

# Coordinator Handbook

By Sherri MacLean & Paula Reetz, Activity Bags, LLC



“Where  
fun and  
education fit  
in the same  
bag!”

# Coordinator Handbook E-Book



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### **Proofreaders**

Many thanks to our proofreaders: Paula Reetz and our faithful, Beth Simmons for their hard work and genuine desire to help.

You both strive for excellence and I appreciate you very much!

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Greetings,

Since you bought this E-book, you must be planning on coordinate a swap, but you may not know what to do first. The **Coordinator Handbook** has all the tools you will need to coordinate a successful swap, whether it's a local or a long distance/online swap. There are

### **6 Simple Steps To Coordinating a Swap:**

#### **1. Get Organized**

- Decide on what type of swap you want to do.
- Set the important dates for your swap.
- Decide on what activities you want to design.

#### **2. Find Your Participants**

- Brainstorm potential participants
- Decide on how to contact them.
- Fill out your Participant Form

#### **3. Assign the Activities**

- Assign the activities
- Notify Your Participants

#### **4. Participant Information**

- Send activity information to participants

#### **5. Follow Up**

- A few days after participants receive their activity instructions
- Half way through the assembly time frame.
- A week before the swap.

#### **6. The Swap**

- Get Ready!

If you follow the **6 Simple Steps to Coordinating Your Own Swap** starting on page 8 you will have a successful swap! We found that 20 participants is ideal for a swap. Any more than that makes it too difficult to assemble some of the activities in a larger quantity. If you do not have 20, do not worry. We have supplies adjusted for 1, 5, 10, or 20 bags (except for Travel Activities in a Binder). You might also consider having each participant assemble 2 different activities. That would double the number of activities each participant would receive. Either way, work with what you have and tailor it to fit the number of participants.

Remember to have fun and know that many Swap Coordinators have gone before you and have done very well. Check out the Coordinator Tips on page 22 before you get started. Please feel free to email us anytime with questions. We are here to help!

Have fun!

Sherri and Paula ☺

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# Activity Bags Books to Choose From

Below are the books you can currently choose from to use for your swap. Keep checking back at [www.ActivityBags.com](http://www.ActivityBags.com) for more releases.

## Preschool Activities in a Bag



Book 1

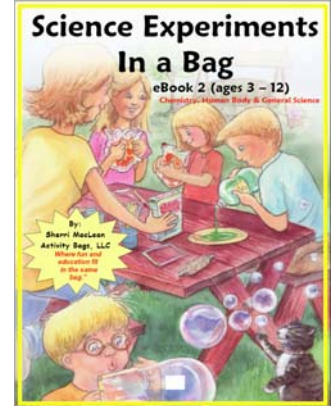


Book 2

## Science Experiments in a Bag

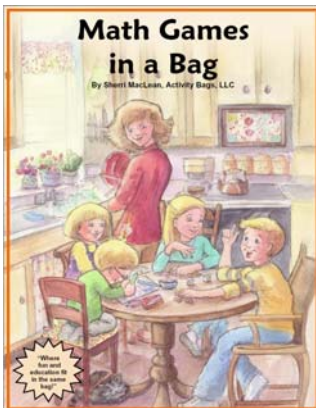


Book 1

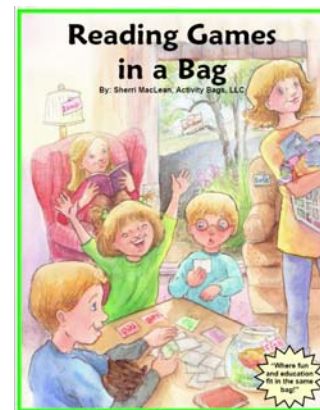


Book 2

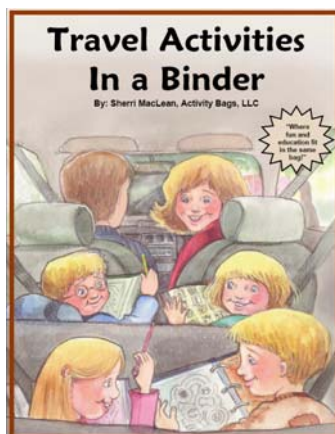
## Math Games in a Bag



## Reading Games in a Bag



## Travel Activities in a Binder



# Who Can Use Activity Bags?

Below are some ideas to help you brainstorm for using *Activity Bags*.  
Get creative and think of some on your own. Have fun!

**Missionary Families**

**Homeschool Families**

**Co-Op School Groups**

**Schools**

**Babysitters**

**Grandparents**

**Teachers**

**At Home**

# 6 SIMPLE STEPS TO COORDINATING AN ACTIVITY BAG SWAP

<b>1</b>	<b>GET ORGANIZED</b> <ol style="list-style-type: none"><li>1. Decide on what you want to swap</li><li>2. Decide on what type of swap you want to do</li><li>3. Set the important dates for the swap</li><li>4. Decide what activities you want to assign</li></ol>
<b>2</b>	<b>FIND YOUR SWAP PARTICIPANTS</b> <ol style="list-style-type: none"><li>1. Brainstorm potential swap participants</li><li>2. Contact your potential swap participants</li><li>3. Fill out the “Final Participant Form”</li></ol>
<b>3</b>	<b>ASSIGN THE ACTIVITIES</b> <ol style="list-style-type: none"><li>1. Fill out the “List of Activities Chosen” form</li><li>2. Notify your swap participants</li></ol>
<b>4</b>	<b>PARTICIPANT PACKETS</b> <ol style="list-style-type: none"><li>1. Send all activity instructions to participants</li><li>2. Send the activity instructions to the swap participants</li></ol>
<b>5</b>	<b>FOLLOW UP</b> <ol style="list-style-type: none"><li>1. Call or email to make sure instructions were received</li><li>2. Notify a week before the swap</li></ol>
<b>6</b>	<b>THE SWAP</b> <ol style="list-style-type: none"><li>1. Get Ready!!</li><li>2. Have fun!</li></ol>