

**Sample Forms  
for  
Directors**

# SAMPLE LESSON PLAN FORMAT

*(Make copies for teachers)*

Theme \_\_\_\_\_

Session Title \_\_\_\_\_

Session Number \_\_\_\_\_

Bible Basis \_\_\_\_\_

Teaching Time \_\_\_\_\_

The *objectives* of this session are to help learners to do the following:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>Instructional Activities</b>	<b>How Long? (Minutes)</b>	<b>Preparation</b>	<b>Materials Needed</b>
Evaluation			

# PRE-ENROLLMENT RECORD

Department	Students	Leaders	Assistants	Total
Toddlers-Fours				
Early Elementary				
Middle Elementary				
Upper Elementary				
Middle School				
High School				
Young Adult				
Adult				
<b>Total</b>				

How many teachers? \_\_\_\_\_

Are any classes too large? \_\_\_\_\_

How many attended training sessions? \_\_\_\_\_

## FINANCIAL REPORT (Expenditures)

Curriculum materials \_\_\_\_\_

Additional resources \_\_\_\_\_

Work supplies \_\_\_\_\_

Food, etc. \_\_\_\_\_

TOTAL \_\_\_\_\_







# ATTENDANCE RECORDS

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*(At the end of VBS)*

What was the average attendance? \_\_\_\_\_

Was this an increase or decrease from last year's school? \_\_\_\_\_

Did any transportation problems prevent attendance? \_\_\_\_\_

Was attendance weak in any department? \_\_\_\_\_

If so, why? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How many children came from other churches? \_\_\_\_\_

How many children came from unchurched homes? \_\_\_\_\_

Who is responsible for follow-up? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How many attended the closing celebration? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# EVALUATION OF VBS PLANS

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Are the selected dates convenient? \_\_\_\_\_

Are there date conflicts? \_\_\_\_\_

What publicity ideas are needed? \_\_\_\_\_

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Is the length of the program adequate? (number of days) \_\_\_\_\_

What should be the length of the daily sessions? \_\_\_\_\_

Are the locally provided materials and supplies ready? \_\_\_\_\_

How did teachers respond to program ideas/theme? \_\_\_\_\_

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What additional staff is needed?

Staff People: \_\_\_\_\_

Teachers: \_\_\_\_\_

Other Staff: \_\_\_\_\_

Will workers be willing to help with VBS next year? \_\_\_\_\_

What might be done to improve next year's program? \_\_\_\_\_

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# DIRECTOR'S RECORD-KEEPING FORMS

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## Basic Information

Dates of School: \_\_\_\_\_

Place: \_\_\_\_\_

Number of Sessions: \_\_\_\_\_ Length of Sessions: \_\_\_\_\_

## Director's Staff

### 1. Assistant Director

Address: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Years of Service: \_\_\_\_\_

E-mail: \_\_\_\_\_

### 2. Assistant Director

Address: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Years of Service: \_\_\_\_\_

E-mail: \_\_\_\_\_

### 3. Departmental Superintendents

#### *Toddlers-Fours*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Assistants: \_\_\_\_\_  
Name

E-mail: \_\_\_\_\_

#### *Early Elementary*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Assistants: \_\_\_\_\_  
Name

E-mail: \_\_\_\_\_

***Middle Elementary—Department***

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Assistants: \_\_\_\_\_  
Name

E-mail: \_\_\_\_\_

***Upper Elementary—Department***

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Assistants: \_\_\_\_\_  
Name

E-mail: \_\_\_\_\_

***Middle School—Department***

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Assistants: \_\_\_\_\_  
Name

E-mail: \_\_\_\_\_

***High School—Department***

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Assistants: \_\_\_\_\_  
Name

E-mail: \_\_\_\_\_

***Young Adult—Department***

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Assistants: \_\_\_\_\_  
Name

E-mail: \_\_\_\_\_

***Adult—Department***

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Assistants: \_\_\_\_\_  
Name

E-mail: \_\_\_\_\_

# TEACHERS BY DEPARTMENT

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## Toddlers-Fours Department

Name	Address	Telephone
1.		
2.		
3.		
4.		
5.		

## Early Elementary Department

Name	Address	Telephone
1.		
2.		
3.		
4.		
5.		

## Middle Elementary Department

Name	Address	Telephone
1.		
2.		
3.		
4.		
5.		

## Upper Elementary Department

Name	Address	Telephone
1.		
2.		
3.		
4.		
5.		

**Middle School Department**

Name	Address	Telephone
1.		
2.		
3.		
4.		
5.		

**High School Department**

Name	Address	Telephone
1.		
2.		
3.		
4.		
5.		

**Young Adult Department**

Name	Address	Telephone
1.		
2.		
3.		
4.		
5.		

**Adult Department**

Name	Address	Telephone
1.		
2.		
3.		
4.		
5.		

**Assistant Teachers**

Department	Name	Address	Telephone
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

**Music Teachers and Musicians**

Department	Name	Address	Telephone
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

# COMMITTEES

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Publicity \_\_\_\_\_

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Curriculum \_\_\_\_\_

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Equipment \_\_\_\_\_

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Social \_\_\_\_\_

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Finance \_\_\_\_\_

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Recreation \_\_\_\_\_

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# VBS DIRECTOR'S EVALUATION

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First, evaluate the total Vacation Bible School process: (a) What went well? (b) What should be improved? (c) Which workers worked well? (d) Who needs more help?

Read each question below and place one of the following evaluation notations after each item: E—excellent, S—satisfactory, U—unsatisfactory.

1. Did people in the community know about our Vacation Bible School in advance? (Was our publicity adequate?) \_\_\_\_\_
2. Did we do a good job of recruiting the unchurched children in the community? \_\_\_\_\_
3. Were teachers and helpers present early enough? \_\_\_\_\_
4. Were supplies ordered soon enough for the staff members to make adequate preparation for the school? \_\_\_\_\_
5. Did teachers attend training sessions or departmental meetings? \_\_\_\_\_
6. Was transportation available for children who needed it? \_\_\_\_\_
7. Did we have an adequate number of teachers and helpers? \_\_\_\_\_
8. Did staff members understand their duties and fulfill them cheerfully and promptly? \_\_\_\_\_
9. Did the teachers have samples of handcrafted projects prepared in advance? \_\_\_\_\_
10. Did we make the best use of our space and equipment? \_\_\_\_\_
11. Was the final program well-organized? \_\_\_\_\_
12. Was the worship program well-planned and reverent? (Did the children have a genuine worship experience?) \_\_\_\_\_
13. Did the pupils gain a new interest in learning about God, Jesus, and the Bible? \_\_\_\_\_
14. Were usable materials (visual packets, missionary packets, scissors, crayons, etc.) sorted and properly stored? \_\_\_\_\_
15. Was our final program scheduled and advertised so that a majority of parents could attend? \_\_\_\_\_
16. Were adequate records kept of the school? Will they be available for the director next year? \_\_\_\_\_