

# Planning Guide for Your Club

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The purpose of this document is to assist you in tailoring the Awana program to fit into your particular church arrangement, and guide your leadership through the process of club. Call a meeting of all your leaders, then read the following material and answer the questions. It is important that all leaders know the answers to these questions before club starts.

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## Club Schedule

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It is important to setup a club schedule and that all of your leaders knows what the schedule is. You will need to determine what time club starts and ends, and the time when each of the three segments of club begins and ends. It is not important at this time to know what happens during each segment (will be discussed later).

**Note: Leave enough time between segments to allow clubbers to move between rooms. Also all club segments should be equal time periods. If your club will last 90 minutes, each segment will be 25 minutes long. If your club lasts 2 hours, then each segment will be 35 minutes long.**

The Commander will also need to determine a method to use to get everyone to follow the schedule (whistle, bell, walk around to each club and let them know they have five minutes left, etc.)

### Questions to answer

1. Our club will start at \_\_\_\_\_ and end at \_\_\_\_\_.
2. Segment One of club begins at \_\_\_\_\_ and ends at \_\_\_\_\_.
3. Segment Two of club begins at \_\_\_\_\_ and ends at \_\_\_\_\_.
4. Segment Three of club begins at \_\_\_\_\_ and ends at \_\_\_\_\_.
5. We will use \_\_\_\_\_ to let everyone know it is time to move to a new segment.

Another issue to decide about is how your clubs will be divided up and what will they do during the different segments of club. Clubs are grouped according to the number of children in each.

**Note: Cubbies should always be grouped by themselves and given a separate room(s) to work in.**

If you have a small number in your Sparks and older clubs, you may want to group them together for Game Time, separate them for Handbook Time, and combine them again for Council Time. If the number in Sparks is greater than 16, then it might be better to have a separate Sparks Game Time and Green Meadow Time (Council Time). The Same would hold true if the Boys (Truth & Training) or Girls (Truth & Training) clubs grew big enough to have separate Game Times and Council Times.

A sample grouping for a small club might be:

**Segment 1:** Sparks, Boys, Girls will be in Game Time together (See Note 1)

**Segment 2:** Sparks, Boys, Girls will be in Handbook Time (separate rooms)

**Segment 3:** Sparks, Boys, and Girls will be in Council Time together, (See note 2)

A Sample grouping for a larger club might be:

**Segment 1:** Boys & Girls will be in Game Time together (See note 1); Sparks will be in Sparkle Time (Sparks version of Handbook Time)

**Segment 2:** Boys & Girls will be in Handbook Time (separate rooms); Sparks will be in Green Meadow Time (Sparks version of Council Time)

**Segment 3:** Boys and Girls will be in Council Time (together or separate); Sparks will be in Game Time

**Note 1: When grouping clubs together for Game Time, remember to divide up the teams so there are some of each club on each team. Then only compete Sparks against Sparks, Boys against Boys, and Girls against Girls where possible.**

**Note 2: When grouping clubs together, be aware that during Council Time you will need to gear your message to the youngest audience. For example, if you group Sparks, Girls, and Boys together, then your messages should target the Sparks.**

Questions to ask

1. Determine how you will group your clubs:

**Segment 1:** \_\_\_\_\_

**Segment 2:** \_\_\_\_\_

**Segment 3:** \_\_\_\_\_

2. Our Game Time will meet in \_\_\_\_\_

3. Our Cubbies will meet in \_\_\_\_\_

4. Our Sparks Handbook groups will meet in \_\_\_\_\_

5. Our Boys Handbook groups will meet in \_\_\_\_\_

6. Our Girls Handbook groups will meet in \_\_\_\_\_

7. Our Council Time will meet in \_\_\_\_\_

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**Discipline**

Leaders have many tools available to them to promote a well-disciplined club program. Tools available to leaders are the 5-count to control group attention, and the 3-count to deal with individual rebellion. In order to use these tools, both clubbers and leaders need to know what the club rules are, and the methods that will be used to enforce the rules. Limit the number of rules so clubbers may memorize them. The best way to teach the 5-count is during the Opening Ceremony and Game Time. Club rules should be memorized by both clubbers and leaders, posted in clubrooms, and sent home to parents. Everyone should know what is expected in club. Commanders should develop a clear plan for dealing with the 3-count.

Questions to answer:

1. What are our club rules?

2. What action will be taken (where and to whom) if a clubber gets a 1-count?

3. What action will be taken (where and to whom) if a clubber gets a 2-count?

4. What action will be taken (where and to whom) if a clubber gets a 3-count?

5. How will we share club rules and discipline methods with Parents?

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**Registration and Check-in**

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As children arrive at the church before club starts, we want to register newcomers (get home information), and take attendance and collect dues for everyone else. The best time and location to do this will be where the clubbers gather to wait for the Opening Ceremony to begin. Set up a table and assign a couple of leaders to arrive before club starts to accomplish this. Record cards you may use to keep this information are Attendance Record Cards (Catalog #66667) to keep parent contact information and the Attendance and Dues sheet (Catalog #66755) to keep attendance. You may also elect to design your own attendance record keeping system.

Questions to answer

1. Our registration table will be located \_\_\_\_\_.
2. We will use \_\_\_\_\_ to keep track of important personal contact information. This information is necessary in case of emergency.
3. We will use \_\_\_\_\_ to keep track of attendance and dues. Attendance is important so clubbers can earn their club attendance awards. You may want to have a jar to collect dues.
4. \_\_\_\_\_ and \_\_\_\_\_ will be assigned to take registration and dues. You will need to assign leaders to do this every night of club. One possible way of doing this is to assign the leaders in a particular club to do it for a month, and rotate which club does it each month.

**Note: A way to cut down on the number of new registrations on the first night of club is to offer registration for one or two Sundays after church. Have a couple of leaders dress up in their uniforms and have an ample number of forms and pencils on hand.**

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**Pre-Club Activity**

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When clubbers begin to arrive at church, we want a fun activity that all may participate in until club begins. This cuts down on clubbers running wild around the church grounds and contributes towards an atmosphere of discipline. The activity may be a video, craft or game that all can participate in and as other clubbers arrive, join in also. This activity will only last 15 minutes or until the opening ceremony begins. One of your leaders should be assigned ahead of time to plan for this, and as the other leaders arrive at club, they will assist also. All leaders should be at club 15 minutes before club begins.

Questions to answer

1. The pre-club activity will be located \_\_\_\_\_.
- 2, \_\_\_\_\_ will be in charge of the pre-club activity.
3. Our pre-club activity for the first night of club will be \_\_\_\_\_.

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### Opening Ceremony

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The opening ceremony by far is the best way to get your club started off on the right foot for the night. We demonstrate patriotism with a flag ceremony, and create an atmosphere of discipline through the orderliness of the ceremony. Many parents will watch your ceremony and get an impression of your club. The opening ceremony is usually conducted on the game square when club would begin. The Commander usually conducts the ceremony. The best way to position clubbers around the game square is to place Sparks on one of the color lines, boys (3-6th grade) on a different color line, and girls (3-6th) on a different color line.

#### Questions to answer

1. Our opening ceremony will be conducted in \_\_\_\_\_.
2. \_\_\_\_\_ will be in charge of the ceremony.
3. Our flags will be stored in \_\_\_\_\_.
4. Our \_\_\_\_\_ club(s) will be on the Red color line.
5. Our \_\_\_\_\_ club(s) will be on the Blue color line.
6. Our \_\_\_\_\_ club(s) will be on the Green color line.
7. Our \_\_\_\_\_ club(s) will be on the Yellow color line.

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### Game Time

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An exciting Game Time will attract children to your club and keep them coming. The Game Director should have 5-6 games prepared ahead of time to play with the clubbers. Twelve weeks of prepared games, tips and ideas are found in the Basic Games Book included in the Game Kit. Other game time books may be purchased from the Awana Supply catalog. Leaders should be assigned to a specific team color line at the start of the club year. The Game Director and the Commander should determine a point system to encourage discipline and determine what clubs will compete together for the nightly team treats.

**For example:** If Sparks have a separate game time by themselves, and the boys (Truth & Training) and girls (Truth & Training) are combined, then there would be a winning team from the Sparks, and a winning team from the combined boys and girls clubs.

As points are given in Game Time, the Scorekeeper records the points on an Awana Team Score Sheet (Catalog #10671). After Game Time the Scorekeeper will need to get the Game Time points to the next point keeper so that Handbook & Council Time points may be added. The Commander is responsible for determining how the points are routed at the end of each segment of club.

#### Questions to answer:

1. Determine who will do the following jobs for each Game Time period:

Game Director	_____
Scorekeeper	_____
Red Line Leader	_____
Blue Line Leader	_____
Green Line Leader	_____
Yellow Line Leader	_____

2. Our point system will be:

1 <sup>st</sup> Place team	_____
2 <sup>nd</sup> Place team	_____

3<sup>rd</sup> & 4<sup>th</sup> Place team's \_\_\_\_\_  
1<sup>st</sup> to line up after a 5 count is given \_\_\_\_\_  
Fun items like cheering, team work \_\_\_\_\_

3. The clubs that will be grouped to compete against each other for the nightly team treat will be \_\_\_\_\_.
4. The score sheet will be given to \_\_\_\_\_ located \_\_\_\_\_ at the end of Game Time.

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### Handbook Time

During Handbook Time, the Club Director will be responsible for the entire handbook segment. During this time, the club will break-up into small groups (a leader with no more than 5-6 clubbers). The club Director will need to determine where each group meets, where supplies will be located, how to collect points for handbook sections completed, and most importantly, when an award is earned in all clubs. The clubber should receive their award either at the end of the club night, or the following week. Handbook Leaders may use the Awana Achievement Report Slips (Catalog #15077 for Sparks, or #48611 for 3<sup>rd</sup> - 6<sup>th</sup> grade) to record information to be given to the Director at the end of Handbook Time. Handbook Leaders are also encouraged to use the Clubber Progress record cards (Catalog #66704 for Cubbies, #66712 for Sparks) to keep track of clubbers progress in their handbooks. Directors or Secretaries should maintain Cumulative Achievement Cards (Catalog #66675 for Cubbies and Sparks, T&T Achievement Record Cards #66721 for 3<sup>rd</sup> - 6<sup>th</sup> grade) to record awards earned. Record keeping is very important during this time. We don't want any clubbers to be discouraged because they didn't get the award they were expecting to receive. Handbook Leaders, Club Directors, or a Secretary (one for all clubs or for each club) may do record keeping for the club. Directors need to determine how to get points to the point keeper and award information to the person responsible to prepare awards for presentation. Directors are responsible also for maintaining discipline and are the primary disciplinarian for the Club.

#### Questions to answer:

1. Where will each handbook leader meet with their group?
2. Handbook supplies will be kept in \_\_\_\_\_.
3. Leaders will keep track of handbook points and awards using \_\_\_\_\_.
4. Handbook Leaders will give their points and award information to \_\_\_\_\_ at the end of Handbook time.
5. \_\_\_\_\_ is responsible to total Game Time points and Handbook points. The total points will be given to \_\_\_\_\_ for the next club segment.
6. \_\_\_\_\_ is responsible to prepare awards for the award ceremony at the end of club or next week.
7. If a clubber gets a 2-count during Handbook Time, the Leader wills \_\_\_\_\_ (Specify action taken).
8. If a clubber gets a 3-count during Handbook Time, the Club Director wills \_\_\_\_\_ (Specify action taken).
9. \_\_\_\_\_ points will be given for each Handbook section completed.

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### Council Time

Council Time is the most important time of the club meeting because, an age appropriate Bible lesson

lesson will be taught, and clubbers are given an opportunity to respond. The Commander is responsible for determining which clubs will meet together for Council Time. It is important to understand that the message should be directed to the youngest club in attendance. (For example if Sparks through the 6<sup>th</sup> grade are meeting together, then the message should be directed towards the Sparks). To control discipline during this segment, it is best to arrange clubbers so that they sit by teams (red, blue, green, and yellow). This way points may be rewarded for answering questions, for the best-behaved team, or most participation. Awards are presented during Council Time or the last segment of the club meeting. Normally the Director of the club or the Commander gives out the awards. The Bible message should last 1 minute for each year of age plus 3. You invite discipline problems if the message lasts much over this time. Tell clubbers, after the Bible message, that they may respond to the message by talking with their leaders after club. This invitation method works better than having clubbers raise their hands or leave their seats. The last official act of the club meeting is to announce the winning team.

Questions to answer:

1. The following clubs will be grouped together for council Time: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_.

2. The following leaders will be assigned to sit with each team:

Red Team \_\_\_\_\_  
 Blue Team \_\_\_\_\_  
 Green Team \_\_\_\_\_  
 Yellow Team \_\_\_\_\_

2. \_\_\_\_\_ will give announcements.
3. \_\_\_\_\_ will conduct song time.
4. \_\_\_\_\_ will give the Bible message or object lesson. (Don't have the same person do it all the time. Vary it by having different leaders or people in your church give the message.)
5. \_\_\_\_\_ points will be awarded for each correct answer given.
6. \_\_\_\_\_ points will be awarded for the best behaved team or the team that participates the best.
7. \_\_\_\_\_ will add Council Time points to Game Time and Handbook points to determine the nightly team winner.
8. The nightly team winner will get \_\_\_\_\_.

# The Nightly Club Schedule

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The purpose of this document is to let you run your club through the complete schedule as a "dry run" or "dress rehearsal" before club starts (actually set up rooms for a complete club night, and run your club schedule) without any children present. Follow the guide listed below and actually do each item. Use some of your leaders or leader's kids as your clubbers to practice on. Only those responsibilities associated with the positions of Commander, Directors, and Leaders are addressed. Commanders and Directors may elect to have Secretaries take responsibility for record keeping, ordering and awards. **Please note that these steps work well with Sparks through the 6<sup>th</sup> grade. Cubbies have a unique schedule that is listed in their Leader Training book.**

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## Before Club

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### The Commander

- ? Arrives first and gets out all the supplies for Directors
- ? Checks with all Directors for leader shortages, and arranges extra helpers to listen during Handbook Time or assist in club (may need to get help from church service)
- ? Passes out any last minute information or changes to Directors
- ? Meets Parents as they drop off clubbers

### The Directors

- ? Arrive 15 minutes early to:
  - ? Set up the registration table and attendance supplies
  - ? Set up their handbook rooms & council time rooms (chairs, tables, etc.)
  - ? Set out and Arrange supplies for the night
- ? Greet clubbers and parents at registration table
- ? Game Time Director gets flags, game equipment and supplies ready, and has 5 pre-planned games ready to play

### The Leaders

- ? Arrive 15 minutes early to:
    - ? Greet Clubbers as they arrive at club
    - ? Run a pre-club activity to keep clubbers busy until club starts
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## The Opening Ceremony (5 minutes)

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### The Commander

- ? Selects two clubbers in uniform to hold flags (Use your leaders the first night of club to demonstrate the opening ceremony)
- ? Blows the whistle and gives a 5-count when club is to start
- ? Conducts the Opening Ceremony (commands are in the LeaderSource Training Book)
- ? Makes any announcements to the Club
- ? Prays and dismisses clubs to their different schedules (Directors take charge)

### **The Directors**

- ? When the 5-count is given, assists clubbers to get lined up and quiet
- ? Participates in the opening ceremony as an example
- ? Marches club from the opening ceremony in orderly and quiet manner

### **The Leaders**

- ? When the 5-count is given, assists clubbers to get lined up and quiet
- ? Participates in the opening ceremony as an example

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### **Game Time (25 minutes or 40 minutes)**

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### **The Commander**

- ? Evaluates Game Time (information used during next leaders meeting to improve club)
- ? Available to assist Directors with club needs

### **The Game Director**

- ? Primary Disciplinarian during Game Time
- ? Uses 5-count to maintain discipline
- ? Balances Teams if they are short players
- ? Plays 4-5 games
- ? Chooses which players should play (i.e. First 3 tallest or smallest players)
- ? Awards points to 1<sup>st</sup> place team, 2<sup>nd</sup> place team, and 3<sup>rd</sup> & 4<sup>th</sup> place teams if they finish the game
  
- ? Awards points for lining up the fastest during a 5 count
- ? Awards points for fun items like cheering the loudest or quietest, etc.

### **Other Directors and Leaders**

- ? Line up clubbers tallest to smallest on the team line
- ? Explain games and select players per Game Directors instructions
- ? Ensures everyone gets to play
- ? Assist the Game Director with clubber discipline (lining up when 5-count is given, being quiet, etc.)
  
- ? Encourage clubbers and be their cheerleader

### **Score Keeper**

- ? Keeps score as Game Director hands out points to the teams and passes score sheet to the next points keeper as determined in the Club Planning Guide

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### **Handbook Time (25 minutes or 40 minutes)**

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### **The Commander**

- ? Evaluates Handbook Time (information used during next leaders meeting to improve club)
- ? Available to assist Directors with club needs

### **The Director**



- ? Primary Disciplinarian of Handbook Time
- ? Assists Leaders with getting first time children into handbook groups
- ? Get supplies when Leaders need those (Entrance booklets, Handbooks, pencils, Clubber Progress Cards, "Team Points and Award" sheets, etc
- ? Assign extra helpers (i.e. listeners from the evening service) to handbook groups to assist Leaders
- ? Be Available to answer Leader's questions
- ? Passes Handbook points to the next Points Keeper as determined in Club Planning Guide
- ? Gets awards ready to hand out to clubbers during last segment of club

### **The Handbook Leader**

- ? Get handbook group seated and then pray
- ? Learn each clubber's name, and ask what they have ready to recite for the night
- ? Get clubbers that have nothing ready, started working on their material
- ? Listen to clubbers recite work (you may have a second leader work as a listener sitting out in the hallway or away from the group, freeing up the teaching leader to help clubbers with their memory work)
- ? Fill in Clubber Progress record card after each section is recited, record team points (Sparks and Older clubs only) and awards earned on the "Team Points and Awards" sheet)
- ? Make sure each clubber gets attention
- ? Turns in "Team Points and Awards" sheet to Director at the end of Handbook Time

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### **Council Time (25 minutes or 40 minutes)**

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### **The Commander**

- ? Evaluates Council Time (information used during next leaders meeting to improve club)
- ? Available to speak during Council Time
- ? Available to assist Directors with club needs

### **The Director or Commander (if more than 2 are in the same Council Time, share duties)**

- ? Arranges clubbers by color team
- ? Gives Announcements
- ? Hands out Awards earned
- ? Has a selected Leader do 1-2 songs
- ? Has selected Leader, Commander, or Special Guest give devotion (should last no longer than 1 minute per age of the youngest group plus 3 minutes)
- ? Allows time for clubber decisions and has leaders available to counsel with clubbers
- ? Reemphasizes important announcements again
- ? Gets points from the Points Keeper and awards the winning team

### **The Leaders**

- ? Sit with clubbers to maintain discipline and be an example
- ? Prepared to counsel with clubbers (has plan of salvation and can talk about salvation in age appropriate terms)

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## **After Club**

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### **The Commander**

- ? Assigns Directors responsibility to clean up club (return rooms to original condition, materials stored, etc.)
- ? Talks to parents about any discipline problems

### **The Directors**

- ? Informs Commander and Parents of any decisions made during club
- ? Assigns Leaders to clean-up tasks
- ? Available to counsel with clubbers

### **The Leaders**

- ? Assist Directors with club clean-up
- ? Available to counsel with clubbers