

This is a manual I made out of years of old manuals and ideas from other Commanders. After the front page there should be an introduction to Awana from the pastor of your church if possible. After the last page I place a yearly calendar with all the contests, nights off, mission projects, church specials, quizzing date, AwanaGames date and practices, and Grand Prix. The calendar has a full page for each month.

The front and back pages are made with card stock paper and the inside is made of regular paper. I bind the left side of the booklet with a comb binder machine available at the Noonday Assoc. for about .35 a piece. Then I drill a hole on the right side in the center so that once the parents have read it they can have a calendar that will hang up. This is the best way I've found to keep the parents informed.

I hope this will help you in the preparations with your club. Please remember to change dates and all pertinent club information.

**Tina Myers – NW Georgia Ministry Team
myers@ngawana.org**

2005-2006
AWANA CLUBS

**<The Best Baptist Church
123 Glory Road
Heavenly, Ga. 30065>**

Clubber Manual

SPARKS

(Beginning Kindergarten-2nd grades by August 2005)

and

TRUTH AND TRAINING

(Beginning 3rd-5th grades August 2005)

Name _____

Club _____

Director's Name _____



Please use this page for your pastor letter. Some pastors like to introduce the program and the Commander to the parents in this letter. They also have a personal opportunity to invite the parents to the services and activities of your church.



Dear Parents,

I am really excited about the beginning of our third year of Awana. We have put together a very strong team of leaders and helpers to guide your child through this year. You will see many familiar faces and a few fresh faces. All have been thoroughly trained and are ready to assist your child. We are hoping that your child will really grow in their walk with God this year. The purpose of Awana is to reach boys and girls with the Gospel of Christ and to train them to serve Him. No matter where your son or daughter is in their walk with Christ, I am confident that they will have a fun and rewarding experience in our club.

I would like to personally welcome your child to our Awana Club. Our team has put together this information package to help answer any questions you might have about the club. Should you have any other questions or concerns please utilize the contact information page to find the most appropriate person to call.

As always, you are especially invited to attend our church and Sunday school services. Please let the welcome committee know you are a visiting Awana parent and they will connect you with one of our Awana Team Leaders. I look forward to meeting you during the Awana year.

Grateful of His Mercies,

<Your Name Here>

Awana Commander – <Your Church Name Here>

Contact Information

<YOUR CHURCH NAME HERE>
 <YOUR CHURCH STREET ADDRESS HERE>
 <YOUR CHURCH CITY STATE AND ZIP HERE>
 <YOUR CHURCH PHONE AND WEBSITEHERE>

Position	Name	Phone	E-mail
Commander			
Sparks Director			
Cubbie Director			
T & T Director			
Game Director			

Volunteer Opportunities

<**The Best Baptist Church**> members Volunteer Opportunities

- ✍ Lead an Awana Club
- ✍ Assist a club Leader by being a listener
- ✍ Assist in club administration
- ✍ Contribute financially
- ✍ Sponsor a clubber in need
- ✍ Provide a message during council time
- ✍ Help out during special events

Non-member Volunteer Opportunities

- ✍ Listening in a club (providing you have prior Awana experience)
- ✍ Contribute financially
- ✍ Sponsor a less fortunate child
- ✍ Help out during special events
- ✍ Provide new items for the Awana Store

Please remember that parents are welcome and encouraged to visit the club at any time.

Club Night

Pre-session and Check In

Pre-session games and check in will begin at 6:15. Please check in before you play.

Flag Ceremony (5min)

Reverence for our Country and respect for the flag set the tone of discipline for the Club night. Check-in will be stopped during this time.

Game Time (30 min)

Clubbers are split into four-color teams. Games are played around the unique AWANA game circle. We will practice games in order to compete against other churches in the annual AwanaGames in March. We also have many other games that are just plain old fun.

Handbook Time (30 min) or Sparkle Time (Sparks)

Clubbers meet with a leader to recite memory verses and sections, which have been prepared at home. All handbooks are divided into sections. A clubber should complete between 2- 3 sections per week in order to finish a handbook by the end of the year.

Council Time (30 min) or Green Meadow Time (Sparks)

Clubbers meet together for Bible messages, singing and testimonies. This is a special time where the children will learn to enjoy the Gospel Message.

Round-Up Time (10 min.)

We will gather back together in the Family Life Center for a special time of awards and announcements for upcoming events. Please don't make your child miss this time by leaving early. Parents are encouraged to attend.

Club Dues

CLUB DUES

Nightly dues are .50 and should be paid at time of check-in. I would like to discourage monthly and yearly payment of dues. Paying weekly teaches responsibility and stewardship.

Awana Awards

AWARD SYSTEM

The weekly check-in is done by computer. Points are tallied automatically and will be used for monthly team contests. An account of your child's earned points will be sent to the Awana store on store night.

Weekly Shares at Check-in <Use check in values that work for your club>

- Attendance (10)
- Dues (10)
- Uniform with tennis shoes (50)
- Bible and Handbook (100)
- Sunday School Attendance (100)
- Bringing a visitor (200)
- Each section passed in Handbook (50)

Game Time

- | | |
|------------------------|-----------------------|
| 1st place (100 shares) | 2nd place (50 shares) |
| 3rd place (20 shares) | 4th place (10 shares) |

The following shares will be handed out on the spot to the children. They will be responsible for them until Awana Store Time.

Awana Awards Continued

Behavior

Shares awarded for good behavior in council time and handbook time.

Most Christ-like of the Night!!

Special prizes and shares will be given out to the clubber acting most Christ-like during each club night. A different Awana staff member will be asked each night to choose this clubber.

Uniform inspection Award

Each night 50 shares are awarded to the clubber whose uniform is the cleanest and properly worn with respect.

Attendance Award and Sunday School Award

Awana clubbers are encouraged to regularly attend club and Sunday School. To receive the attendance award, attendance must comply with the following Awana Clubs International standards:

- A. One unexcused absence per quarter (8-9 week period).***
- B. Two unexcused absences per half of the Awana year.***
- C. A note from the parent or guardian must verify any excused absences. There are excused absence forms in this packet.***
- D. The number of allowable excused absences is at the discretion of the Club Commander or Director.***
- E. For Clubbers attending Sunday school at another church, a form is included in this packet for verification by your Sunday School teacher.***

End of the year awards

Book completion and Clubbers of the Year awards will be given out at this special ceremony. All awards will be held back during the last 2 weeks of club to ensure all children receive an award on this night.

The Awana Store hours have changed

Store will be open from 8:15 until 8:45 The Awana Store will be open every 8 to 9 weeks. We make every effort to make sure that every child has the opportunity to shop. Guidelines for shopping are:

- ✍ Clubber must be in uniform to shop. Occasionally store night falls on a special event night where the uniform is not required. If this happens, the special event clothing is considered the clubbers uniform.
- ✍ Every clubber must have prepared and passed one section in their handbook that evening.
- ✍ If someone gets to an item you want before you, please be a good sport and find something else to purchase.
- ✍ Parents, this is a special shopping experience for your child. Please let our experienced Store Clerks help in your child's purchase.

Handbooks and Uniforms

After each child has finished their club entrance booklet, they are entitled to purchase their Club uniform and handbook. You will receive a letter home with a payment envelope. **Until we receive a response from you, a uniform will not be issued.** Let me know if you are in need of a payment sponsor.

However, a handbook will be given out prior to payment so the child will not go a week without anything to study.

Uniform costs

Sparks - includes uniform, book, book bag	<25.00>
Truth and Training - includes uniform, book, book bag	<29.00>
Club Books	<6.00>
CD - Puts your child's book to song for easier memorizing	<5.00>

There is an Awana catalog available for the purchase of cool gifts. Please see one of the Awana staff and we will be glad to assist you.

Please Note

Uniforms will be ordered larger than the clubbers regular size, so the clubber can grow into the uniform over their remaining club years.

Club Standards

1. Pre-session activities begin at 6:15 for supervised games in the Family Life Center for Sparks and T & T clubbers. Cubbies should report directly to their Bear Den. Club check-in is from 6:15 until 6:30. The flag ceremony begins promptly at 6:30. Check in will stop in reverence to the flag and resume after the ceremony. Please instruct you child not to run to the game floor during the flag ceremony. Check-in will resume after the ceremony. Any Clubber checking in after flag is considered late and will not receive completed check-in points. Please help us instill promptness in your children by having them there on time.
2. Club ends promptly at 8:15. Please pick up your children on time so that our leaders may get their children home at a reasonable hour.
3. Obey all Awana leaders and respect all teammates.
4. Clubbers must participate in all activities during club night (unless temporarily excused from games with a note from their parents).
5. Respect and care for church property and other people at all times.
6. Running is allowed only on the game circle during special games.
7. Food and drink are allowed on during special events in the Family Life Center
8. Uniforms and handbooks may be purchased when a clubber has completed their entrance booklet. Upon completion of this booklet your child will receive a book to begin working right away. Also, a payment envelope will be sent home that same evening. A uniform will be ordered and awarded the following week. Please send in payment promptly in the payment envelope provided.
9. Should a situation arise where payment is unable to be met, please speak with the commander confidentially and a sponsor will be assigned to your child. These situations will be kept confidential and the child will not know of the sponsorship. NO child will go without a uniform.
10. Upon receiving their uniform, the clubber should wear it to every regular club night unless there is a special night calling for different clothing (really big night or red and green night).
11. Gym shoes are considered part of the Awana Uniform and should be worn every night.
12. The uniform should be kept clean and in good condition. The uniform shirt on the boys and men should be tucked in. The Sparky vest should be buttoned up.

13. Awards are presented only to clubbers who have on their uniform at the time the awards are presented.
14. Clubbers are allowed to only bring items associated with the club meeting such as Bible, book bag, handbook, dues, special event items and FRIENDS. Other items such as toys, hand held games etc., will be given to the Commander or Director and may be picked up at the end of club night.

<The Best Baptist Church> Awana Clubs
Nightly Schedule
(Schedule might be modified on special event nights)

	6:30-6:35	6:35-7:05	7:05-7:35	7:35-8:05	8:05-8:15
Sparks	Flags	Games	Sparkle Time - Book time	Green Meadow (Council)	Awards and Announcements
T & T	Flags	Council Time	Handbook	Games	Awards and Announcements

This year the Awana Store will be open from 8:15 to 8:45. The store will be open 4 times during the year. Please see club calendar for dates.

Cubbies
Please see their respective handbooks

Club Discipline

In order to have a safe and effective club, discipline is key. The following are discipline guidelines set by Awana International and approved by our church.

THE 5 - COUNT

The five count is used to bring order to the entire group. The person in charge (Commander, Director, Game Leader or Leader) initiates the 5-count by holding a hand up and fingers accordingly, while counting slowly and loudly to 5. At the count of 5, all clubbers and Leaders are to be quiet, still and paying attention. Clubbers are not to raise their hands or count out loud when the Leader is counting to 5. Other Leaders silently hold up their hand and fingers while checking to see if clubbers are quiet and on their color line when applicable.

THE 3 - COUNT

The 3 count is used when an individual clubber continues to misbehave after being corrected.

COUNT OF 1 - A warning is given by any leader to the clubber. They will be told that their behavior is not in accordance with the Awana standards and that they should stop. The Leader giving the 1 count will then tell the Director that the child has been given a 1 count.

COUNT OF 2 - The clubber is counseled by the club Director, who in turn investigates the problem. The Director may choose to have the clubber miss 10 minutes of games time or revoke any shares earned. The Director will then inform the Commander about the two count.

COUNT OF 3 - The clubber is counseled by the Commander. The clubber's parents will be called and the clubber will be sent home. In the event the parents cannot be reached, the clubber will be separated from the club and remain with the Commander and staff. Depending in the problem, the clubber's parents may be asked to keep their child home for a week. This is in very extreme cases. Please understand that one clubber can disrupt the whole club night and everything is possible is done to keep any suspensions from happening.

<The Best Baptist Church>
Trip Emergency Information Sheet

Name _____ Home Phone() _____

Home Address _____

Parent/ Guardian Name _____ Home Phone() _____

Home address _____ Work Phone _____

In case of illness or emergency, name of nearest relative of friend to be contacted if parent can't be found.

Name _____

Relationship _____

Address _____ Home () _____

_____ Work () _____

Your doctor _____ Phone() _____

Insurance Information:

Insurance company _____

Policy holder name _____

Policy Number _____

List Medication being taken (Include over the counter medication taken daily)

List any allergies _____

List any known life-threatening physical problems _____

Date of last tetanus injection _____

Signature _____ Date _____

(If under 18 a parent or guardian must sign)

Awana Absentee Excuse Form

Please excuse _____ from
club on _____ (date)
due to _____
Thank you,
_____ Parents signature

Awana Absentee Excuse Form

Please excuse _____ from
club on _____ (date)
due to _____
Thank you,
_____ Parents signature

Awana Absentee Excuse Form

Please excuse _____ from
club on _____ (date)
due to _____
Thank you,
_____ Parents signature

Awana Absentee Excuse Form

Please excuse
_____ from
club on _____ (date)
due to _____
Thank you,
_____ Parents signature

Awana Club Sunday School Attendance Form

This form is to verify that

(Name) _____

has missed no more than 2 Sunday school classes between **<August 13, 2003>** and **<December 17, 2003>**

Teacher's signature _____

Clubber, please return this form at the check-in table and you will be given your award.

Awana Club Sunday School Attendance Form

This form is to verify that

(Name) _____

has missed no more that 2 Sunday school classes between **<January 7, 2004 and April 28, 2004>**.

Teacher's signature _____

Clubber, please return this form at the check-in table and you will be given your award.

AwanaGames Permission Form

My child _____ has my permission to participate in the AwanaGames hosted by ≤ **Name of the church where you intend to participate and the date**>. I give my permission for a leader to administer minor first aid if necessary. I also give my consent for treatment at the nearest facility if deemed necessary.

Name of Insurance Co. _____

Policy number _____

Parent's name (Printed) _____

Parent's signature _____

AWANA PLEDGE

“ I pledge allegiance to the Awana flag, which stands for the Awana clubs, whose goal is to reach boys and girls with the Gospel of Christ and train them to serve Him.”

Signature Page

We _____ (Clubber and Parent)

Have read the Parent and Clubber Manual and understand the guidelines and standards for Awana.

Clubbers signature

Date

Parent signature

Date

Please sign and return this for <100> Awana shares.