

10 Steps to Launch the Adopt-A-School Program



1. Research information about schools in your area.

A profile of your school district is foundational as you begin your Adopt-a-School program. Go to www.GreatSchools.net (select your state and type in your county) or do a search for your school district's Web site.

- a. Identify the names and number of schools in your area, county by county.
- b. Print out a list of schools with addresses and phone numbers of each. Be sure to get superintendent's and principal's names and other contact information. Enrollment for each school should also be noted.
- c. Request from the District Office a list of all after-school activities taking place in each individual school and obtain copies of district policies and procedures regarding "usage of facility" by outside groups. (This will allow you to know which schools will be open to after-school *Good News Clubs*[®]). You may want to inquire whether these groups pay a facility usage fee and if so, how much.
- d. Set up a file for each school. Insert profile printout from the Web site www.GreatSchools.net. Keep all future records about that school in the file (i.e. principal visit, school regulations, etc.)

2. Identify CEF[®]-friendly churches in your area.

Also, consider other Bible-believing churches that you can introduce to *CEF* and to the Adopt-a-School program. Begin with churches with which you already have a relationship (i.e. your home church, committee member's churches, *Good News Club* personnel's churches, churches that support the ministry financially, etc.)

Note: Get a map of your area. Purchase different colored dots. Place one color of dots where schools are located and another color where Bible-believing churches are found. This will help you and your team to visibly identify target schools and churches.

3. Secure permission to hold an after-school Good News Club from the school district superintendent.

This can be done by letter, phone or personal visit. (See *sample letter to district superintendent in this section.*)

- a. Request permission to hold a *Good News Club* in each elementary school (recommended length of club is between one hour and fifteen minutes and one hour and a half).
- b. Request permission to mass distribute permission slips to the children.
- c. Request permission to have a table or booth at Back-to-School night or Open House. Permission slips could be passed out at this time.
- d. Ask the superintendent to put this information in an e-mail to all of his/her principals and to copy you.

4. Meet with the Missions, Outreach or Senior Pastor of the church or churches you are targeting for the particular school.

The goal of this meeting is to (1) present the concept of the local church and *CEF* partnering together to reach lost children with the Gospel and to (2) present the Adopt-A-School program as an opportunity to minister to the children and families in the neighborhood school near the church.

- a. Show the *CEF* After-School *GNC*[™] video for churches.
- b. Discuss items in the Pastor's packet including the financial commitment involved in adopting a school.
- c. If there is a favorable response, ask the pastor to recommend a person who can be the team leader for the club, as well as any other people who might be interested in this program. (*see pastor's packet*)
- d. Arrange for presentations of Adopt-A-School in worship services and adult Sunday school classes. Trust God for seven to ten people who can form the *Good News Club* team. During the presentations, present the need for a prayer team who will agree to pray regularly for the club.

Note: It is important that you have the *Good News Club* team in place before contacting the individual school. Ideally, the *GNC* team would consist of a team leader, who coordinates the entire program; an administrative assistant, who manages all of the logistical and record-keeping details of the club; teachers, helpers, prayer coordinator and other participants according to the size of the club.

5. Visit the principal of the targeted school.

Include the team leader and administrative assistant in this meeting to go over club details. If possible, invite the pastor of the adopting church to also attend this meeting. (*See Principal's Packet* and *Principal Visit* section to see what literature to take and what to discuss during the visit.)

6. Meet with the Good News Club team leader and the administrative assistant to discuss their responsibilities, team job descriptions and other club details. (*See Team Leader/Administrative Assistant section.*)

7. Arrange a time and location to train Adopt-a-School workers.

Suggested start-up training:

- Procedures Workshop

(*One evening for 2½ hours. See "Procedures Workshop" in the "Training" section for content.*)

- Teacher Enrichment Seminar or Children's Ministry Conference

(*See "Training" section for sample agendas*)

Note: The Department of Education has developed seven 50-minute video sessions that can be used for the Teacher Enrichment Seminar. Sessions include “Presenting the Message of Salvation;” “Counseling the Unsaved Child for Salvation; two overview sessions on the Bible lesson, including brief helps for teaching the message of salvation in the lesson and giving an invitation, storytelling techniques and teaching for the Christian child; “Bible Verses—More Than Memorizing;” “Review Can Be Exciting” and a demonstration of a *Good News Club* hour with children. In addition, for those who prefer to do live training or a combination of video and live, a CD is available with student notes along with a PowerPoint presentation of each subject.

The local *CEF* director can delegate the video training to a qualified volunteer. As an alternative, the *GNC* team leader in the church can show the videos to the church team at their convenience.

This start-up video training can be offered as needed for one or multiple churches, allowing you to continue to open new schools and easily train and incorporate new church partnership workers throughout the school year.

Student notes and PowerPoint visuals for this seminar can be found on the CD under “Teacher Enrichment Seminar.” The **training videos** are available through CEF Press®.

8. Ensure that all Good News Club personnel have been screened according to the Child Protection Policy. (A volunteer could take care of this task).

Note: An easy way to do criminal background screening is through the Internet Web site: www.criminalinfo.com. For \$10 a month, this site will do background checks on 13 individuals. Additional background checks are only 75 cents per person.

9. Promote the Good News Club and get permission slips signed.

Note: Mass distribution through the children’s home folders is the ideal way to promote. (See *GNC Promotional Ideas in the “Team Leader/Administrative Visit” section.*)

10. Begin the after-school Good News Club!

Note: If possible, have trained *CEF* teachers teach the first club to allow church partnership team members to observe and gain confidence as to how to carry on an effective club hour.