



# Club Details – School Visit

## CEF Columbia-Midlands District

500 St. Andrews Road -- Post Office Box 21003

Columbia, SC 29221-1003

(803) 798-4405 or (866)767-0836 Fax (803)233-8304

Email: [info@cefcolumbiamidlands.org](mailto:info@cefcolumbiamidlands.org)

Date: \_\_\_\_\_ GNC Coordinator: \_\_\_\_\_

School Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Principal: \_\_\_\_\_ Email: \_\_\_\_\_

School Secretary: \_\_\_\_\_ Email: \_\_\_\_\_

After School Dir./Coor.: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact if Principal Unavailable: \_\_\_\_\_ Phone: \_\_\_\_\_

Number of Children in School: \_\_\_\_\_ Kindergarten  Yes  No \_\_\_\_\_

GNC Location: \_\_\_\_\_ Day of the week: \_\_\_\_\_

Sound System:  Yes  No Can snacks be served in GNC location?  Yes  No \_\_\_\_\_

Projector Available:  Yes  No Storage Closet:  Yes  No Will principal announce GNC?  Yes  No

Is there a daily news show or announcements:  Yes  No Day of the week: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Distribute Flyers: \_\_\_\_\_

Flyers: *What Day Papers Go Home*: \_\_\_\_\_ # of Flyers: \_\_\_\_\_

Sets of 25 to be delivered to: \_\_\_\_\_ Date Flyers Delivered to School: \_\_\_\_\_

Location for Completed Permission Slips: \_\_\_\_\_

Dismissal Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Car Line location: \_\_\_\_\_

Policy for Car Line: \_\_\_\_\_

Walk Home Policy: \_\_\_\_\_

If a child is not picked up on time: \_\_\_\_\_

If a child does not have a permission slip: \_\_\_\_\_

Student roster should be emailed to: \_\_\_\_\_

School's COVID-19 policy: \_\_\_\_\_

Parking Instructions: \_\_\_\_\_

Sign-in Procedure First Day: \_\_\_\_\_

Sign-in Procedure After First Day: \_\_\_\_\_

How can the church help? \_\_\_\_\_

Notes: \_\_\_\_\_

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

Pastor: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Team Leader: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_