**(2014-2015)**

**Awana Schedule:**

 Club will start on the evening of September 17th and will continue until May 06th.

The Award night will be May 13th.

There will be no club on November 26th (Thanksgiving Break), December 17th & 24th &

 31st (Christmas Break)

**Nightly schedule:** Club begins promptly as 7:00 and ends at 8:30. **Please plan on arriving five to ten minutes before club starts.** Puggles and Cubbies will meet in their classrooms while Sparks & T&T will be meeting in the fireplace room to start the evening.

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|  | **Opening Ceremony** | **Game Time** | **Handbook Time** | **Council Time** | **Closing Time/Awards** |
| **Puggles**\* | (Glass Room) |  7:30-7:45(Fireplace Room) | (Glass Room) | (Glass Room) | (Glass Room) |
| **Cubbies\*\***  | (Cubbie Room)  | (Cubbie Room) | (Cubbie Room) | (Cubbie Room) | (Cubbie Room) |
| **Sparks\*\*\*****(K - 2nd**) | 7:00-7:05(Fireplace Room) | 7:05-7:30(Fireplace Room) | 7:35-7:55 (Jacob’s Well  & Choir Room)  | 8:10-8:25(Jacob’s Well  & Choir Room) | 8:25-30(Jacob’s Well  & Choir Room) |
| **T&T****(3rd – 6th)** | 7:00-7:05(Fireplace Room) | 7:45-8:05(Fireplace Room) | 7:05-45(Balcony Rooms)  | 8:05-8:25(Balcony Rooms) | 8:25-8:30(Balcony Rooms) |

 **\***Puggles are in their own room the entire night other than game time, so their schedule is flexible

 **\*\***Cubbies are in their own room the entire night, so their schedule is flexible.

 **\*\*\***thee Sparks will have a snack/craft time in the Choir Room between their Handbook and Council Times.

**Worker Requirements:**

1. An AWANA leader must be saved.
2. An AWANA leader must be walking with the Lord.
3. An AWANA leader must comply with the authority and requirements of the leadership of the church.
4. An AWANA leader must be open to and desirous of spiritual growth.
5. An AWANA leader must enjoy working with children.
6. An AWANA leader must agree to fill out and have turned in the proper “Background Check Information”

 handout to Randy Tate or Clay Schreiber (Woodside Baptist Church).

**Chain of Command:**

 1. Pastor (Craig Scott)

2. Commander (Randy Tate)

3. Directors:

Puggles - Crystal Tate; Cubbies - Lana Stoppel; Sparks - A. J. Schmitz; T&T - Tricia Chaney - (Girls);

and Clay Schreiber - (Boys)

4. Secretary\*, Leaders, and Game Director…

 \*Administrative Secretary plays an important role, and her advice should be heeded.

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**Basic Job Descriptions:**

 Commander – Oversees all the clubs (age groups)

 Director – Administers and organizes a club (age group) and oversees the leaders in that club.

 Leader – Ministers to the clubbers within his or her care; works under the authority of the club Director.

Secretary – The secretary is a leader who orders supplies, keeps scores and records and has other

organizational responsibilities.

 Game Director – A game director is a leader who organizes and oversees Game Time.

# Passing Sections:

A section must be passed in its entirety at one sitting (unless otherwise noted in the clubber's handbook). They cannot quote one verse, then look at the book before saying another verse in the same section. The clubber must recite the reference with the verse. The listener may give only two "helps" per section.

A "help" is defined as any clue that the listener gives to the clubber that assists them in the recitation. As you help your child study or listen to him/her, if he/she hesitates, we suggest that you ask if they want a "help", then give the help. That practice will help the child keep up with the number of helps he/she is getting.

With the exception of the Sunday School attendance in the Sparks handbooks and other specifically designated sections in the T&T handbooks all sections must be passed in order. Activities can be done at any time once the rank has been finished. The child should also be able to recite the "Things to Know" category of each section and be able to answer any question under the "Tell Your Leader" & “BrainChecks” (word definitions) category.

# AWANA's Discipline & Rules:

The word Discipline has the same root meaning as disciple, which means learner or follower. This root meaning implies a leader-follower relationship in which the follower learns proper conduct. The purpose of discipline is to teach acceptable behavior, not merely a set of rules. To discipline is to teach or mold, resulting in a joyful, well-adjusted individual. On a different scale, discipline results in an organized, smooth-running club.

In AWANA, discipline is positive. Instead of emphasizing punishment for misbehavior, positive discipline encourages good behavior through rewards. Clubbers quickly learn that conforming to club standards is in the best interest. For example, awarding points to the Game Time team that lined up the quickest encourages other teams to line up quickly as well.

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#  The Five Count:

 The Five Count is used any time during a club meeting when clubbers are getting out of control or when the attention needs to be refocused.

 The person in charge will count to five slowly and loudly to be heard by all. Clubbers are to line up straight and silently on their team lines or sit quietly in their seats. Line up points may be awarded for the team that lines up first.

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##  The Three Count:

 The Three count is used on an individual basis. If a clubber continues to deliberately misbehave throughout the night, the director of the club will give him/her a “one count”. This is basically just a warning. If the clubber continues to misbehave during the same club night, the director will give him/her a “two count”. At this point either the director or commander will pull the clubber aside and discuss the matter. If a clubber misbehaves a third time, the director will meet with the clubber’s parents and clubber will be put on a suspension for at least one week.

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##  Rules:

1. No food, drinks, candy or gum during club unless in a party atmosphere. All candy treats given at the end of club are to be placed in the pocket and eaten at a time instructed by the parents.
2. Sturdy tennis shoes are very strongly suggested during game time.
3. No running anywhere except on the game square during Game Time.
4. Miss, Ms. Mr. or Mrs. must be in front of every leader's name when a child mentions or calls for the leader. This instills proper respect for authority. The leader will introduce themselves and what they want to be called. When in doubt, have your clubber ask.
5. All clubbers must keep their arms and legs to themselves. There will be no pushing, shoving, tripping, etc. Safety is very important.

# Visitors:

We love visitors and welcome your child to bring his/her friends and neighbors.

On the first visit, your child's visitor can attend the club of your child. The visitor should attend the proper club on the second and third visit. After the same child has been to club for three visits, the parents need to come to club and fill out a permission slip, pay dues, and purchase the correct items for a permanent clubber.

## Woodside AWANA Worker Standards

##### Dress Code:

1. We expect all of our workers to look sharp during each night of AWANA. For this reason, and because we want the children to respect their leaders, NO SHORTS will be allowed. Ladies, please come to club wearing either a skirt or a loose fitting Capri-type bottom (no pants please). If skirts are worn, the bottom of the skirt and the slit must not come above the knee when sitting or standing. Men, please wear pants. Sharp pants should be worn. Jeans are allowed if they do not have holes or are excessive wear.
2. All AWANAwana workers are expected to wear an AWANA uniform when they come to club.
3. Modesty is always expected in everything we wear.
4. If any of these guidelines are broken, the commander will ask you to go home and change.

##### How to Pass a Handbook Section:

1. The clubber must pass the section in one sitting. The entire section must be said at once, with a maximum of two helps per section. Clubbers that are saying “extra” scripture passages are to say at least three verses to be approved up to the completion of that passage. They must say all three verses together, with a maximum of two helps for all three verses.
2. A “help” is not an entire phrase! Remember we are here to help the children learn. They will not learn if we say half of the verse for them. A help is one to three words only.
3. The clubbers must go in order in their book. The only section that may be skipped and come back to are the attendance sections in Sparks and Cubbies and the brining friends section in T & T.
4. Silver and Gold sections in the T & T books are OPTIONAL extra credit, and are not required for completion of the book.

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1. Clubbers must answer additional questions and complete any additional activities within the section.
2. Truth & Training and Sparks Leaders may never give the clubber permission to vary their sections without the commander’s approval.
3. Cubbies leaders may sign off sections at their own discretion.

##### How To Fill Out a Section Slip (as applicable):

1. For Sparks: Please place a “date” in the squares corresponding to the sections that were done.
2. For Truth in Training:
3. Each leader will be assigned a group of clubbers which will vary per week.
4. On the T & T Report Sheet, place clubbers’ names in the left-hand column. Fill in the team color and the book # that the clubber is in (Books 1 & 2 of Adventure Series or 3 & $ of Challenge Series).
5. If they are in the Start Zone, write in the section numbers that the clubber completed. If they are in a book, place the discovery or challenge # of the sections completed. Use the format that is in the books. For example: 2:3. This would mean they completed discovery/challenge #2, Section 3.
6. If the clubber said a silver or gold section, indicate that in the columns provided.
7. Don’t forget to sign your name at the bottom of the sheet!

##### Miscellaneous Items:

1. Please remember that you are here for the children. **You are expected to stay with your group the entire evening. Do not stand in the hallways and converse with other leaders when your children are at game time, etc. Your number ONE responsibility is the children.** Please spend time getting to know the kids and letting them get to know you better. AWANA is not the time to take care of other church business or personal business.

2. When you are not sure what to do about something, please find your director (1st) or Randy Tate (2nd), as all changes must be approved by them.

1. Pray for the children! Ask the Lord to use you in a mighty way in their lives.
2. Strive to maintain a life that is pure and without sin so that you will be able to effectively minister to these young people. Remember that you never know when you may come across clubbers outside of club. You may be the only Bible these kids ever read!

**Awards:**

Awards are earned by completing sections out of the handbook. Each club has its own requirements and awards.

**Puggles:** this program is designed for one year and as a pilot program for those children who will be entering Cubbies next year --- it is for two and three year olds, and has its own set of awards or patches for completing various activities.

**Cubbies** are starting an exciting up-dated curriculum. This year we will be going through the Apple Seed Trail book – earning achievement emblems as they complete the new Bear Hugs! There is also a new Cubbie vest! Patches earned for this year will be placed on the left side of the vest – although these can be ironed on, sewing is suggested.

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### Sparks earn a rank patch for each book and a set if wings to place red and green jewels in after completing the concurrent jewels in their book. Blue jewels are earned for club attendance.

#### Two other book awards can be earned by Sparks:

#### After completing each handbook, the clubber can complete the review section of that handbook and earn a review patch.

1. After completing the handbook review, the clubber can then continue into the Frequent Flyer Cards and earn a pin to wear on their uniform.

**Truth & Training** clubbers earn award badges after they complete their Start Zone entrance booklet. This badge is used to display awards earned for completion of segments of the first two books. For the second two books, clubbers receive badges as awards for completing segments of these books. There are also awards for completion of all Gold and Silver sections in a given handbook, which are extra-credit sections. Packets of trading cards are also awarded to clubbers who complete segments of any of the four books.

**End-of-year Awards** are given to all clubbers who complete their handbook during the AWANA year. There are different awards for each book completed, from ribbons to large trophies.

# Handbook Time-Helpful Hints To Give To Clubbers And Parents

1. Read the verse out loud with clubbers several times until they can pronounce all the words correctly.
2. Help clubbers understand the meaning of the verse by restating it in your own words. It’s much easier for clubbers to memorize when they understand the meaning behind the verse.
3. Underline the main words of the verse. Identify the main subject, verb and object of each sentence.
4. Break up the verse into meaningful parts by putting parentheses around phrases. For example, John 3:16: *(For God so loved the world) (that He gave His only begotten Son) (that whoever believes in Him) (should not perish) (but have everlasting life).*
5. Write out the verses on 3 x 5 index cards and carry them with you throughout the week. Pull them out and review them while you are waiting for the bus or during commercials or any other “down times” during the week. Tape them on your bathroom mirror and say them 3 times before you go to bed and when you wake up.
6. Set the verse to music using a familiar tune, such as a nursery rhyme. The names of the books of the Bible are also easy to memorize when set to a tune and your leaders won’t mind at all if you sing to them.

**REMEMBER: THIS IS A TIME FOR KIDS, NOT YOUR SOCIAL LIFE!**