guardian information. Please enter only one parent's name in each section with their respective contact information, i.e. email address, phone numbers and all required information.
4. Enter church information. Please enter the name of the church the child attends, not the name of the sponsoring church. If no church is listed, leave blank.
5. Enter emergency contact. This contact is in addition to the parent(s), whose information you have already entered.
6. Enter dates from previous year(s) if a child made a profession of faith or received a Bible. To obtain this information, please contact your church or KBC field staff.
7. Verification Box: "All information is current and accurate." Select this box after you have verified that a parent signature is on the paper form and all the information from the registration form was entered completely and accurately.
8. Active Box: Select this box when the registration is complete and a child is ready to be activated into the club.
9. Click **Save** to complete the process.

*NOTE: We do not delete children from KOMS. If you are informed that a child will no longer be attending Beach Club, deactivate them by deselecting the active box in the child's record.*

### Printing or Retrieving Child Information During Club

It is mandatory for you to have access to each child's parent and emergency contact information with you at Beach Club. There are two ways to obtain this information. You may print each child's individual record and place it in a binder, or you may access each child's information from a mobile device. It is wise to make sure at least two people at your club know how to login to KOMS and pull up child information online.



# Section 4 Attendance and Other KOMS Features

## Entering Weekly Attendance

After each club, please enter the attendance as soon as possible from the **Attendance** page, preferably that same day. It will always be open to the current month and year. *KOMS is updated weekly and you will not be able to automatically enter attendance after Saturday at midnight.*

1. Column heading dates will reflect the day of your Beach Club.
2. A column has been added for Bibles. Simply click on the box next to a child's name to show they received a KBC Study Bible in club that day. This will help expedite entry of your Great Treasure Day. A green checkmark will remain in that box all year letting you know who has/has not received a KBC Study Bible.
3. At the top left corner of the Attendance page, as well as the bottom left corner, is a **Select All/Clear All** feature. If the majority of the children and leaders attended Beach Club that day it is easiest to **Select All** then deselect absentees by clicking on the checkmark beside their names. Or go down the list and click on the box beside each child and volunteer's name. This will place a checkmark in the box recording their attendance.
4. Often people visit our Beach Clubs simply to observe. To record their attendance click on the **Add Observer** feature at the bottom of the attendance sheet and it will open a text box for you to type in their name. *Please remember, an observer is just that and may only observe until they have completed the volunteer process and have been approved and activated to serve in a Beach Club.*
5. When finished recording all attendance click **Save**.
6. If you fail to enter attendance prior to midnight Saturday, the system will automatically assume you did not meet and place a red 'x' in each box. You will have to manually change the attendance by clicking each red 'x' changing it to a green checkmark. Continue this process until all children and volunteers have been recorded. *(Select All/Clear All feature is not available when manually entering previous week's attendance.)*

*NOTE: If children or volunteers are missing on your attendance page it means that they are either awaiting approval or inactive and will not show until activated.*

## Printing Attendance Sheet

1. From the **Attendance** page verify that you are in the correct month and year.
2. In the top right corner is the word **print** in orange. Click to **print**.

## Optional Attendance Idea

Some Beach Clubs prefer to check attendance in their surf teams. In order to use this option effectively you must assign each child and volunteer a surf team name. It is also important to know how to navigate Excel. Then use the following instructions:

1. Login to KOMS at **kidsbeachclub.org/manage** using your username and password.
2. Select **Export** and choose **Kids**.
3. Open the .csv file and immediately **Save As** an Excel spreadsheet on your desktop.
4. Customize your document by deleting any columns you may not want to include.
5. Then highlight all cells except for the header line.
6. Go to the top menu bar and click on **Data** then select **Sort**.
7. Then sort by **Surf Team Name** first, then by **Last Name**.
8. **Add lines** between each surf team so visitors may be written in.
9. Select **All Borders** to add lines and boxes.
10. **Insert** a new column before last name and label it with the **date of your Beach Club**.
11. **Print and cut** spreadsheet handing respective surf team leaders their list of students.
12. Record keeper should collect all lists from surf team leaders before kids transition out of get connected time.

## Printing Child Records

This print feature allows you to print records individually, or all the kids registered in your club at one time. (This feature works best in Google Chrome.)

- To print a child's individual record, click on the printer icon to the left of a child's name.
- To print all the children, click on the printer icon in your header bar to the left of  Kids: #.

## Printing Labels and Name Badges

1. From the **Main** page click on **Print Labels** in the top right corner.
2. Select what you want to print: **kids, volunteers** or **professions of faith**.
3. Select **Labels** or **Name Badges** then click create.

4. Select PDF: click to open a PDF to view the file. (view only – cannot be edited)
5. To edit file, right-click on the link: Select Word; Right-click to save to your computer, then open with Word.
  - a. PC Users – Right-click to **Save Link File As** to rename and save the file to your desktop.
  - b. MAC Users – Right-click to **Download Linked File As** to rename & save the file to your desktop.
6. Open the Word application. Select **File** then **Open** the file on your desktop and it will pull it into a Word document that you may edit.
7. To print labels use Avery Label 5160. For name badges use Avery Label 5163.

## Export Feature

This feature works best to export your club's database into an Excel spreadsheet from Google Chrome following these directions:

1. From the **Main** page click **Export** in the top right corner.
2. As an individual Beach Club your only option will be your specific Beach Club data. As a church with multiple Beach Clubs there are two pull-down options: **select all** or **individual clubs**.
3. Under **Information** — either select **Kids, Volunteers, or POFs/Other Contact**.
4. Click **Export**.
5. When export is complete, click on link provided to download and open document.
6. From the top menu bar select **File, Save As** and **rename** the file name.
7. Select **Save as** or **File Format** to change it from a .csv file to a Microsoft Excel 97—Excel 2003 & 5.0/95 Workbook (\*.xls) or Mac Excel 97-2004 (\*.xla) or later version.
8. Click **Save** to save this file to your computer.

## Unique Features for Church Coordinators

*Only churches with multiple Beach Clubs will have login access for the following features:*

### Reporting Attendance For Churches with Multiple Clubs

This feature allows churches to see the activity for all of their Beach Clubs linked together. Contact your KBC field staff representative for a special login to enable this feature. This information is helpful in gathering information for a weekly staff report.

1. To print or enter individual club attendance, you must login to that specific club. This feature is for viewing only.
2. The system defaults to current month and year. To view a different month you must change the month, year and select **Apply**.
3. Click on the **Attendance** page. Weekly dated reports will appear with a blue arrow beside them. Click on the blue arrow to reveal totals for that week's data recorded for each Beach Club.

## Contact Information

1. Click on the **Contact Information** page.
2. This feature reveals your church contact information and lists all volunteers in alphabetical order.
3. Inactive volunteers or volunteers awaiting approval are listed at the top. Please contact them to ensure they complete the volunteer background check process.

## Search Feature

1. Click on the **Search** page.
2. You may enter either the first or the last name or a portion of the name if you are unsure of correct spelling.
3. Select **kids** or **volunteers** then click on **search** for results.



# Section 5

# Professions of Faith

KiDs Beach Club® defines a profession of faith as the point of decision when a person chooses to place their faith in Jesus Christ as Savior and Lord. Training in regard to spiritual conversations and guiding kids toward Jesus is available in Volume 2: Beach Club Essentials. The information contained in this volume outlines the record keeping process in regard to professions of faith and follow-up after a child's decision.

Kids responding to the gospel is an important aspect of KiDs Beach Club® and accurate record keeping and follow-up should be a priority. Our desire is that every child who makes a spiritual decision is further disciplined by the partnering church. Therefore, these decisions need to be handled with high importance and accountability. Please make sure your Beach Club follows up on decisions within 24-48 hours and then enter the follow-up records into KOMS promptly. Many churches run weekly reports and want this information for their church-wide outreach strategy.

If a child's parent indicates they would not like a follow-up visit from the sponsoring church, this request needs to be clearly noted in the **Comments** section along with the parent's reason for declining follow-up (i.e. active in another church).

## Decision Cards

When a child prays to receive Christ at Beach Club the person who speaks with the child should complete a decision card to give to the club leader. The record keeper will enter the child's decision information into KOMS the same day.

*NOTE: Only entering the date in the profession of faith field in the child's record does not create the profession of faith record.*

## Entering Professions of Faith

1. From the **Main** page scroll down until you find the child's name and click on **(details)** beside their name.
2. On the next screen, click on **Profession of Faith** in the top right corner.
3. Complete the entire form with as much detail as possible in the comments box about the child's decision. This will inform the church of the necessary information to make an informed follow-up.
4. Click **Save** to finish.

*NOTE: In order to not create a duplicate POF, you must select **follow up** in the gray box of a current POF following the instructions listed in both options below and on the following page.*

## Entering Follow Up

When a volunteer makes a follow up contact, the information needs to be entered into KOMS using the following instructions. There are two ways to enter/update this information.

### OPTION 1

1. From the **Main** page click on the orange number beside **Active POFs**.
2. Scroll down to the bottom left corner to **expand all** to view more details.
3. Find the student you wish to add comments for and click **follow-up** in the top right corner of **their gray box**.
4. Select **type of follow-up** and enter as much detail as possible.
  - a. **Club Follow Up:** Enter information from decision card completed in Beach Club. Should be the first entry but often skips to the **Church Follow-Up**.
  - b. **Church Follow Up: Type of Contact** and **Reason for Contact** are different from **Club Follow-Up**.
5. Click **Save**.

### OPTION 2

1. From the **Main** page scroll down until you find the child you want to enter follow-up comments on and click on **(details)** beside the child's name.
2. Click on the blue arrow to the left of the child's name.
3. Click on **follow-up** link in the top right corner of **their gray box**.
4. Select **type of follow-up** and enter as much detail as possible.
  - a. **Club Follow Up:** Enter information from decision card completed in Beach Club. Should be the first entry but often skips to the **Church Follow Up**.
  - b. **Church Follow Up: Type of Contact** and **Reason for Contact** are different from **Club Follow-Up**.
5. Click **Save**.

## Communicating a Child's Decision to Parents

We recommend someone from your Beach Club contact the child's parent/legal guardian informing them of their child's decision within 24-48 hours.

**CLUB** – Steps 1-4 and 10

**CHURCH** – Steps 6-8

**KBC** – Steps 5, 9 and 11

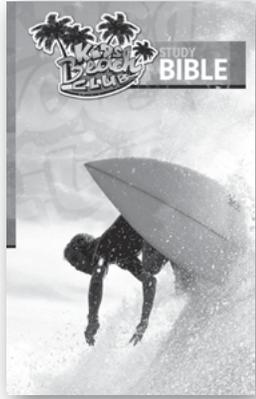
1. Child makes a profession of faith (POF). Celebrate!
2. Person who talks with child tells club leader/record keeper (complete decision card).
3. Club leader or outreach leader contacts parent to inform them of child's decision. Club leader notifies church.
4. Record keeper records decision into KOMS and creates POF for child. Record keeper finds, asks permission and adds parent email if one is not already provided. **\*\*Parent email addresses are critical for completion of this process\*\***
5. KiDs Beach Club® sends email to church coordinator notifying of child's decision and launching automated parent email to be sent in **two weeks**.
6. If the child has a church affiliation: church coordinator contacts that church leadership to notify of child's decision and encourage follow up. Contact parents to celebrate the child's decision.
7. If the child does not have a church affiliation: church coordinator contacts parents to talk about the child's decision and invite them to sponsoring church. Child is entered into church database for ongoing follow up and discipleship.
8. Follow-up record is entered into KOMS.
9. KBC automated email is launched **two weeks after** email to church coordinator is sent. Link to view automated email: [kidsbeachclub.org/pof](http://kidsbeachclub.org/pof)
10. Record keeper verifies follow-up steps are recorded into KOMS and adds any additional notes needed.
11. KBC field staff representative verifies follow-up notes are recorded into KOMS.

## Church Connection

Surf team leaders should be actively building relationships with the students in their surf teams. Church connection is a tool available for you to record your contacts, i.e., card/letter, phone call, email, in-home visit or other.

### Entering Church Connections

1. From the **Main** page scroll down until you find the child's name and click on **(details)** beside their name.
2. Then click on **church connection** in the top right corner.
3. Complete the form entirely with as much detail as possible about the contact.
4. Click **Save**.



# BIBLES

for Beach Club

Connecting kids to **Christ...** Putting **Bibles** in their hands.

**You** are a part of something big! This school year, together we will celebrate the gift of 50,000 Bibles to children in public schools since the start of KiDs Beach Club® in 2003.

As a Beach Club volunteer, **you** lay the ground work to help these kids understand what a big deal it is to have their very own KBC Explorer's Study Bible and when Great Treasure Day arrives, **you** get to hand a Bible to every child in your Beach Club.

Would **you** consider a monthly recurring gift of \$20 to purchase one Bible per month? You are a part of an incredible army of 2,500 Beach Club volunteers and imagine the impact for the kingdom if every volunteer were to band together for this cause? This would connect kids to Christ by putting Bibles in their hands for **years** to come!

To start your monthly recurring gift of \$20, simply go to [kidsbeachclub.org/bibles](http://kidsbeachclub.org/bibles).

Thank you for your faithful service and support of KiDs Beach Club®. Together we are making Jesus cool at school!®



## #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](mailto: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](http://KiDsBeachClub.org/blog)
- Surf Report E-News [KiDsBeachClub.org/surf-report-newsletter](http://KiDsBeachClub.org/surf-report-newsletter)
- Bibles for Beach Club Monthly Newsletter
- Social Media Channels with Follow @KiDsBeachClub



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