

Intern Prep Before They Arrive

Prepare Intern Office – (5th grade room)

Gather office supplies for each (stapler, paper clips, etc.)

Label as intern so we have for next year

Notebooks

Ministry Assignment 50 Copies

Book Report – 12 Copies

Expectations Sheet

Update General Intern Weekly Schedule

Intern Weekly Schedule - 12 Copies

Internship Overview

Intern Responsibilities

Daily Bible Readings

Book List

Class Breakdown

KITS – 12 Copies

Coaches Info

Student Info

Paper

Journals

Keys

Student Ministry Shirts

Name Boxes

Confirm Introduction with Pastors

Hosts Details Finalized

Interns arrival Party and details to Interns

Printers – they have their own laptops

Desks

Email Accounts

Phone

Order Books