

# PARENT

## 2014-2015

PUGGLES



CUBBIES



SPARKS



T&T



# H A N D B O O K

**SPRING HILLS BAPTIST CHURCH**

1820 Newark-Granville Road – Granville – Ohio – 740.587.1200

[www.springhillchurch.org](http://www.springhillchurch.org)





*Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth.*

*II Timothy 2:15*

"But we all, with unveiled face, beholding as in a mirror the glory of the Lord, are being transformed into the same image from glory to glory, just as by the Spirit of the Lord."

2 Corinthians 3:18 (NKJV)

"For "who has known the mind of the Lord that he may instruct Him?" But we have the mind of Christ."

1 Corinthians 2:16

"Fix these words of mine in your hearts and minds; tie them as symbols on your hands and bind them on your foreheads. Teach them to your children, talking about them when you sit at home and when you walk along the road, when you lie down and when you get up."

Deuteronomy 11:18-19

"...I will put my laws in their mind and write them on their hearts; and I will be their God, and they shall be My people."

Hebrews 8:10b



# Welcome to AWANA!



Greetings in Christ **AWANA Clubbers, Parents & Leaders!!**



As interim Club Commander, I greet you with *Joy, Hope and ... Excitement* toward our AWANA Year – knowing Ms. Leslie Ewbank is unavailable to lend her expertise as Club Commander at this time, I have agreed to “take up the mantel’ on her behalf: **PRAYING us forward into God’s**

**Word, Will and Worship!!**

The 2014/15 year promises to be FULL of Victories, Challenges and Lives transformed by Christ’s All powerful, Inerrant and Inspired Word!!

Thus, I ask You to join us as FAITHFUL FOLLOWERS of Christ in ...

- PRAYER,
- TIME and
- TALENT!!

For your SPIRITUAL INVESTMENT is ESSENTIAL to the Success, Growth and Development of Each Clubber and Leader... knowing, the Hand of God MOVES among the Fervent Worship & Prayer of His People!!

“It is God who works among us both to Will and Work for His Good Pleasure” *Philippians 2:13*

Blessings until all have heard the story,

Pg <“{}><

SHBC Minister of Children & Missions



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## What is AWANA



The acronym AWANA comes from the first letters of the phrase "**A**pproved **W**orkmen **A**re **N**ot **A**shamed" (2 Timothy 2:15).

### ◆ **AWANA was founded in 1950 and is:**

- ◆ An international, nondenominational Bible-centered children's and youth ministry
- ◆ Committed to the evangelism and discipleship of children and youth
- ◆ Effective at getting the gospel into the homes of unsaved families
- ◆ An outward-focused ministry that can revitalize a church-bringing revival, energy and growth
- ◆ Dedicated to assisting the local church in training parents to fulfill their role as the spiritual leaders of their children
- ◆ Focused on missions

### ◆ **The AWANA ministry embraces five principles:**

- ◆ AWANA is centered on the gospel
- ◆ Scripture memory is a key element
- ◆ AWANA is exciting and fun
- ◆ Children and youth are trained to serve
- ◆ AWANA is built on volunteer leadership

(Portions of this page taken from the AWANA Commander Role Book-©1984)



*At Spring Hills Baptist Church, our vision is to... **Love like Jesus, Live like Jesus and Lead like Jesus.***

Our mission at Spring Hills Baptist Church, is the "Building of Generations for Jesus Christ." This vision demonstrates our passion for all generations to become transformed believers whose lives are honoring and glorifying God. We understand that we are called to carry on the work of the Great Commission and build generations of disciples for Jesus Christ.

The purposes of Spring Hills Baptist Church are carried out through the following priorities:

◆ We want to **Love like Jesus**

In Mark 12:30 Jesus teaches us to love with all our heart, soul, mind and strength. When we seek to love God and those around us like Jesus did, we will impact the world for Him.

◆ We want to **Live like Jesus**

1 John 2:6 tells us that all Christians should live as Jesus did. As we learn to live like Him by following the lead of the Holy Spirit, we will have joy and peace, while experiencing the life that He promised.

◆ We want to **Lead like Jesus**

In Mark 1:39 Jesus taught us that the leader is to be the servant of all. As we lead like Jesus, others will be drawn to faith in Him, as they encounter Christ in us.



Our AWANA Ministry is committed to... helping all children and youth throughout the world to learn how to **Love, Live and Lead** like our Lord Jesus. In doing so, we also help them to **Know, Love and Serve** Him.

## Contact Information

**Spring Hills Baptist Church Office** ☎ (740) 587-1200 [www.springhillschurch.org](http://www.springhillschurch.org)

**Pastor Gary Kirkpatrick** At Church (740) 587-1200 ext. 121 [garyk@springhillschurch.org](mailto:garyk@springhillschurch.org)  
(Missions and Children's Ministry and Interim Club Commander) ☎ (740) 366-3003



*Preschool:* **Kim Mathews**  
*Director* 📱 (740) 334-2355  
[tkemathews@hotmail.com](mailto:tkemathews@hotmail.com)



*Preschool:* **Kim Mathews**  
*Director* 📱 (740) 334-2355  
[tkemathews@hotmail.com](mailto:tkemathews@hotmail.com)



*Director:* **Julie Scritchfield**  
📱 (740) 258-2680  
☎ (740) 587-0923  
[julie\\_scritchfield@yahoo.com](mailto:julie_scritchfield@yahoo.com)



*Boys Director:*

**Ben Longacre**  
📱 (740) 501-3956  
[bjell@yahoo.com](mailto:bjell@yahoo.com)

*Girls Director:* **Cindy Purvis**

☎ (740) 920-4083  
📱 (740) 814-4219  
[purvis@roadrunner.com](mailto:purvis@roadrunner.com)



*Game Director:*

**Bob Callender**  
☎ (740) 501-0591  
[RCCallender@msn.com](mailto:RCCallender@msn.com)

Current Clubs and Age/Grade Criteria for AWANA at SHBC



**Coed:** Children under 2 years and of parents or guardians serving in AWANA



**Coed:** All students 2 or 3 yrs old



**Coed:** All students 4 or 5 yrs old who are Pre-K and are potty trained



**Coed:** All students in Kindergarten, 1<sup>st</sup>, and 2<sup>nd</sup> grade



**Gender specific:**

Boys - Grades 3<sup>rd</sup> through 6<sup>th</sup>

Girls - Grades 3<sup>rd</sup> through 6<sup>th</sup>

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While AWANA has programs for middle school and high school, SHBC does not currently offer the **Trek** and **Journey** Programs. **C-Track** is available for those who want to continue working on Handbook Work or levels in the Trek and Journey Program. We also encourage our youth to serve as Student Leaders, or to participate in **UTH** for middle school students; or **Amplify** for high school students. (See more on Student Leaders in the Role Description Booklet.)

## *Inclement Weather Policy*

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AWANA meets regularly on Wednesday evenings throughout the school year. AWANA also at times schedules special events on Saturday or another weekday other than Wednesday. Occasionally, inclement weather or other emergency situations arise, causing us to cancel normal club activities. Every effort will be made to reschedule those events. The following actions will be taken during times of inclement weather.

◆ **In the event of bad weather or other unforeseen emergencies:**

SHBC ministry leaders hosting events on days affected by inclement weather will meet and determine whether or not events will continue, be delayed or cancelled. Decisions will be communicated to the Church Administrator and Communications Coordinator. Level II Snow emergency status and tornado warnings issued may cause closing of the SHBC facility. Decisions will be communicated by 3 p.m. based on current weather conditions. Notice will be given in the following ways:

- ◆ SHBC Website ([www.springhillchurch.org](http://www.springhillchurch.org))
- ◆ SHBC Facebook Page
- ◆ SHBC *The City*
- ◆ Constant Contact Email

**NOTE** - SHOULD A CANCELLATION OCCUR, FOLLOW THE CLUB CALENDAR AS STATED. IF A THEME OR EVENT IS MISSED, WE WILL MAKE EVERY EFFORT TO RESCHEDULE IT IF NECESSARY.

**If you have additional questions or concerns, you may contact Pastor Gary Kirkpatrick (*Interim Club Commander*), at (740) 587-1200, EXT. 121 or at 📞 (740) 366-3003**

## *On-site Nurse*

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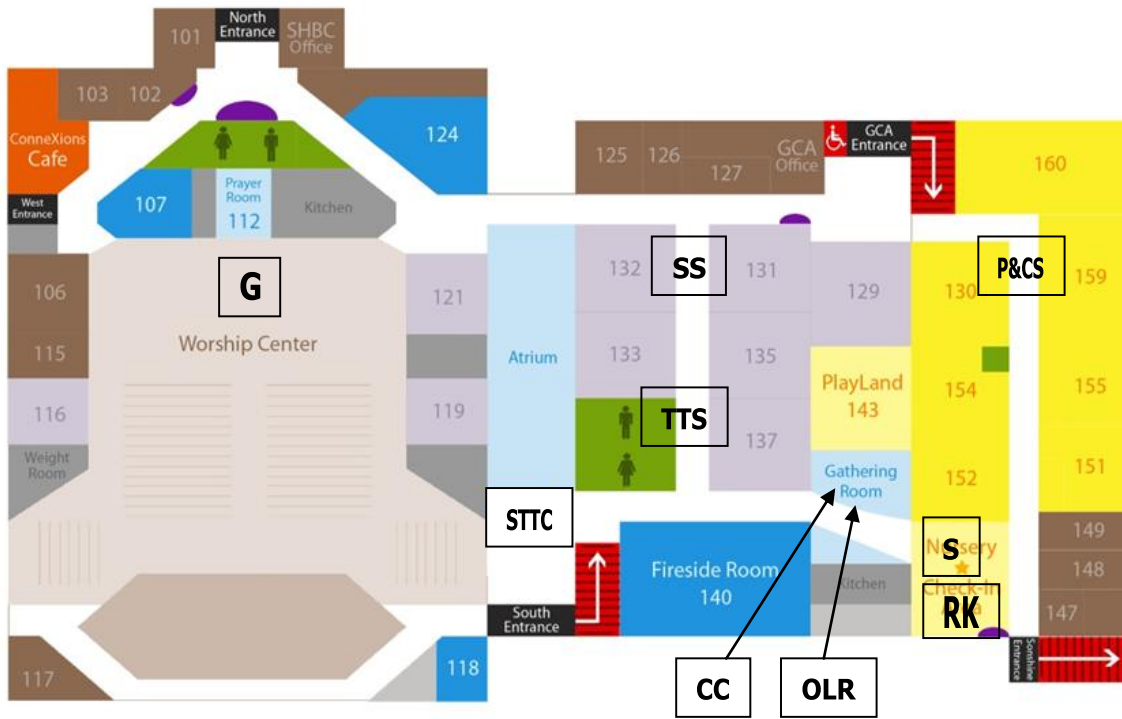
A certified registered nurse will always be on-site during AWANA.

*Room Locations Key and Church Floor Plan*

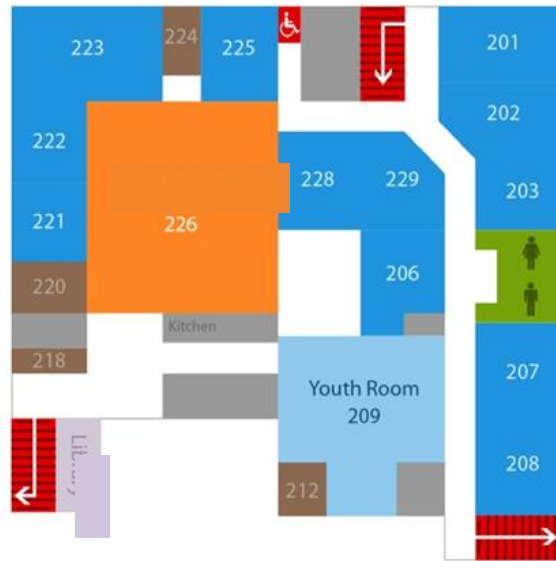
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<b>CLUB/ADMIN LOCATION</b>	<b>AREA COLOR KEY</b>	<b>AREA/ROOM NO.</b>
<b>Registration Kiosk</b>	<b>RK</b>	Wee Worship Preschool Lobby
<b>AWANA Nursery/Childcare</b>		Room #151 Pre-school wing (White Room)
<b>Puggles Club</b>		Room #155 Pre-school wing (Yellow Room)
<b>Puggles Secretary</b>	<b>P&amp;CS</b>	Hallway in front of Room #159 (Red Room)
<b>Cubbies Club</b>		Rooms #159 (Red Room) & #160 (Blue Room)
<b>Cubbies Secretary</b>	<b>P&amp;CS</b>	Hallway in front of Room #159 (Red Room)
<b>T&amp;T Girls Club (All grades)</b>		Fireside Room
<b>Sparks Secretary</b>	<b>SS</b>	Hallway next to Room #132
<b>Sparks (Kindergarten)</b>		Room #132
<b>Sparks (2<sup>nd</sup> Grade)</b>		Room #133
<b>Sparks (1<sup>st</sup> Grade)</b>		Room #135
<b>T&amp;T Boys Club (All grades)</b>		Room #137
<b>T&amp;T Secretary</b>	<b>TTS</b>	Hallway next to Room #137
<b>Overflow Listening Room</b>	<b>OLR</b>	Gathering Place
<b>Commander Central/ Club Secretary/Registrar</b>	<b>CC</b>	Gathering Place
<b>Sparks and T&amp;T Check-In</b>	<b>STTC</b>	South Entrance - Back lobby
<b>Games</b>	<b>G</b>	Worship Center
<b>AWANA Store</b>	<b>S</b>	Wee Worship Preschool Lobby
<b><u>AWANA Store Schedule</u></b>		<b><u>PUGGLES &amp; CUBBIES</u></b> <b>12-03-2014 04-15-2015</b> <b><u>SPARKS &amp; T&amp;T</u></b> <b>12-10-2014 04-22-2015</b>

*Church Floor Plan*



1ST FLOOR



2ND FLOOR

## *Responsibilities of AWANA Directors*

All AWANA Directors will be required to perform the following duties:

- ◆ Directors for each club will be the contact for staffing absences/changes. They will establish a preferred method of communication with their club staff and assume the responsibility of weekly staffing.
- ◆ Directors will be responsible for setup/clean up. It is at their discretion to assume the responsibility themselves or to identify a staff member willing to assist.
- ◆ Directors will meet with their club staff before the start of AWANA.
- ◆ Should issue resolution be required during a club night, directors will go to Interim Interim Commander, Pastor Gary Kirkpatrick.
- ◆ Directors will rotate Opening Ceremony duties in the temporary absence of a Interim Commander.
- ◆ Directors will ensure that all clubbers have been picked up by parent or guardian before leaving AWANA.

## *Check-In and Dismissal Procedures*

### ◆ Procedures for checking in your clubber:

**AWANA volunteers may check in their clubbers at 6:00 p.m.** If you are ***NOT*** working in AWANA and are checking a clubber or clubbers in, **we are not able to check your clubber in before 6:15 p.m.**

Beginning at 6:15 p.m. **all clubbers are to be checked in by their parents at the Security Kiosks located in the Sunshine Pre-School entrance.** (AWANA Opening Ceremony starts at 6:25 p.m.)

**PUGGLES AND CUBBIES WILL BE CHECKED IN AT THEIR SPECIFIC CLUB CLASS ROOMS. SPARKS AND T&T WILL BE CHECKED IN AT THE REAR SHBC LOBBY. UNLESS OTHERWISE SPECIFIED, ALL CLUBBERS WILL BE PICKED UP AT THEIR SPECIFIC CLASS ROOM.**

*(PLEASE SEE PGS. 6 AND 7 FOR LOCATION ON FLOOR PLAN)*

When you arrive at your clubber's class room or area, you or your clubber will be asked a series of "Check-in questions," so that your clubber can receive proper credit and points for meeting specific criteria. *(Please see **Explanation of Check-in Point System and Criteria:** on pg. 8)* Your clubber should report to their room and remain there until Opening Ceremony Start Time. **Please keep your copy of all security badges (*stickers*) that have your clubber(s) numbers on them with you at all times. You will be required to show these numbers to the club leadership before your clubber can be released to you at pick-up time.**

You will also be asked to complete an **AWANA Registration/Activity Permit Form** and a **Photo/Video Release Consent Form** if not already completed. The **AWANA**



*Check-In and Dismissal Procedures (cont.)*

**Registration/Activity Permit Form** is necessary in case of an emergency or instance where we need to reach you quickly. A **master copy** of all forms **is retained by the AWANA Interim Commander and on the church premises whenever AWANA is in session or holding special events. (Please, notify the Interim Commander or your clubber's leaders if any contact information changes.)**

Once checked in, your clubber will be released to an AWANA Staff Member who will take over responsibility for your clubber. You are then free to go.

◇ **Dismissal procedures and release of your clubber:**

Your clubber will be ready for pick-up at **8:00 p.m.** Please, pick up your children at their respective club rooms. Only individuals stated on the Registration/Activity Permit Form will be permitted to pick-up your clubber.

**HOWEVER, IF SOMEONE OTHER THAN INDIVIDUALS NOTED ON THE REGISTRATION, IS PICKING THEM UP, YOU MUST PROVIDE A WRITTEN STATEMENT TO THE CLUB DIRECTOR BEFORE CLUB BEGINS, STATING THE PERSON'S NAME AND RELATIONSHIP TO YOUR CHILD. IF THE INDIVIDUAL IS UNABLE TO PRESENT THE CHILD'S SECURITY BADGE (STICKER), A PHOTO I.D. WILL BE REQUIRED.** The individual may also be asked a security question, pre-established by the parents or guardians.

**NOTE:** IF THERE ARE EXTENUATING CIRCUMSTANCES AFFECTING YOUR PICK-UP TIME OR LOCATION, YOU NEED TO MAKE ARRANGEMENTS WITH THE CLUB DIRECTOR. WE WILL DO OUR BEST TO ACCOMMODATE SPECIAL SITUATIONS.

◇ **Procedures for clubbers of AWANA Volunteers:**

**If you are volunteering in AWANA and have clubbers attending AWANA, you may check your clubber(s) in at the kiosk as early as 6:00 pm.** Puggles and Cubbies will then be check-in at their classroom, while Sparks and T&T clubbers will be check-in at the South Entrance and then go directly to the Worship Center. Cubbies, Sparks and T&T clubbers will participate in the opening ceremony in the Worship Center.

Nursery facilities and care are available for children, of AWANA volunteers, who are under two (2) years of age. A security number from the registration kiosk is also required for these children.

*AWANA Store Night and Point System*

**Twice a year,** clubbers participate in an "Awana Store." This year the store nights are scheduled as follows: **(Puggles & Cubbies 12-03-14, 04-15-15; Sparks & T&T 12-10-14 and 04-22-15).** The Awana Store provides clubbers the opportunity to purchase items, based on the amount of "Awana Points" they have earned. **Weekly**

*AWANA Store Night and Point System (cont.)*

**alerts will be given to clubbers upon request, to let them know how their "Store Account" stands.** On each store night each clubber will receive a voucher stating the

amount of Awana Points which they have earned during the Awana year. This amount represents the amount that they may spend at the Awana Store. During the first Store Night, Clubbers may choose to spend a portion of their Awana Points or all of them. Any unspent Awana Points can be carried over to the second Store Night. All remaining Awana Points must be spent on the second Store Night.

Clubbers have a chance to earn Awana points for various criteria tracked at the time they check in each week, and by completing sections in there Awana Handbook. For each item completed on their check-in sheet and for each section completed in there Awana Handbook, **each clubber will receive one (1) Awana Point.** Additional points are also earned from weekly participation in Awana games.

◇ **Explanation of Check-in Point System and Criteria:**

◆ At Check-in, your clubber can earn points for the following:

- ◇ Bringing their Bible
- ◇ Being in Uniform (New clubbers earn a uniform as soon as they pass their clubs Entrance Booklet) ***This does not apply to Puggles.***
- ◇ Bringing their dues (Dues are collected to off-set costs of awards and other expenses associated with club.)
  - ❖ **Dues for all clubs is 50 cents for each week club is in session.**
- ◇ Bringing their Handbook or Entrance Booklet (First time clubbers will get points for this at check-in; since they will be issued their Entrance Booklet their first night.) ***This does not apply to Puggles.***
- ◇ Dressing or participating in the Theme for that night.
- ◇ Bringing money for Missions (Pie-in-the-Face)
  - ❖ Clubbers are encouraged to bring in pennies or other loose change or dollar bills, to contribute to an on-going Missions Offering. The money is collected as a contest between AWANA Adult Staff members and Jr. Teen Leaders. Containers with a picture of the AWANA Staff Member on it will be placed somewhere in the check-in area. Clubbers choose whose container they want their missions offering to go in. **(The goal is to put money in the container of the volunteer they want to see receive a Pie-In-The-Face!)** Each week the money is collected and amounts for each staff member are recorded on a tracking sheet. Weekly updates are given on the current leader. At the end of each half in the club year, the leading volunteer will receive a Pie-in-the-face at Closing Ceremony in front of all clubbers and parents (if interested in watching.) At the conclusion of our AWANA year, a check is presented to Pastor Scott Hayes of the Look-Up Center. This is the mission we support each year!

**AWANA Store Night and Point System (cont.)**

◇ **Explanation of Check-in Point System and Criteria: (cont.)**

- ◇ Bringing Mission Items on specified nights (On the club calendar, there are nights designated to bringing in select items for the Look-Up Center. Clubbers receive a point whenever they can bring in something from the list.)
- ◇ Attending Sunday school or Church. Attendance can be at their home church or as a visitor at another church. Attendance at SHBC, at JourneyLand Kids or other SHBC Children's Ministry Areas, can also count for points.
- ◇ Bringing a friend to AWANA. (Whenever your clubber brings a friend to AWANA, they receive an extra point and receive a "Bring-a-Friend" Gift. The friend they brought also receives a "Guest Point" and a "Friend Gift," just for coming!)

Uniform Options and Purchasing Guidelines



**Puggles** do not function as a "traditional" club in AWANA. They do learn Basic Bible Truths based on four precepts: "God Made all Things," "God Saw that it was Good," "Give Thanks," and "God is Love." Their club operates with a lot of free play; as well as music, a craft, snacks, and Bible Story. Parents are encouraged to purchase the following items:



**Puggles T-Shirt**  
for clubbers to wear to club

Sizes 2T through 6T

**\$10.50**



**Puggles Backpack**  
(optional)

Measures  
5 1/2" x 8" x 4"

**\$8.50**



**Puggles At-Home Kit**

Puggles lessons, coloring sheets and Crafts have been adapted for parents so they can teach God's truths at home. 32 Cards.

**\$13.50** *This is a one-time purchase*



**Cubbies** work together or at their own pace, according to the discretion of the Cubbies Director. Cubbies work through one of two Handbooks which alternate each club year. For the 2013-2014 Club Year, Cubbies worked in the **AppleSeed** Handbook. For the 2014-2015 Club Year Cubbies will be working in the **HoneyComb** Handbook. All new clubbers start in the Apple Acres Entrance Booklet, before starting their first handbook. Clubbers who finish their book before the end of the current club year can work on the following for Extra Credit:

1. Review of the first handbook, just completed
2. Completion of the Under the Apple Tree Sections



**Cubbies Vest**

**\$11.00**



**Cubbies Handbook Bag**  
Measures 15" x 11"

**\$6.50**

**Cubbies HoneyComb Handbook and CD**



**\$10.00**

**Cubbies Everyday T-Shirt**

**\$12.50**



Uniform Options and Purchasing Guidelines (cont.)



**Sparks** work through a series of three Handbooks based on their grade in school. Sparks will work in one of the following three Handbooks: **HangGlider**, **WingRunner**, or **SkyStormer**. Brand new Sparks starting this club year will start in the Flight 3:16 Entrance Booklet. Sparks Curriculum is based on a flight theme and is improved for Parent/Clubber involvement and a chronological approach to the Bible.



**Sparks Vest**

**\$10.50**

**HangGlider**



**WingRunner**



**SkyStormer**



**Handbooks**

**\$10.00 Each**

**KJV, NKJV, NIV, ESV  
VERSIONS AVAILABLE**

Handbooks include Audio CD



**Sparks Everyday T-Shirt**

**\$12.50**



**Sparks Handbook Bag**

Measures 9" x 10"

**\$5.50**

**Frequent Flyer Extra Credit Cards (for home use - optional)**

**\$8.50 Each**



**HangGlider**



**WingRunner**



**SkyStormer**



**AWANA Handbook Bag (optional for all clubs)**

Measures 14" x 16-1/2"

**\$5.50**

**AWANA Grand Prix Car Kits**



Indi Car

**\$2.50 Each**



Truck



Stock Car

**Pre-cut car kits now available**

**\$5.00 Each**



**Block – You cut**

*Uniform Options and Purchasing Guidelines (cont.)*

**T&T (Truth & Training):** Boys and girls in the T&T Clubs are organized into one or two sub-clubs, based on grade. 3<sup>rd</sup> and 4<sup>th</sup> graders are part of the **Ultimate Adventure Club (UA)**, while the 5<sup>th</sup> and 6<sup>th</sup> graders are part of the **Ultimate Challenge Club (UC)**. New UA clubbers will begin in the UA Start Zone. Once the Start Zone is completed, clubbers move into the UA1 Handbook. New UC clubbers will begin in the UC Start Zone. Once the Start Zone is completed, clubbers also move into the UA1 Handbook.



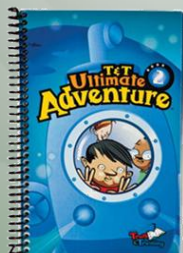
◆ **The following guidelines from AWANA International apply to all T&T Clubbers:**

T&T Clubbers progress through Handbooks in a sequential order as follows: UA1, then UA2, then UC1, then UC2. Please, note that restrictions apply based on grade. See listing below.

- ◆ 3<sup>rd</sup> graders completing UA1 may do review or Extra Credit Work
- ◆ 4<sup>th</sup> graders completing UA1 may move into UA2
- ◆ 4<sup>th</sup> graders completing UA2 may do review or Extra Credit Work
- ◆ 5<sup>th</sup> graders completing UA1 may move into UA2
- ◆ 5<sup>th</sup> graders completing UA2 may move into UC1
- ◆ 5<sup>th</sup> graders completing UC1 may do review or Extra Credit Work
- ◆ 6<sup>th</sup> graders completing UA1 may move into UA2
- ◆ 6<sup>th</sup> graders completing UA2 may move into UC1
- ◆ 6<sup>th</sup> graders completing UC1 may move into UC2
- ◆ 6<sup>th</sup> graders completing UC2 may do review or Extra Credit Work



**Ultimate  
Adventure 1**



**Ultimate  
Adventure 2**



**Ultimate  
Challenge 1**



**Ultimate  
Challenge 2**

**KJV, NKJV, NIV, ESV  
VERSIONS AVAILABLE**

**All T&T Handbooks are \$9.00 Each**

**APPROVED WORKMEN ARE NOT ASHAMED**

Uniform Options and Purchasing Guidelines (cont.)



**T&T Ultimate Adventure Uniform – NEW STYLE**

For 3<sup>rd</sup> and 4<sup>th</sup> graders only. Clubbers who have the old style uniform may keep it or may elect to purchase this new style

**\$15.50**



**T&T Handbook Bag**  
Measures 13" x 18"

**\$6.00**







**T&T Ultimate Challenge Uniform**

For 5<sup>th</sup> and 6<sup>th</sup> graders only

**\$14.50**

**LEADER APPAREL - COLORS AVAILABLE**

	CASUAL		STUDENT		T-SHIRT	
<b>LADIES CUT SHIRTS AVAILABLE</b>	 S,M,L,XL - \$22.00 2X,3X - \$27.00		 AS,AM,AL,AXL \$20.00		 S,M,L,XL - \$15.00 2X,3X - \$17.00	
	<b>SHIRT</b>	<b>TRIM</b>	<b>SHIRT</b>	<b>TRIM</b>	<b>SHIRT</b>	<b>TRIM</b>
<b>PUGGLES</b>	Blue	Blue	Blue		Blue	Blue
<b>CUBBIES</b>	Blue	White	Blue		Blue	Blue
<b>SPARKS</b>	Red	Black	Red		Red	Red
<b>T&amp;T</b>	Green	Black	Green		X	X
<b>LEADERS</b>	Grey	Black	X	X	X	X
T-SHIRTS ALSO AVAILABLE WITH THE  LOGO FOR BOTH CLUBBERS AND LEADERS						

*Uniform Options and Purchasing Guidelines (cont.)*

◆ **Payment for uniforms and handbooks:**

- ◆ Payments can be made by **cash or check**.
  - ◇ Please make checks out to Spring Hills Baptist Church and place **"AWANA"** on memo line.

**We do not want finances to ever be a barrier to a clubber participating in AWANA. If a financial burden exists or the ability to pay in a reasonable amount of time is of concern, please, contact the Interim Commander for options or to discuss your particular need.**

**A Registration Fee is NOT being assessed for the 2014-2015 Club Year. Parents and Guardians will be asked to pay for items such as Handbooks; Uniforms; and Handbook Bags, up front. If your clubber earns any of these items, they will need to be paid for prior to an order being placed.**

*AWANA Resources*

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There are a number of additional resources available through AWANA International to help parents and/or clubbers with handbook work and memorization. The following websites are available for you to access:

**AWANA's general website**

[www.awana.org](http://www.awana.org)

**AWANA Homebase resources and information**

[osj.awana.org/athome](http://osj.awana.org/athome)

**AWANA's online store**

[www.store.awana.org](http://www.store.awana.org)

Double click "Ministry Catalog" icon in lower right hand side of page to view catalog.

*Behavioral Expectations*

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We want your child to have the most positive experience possible at AWANA! In order for this to happen, we need everyone to follow the behavioral guidelines outlined below.

- ◆ Respect God's Word
- ◆ Respect God's People
- ◆ Respect God's Property
- ◆ Be responsible for your own belongings
- ◆ Keep your hands and feet to yourself (**No Horseplay!**)
- ◆ Walk at all times when moving throughout the building
- ◆ Use appropriate language (no swear words or negative name calling)
- ◆ Be ready to listen to Leaders and Helpers
- ◆ Put forth your best effort in all club segments



**Behavioral Expectations (cont.)**

- ◆ Unless you have a medical reason or other reasonable concern, all clubbers are expected to participate in Games. (If you cannot participate, you can sit near your color line and cheer for others or work on handbook activities with an adult leader.)
- ◆ Many of the AWANA games involve running. Please keep this in mind when selecting footwear for your clubber. We ask that clubbers come to AWANA in comfortable shoes. For safety reasons do not allow your clubber to wear shoes with the wheels in the bottom-“Healies.”) Closed toed shoes are preferred while flip-flops and sandals are not recommended.
- ◆ No clubber should be unattended when heading to the restrooms or to get a drink. At least one adult should escort the clubber(s) back and forth.
- ◆ No clubber should ever be on the stage area or in front areas of the Worship Center. Exceptions are when an entire group is participating in a scheduled activity in that area. All game activity will be conducted at the back of the Worship Center on the AWANA Game Square.
- ◆ While uniforms are **recommended and encouraged** to be worn, AWANA no longer makes it mandatory to have a uniform for receiving awards or participating in Opening Ceremony as flag bearers.
- ◆ Be a good sport.

**AWANA Discipline Policy**

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While AWANA is intended to be a fun and safe place to be, occasionally children don't act appropriately and require some form of corrective intervention. The discipline policy we use at AWANA is outlined below. Please, review it with your clubber so that they understand what is expected of them and the consequences when that behavior becomes unacceptable.

◆ **AWANA Five-Count:**

The AWANA five-count is used for **group discipline only!** It is intended to settle a group when the adult leading an activity segment needs their attention. The adult leading will raise their hand and begin counting 1-2-3-4-5. The group should begin to quiet down and sit or stand still immediately. If the adult reaches five and others in the group are still noisy or not behaving properly, the remaining color teams will be awarded points.

◆ **AWANA Three-Count:**

The AWANA three-count is used for **individual discipline!** The Interim Commander and Club Directors administer the Three-Count when deemed appropriate.

- ◆ When a clubber acts inappropriately after gentle reminders, he/she will receive a one-count.
- ◆ If a clubber continues to create disturbances and disobey leaders, the clubber is given a two-count.

***AWANA Discipline Policy (cont.)***

- ◇ The designation of two-count results in a conversation with the appropriate club director or AWANA Interim Commander. This is a **caring conversation**.
  - ❖ The clubber will have explained to him/her the specific behavior that is inappropriate.
  - ❖ The expectations will be restated and appropriate scripture may also be shared.
  - ❖ An attempt to discover reasons for the behavior will be explored and the clubber will have an opportunity to understand what is expected.
  - ❖ The clubber will be asked if they understand. If not, the explanation will be given again.
  - ❖ The clubber will have an opportunity to repent (seek forgiveness and receive forgiveness.) We will also pray with the clubber.
  - ❖ The clubber will then be advised about the consequences, should they be placed on a three-count. **A Three-Count results in a one-week suspension from club.**
- ◇ Each week everyone starts on a clean slate.
- ◆ If a clubber fails to correct his behavior and continues to create problems then he/she is placed on a Three-Count.
  - ◇ This step results in a suspension. The clubber may be given an opportunity to return to club, but only after the club director and the Interim Commander meet with the parent(s).
    - ❖ We will talk to the clubber and explain how their behavior violated the club standards. The clubber cannot return to club until the Interim Commander and Director meet with their parent(s) at home or at a location mutually acceptable to all involved.
    - ❖ When the parent or guardian picks up the child, we will explain what happened and set a convenient time to meet with the family.
    - ❖ We will exercise grace and love at all times as we communicate with clubbers and their families.

***Miscellaneous Policies or Procedures***

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◇ **Handbook Policies:**

- ◆ Clubbers are expected to be responsible for their handbooks each week. We will use the following guidelines for reissuing lost or damaged handbooks:
  - ◇ The first time a handbook is lost or damaged we will encourage parents and leaders to find the missing handbook. If the handbook cannot be found we will replace the handbook at no charge.
  - ◇ If the reissued handbook is lost again, we will not reissue a new handbook. The clubber will be given photocopied pages to help them continue in their handbook. **If this is unacceptable to the parent(s) or guardian,** the handbook will be replaced again at the parents expense.

Miscellaneous Policies or Procedures (cont.)



◆ **Completing Handbooks:**

- ◆ Clubbers must complete all handbook sections in order. Exceptions are for “Bring a friend” and certain activity sections. (These will be noted in the handbook, when applicable.) For requirements regarding the completion of “Bring a Friend” and “Missionary” sections, a list of options established by AWANA International is available upon request.
- ◆ Clubbers are permitted **two “helps” per section**, when reciting memorized scripture. Helps are 1-3 words.
- ◆ **Per AWANA regulations, parents who volunteer in AWANA are not permitted to listen or sign off on sections for their own children.** Another qualified Leader or Helper should listen to your child and then sign off on completed sections.
- ◆ Handbooks must be completed in proper sequence, based on age/grade. (Example: Sparks in Kindergarten are not permitted to start the 2<sup>nd</sup> handbook until they reach 1<sup>st</sup> grade.) There are Reviews and Extra Credit Work available for this situation.

Special Event Activities and Off-site Functions

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Throughout the AWANA year, extra special events are scheduled. Most of these events are optional for you and your clubbers. **However, we encourage participation in as many events as possible.**

◆ **AWANA Grand Prix:**



Clubbers enjoy making a car and racing it down our track. Clubbers compete in a “double elimination” race with other clubbers in their own club. Cubbies, Sparks and T&T, build their car from the official AWANA Grand Prix Car Kit. Puggles race their favorite Matchbox® or Hot Wheels® car.

◆ **Bowling Night:**

A bowling night for all AWANA clubbers, their families and AWANA volunteers will be scheduled for Spring 2015.

*Service Opportunities*

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AWANA is a great place to serve if you are not already involved in a service opportunity at SHBC. Our AWANA Ministry at SHBC is more effective when we have adequate staffing. AWANA recommends a 10:2 ratio of clubbers to leaders. Our children need you!

There are many service options available. **For a list of roles and levels of commitment now available, please ask for a copy of our Role Description flier.** We welcome Christian adults and youth in grades 7-12 with a love for children, a passion for God’s Word, and a vision for reaching children for God’s Kingdom.

AWANA is foremost about the Gospel! We want children and their families to hear it and respond to it. We are asking our children to memorize God’s Word and apply what they learn to daily life. This goal is reachable when we have caring adults who value the importance of training children spiritually. Your time serving will reap eternal benefits and bring glory to God.



**GRAPHICS SOURCES**

PAGE NO.	CALENDAR DATE	GRAPHIC	SOURCE
4		"NURSERY"	In-house-MSWord
5		storm clouds	In-house
19		girl	<a href="http://tiny.cc/edzy1w">tiny.cc/edzy1w</a>
20		volunteer	<a href="http://tiny.cc/w8yy1w">tiny.cc/w8yy1w</a>
ALL OTHER GRAPHICS ARE AWANA GRAPHICS FROM AWANA.ORG			

**CALENDAR FOR AWANA 2014 - 2015**

**CALENDAR**

<b>SEPTEMBER 2014</b>	
3	Regular Club Night - RETURN TO CLUB
10	Regular Club Night - SILLY SHOE NIGHT (wear your silly shoes)
17	Regular Club Night
24	Regular Club Night

<b>OCTOBER 2014</b>	
1	UNIFORM INSPECTION NIGHT - (Uniform to be clean and neat with awards properly placed.)
8	Regular Club Night
15	Regular Club Night - (Bring HAND SANITIZERS or LIQUID HAND SOAP for Look-Up Center)
22	Regular Club Night
29	NO CLUB <i>ETERNITY PROGRAM: THE ULTIMATE EXPERIENCE!</i>
<b>END OF FIRST QUARTER</b>	

<b>NOVEMBER 2014</b>	
5	HARVEST NIGHT - (Bring CANNED GREEN BEANS or CORN for Look-Up Center. To be distributed in Community Thanksgiving Baskets for our church families in need.)  <b>NOTE: IF ETERNITY PROGRAM IS EXTENDED, THERE WILL BE NO CLUB ON 11/05/14. THIS THEME NIGHT WILL BE MOVED TO 11/19/14)</b>
12	OPERATION CHRISTMAS CHILD BUILD-A-BOX NIGHT - (Follow your Clubs list of items to bring.)
19	Regular Club Night <b>or Rescheduled Theme from 11/05/14</b>
26	NO CLUB <i>HAPPY THANKSGIVING!</i>

<b>DECEMBER 2014</b>	
3	STORE NIGHT for PUGGLES and CUBBIES – “Secret Santa” Shopping for Sparks and T&T  <b>NOTE: AWANA GRAND PRIX CAR SALES BEGIN</b>
10	STORE NIGHT for SPARKS and T&T – “Secret Santa” Shopping for Puggles and Cubbies
17	Regular Club Night - (individual clubs may celebrate Jesus’ Birth at their own discretion.)
24	NO CLUB <i>MERRY CHRISTMAS!</i>
31	NO CLUB <i>HAPPY NEW YEAR!</i>
<b>END OF SECOND QUARTER – END OF FIRST HALF OF CLUB YEAR</b>	

**CALENDAR FOR AWANA 2014 – 2015 (cont.)**

**CALENDAR**

<b>JANUARY 2015</b>	
<b>7</b>	<b>CRAZY HAIR NIGHT</b>
<b>14</b>	<b>MISSIONARY NIGHT</b>
<b>21</b>	<b>Regular Club Night - (Bring PAPER PRODUCTS for Look-Up Center)</b>
<b>28</b>	<b>Regular Club Night</b>

<b>FEBRUARY 2015</b>	
<b>4</b>	<b>GLOW-IN-THE-DARK NIGHT – (Wear or accessorize with anything that glows in the dark)</b>
<b>11</b>	<b>Regular Club Night</b>
<b>18</b>	<b>UNIFORM INSPECTION NIGHT - (Uniform to be clean and neat with awards properly placed.)</b>
<b>25</b>	<b>Regular Club Night</b>
<b>END OF THIRD QUARTER</b>	

<b>MARCH 2015</b>	
<b>4</b>	<b>ANNUAL AWANA GRAND PRIX - (No Regular Club activities)</b>
<b>11</b>	<b>Regular Club Night</b>
<b>18</b>	<b>SPORTS DRESS-UP NIGHT - (Wear your favorite sports attire or team tee-shirt) (Bring PLASTIC FORKS, KNIVES, SPOONS and CUPS for Look-Up Center)</b>
<b>25</b>	<b>Regular Club Night</b>

<b>APRIL 2015</b>	
<b>1</b>	<b>NO CLUB</b>
<b>8</b>	<b>PLAID, STRIPES and POLKA DOT NIGHT - (Wear any one or a combination of 2 or 3)</b>
<b>15</b>	<b>STORE NIGHT for PUGGLES and CUBBIES CELEBRATION NIGHT for SPARKS and T&amp;T</b>
<b>22</b>	<b>STORE NIGHT for SPARKS and T&amp;T CELEBRATION NIGHT for PUGGLES and CUBBIES</b>
<b>29</b>	<b>PARENT PRIDE NIGHT - (Come celebrate the accomplishments of all our clubbers!)</b>
<b>END OF FOURTH QUARTER - END OF SECOND HALF OF CLUB YEAR</b>	

## **Acknowledgement Form**

We hope this Information Booklet is helpful to you. We would appreciate it if you would read this booklet and discuss the relevant sections with your clubber(s). After you have done this please take a minute to sign the acknowledgement below and return it with your clubber when they attend AWANA.

Thank You for allowing us to support you in your training role!

Sincerely,

Pastor Gary Kirkpatrick and the entire AWANA Leadership Team

**(✂ Please cut on line and return lower section)**

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I/We have read the Information Booklet and have discussed the relevant sections with our child(ren) attending AWANA.

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Parent or Guardian (Please print your name)

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Parent or Guardian (Signature)

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Date