

## **Super Fun Day – CHECKLIST**

This checklist is to help the local **Club Director** to be as prepared as possible and to have the best experience possible in attending the November 9, 2025, SUPER FUN DAY for FL Conference Adventurers and their families.

### **September**

- \_\_\_ Watch for the PAD Newsletter, read latest info, click on links to webpage, be informed.
- \_\_\_ Decide as a staff if your Adventurer Club will be attending SFD in November.
- \_\_\_ Decide as a staff if the Club will arrange transportation or each parent drives on their own.
- \_\_\_ If any parent is driving any kids that are not their own kids – the vehicle should have the required insurance (100,000/300,000); each passenger should have a seatbelt.
- \_\_\_ Make sure all adults (18 & over) are current in their SV-background check/updated in YMMS. ALL Adventurer Staff need to be cleared in Sterling Volunteers/Background check EVEN BEFORE serving in your local Club/church.
- \_\_\_ Decide if your Adventurers/families will need to pay any additional expenses beyond the registration fee? (will you have travel costs/food costs/etc. or is every family on their own?)
- \_\_\_ Communicate in person and in writing to parents ... the deadlines to register/participate/costs for SFD.
- \_\_\_ Begin checking to make sure all your Adventurers, your staff, parents that may attend, are all in your YMMS account and ready to register.
- \_\_\_ Begin processing what your Club float will look like/who will help make it/transport it/etc.

### **October**

- \_\_\_ Remind parents / families ... every week about the deadlines to make payments / commit to attending.
- \_\_\_ Start registering those who are committed in YMMS to lock them in.
- \_\_\_ Send emails / texts to families with info re: SFD 2025 – invite them to participate.
- \_\_\_ During Club meetings, talk about SFD and how you would like to see all your kids/families present.
- \_\_\_ Once you have CLOSED your Club registration (we recommend you do this BEFORE our PAD registration closing date), set a meeting time for all parents/families who are registered to review.
- \_\_\_ Post, publish, share the date for the family meeting for all registered participants everywhere you can (bulletin/social media/email/printed pages/notes/etc.)
- \_\_\_ Share Memory Verses with Adventurers so they can start memorizing the verses.
- \_\_\_ Everyone attending SFD must be registered: *(All Adults (18 and over) have to be SV checked for SFD)*
  - \_\_\_ Parents            \_\_\_ Staff
  - \_\_\_ Adventurers    \_\_\_ Siblings of Adventurers
  - \_\_\_ (0-3 year olds – FREE PAD Registration – must to be registered; ride restrictions may apply)
- \_\_\_ Double check your YMMS registration list to make sure all who are interested/paid are registered in YMMS.

- \_\_\_ Make sure you know how to print tickets / save tickets as PDF from YMMS to email hand to parents.
- \_\_\_ Watch for deadline to SWAP paid registrations (someone who planned to attend / paid – had to cancel – you want to add someone who hadn't yet paid). (NOTE: Swaps can happen only with people who already exist/appear in your YMMS Club roster). AFTER the deadline to SWAP passes, no more Swaps/Exchanges may take place. **Swapping CLOSES Tuesday, November 4, 1:00 pm**. After that, no more swapping.
- \_\_\_ This means your attendance list is locked in. At this point you may begin to print tickets. The person attending the event must match the person's name on the ticket for the event. No match = Ticket is not valid.
- \_\_\_ ONLY bring attendees who are Registered, have a Ticket that Matches their Name. (Or be prepared to pay the "onsite/late registration fee" – price is higher - for any who are not registered by the deadline.)
- \_\_\_ Remember: ALL ADVENTURER STAFF and ALL other ADULTS (18 & above) MUST BE SV/BACKGROUND CHECKED.
- \_\_\_ Decide who will stay for the Fair (this is included in your registration ticket).
- \_\_\_ Finalize your Club float plans – this will be part of the Adventurer Parade through the Fair

### **November**

- \_\_\_ Check in with families to make sure they are all set:
  - \_\_\_ Still attending?                      \_\_\_ Registered?                      \_\_\_ Meals?
  - \_\_\_ Transportation?                      \_\_\_ Tickets?
- \_\_\_ Print out all your Tickets in YMMS (or save as a PDF); send by email tickets to each family (or deliver in person).
- \_\_\_ Decide if you will try to meet families from your Club at a specific time/spot during the event?
- \_\_\_ Decide if you will hand out event patches at the event? (Families will pick up their wristbands from the PAD when they present their tickets to check in at the event; patches are given to Director in a packet at Check In).
- \_\_\_ Remember to bring CASH to pay for parking (\$5/vehicle or \$10/bus). (Remind families)
- \_\_\_ Remember everyone must have their tickets to enter (digital or printed)
- \_\_\_ Review the website/schedule to best plan out your day/experiences
- \_\_\_ On site Registration – there will be an onsite registration (increased fee for late fee); Adventurer Staff & other Adults (18 & above) must still be background check (SV) cleared.

### **Day of the Event**

- \_\_\_ Make sure you have CASH for the Parking Fee
- \_\_\_ Look for PAD / SFD Check-In Signs.
- \_\_\_ Bring water bottles/sunscreen/hats.
- \_\_\_ Bring your own lunch or money to buy food (Fair doesn't open until 1pm); no cooking on Fairgrounds is allowed.
- \_\_\_ Have your Tickets ready – each person in your group should have a ticket (printed/digital).
- \_\_\_ Once you have Checked In – be ready to get to the activities / opening program / next thing happening.
- \_\_\_ Remember it's SUPER FUN DAY – have FUN!!!