



CHILDREN'S ACTIVITY PLANNING

*"Train up a child in the way that they should go;
even when they are old, they will not depart from it."*

(Proverbs 22:6)

This Capital Stewardship Campaign, if successfully done, should help God form His children. Your parish wants to use this moment to influence the givers of tomorrow. In doing so, this effort should benefit your parish and arch/diocese for decades to come.

PURPOSE – Several important benefits should result from this aspect of the campaign:

1. It will involve and influence more than just adults.
2. Stewardship education for future givers and a good feeling about giving to God and His church should result.
3. Children will develop a sense of importance, value, belonging and ownership.
4. It should stimulate parents to teach their children about giving to God and His church.
5. Those who enjoy working with children will have an additional and influential way to contribute their interests and skills to that cause.

RESPONSIBILITIES - Three programmed activities and one open area require your planning, staffing, implementation, and oversight are suggested:

1. **A Poster Festival** - The children are asked to make posters illustrating the theme, name, or purpose of your campaign. These are displayed on the first or second Weekend of your campaign's Inspirational Phase and recognitions are presented for each poster.
2. **A Bible Lesson** – During the Inspirational Phase, Bible lessons for the younger elementary and the older elementary children are available to be taught.
3. **A Children's Activity** - On the fourth Inspirational Weekend of the campaign, a Special Event is conducted for all adults and older youth while a separate activity is provided for the children. You will plan and conduct this children's event.
4. **Additional Activities** - Be as creative as possible in developing multiple activities and projects during the program to involve, educate, inspire, and influence the children. (See samples, Appendix C)



**CHILDREN'S ACTIVITY
POSTER FESTIVAL GUIDELINES**



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INSTRUCTIONS AND PROJECT WORKSHEET

Purpose:

1. To help the children consider the spiritual principles of the campaign.
2. To offer a way for parents to teach their children about the biblical plan for giving.
3. To call attention to the importance of including children in the family's plans for commitment and giving.
4. To offer additional reinforcement of the spiritual emphasis through public exposure of posters.

Synopsis:

Materials promoting the Poster Festival and explaining the festival and guidelines will be sent to all children and their parents. Parents will be urged to work with their children to develop poster ideas. Posters will be received and displayed in a prominent area of the church. Judges will assign ribbons in numerous award categories, and every child will receive a winning ribbon. Parish members will be encouraged to view the posters.

Considerations:

1. Ages:

It is recommended that children be grouped in at least two or more divisions: Younger – grades one through three, and Older – grades four through six. Fifth and sixth grade participation could be based on the church's grading procedures, or you could use the public school model. If each of the divisions in the church has large numbers, you may want to separate the grades in the following manner: 1) first and second grades, 2) third and fourth grades, and 3) fifth and sixth grades. You can divide the groups as you see fit. Some parishes include seventh and eighth grade in the Poster Festival and some group them with the Youth. The advantage to multiple age groupings is the possibility for more award divisions



2. Location:

Select an area in your church that already has a lot of traffic on Sundays. One of the side benefits of the Poster Festival is that it will give additional visual reinforcement to the spiritual themes of the program. All those who view the posters will be reminded of the spiritual implications. Select a place that will demand a viewing. Consideration should also be given to the size of the posters and the number of entries expected.

3. Awards:

Every child who enters the Poster Festival can be a WINNER. The key is to create enough categories so that every entry can be awarded a ribbon in one of the categories. These awards should be given in each age division separately.

You may use the model given in your resource material for a construction paper “ribbon,” or you may choose to purchase “ribbons.”

4. Judges:

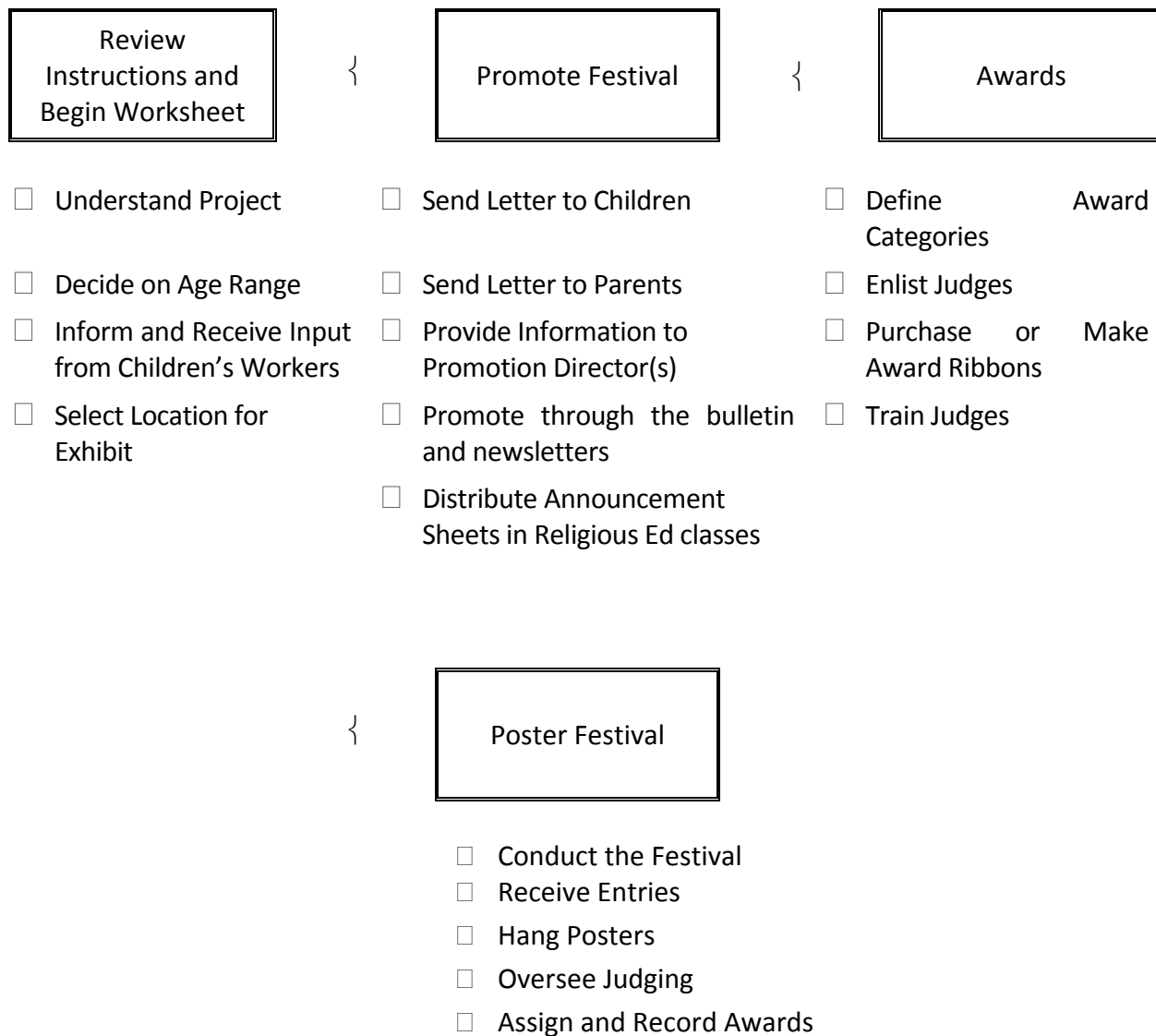
Select three to five judges who could offer expertise in judging the festival entries. Art teachers, graphic artists, advertising professionals, or professional artists are a good place to begin your consideration. Those selected should at least have an appreciation for good art.

5. Promotion:

Letters to parents, announcements in weekly bulletins, parish newsletters, from the pulpit and through the parish school and CCD classes are effective ways to promote the festival



PROJECT FLOW CHART





PROJECT WORKSHEET

Ages or grades to participate: _____ to _____

Location of exhibit: _____

Inform: *(see manual for suggested date)*

- Religious Education ministries staff by _____
- Parish school teachers by _____
- CCD teachers by _____

Judges: *(inform of training meeting and contest date)*

Name	Phone	Date Confirmed

AWARD CATEGORIES					
Category	# of Ribbons	Category	# of Ribbons	Category	# of Ribbons

Ribbons made and labeled on _____
_____ *(Date)*

Enlist Assistants to help on Festival day _____ *(Date)*



FESTIVAL:

- ☐ List of entry forms
- ☐ Conduct the festival on a Saturday afternoon with parents and children in attendance with adults from the Children's Activity Team supervising. Make it a party with pizza and drinks for all in attendance
- ☐ Receive posters
- ☐ Complete form and make copies for judges
- ☐ Display posters – Assistants help
- ☐ Judge posters
- ☐ Assign and affix awards
- ☐ Prepare area for viewing

FOLLOW UP:

- ☐ Give list of names and awards to the Campaign Administrator
- ☐ Posters can be taken down on Celebration Weekend



MODEL LETTER TO CHILDREN

Dear _____:

Would you like to be a part of a very special day at _____ Church? On _____, we are going to have a POSTER FESTIVAL for the kids in our parish.

Your poster will be judged by a special group of judges; awards will be given; and all the posters will be displayed for the entire church to see. Here are the guidelines:

1. Use one-half of a standard-sized poster board.
2. Art can be horizontal or vertical.
3. Poster *must* be done on one of these themes:
 - ☐ It is fun to give.
 - ☐ Lord, what do you want to do through me?
 - ☐ I love my parish.
 - ☐ Sacrifice.
 - ☐ Not Equal Gifts But Equal Sacrifice.
 - ☐ _____ (*Campaign Title*).
4. Your parents can help with ideas, but you must do the art.
5. Put your name on the front.
6. Write the theme you have chosen as a part of the poster.
7. Bring the poster to church by _____.
They will be judged that day or the following weekend, _____
_____.
8. You may pick up your poster on Celebration Weekend _____.

We want **YOUR** poster in this festival, so . . .

- ☐ **PICK A THEME**
- ☐ **GET TO WORK**
- ☐ **JOIN THE FUN ON SUNDAY, _____**



MODEL LETTER TO PARENTS

(NOTE: Enclose copy of children's letter with mailing.)

Dear _____:

You will notice from the enclosed letter that we are inviting all the children of the parish to participate in a special Poster Festival. This can be a wonderful opportunity for you and your children to work and learn together about the joy of giving.

You know, we are all born "takers." It is a part of our inherent nature. We have to learn to be "givers." Because God loves us, He wants us to learn that we are happiest when we give. Our

_____ (*Campaign Title*) campaign and this festival allow us an opportunity to help our children learn this truth.

Here is how you can contribute to a meaningful experience for your own child or children:

1. First, encourage your child or children to participate. The festival will be fun and encouraging. Every child will be a winner. Come with your child(ren) to the parish on the indicated date and make the poster.
2. You can help with ideas *only*. (Each child must do their own art.) Use this time to help the child think about the meaning of the various theme options. Here are some teaching goals:
 - ☐ IT IS FUN TO GIVE . . . Help the child to remember the good and happy feelings they had when someone opened a gift that the child had given. Ask the child to create a surprise gift, wrap it, and give it to you. When you open it, you should be really pleased. Praise the gift and the child. Talk about how the child *feels*.
 - ☐ LORD, WHAT DO YOU WANT TO DO THROUGH ME? . . . We are asking every person in our parish to pray this prayer. Children can learn that God wants each of us to participate in carrying out His will for the church. Each of us can have a special part. We need to ask that God will show us what He wants our part to be.
 - ☐ I LOVE MY PARISH . . . Help the children think of all the things that they like about their parish. God wants us to recognize that we have an opportunity to give to the parish because the parish has given good things to us.



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- ☐ SACRIFICE . . . The goal is to help children learn that sacrifice means being willing to give up something that is important to us so that something more important can be accomplished. Help your child to recognize why the needs of this campaign are important even to them.
 - ☐ NOT EQUAL GIFTS BUT EQUAL SACRIFICE . . . We do not all have the same to give, but all of us can sacrifice something. This is particularly important for children to know. They cannot give large gifts like their parents. However, they can sacrifice something to be able to give. In God's eyes, all gifts are of equal value when given in love and with sacrifice.
3. Let your child or children be a part of your family's commitment decision. Encourage them to think of something they could sacrifice to be able to give. Although these gifts will be small, the learning experience will be significant. On Celebration Weekend, the children will know that they had a part in doing something great.
 4. Let your child or children know how proud you are of them for their poster and participation. Praise their efforts!

Will you take advantage of this unique opportunity? If you do, you will be helping your children to learn to be "joyful givers." As a bonus, you will have a special experience, and those do not come by too often.



POSTER FESTIVAL AWARDS

*"...and a little child will lead them."
(Isaiah 11:6)*

It is meaningful to children to receive some commendation for their activities. It could have an impact upon them if they knew that their creativity and efforts had an influence upon their parish. The following award categories could emphasize the importance of their contribution to this campaign. These categories are only suggestions. Feel free to add to or delete from these topics in order to fit your desire for the awards.

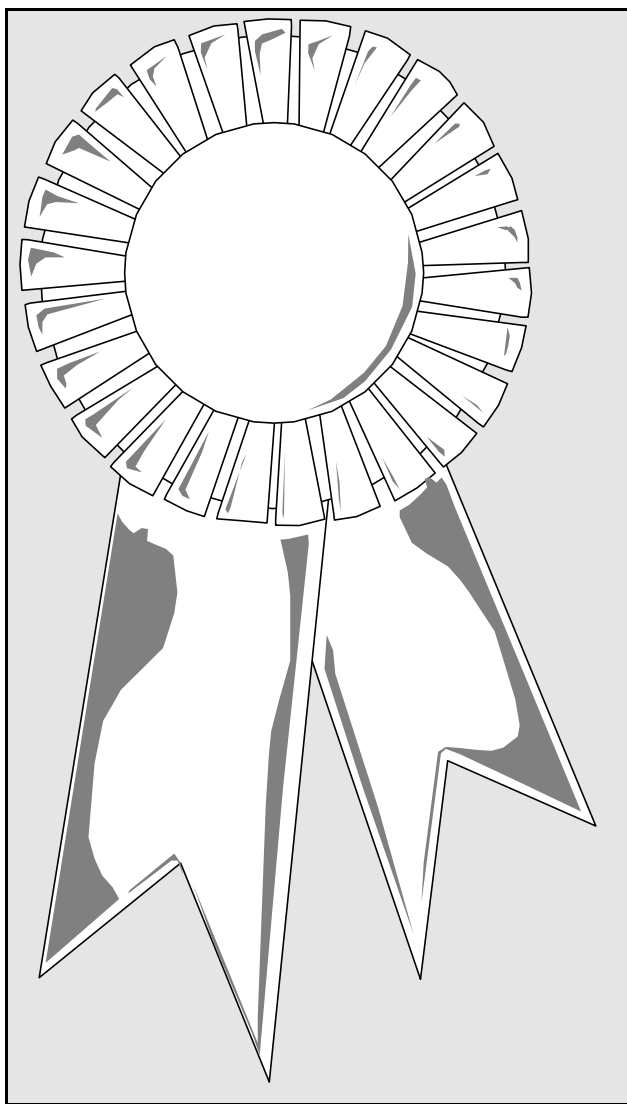
- | | |
|---|--|
| <input type="checkbox"/> Best Development of Theme | <input type="checkbox"/> Best Development of Campaign Name |
| <input type="checkbox"/> Best Description of the Building Project | <input type="checkbox"/> Best Presentation of Our Parish |
| <input type="checkbox"/> Most Inspirational | <input type="checkbox"/> Best Use of Materials |
| <input type="checkbox"/> Best Use of Scripture(s) | <input type="checkbox"/> Most Difficult |
| <input type="checkbox"/> Best Use of Color | <input type="checkbox"/> Best Use of Space |
| <input type="checkbox"/> Most Creative | <input type="checkbox"/> Most Artistic |
| <input type="checkbox"/> Best Use of People | <input type="checkbox"/> Best Building Design |
| <input type="checkbox"/> Most Challenging | <input type="checkbox"/> Most Detailed |
| <input type="checkbox"/> Most Thought-Provoking | <input type="checkbox"/> Most Interesting |
| <input type="checkbox"/> Best Presentation on Giving | <input type="checkbox"/> Best Description of What We Want Our Parish to Be |

Divide your poster festival into age divisions and repeat these categories with each age group. As you think of other awards, add them in the space below and share them with your consultant so that your creative ideas can benefit others.

(MAKE SURE EVERY CHILD WHO ENTERS A POSTER RECEIVES SOME KIND OF AWARD)



AWARD RIBBON SAMPLE





LIST OF ENTRIES FORM

Instructions:

1. Provide copies of this form for each age group to be judged.
2. Assign number to poster (*place corresponding number on top left of poster*).
3. When the list is complete and all forms are in, make copies for each judge.

Age Group: _____

Number	Name On Front	To Be Filled Out By Judges		
		Category	Age	Ribbon Affixed (Top Left)

NOTE: Copy this page before using so that you will have additional entry columns.



Children's Activity Planning Worksheet

Instructions: Copies of this worksheet should be made available for Children's Activity Assistants. These worksheet pages should be completed as plans develop.

BASIC INFORMATION:

TITLE	NAME	PHONE
Children's Activity Leader(s)		
Program Assistant		
Enlistment Assistant		
Children's Activity Coordinator		
Special Event Leader(s)		
Print Communications Leader(s)		

SPECIAL EVENT:

Location: _____

Start Time: _____ End Time: _____

Drive Time: _____

Emergency Phone Number: _____

CHILDREN'S ACTIVITY:

Location: _____

Ages Included: Birth to _____ Grade

Time: _____

Pick Up Until: _____



PROJECT PLAN:

At the Assistant meeting, please fill in the dates related to the following project assignments. If no specific dates have been set forth on the **Task Management Checklist**, you may set dates according to your own convenience.

- v Assistant meeting _____
(See Task Management Checklist)
- v Assistants meet with Children's Activity Leader(s) _____
(See Task Management Checklist)
- v Set these deadlines:
 - Final plans for Children's Activity Program _____
 - Enlistment of Children's Activity Coordinator _____
 - All volunteer enlistment complete _____
- v Prepare basic information for Print Communications Leader(s):
 - Ages
 - Location
 - Food
 - Times
- v Assistants meet with Children's Activity Coordinator to report on progress _____
- v Assistants help Children's Activity Leader(s) prepare an information sheet to give to Contact Leader(s) for response calls _____
(See Task Management Checklist)
- v Attend Contact Team Training to answer questions _____
(See Task Management Checklist)
- v Establish a meeting with the Children's Activity Coordinator before the volunteer training meeting to go over plans _____
- v Volunteer training meeting _____
- v Final check before Children's Activity (see that room and materials are in place and in order)

- v Children's Activity _____
(See Task Management Checklist)
- v Thank you letters _____
(See Task Management Checklist)



PROGRAM CONSIDERATIONS:

Use the following section of the worksheet to lay out age group divisions, activity options, possible entertainment personalities, and food services.

Age Groups:

_____ to _____
_____ to _____
_____ to _____
_____ to _____

Based on the parish religious education program, school enrollment, parish family lists, or other records, project possible attendance for each individual age group. Then, if necessary, combine groups listed above so that each group contains no more than 15 to 20 children. The ideal plan would provide at least one **adult supervisor** for each 15 to 20 children, more for the younger ages.

Activity Options:

List possible activities that could involve large or small groups. Project which activity would work best with one, several, or all age groups. Based on the possible numbers of children involved, determine how many Activity Directors will be needed for each activity.

DESCRIPTION OF ACTIVITY	AGE GROUPS	NO. OF ACTIVITY DIRECTORS NEEDED	MATERIALS AND EQUIPMENT NEEDED



Entertainment Options:

List any possible entertainment personalities or groups that could be enlisted for the Activity program.

TYPE OF ENTERTAINMENT	CONTACT PERSON	PHONE NUMBER	LENGTH OF ACT.

Food Service Options:

- v All children will bring sack meals (Parents will provide meals for children from birth to _____ grade).
- v Parish will provide meals.
- v Parish will provide snacks.

If the parish is providing the meal, list the menu:

Menu:
Quantity:

List snacks:

Snacks:
Quantity:



Budget Request Form

I. POSTER FESTIVAL

ITEM	ESTIMATED COST	APPROXIMATE DATE OF EXPENSE
General Supplies		
Awards		
Other		
Total		

II. CHILDREN'S ACTIVITY

ITEM	ESTIMATED COST	APPROXIMATE DATE OF EXPENSE
Facility (If Needed)		
Down Payment		
Final Payment		
Food		
Equipment		
Materials		
Decorations		
Entertainment		
Other		
Total		

MODEL FACT SHEET FOR CONTACT TEAM TRAINING

CHILDREN'S ACTIVITY FACT SHEET

Date: _____

Time: From _____ To _____

Location: _____

Directions, if away from parish:

Ages of children to be included:

Instructions regarding meal:

Description of those who will care for the children:

Description of activities and schedule:

Will medical forms be used? How will they be distributed?