

- Inform funzone@vanmeterhsc.org of your intent to staff a FunZone on a given day (one-off or repeating). *This way we can advertise it for you.*
- You can use existing games/equipment in our closet, bring your own, or just lead students in movement, song, mime, etc. Running Club is also under FunZone this year!
- Try and wear a name badge...kiddos appreciate this!
- Show up at 11:30 on a Mon, Tues, Thurs or Fri to “set up” at the covered picnic table area, near kindergarten. You can also request the MPR or other locations by checking in with the office and the FunZone crew.
- (If applicable), pick up the FZ supply closet key from the office and pick out the “FunZone” labeled bins with your activities of choice. Don’t forget table covers. *Everything can be loaded on the FunZone-labeled plastic cart.*
- *Really mix with the students at lunch. They love that you are there.*
- By 12:45, have students help you to clean up. Clean up should conclude with everything back in original containers and the storage closet key returned to the office by 1 p.m.
- Please remember that the next FunZone leader is counting on you to have everything back in place.

Thank you and have a blast!

Managing a FunZone