

# Handbook Time Basics

## Handbook Time Basics (Sparkle Time for Sparkies):

Each leader will meet with a small group of clubbers, the smaller the better. Keep track of the progress of each clubber; get to know your group.

Clubbers come to handbook time to say the verses they have memorized during the week. Plus, they can work on new verses, or on activities. Be prepared to keep them busy.

## Progress through the Handbook:

- 1) Entrance Booklet; this is just like a gospel tract. Finish it and you get your uniform and handbook. Everyone starts with an entrance booklet the first night they attend.
- 2) After the entrance booklet, each clubber gets a handbook. In Sparks a new clubber starts in the first handbook. Cubbies and T&T all work in the same book.
- 3) For achieving young people, Awana provides extra credit work. Cubbies have "Under the Apple Tree". Sparks have "Frequent Flyer". T&T has Silver and Gold extra credit sections.
- 4) Sparks and T&T clubbers should not work in a book beyond their ages. They can always work in an earlier book.

## Entrance Booklets present the gospel message.

Cubbies;	Apple Acres
Sparks;	Flight 3:16
Truth & Training;	Start Zone

## Handbooks provide Bible memory work

Cubbies: Appleseed and Honeycomb in yearly rotation.

Sparks: HangGlider, WingRunner, SkyStormer.

T&T: Mission: Grace In Action  
Mission: Evidence of Grace  
Mission: Agents of Grace  
Mission: Discovery of Grace

## Standards for passing sections in the Handbook.

Handbooks are made up of 'sections'. Each section has a number, clubber requirements, and a place for the leader to sign.

The leader will sign at the end of each section to indicate that the clubber has completed all requirements.

Sections must be passed entirely in one sitting. No more than two helps per section may be given.

Bible verses must be word-perfect; definitions, Bible reading, and puzzles can be in the clubber's words.

### During Handbook Time

Open handbook time with prayer.

Keep every clubber occupied, studying or helping someone else.

Give everyone a chance to say verses. Spend time with the young people to help them understand what they are learning.

Motivate them to pass sections through rewards or study hall.

### There are Awards for each level of achievement:

Membership card and uniform for passing Entrance Booklet.

First Book Ribbons and Alpha Award.

Sparky Award, finish all three Sparks books.

Excellence Trophy, finish **two** 3rd-12th books.

Timothy Trophy, finish **four** 3rd-12th books.

Meritorious Trophy, finish **six** 3rd-12th books.

Citation Award, finish **ten** 3rd-12th books.

Leaders can also earn awards. Learning verses along with the clubbers will make you more familiar with the handbook, help motivate the clubbers, and strengthen your spiritual life.