

# PARENT HANDBOOK

**Awana  
CLUBS**

2018



2019

APPROVED WORKMEN ARE NOT ASHAMED!



2 TIM 2:15



**SPRING HILLS  
BAPTIST CHURCH**

[springhillschurch.org](http://springhillschurch.org)

1820 Newark-Granville Road – Granville – Ohio 740.587.1200

**Our Awana Club has no Registration Fee. However, dues of 50 cents per child per regular Awana Night are assessed to help offset club costs. Dues for the 2018-19 Awana Club year will be \$13.00 per child and may also be paid for the entire year. Dues schedule for each month are as follows:**

<b>SEPTEMBER</b>	<b>\$1.50</b>	<b>JANUARY</b>	<b>\$2.00</b>
<b>OCTOBER</b>	<b>\$2.00</b>	<b>FEBRUARY</b>	<b>\$2.00</b>
<b>NOVEMBER</b>	<b>\$1.50</b>	<b>MARCH</b>	<b>\$1.50</b>
<b>DECEMBER</b>	<b>\$1.50</b>	<b>APRIL</b>	<b>\$1.00</b>

**Items such as Handbooks, Uniforms, and Handbook Bags, are asked to be paid for before items are ordered or distributed.**

**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 Club Commander for options or to discuss your particular need.**

**Nursery**

**For Awana team members needing childcare, Spring Hills graciously provides childcare for children ages newborn to 2 years old.**



*“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.”*

*2 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 (NKJV)

“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 (NIV)

“...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 (NKJV)

# Snap Shots!



# Welcome to Awana!



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



AWANA at Spring Hills – Granville Location – begins again. As we gather each week to study, memorize, and learn from God’s Holy Word, it is sure to be a time of fun and excitement!

As you attend AWANA this club year, let your heart be open to His guidance. Be in prayer. As parents and AWANA Leaders we have a tremendous opportunity to make a difference in the lives of little ones and youth through the AWANA ministry. Allow the Lord to use

your time and talents to lead our AWANA clubbers to a saving knowledge of Jesus Christ. Their acceptance of and relationship with Him will be the most important event of their lives.

The AWANA Team looks forward to having a season of transformation when children are moved to Love the Lord with all their heart.

AWANA grows kids towards Christ and His Kingdom! We are super excited to have your family onboard this club season.

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

**PRAYING us forward into God’s Word, Will, and Worship!!**

Kim Mathews  
SHBC AWANA Club Commander  
Email: [springhillsawana@gmail.com](mailto:springhillsawana@gmail.com)  
PH: 740.334.2355

# Snap Shots!



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# Snap Shots!





## What is Awana



The acronym Awana comes from the first letters of the phrase “Approved Workmen Are Not Ashamed” (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 [Awana.org/the-five-principles](http://Awana.org/the-five-principles))

**To register your child for participation in Awana go to:**  
**[springhillchurch.org/ministries/spring-hills-kids/awana/](http://springhillchurch.org/ministries/spring-hills-kids/awana/)**



*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.

## General Contact Information

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

**Brittany Pound**  
[Danandbrittanyp@springhillschurch.org](mailto:Danandbrittanyp@springhillschurch.org)  
Children's Ministry Director

At SHBC (740) 587-1200 ext. 302



## ● Inclement Weather Policy

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Awana meets regularly on Wednesday evenings throughout the school year. 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 inclement 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.springhillschurch.org](http://www.springhillschurch.org))
- ◆ SHBC REALM

**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 **Kim Mathews, Club Commander**, at (740) 334-2355.

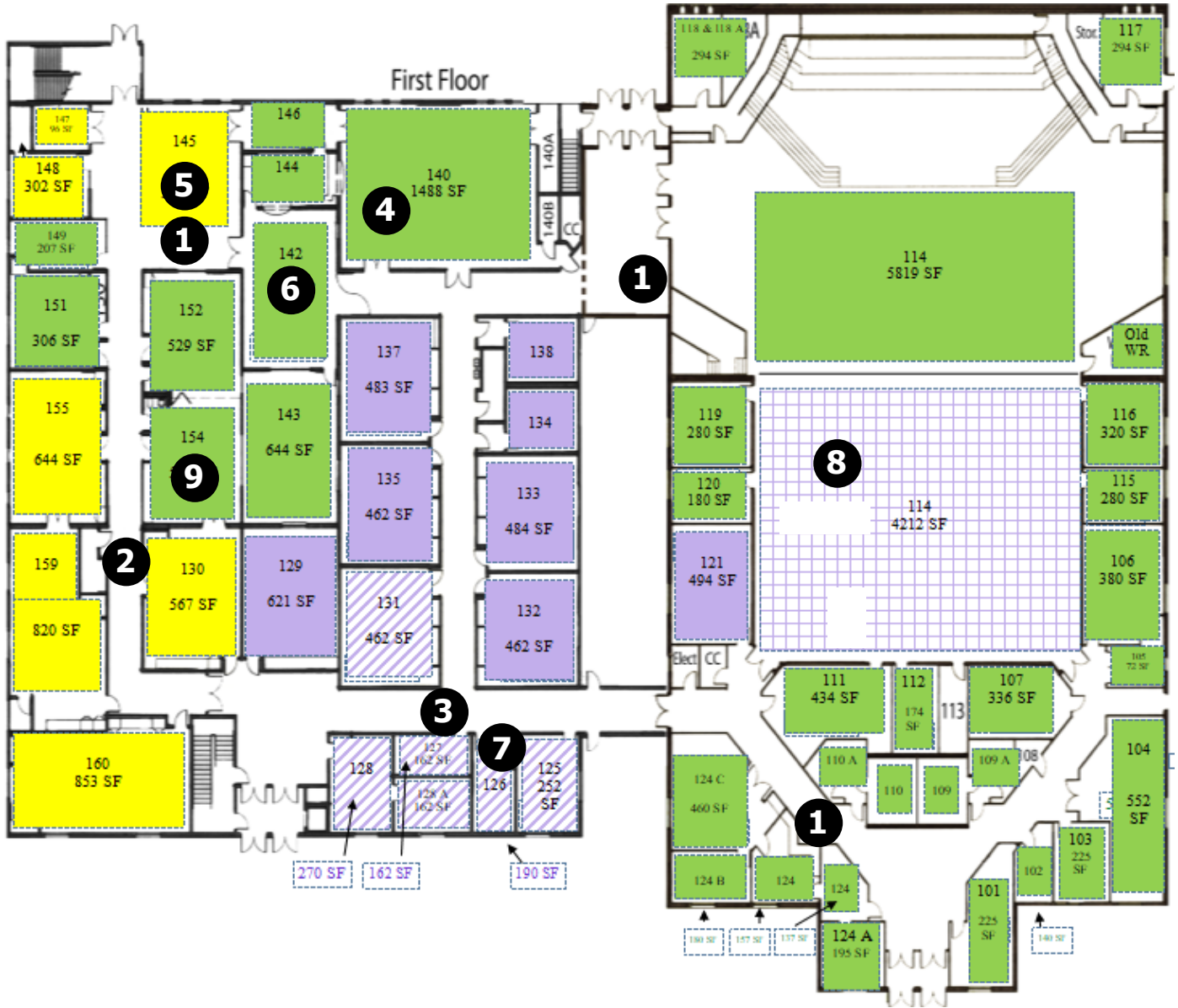
**INCLEMENT WEATHER POLICY**

## Room Locations Key

CLUB/ADMIN LOCATION	AREA COLOR KEY	AREA/ROOM NO.
Registration Stations	1	Kidsville Preschool entrance, Front and Rear main entrances
Awana Nursery/Childcare		Room #151 KidsVille wing (King's Kones)
Puggles Club		Room #159 KidsVille wing (Fire Station)
Cubbies Club		Room #155 KidsVille wing (Noah's Pet Shop) Room #160 KidsVille wing (Solomon's Library)
Awana Preschool Secretary	2	Hallway in front of Room #159 (Fire Station)
Sparks Secretary	3	Hallway in front of Room #127
Sparks (K Room 1)		Room #129
Sparks (K Room 2)		Room #130
Sparks (1 <sup>st</sup> Grade Room 1)		Room #132
Sparks (2 <sup>nd</sup> Grade Room 1)		Room #135
Sparks (2 <sup>nd</sup> Grade Room 2)		Room #137
T&T Girls Club (All grades)	4	Room #140 – Fireside Room
T&T Boys Club (All grades)	5	Room #145
Command Central/Purchasing	6	Room #142 – Gathering Place
Nurses Station	7	Room #126
Games	8	Room #114 – Worship Center
Awana Stores	9	Room #154
<u>Awana Store Schedule</u>		<b><u>PUGGLES, CUBBIES &amp; SPARKS K</u></b> 12-05-2018 04-10-2019 <b><u>SPARKS 1<sup>ST</sup> &amp; 2<sup>ND</sup> &amp; T&amp;T</u></b> 12-12-2018 04-17-2019

# Church First Floor Plan

## REAR PARKING LOT



## FRONT PARKING LOT



Clubs, Age/Grade Criteria and Director Contact Information



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



*Preschool Director:*

**Ashley McCracken**  
(863) 205-1878  
[mccrackens04@msn.com](mailto:mccrackens04@msn.com)



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



*Preschool Director:*

**Ashley McCracken**  
(863) 205-1878  
[mccrackens04@msn.com](mailto:mccrackens04@msn.com)



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



*Sparks Director:*

**Darci Miller**  
(919) 608-9803  
[darcimiller@hotmail.com](mailto:darcimiller@hotmail.com)



**Gender specific:**  
Girls - Grades 3<sup>rd</sup> through 6<sup>th</sup>  
Boys - Grades 3<sup>rd</sup> through 6<sup>th</sup>



*Boys Director:*  
**Justin Davis**  
(740) 344-6807  
[jkd67@yahoo.com](mailto:jkd67@yahoo.com)



*Girls Director:*  
**Cindy Purvis**  
(740) 920-4083  
(740) 814-4219  
[purvis@roadrunner.com](mailto:purvis@roadrunner.com)

**Puggles** 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.

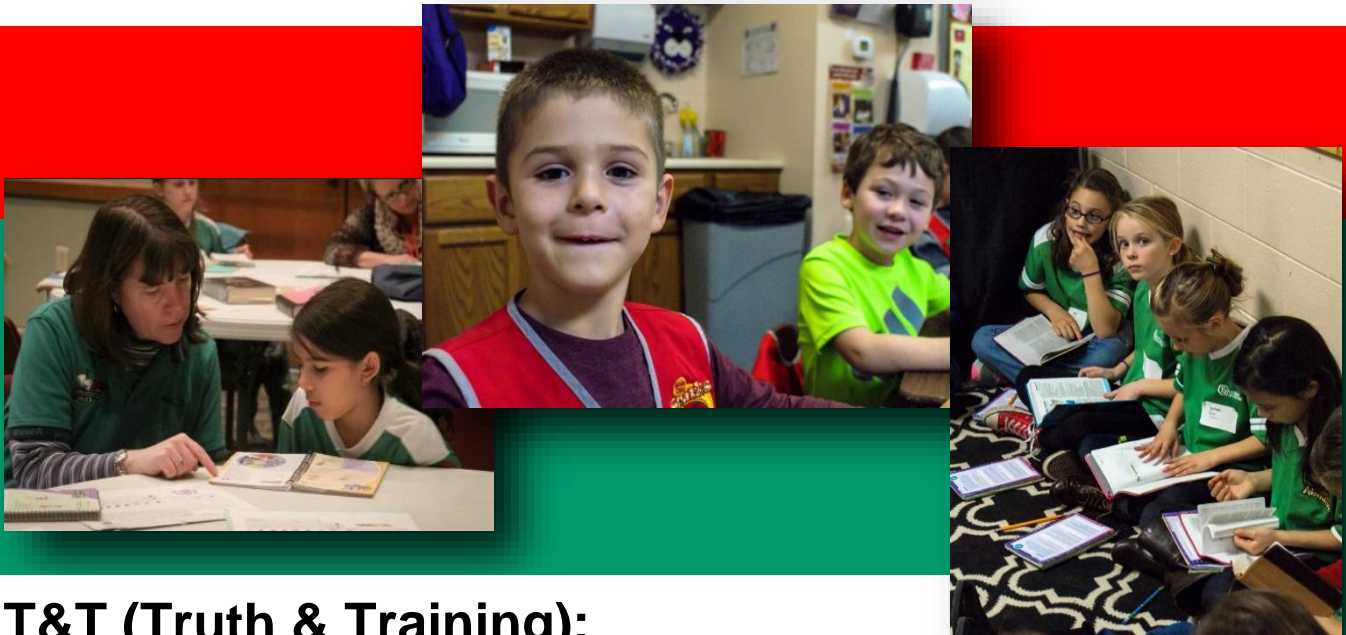


**Cubbies** work together or at their own pace, according to the discretion of the Cubbies Director. Cubbies work through one of two handbooks which alternate each club year. **For the 2018-2019 club year Cubbies will be working in the HoneyComb handbook.** All new clubbers start in the Apple Acres Entrance 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 HoneyComb Sections.

**Sparks** work through a series of three handbooks based on their grade in school. These handbooks are the: **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 formatted to encourage Parent/Clubber involvement and provides a chronological approach to the Bible.

- ◆ Kindergartners only work in HangGlider.
- ◆ First and second graders advance into WingRunner after completion of the HangGlider.
- ◆ Second graders advance to SkyStormer after completion of HangGlider and WingRunner.
- ◆ If a clubber completes the handbook before the end of the year, clubbers are welcome to complete the review verses in the handbook or complete a set of Frequent Flyer Extra Credit Cards. These cards are available for each handbook level. Completion of the Frequent Flyer cards will earn the clubber a pin award to be displayed on his/her review patch.



## T&T (Truth & Training):

This year AWANA continues its introduction of NEW Clubber Handbooks with the third updated handbook entitled “Agents of Grace” (AOG). In this handbook, your T&T kids will continue to dive deeper into the Scriptures by spending time learning about how God’s grace affects our relationships and memorizing Scripture verses that help them hide these important truths in their hearts. Handbook progression is as follows:

- ◆ All clubbers in the T&T club area will be working in the AOG.
- ◆ If you clubber hasn’t completed a handbook from previous club years, they are welcome to work in the handbook either in tandem with AOG, or after AOG handbook has been completed.



APPROVED WORKMEN ARE NOT ASHAMED



Game  
Co-Directors



**Michael Houser**  
(740) 304-4810  
[briekhouse98@gmail.com](mailto:briekhouse98@gmail.com)



















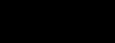





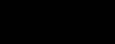






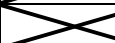

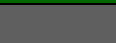
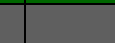
**Sam Slabaugh**  
(740) 501-5635  
[slabaugh79@gmail.com](mailto:slabaugh79@gmail.com)

Awana Store Director:

**Hope Labutis**  
[hope.labutis@gmail.com](mailto:hope.labutis@gmail.com)



Selection and Cost of Awana Uniforms for Leaders:

LEADER APPAREL - COLORS AVAILABLE						
LADIES CUT SHIRTS AVAILABLE	ADULT CASUAL		T-SHIRTS			
	CLUB SPECIFIC		ADULT V-NECK CLUB SPECIFIC		CREW NECK NON-CLUB SPECIFIC WITH LOGO	
	 S,M,L,XL - \$22.00 2X,3X - \$27.00		 S,M,L,XL - \$16.00 2X,3X - \$18.00		 CLUBBER SIZES 10,12,14,16 ADULT SIZES AS,AM,AL,AXL \$13.00 2X,3X - \$15.00	
	SHIRT	TRIM	SHIRT	TRIM	SHIRT	TRIM
PUGGLES						
CUBBIES						
SPARKS						
T&T						
LEADERS						

## Selection and Cost of Awana items for Clubber Participation:

### CURRICULUM

All Awana curriculum, other than Puggles At-Home Card Set, are available in the King James, New King James, New International (NIV), and English Standard Versions. We typically stock the NIV version, but can order the other versions at your personal request.

### MAKING PAYMENTS

Payments may be made by CASH or CHECK.

When paying with CHECK please make out to Spring Hills Baptist Church and place "Awana" on the Memo line.

## ● PURCHASE OF ALL HANDBOOK BAGS IS OPTIONAL



### PUGGLES T-SHIRT



SIZES  
2T  
3T  
4T  
5T  
6T

\$10.50

### PUGGLES BACKPACK

5 1/2" x 8" x 4"



\$8.50

#### PUGGLES COST OUTLINE

T-SHIRT	\$10.50
ADD BACKPACK	8.50
	<b>\$19.00</b>
ADD AT-HOME KIT	13.50
	<b>\$32.50</b>

### At-Home Kit

Contains  
32 cards



\$13.50



### CUBBIE UNIFORM VEST



\$11.25

SIZES  
S 4  
M 5  
L 6  
XL 8  
2X 10

### CUBBIE HANDBOOK BAG

15" x 11"



\$7.00

#### CUBBIES COST OUTLINE

VEST	\$11.25
HONEYCOMB BOOK	10.50
	<b>\$21.75</b>
ADD HANDBOOK BAG	7.00
	<b>\$28.75</b>

### CUBBIE APPLESEED HANDBOOK



\$10.50

**SPARKS HANDBOOK BAG**



**\$6.50**

**SPARKS UNIFORM VEST**

**SIZES**  
 S 6  
 M 8  
 L 10  
 XL 12  
 XXL 14  
 XXXL 16



**\$11.25**



**SPARKS COST OUTLINE**

VEST \$11.25  
HANDBOOK 10.50  
**\$21.75**

ADD HANDBOOK BAG 6.50  
**\$28.25**

**SPARKS HANDBOOKS**



HangGlider



WingRunner

**\$10.50 EA.**



SkyStormer



**FREQUENT FLYER  
 EXTRA CREDIT CARDS**  
 (Optional upon completion  
 of handbook)

**\$10.50 EA.**

**T & T SLING BAG**  
**\$8.50**



**3<sup>rd</sup> and 4<sup>th</sup>  
 GRADE  
 UNIFORM**



**\$16.50 EA.**

**SIZES**

YS 10  
 YM 12  
 YL 14  
 AS  
 AM  
 AL  
 AXL  
 A2X  
 A3X

**5<sup>th</sup> and 6<sup>th</sup>  
 GRADE  
 UNIFORM**



**\$16.50 EA.**



**T&T COST  
 OUTLINE**

UNIFORM \$16.50  
HANDBOOK 10.50  
**\$27.00**

ADD SLING BAG 8.50  
**\$35.50**



**T & T HANDBOOK  
 AGENTS OF GRACE  
 (AOG)**

**\$10.50 EA.**

## Responsibilities of Awana Directors

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All Awana Directors are required to perform the following duties:

- ◆ Directors for each club are the contact for staffing absences/changes. They establish a preferred method of communication with their club staff and assume the responsibility of weekly staffing.
- ◆ Directors are responsible for setup/clean up or may ask the Commander for assistance.
- ◆ Directors meet with their club staff before the start of Awana.
- ◆ Directors communicate to all Leaders that they are only permitted to use the restrooms located at the front entrance of the church. No clubbers are to use these restrooms during club hours.
- ◆ Should issue resolution be required during a club night, Directors are to go to the **Club Commander, Kim Mathews**.
- ◆ Directors may rotate Opening Ceremony duties in the temporary absence of the Commander.
- ◆ Directors ensure that all clubbers have been picked up by parent or guardian before leaving Awana .

## Check-In and Dismissal Procedures

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### ◆ Procedures for checking in your clubber:

To receive their individual security number for each Awana night, all Clubbers must visit the **SECURITY KIOSKS (SK)** located in the preschool lobby. Awana volunteers may visit the SK with their clubber(s) at 5:50 p.m. All other clubbers are to visit the SK with their parents/guardian beginning at 6:15 p.m.

**UNLESS OTHERWISE SPECIFIED, ALL CLUBBERS WILL BE CHECKED IN AND PICKED UP AT THEIR ASSIGNED CLASSROOMS. (SEE PGS. 4 AND 5 FOR ROOM LOCATION)**

Your clubber should report to their classroom and remain there until Opening Ceremony Start Time. When you arrive at your clubber's classroom, you or your clubber will be asked a series of "Check-in questions," so that your clubber receives proper credit and points for meeting specific criteria. (Please see **Explanation of Check-in Point System and Criteria:** on pg. 15) **Please keep your copy of all security numbers (stickers) for your clubber(s) with you at all times. Only individuals who have the ORIGINAL matching security sticker or a photo of the sticker on an electronic device (smartphone, iPad, tablet, etc.) may pick up your child.**

You will also be asked to complete an **Awana Registration/Child Permission Form** if not already completed. These forms are 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 Club Commander whenever Awana is in session or during other special Awana events and on the church premises.** (● Please, notify the Commander or your clubber's leaders if any contact information changes.)

Once checked in, your clubber will be released to members of the Awana team, who will take over responsibility for your clubber.

Check-In and Dismissal Procedures (Cont.):

◇ Dismissal procedures and release of your clubber:

Your clubber(s) will be ready for pick-up at **8:00 p.m.** Please, pick up your clubber(s) at their assigned classrooms. Only individuals who have the ORIGINAL matching security sticker or a photo of the sticker on an electronic device (smartphone, ipad, tablet, etc...) may pick up your child.

If the individual picking up the child from Awana does not have proper proof of matching numbers, a photo ID will be required from a guardian or alternate pick up listed on the participant's registration form. The AWANA Security Team will assist families in these instances.

**NOTE:** IF THERE ARE EXTENUATING CIRCUMSTANCES AFFECTING YOUR PICK-UP TIME OR LOCATION, YOU MUST MAKE ARRANGEMENTS WITH ALL CLUB DIRECTORS FOR THE SPECIFIC CLUBS YOUR CHILDREN ATTEND. 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 security kiosk as early as **5:50 pm**. All clubbers are to be checked in at their classrooms (see pgs. 4 & 5 for room locations). Cubbies, Sparks and T&T clubbers will participate in the opening ceremony in the Worship Center.

Nursery facilities and childcare are available for children, of Awana volunteers, who are under two (2) years of age. A security number from the security 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 and Sparks K 12-05-18, 04-10-19; Sparks 1<sup>st</sup>/2<sup>nd</sup> and T&T 12-12-18, 04-17-19**). The Awana Store provides clubbers the opportunity to purchase items, based on the amount of “Awana Points” they have earned. **Store point information can be provided 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.



**Store point information can be provided 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 their Awana Handbook. Additional points are also earned from monthly participation in the Awana theme nights and for bringing in mission items. (see *Calendar* pgs. 24-25)

The December store night will be a Christmas store (Clubbers shop for their family), the April store will be a regular store for clubbers to shop for themselves and spend the remainder of their points.



Awana Store Night and Point System (cont.):

◇ <u>Explanation of Check-in Point System and Criteria</u>	<u>Point Value</u>
<b>NOTE: Any other distribution of points must be approved by the Commander.</b>	
<b>Attendance - arriving before 6:25 p.m.</b> (Opening starts at 6:25 p.m.)	<b>1</b>
<b>Bringing a Bible to club</b>	<b>2</b>
<b>Being in Uniform</b> New clubbers earn a uniform as soon as they pass their clubs entrance booklet. <b><i>This does not apply to Puggles.</i></b>	<b>1</b>
<b>Memorizing a section in handbook - three points per section</b>	<b>3</b>
<b>Bringing dues</b> Dues are collected to off-set costs of awards and other expenses associated with club. Dues for all clubs is 50 cents for each regular club night (See calendar pgs. 24-25). Total dues for this club year is \$13.00 which may be paid in full at the beginning of the club year.	<b>1</b>
<b>Bringing the entrance booklet or clubber handbook</b> First time clubbers will receive points for this at check-in; since they will be issued their entrance booklet their first night.) <b><i>This does not apply to Puggles.</i></b>	<b>2</b>
<b>Participating in a Club Theme and Mission Items Nights</b> On the club calendar, there are nights designated for clubbers to bringing in select items for donation to the Look-Up Center. Clubbers receive points whenever they can bring in something from the list.	<b>See calendar pages 24-25</b>
<b>Bringing money for Missions</b> Clubbers are encouraged to bring in pennies or other loose change or dollar bills, to contribute to an on-going Missions Offering. Each week the money is collected and amounts for each club are recorded on a tracking sheet. Weekly updates are given on the amounts as to the status of which club has collected the most funds. At the end of each half in the club year, the leading club will receive a pizza party during club hours. At the conclusion of our Awana year, a check will be presented to Pastor Scott Hayes of the <b>Look-Up Center</b> for all Awana mission funds collected.	<b>1</b>
<b>Attending Sunday school or Church</b> Attendance can be at their home church or as a visitor at another church. Attendance at SHBC, Worship Kids Style or other SHBC Children's Ministry Areas, will also count for points. <b>If your child misses a week of Awana club, during check-in please alert the check-in leader of the prior week's church attendance. Otherwise no points will be awarded for the prior week.</b>	<b>1</b>
<b>Bringing a friend to Awana</b> Whenever your clubber brings a friend to Awana , they receive <b>five extra points</b> and receive a "Bring-a-Friend" Gift. The friend they bring also receives five "Guest Points" and a "Friend Gift," just for being your guest!	<b>5</b>

## Awana 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.
- ◆ Be kind with your hands and feet and be an encourager to other children.
- ◆ Walk at all times when moving throughout the building.
- ◆ Use appropriate language. (Swear words or negative name calling is prohibited.)
- ◆ Respectfully listen to Leaders and Helpers.
- ◆ Put forth your best effort in all club segments.
- ◆ Unless you have a medical reason or other reasonable concern, all clubbers are expected to participate in Games. (If you cannot participate, you may 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. Closed toe shoes are preferred. Flip-flops and sandals are not recommended.
- ◆ Clubbers are to be escorted to and from the restrooms and drinking fountains located in the Sparks hallway (across from the Fireside Room). Leaders are to be stationed outside of the restrooms in the hallways while waiting for the clubber.
- ◆ Clubbers are prohibited from 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. Game activities will be conducted at the back of the Worship Center on the Awana Game Square.
- ◆ Awana uniforms must be worn during club hours in order to receive weekly points once uniforms are earned and purchased.

## Awana Discipline Policy

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Awana is intended to be a fun and safe place. The discipline policy we use at Awana is outlined below. Please review it with your clubbers so that they understand what is expected of them.

### ◆ 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 Discipline Policy (Cont.):

### ◇ Awana Three-Count:

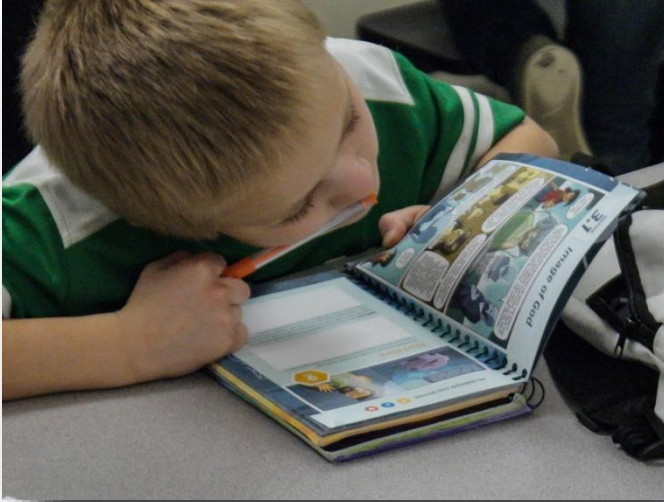
The Awana Three-Count is used for **individual discipline**. The Club Commander and Directors administer the Three-Count when deemed appropriate.

- ◆ 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.

- ◇ The designation of Two-Count results in a conversation with the appropriate Director or the Club 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 type of behavior 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 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 conversation with the parent and may include a one-week suspension from club.**
- ◇ Each week everyone starts on a clean slate.
- ◇ If a one-week suspension is enacted, the clubber may be given an opportunity to return to club after the clubber and the parent meets with Brittany Pound and or the Club Commander.
  - ❖ When the parent or guardian picks up the child, an explanation of what happened will be given 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◆ **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 locate 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,** a new handbook may be purchased by the parents.

◆ **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.
- ◆ **As handbook sections are completed, we desire Awana Club Directors and Volunteers, to "listen" to your child and "sign-off" in the handbook when they have done so successfully. However, we also make the provision for parents to support this process, thus, any parent so willing, should contact Brittany Pound directly.**
- ◆ 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

Throughout the Awana year, 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:

**RACE NIGHT IS WEDNESDAY, APRIL 17, 2019**

- ◆ Grand Prix is a special event during which each clubber is given the opportunity to compete in a pine derby, "double elimination" race with other clubbers in their own club. Cubbies, Sparks and T&T can build their own car with the help of a parent or other adult. Each car must be built using an official Awana Grand Prix Car Kit. Puggles race their favorite Matchbox® or Hot Wheels® car.



Car kits are available as shown below:

### Awana Grand Prix Car Kits

Block  
You cut  
**\$3.00 EA..**



Pre-cut car kits **\$5.00 EA.**



Indy Car  
SEE NOTE BOTTOM OF  
PAGE 22



Truck



Stock Car

### ◆ GRAND PRIX REGISTRATION PROCEDURES:

- **Awana GRAND PRIX CAR KITS GO ON SALE NOVEMBER 28, 2018. SALES RUN THROUGH MARCH 6, 2019.** When a clubber purchases a car kit, he/she will be registered to participate in the race. Each clubber will also be assigned a number at this time that will be used for lane assignments during the race. **This assigned number is the official number that MUST BE DISPLAYED ON THE CAR.** Car numbers are assigned at the discretion of the registrar.

◆ **GRAND PRIX CHECK-IN PROCEDURES:**

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**Car Check-in:**

- Clubbers are **strongly encouraged** to pre-check-in their cars on **March 20<sup>th</sup>** during Awana club hours starting at 6:00 pm. The Grand Prix car check-in station will remain open that evening to allow clubbers to pre-check-in their car. Parents are encouraged to visit the check-in station with their children. **This check-in station is available on March 20<sup>th</sup> to ensure that during race night on April 17<sup>th</sup>, more time is available for this event to run more smoothly with a target finish time of 8:00 pm.**
- Unless otherwise directed, on both **March 20<sup>th</sup> and April 17<sup>th</sup>**, the check-in station will be located just inside the Worship Center facing the left side of the stage area.
- During check-in, cars will be measured and weighed to ensure they meet Awana regulations. If cars need any adjustments, tools (such as drill, glue gun, and items to add extra weight) will be provided. **Parents are encouraged to assist their children with any necessary adjustments.** Awana Grand Prix car check-in staff will also be available to help out.
- Once adjustments (if needed) are completed, cars will again be measured and weighed to ensure they meet Awana regulations.
- **Per Awana regulations, once cars are checked-in, they are kept by Awana Grand Prix check-in staff until the evening of the race.**



**Race Night:**

We will be joined once again by **Mr. Steve Schenk, Ohio Awana missionary.** He will be our **Master of Ceremonies** for this year's Grand Prix event.



- **A parent or guardian must attend this event with their children. This event is open to the entire family.**
- A car check-in station will be available for clubbers who were not able to check in cars on March 20<sup>th</sup>. The station will open at 5:30 pm and close at 6:15 pm. **Cars may not be moved or adjusted once cars have been checked-in and placed on display tables.**
- The racing portion of the Grand Prix event will begin at 6:25 pm sharp with two tracks running simultaneously. We plan to finish around 8:00 pm.
- Refreshments will be available for **FREE** during the race to all who attend.
- If clubbers choose to bring their handbooks, verses can be listened to by Awana staff during the evening. Please see **Club Commander Kim Mathews** if you need a listener.

◆ OFFICIAL GRAND PRIX REGULATIONS:

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**PUGGLES**

- Puggles may race either Matchbox® or Hot Wheel® cars.
- Puggles may register on race night or at the registrar's desk any time before race night.
- Each Puggle will be assigned a number when registering for the race. This number will be affixed to the car and used during the race for lane assignments. Car numbers are assigned at the discretion of the registrar.
- For Puggles, 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place trophies will be awarded for Speed only.

**CUBBIES, SPARKS AND T&T**

- All Cubbies, Sparks and T&T clubbers may only race a car constructed from the "Official Awana Grand Prix Car Kit."
- Cubbies, Sparks and T&T clubbers may register for the race at the registrar's desk in the Gathering Place.
- Clubbers will be assigned a number when registering for race. This number will be written on the bottom of each car and will be used at the race for lane assignments. This number will also be the official number that **MUST BE DISPLAYED ON THE CAR**. Car numbers are assigned at the discretion of the registrar. The date of the race will also be written on the bottom of each car.



- Cars **MUST** have been built the same club season as the race entered.
- Only one car may be registered per clubber participating in the Grand Prix.
- Each clubber **MUST** enter his/her own car.
- Racers will be recognized as follows:

- Every clubber will receive an Awana Grand Prix ribbon for participation.
- Trophies will be awarded to the 1st, 2nd, and 3rd place finishers in each club for Speed.
- Trophies will be awarded to the 1st, 2nd and 3rd place finishers in each club for best Design.
- No clubber may receive trophies in both the Speed and Design events.
- Criteria for judging will be given the day of the race.
- Each car must pass a technical inspection before it may compete.
- All cars that are pre-checked-in will also be inspected on Wednesday, **March 20, 2019**.
- All cars checked-in before race night will be stored at SHBC until race night.
- **Once the car passes the technical inspection no further adjustments may be made to car.**
- If a clubber is unable to have his/her car inspected on March 20<sup>th</sup>, the clubber may check-in his/her car on race night. The car will then be inspected and adjusted at that time.

◆ **OFFICIAL GRAND PRIX REGULATIONS (Cont.):**

- **Weight of car must not exceed 5 oz.**
- Regulation measurements are as follows:
  - **Maximum length – 7”**
  - **Maximum width – 2-3/4” including tires**
  - **Inside wheel to wheel clearance of at least 1-3/4”**
  - **Maximum height – 3”**
  - **Clearance from track – 3/8”**
- The Inspection Judges shall disqualify cars that do not meet race rules. If a car does not pass inspection, the owner will be informed of the reason his/her car did not pass. Cars that fail pre-race inspection may be taken home for modifications and brought back on race night. Cars that do not pass inspection on race night will be permitted to make modifications prior to the race; otherwise the car will not be allowed to compete.
- **Design** - The instructions are meant as a guide only. There are no limits to design or shape as long as the size and weight requirements are not exceeded.
- **Chassis** - Any means can be used to shape the car including whittling, sawing, carving or sanding.
- Cars may not have leading edges that would wrap around starting pin.
- **Crew** - A clubber can build the car with the help of an adult. If a clubber has no adult to assist him/her, please see the Club Commander.
- **Axles and wheels:**
  - **Only wheels and axles that are part of the Official Awana Grand Prix Car Kit may be used. Boy Scout or any other store bought wheels and other parts may not be used.**
  - Axles should be mounted straight and wheels should be aligned properly.
  - Wheels may be mounted using the pre-cut slots or in drilled holes at any location.
  - Wheels can be cambered (angled to be closer together at the bottom than at the top) by inserting axle at a slight downward angle to car.



- If the slots are used, tap the axles in gently with a hammer. Use a drop of glue to secure them in place if deemed necessary.
- The chassis should not be lower than 3/8 of an inch from the ground to avoid scraping on the lane strips.
- Rough edges can be sanded off wheels, but wheels must maintain their original width and diameter.
- **Cars with modified or shaped wheels will be disqualified.**
- The following may NOT be used in conjunction with the wheels or axles: hubcaps, washers, inserts, sleeves, springs, bearings.

- **If using an “INDY” car kit, please ensure that wheels are parallel with and extended past the full width of car.**

- **IF UNFORSEEN CIRCUMSTANCES ARISE AND CLUBBERS ARE UNABLE TO ATTEND RACE, THEIR CARS MAY STILL COMPETE. PLEASE CONTACT THE Awana COMMANDER.**

◆ **OFFICIAL GRAND PRIX REGULATIONS (Cont.):**

- **Weight:**
  - Weight may be adjusted using lead or other weights. Additional weights should be fully secured to car to avoid them being lost during race.
  - Gravity is the only accelerating force to be used by the car. Starting devices are prohibited. Cars must be freewheeling.
- **Lubrication** - Any liquid lubricant or powdered graphite may be used on the axles. Wipe off excess lubricant to keep the track clean and dry. All lubrication is to be done prior to check-in.
- Official car numbers MUST be affixed using the transparencies provided in kit or with paint.  
**NOTE: Sharpie® marker ink may be used but will bleed if using spray clear coat.**
- The above rules do not apply to Leader Cars, with the exception of the following:
  - Car MUST be built from Awana GRAND PRIX car kits, including axles, wheels, block of wood, etc.
  - All cars MUST have been built the same club season as the race entered.
  - Cars may not have leading edges that would wrap around starting pin.
  - Leaders must follow all regulations pertaining to axles and wheels.

Volunteer Opportunities

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Awana is a great place to volunteer. Our Awana Ministry at SHBC is more effective when we have adequate staffing. Awana recommends a 10:2 ratio of clubbers to Leaders. There are many service options available.

**For a list of open service opportunities and levels of commitment, please contact Brittany Pound or Kim Mathews.** We welcome Christian adults and youth (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 for daily life. This goal is reachable when we have caring Awana team members who value the importance of training children spiritually.

**YOUR TIME SERVING WILL REAP ETERNAL BENEFITS AND BRING GLORY TO GOD.**



- **A security background check is required for all age 18+ who are interested in volunteering in the Awana ministry at Spring Hills.**

**CALENDAR FOR Awana 2018 – 2019****CALENDAR****SEPTEMBER 2018**

5	ORIENTATION/OPEN HOUSE NIGHT – 6:45 pm - families can attend to locate check in station, classrooms, meet leaders, and order Awana handbooks/uniforms. Light refreshments will be served.
12	FIRST OFFICIAL CLUB NIGHT - Leaders arrive at 6 pm - drop off kids arrive at 6:15 pm ● Opening Ceremony at 6:25 pm - THEME: Welcome back to club - Glow Night: wear glow stick necklaces or bracelets. Decorate uniform with glow- in-the-dark tape.
19	Missionary Night – Guest speaker African Mission Team.
26	BRING A FRIEND NIGHT (Receive 20 extra Awana Store points for bringing a friend to Awana .)

**OCTOBER 2018**

3	THEME: Crazy Socks/Mismatched Shoes Night (sneakers please) (Receive 10 Awana points for participating.) Operation Christmas Child (OCC) shopping suggestions to be distributed
10	Regular Club Night
17	THEME: OCC make a craft/greeting card night
24	THEME: OPERATION CHRISTMAS CHILD BUILD-A-BOX NIGHT - Follow your Club's list of items to BRING. – (Receive 20 Awana points for Christmas store.)
31	NO CLUB – enjoy the week off. We will resume on Nov. 7 <sup>th</sup> .

**END OF QUARTER****NOVEMBER 2018**

7	Regular Club Night - Distribute Club Attendance Awards
14	THEME: WACKY HAIR NIGHT – Come with wacky hair style or color, be wild and crazy! also HARVEST NIGHT – bring canned goods for SHBC Thanksgiving Baskets to be distributed to our church families in need. (Receive 30 Awana points for participating in both.)
21	NO CLUB HAPPY THANKSGIVING!
28	Regular Club Night - GRAND PRIX CAR KITS GO ON SALE

**DECEMBER 2018**

5	■ STORE NIGHT for PUGGLES, CUBBIES, and SPARKS Kindergarten and 1st grade – Shop for Christmas gifts for your family!
12	■ STORE NIGHT for SPARKS 2nd grade and all T&T – Shop for Christmas gifts for your family!
19	THEME: DRESS LIKE A CHRISTMAS TREE! Bring EXTRA MISSION FUNDS and EARN 50 AWANA Store points to be used at the Spring AWANA store.
26	NO CLUB MERRY CHRISTMAS!

**END OF SECOND QUARTER – END OF HALF OF CLUB YEAR**



**CALENDAR FOR Awana 2018 – 2019**

**CALENDAR**

<b>JANUARY 2019</b>	
2	<b>NO CLUB HAPPY NEW YEAR!</b>
9	<b>Club Resumes – THEME: LUAU NIGHT – Come with your shades on and your Hawaiian attire, ready to protest the blustery weather outside!! (Receive 10 Awana points for participating.) ● Pizza Party night – club who collects most mission funds Sept – Dec earns a pizza party! Distribute Club and Church Attendance Awards</b>
16	<b>Regular Club Night</b>
23	<b>Missions Night – Stay tuned for details.</b>
30	<b>THEME: LOOK-UP CENTER DONATION NIGHT – Bless the Look-Up Center kids for earning their goals. BRING Dollar store items: match box cars, lego kits, Frisbee, keychains, small rubiks cubes, small super hero action figures, travel car games, ear buds, etc. (Receive 30 Awana points for participating.)</b>

<b>FEBRUARY 2019</b>	
6	<b>Regular Club Night</b>
13	<b>THEME: VALENTINE NIGHT - Wear something to represent Valentine's Day (Receive 10 extra Awana Store points for participating.)</b>
20	<b>Regular Club Night</b>
27	<b>Kid's In Action (February 27 thru March 20) – Service Project begins – Kenya Care Packages.</b>
<b>END OF THIRD QUARTER</b>	

<b>MARCH 2019</b>	
6	<b>THEME: PAPER AIRPLANE NIGHT - Design your very own unique paper airplane and bring it to club - be colorful and creative - we will fly these at opening ceremony!! (Receive 10 extra Awana Store points for participating.) LAST NIGHT TO PURCHASE GRAND PRIX CAR KITS Distribute Club Attendance Awards</b>
13	<b>THEME: UNIFORM INSPECTION NIGHT – Uniform patches are to securely placed on the uniform. Uniform must be worn and be clean.</b>
20	<b>Regular Club Night PRE-CHECK-IN FOR GRAND PRIX CARS</b>
27	<b>NO CLUB SPRING BREAK!</b>

<b>APRIL 2019</b>	
3	<b>STORE NIGHT for PUGGLES, CUBBIES, and SPARKS K and 1st grade</b>
10	<b>STORE NIGHT for SPARKS 2nd grade and all T&amp;T Ice Cream Sundae Night – club who collects most mission funds January – April 3 earns an Ice Cream Sundae party! Distribute Club Attendance Awards End of Church attendance 2<sup>st</sup> Half &amp; Club attendance 4<sup>th</sup> Quarter</b>
17	<b>AWANA GRAND Prix Car Race Event - 6:25 pm Steve Schenk, AWANA Missionary, will lead our Race event.</b>
24	<b>Awana AWARDS NIGHT - (Come celebrate the accomplishments of all our clubbers!)</b>
<b>END OF FOURTH QUARTER – END OF SECOND HALF CLUB YEAR</b>	



**Acknowledgement Form**

We hope this Parent Handbook 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,

Brittany Pound and the entire Awana Leadership Team

I/We have read the Parent Handbook 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



ÜTH



SPRING HILLS  
HOMESCHOOL  
SUPPORT GROUP

