

# Starting Your Awana Clubs

## Welcome to Awana!

Use this document as a guide as you prepare to start your Awana club. More information on every aspect of Cubbies through Trek can be found in each individual role booklet.

## Schedule

1. What day of the week will club meet? How does this fit in with other church activities?
2. Will club last 90 minutes or two hours?
3. At what time will club begin and end?
4. In what order will the club segments (Game Time, Handbook Time or Large Group Time) take place? What time will each start? (Remember to leave five minutes between segments for moving from room to room.)
5. Will you notify leaders that segments are beginning and ending with a whistle, a bell or by going room-to-room?
6. In what room will Game Time and Large Group Time take place? Will Handbook Time groups meet in separate rooms or be spaced out in a single room?
7. Have you discussed the schedule with the leaders?
8. Will you have a theme for every club night or only have theme nights on occasion? Will there be one theme for all clubs or will each club have its own theme? Will the directors or commander determine themes?

## Discipline

1. Are you familiar with the five-count and the three-count?
2. Have you made a simple set of club rules?
3. Have you given the rules to the leaders? Have you informed leaders that they are expected to follow them?
  - a. Have you clearly explained the count system?
  - b. Have you advised leadership of what infractions will receive a one- two- or three-count?
4. When a team doesn't respond to the five-count, will you subtract points?
5. When a clubber gets a one-count, will you take points off the team or just issue a warning?
6. When a clubber gets a two-count, will you have him sit out of activities apart from the group? Who will stay with the clubber to make sure he understands the infraction and keeps out of further trouble?
7. When a clubber gets a three-count, will she be escorted home? Have you assigned at least two adults to do this? Will the child remain in the Awana office with at least two adults?
8. Have you announced the club rules to the clubbers? Have you posted them in the club room or printed them? Have you given them to the parents?
9. Have you set up a clear channel of authority?

10. Who will be the main disciplinarian in club – Director? Commander?

## Registration and Check-In

1. When will you register clubbers (on the first night or in advance) and who will do the registering? Where will you set up the registration table?
2. What information will you ask for?
3. Will you collect dues each week (at the beginning of club or in Handbook Time) or at the beginning of the year? Or both? Will your dues be 25 cents, 50 cents, \$1.00 or more?
4. Will you take attendance each week before club, during Game Time or during Handbook Time?
5. Will your records be kept by a secretary or by the director?

## Pre-club Activity

1. Should leaders arrive at club a half-hour early or more?
2. Will you hold a short leaders meeting before each club meeting?
3. Are clubbers allowed to arrive as soon as leaders are there? Will clubbers be encouraged to come early?
4. What activity (videos, games) will clubbers do until club begins?
5. What leader(s) will be in charge of pre-club activities?
6. Will clubbers be used to help set up for club?
7. Will clubbers be able to pass handbook achievements?
8. Will someone be assigned to greet parents and clubbers as they come in?
9. Do you need parking lot and grounds security?

## Opening Ceremony

1. If you choose to have a flag ceremony, how and where will you arrange it? Will clubbers carry the flags? If so, how will you choose the clubbers?
2. Will you pledge the American flag? Will you pledge the Awana flag or do the Awana cheer? Will you sing the Awana theme song or a club-specific theme song?
3. Will each club have its own opening ceremony? Or will there be one that all clubbers attend?
4. Will parents be invited to participate or watch?
5. Will the commander, director or the game director lead the opening ceremony?
6. Who will lead the club in prayer and Bible verse recitation?
7. What other activities or announcements will take place?

## Game Time (Play Time)

1. Who is the game director? Will he or she serve every week or will various leaders take turns? Is there one game director for all clubs or one per club?

2. Where will you keep your game supplies? Will you share supplies and equipment with other clubs?
3. How and by whom will games be planned in advance? Will games be coordinated with theme nights?
4. How will discipline be maintained? Have you explained to the clubbers what is expected of them and demonstrated the five-count?
5. What point system will you use?
6. Will a scorekeeper or the game director keep track of points?
7. Have you informed the leaders of their responsibilities?
8. Have you encouraged clubbers and leaders to cheer and yell and have fun?

6. Who is in charge of announcements? Will you send flyers home to parents?
7. Who will hand out awards and announce the winning team? Will the winning team receive prizes? If so, will you award Awana shares that clubbers can redeem for items in an Awana store?

## After Club

1. Have you assigned leaders to talk with clubbers who have made decisions of faith and want to talk?
2. Will leaders be available to talk with parents about achievements, upcoming events or discipline problems?
3. Will leaders be asked to clean up and set up the room for the next church activity?
4. Do you need parking lot and grounds security?
5. Will you meet with leaders to evaluate club?
6. Have you contacted your Awana missionary for assistance?

## Handbook Time (Sparkle Time, Book Time)

1. Will you assign handbook groups by team, by rank or by another method?
2. Have you assigned each group to a room or semi-private area?
3. Have you assigned a leader(s) for each group? Are additional listeners available?
4. When clubbers complete their sections, will they be allowed to talk together? Will they be encouraged to work on more sections or given a craft or activity to do? Will a separate leader be assigned to oversee them? Will you allow children to work with other clubbers needing more help?
5. Has each leader been supplied with the necessary record-keeping forms?
6. Are your leaders trained in handbook achievement and record-keeping requirements?
7. How many points will be awarded for handbook achievements?
8. Do leaders give the records to the club secretary or director after Handbook Time? Do they give achievement records to the scorekeeper? Do your leaders and clubbers know the club rules? Do the leaders know how to handle discipline problems?
9. Will the secretary prepare the awards to be handed out? Do the leaders follow up to make sure their clubbers are receiving the correct awards within a week?
10. Will you hand out awards each week they are earned?

## How to order

1. Plan ahead. Order your supplies in advance as much as possible. Allow two to three weeks for delivery during August through October.
2. Order by mail, fax, Internet or e-mail whenever possible.
3. Make sure all items, prices, and quantities are clearly identified and that the correct item number is used. Remember to include your church name, customer account number and church ship-to address on every page of each order or correspondence. Include a P.O. Box for postal delivery. On the first page, include the name and daytime phone number or e-mail address of the contact person for questions. The toll-free fax unit is on-line 24 hours a day, 7 days a week. The fax number is 877-AWANA-FAX (877-292-6232). Our e-mail address is [awanaservice@awana.org](mailto:awanaservice@awana.org). Instructions for ordering online can be found on the Web site, [www.awana.org/mgo](http://www.awana.org/mgo). This Web site is for placing church orders only. Parents of clubbers can place orders at [www.awanafamilyconnection.com](http://www.awanafamilyconnection.com)
4. Awana customer service personnel are ready to take phone orders between 8:15 a.m.-4:30 p.m. (M,Tu,Th,F) and 10:30 a.m.-4:30 p.m. (W) Central Time. Extended customer service hours are available September 5 - October 31 between 7:00 a.m. - 7:00 p.m. (M, Tu, W, Th.).
5. A packing slip is included with each shipment. Please double check this list with the order to verify that everything is correct. If there is a discrepancy, contact customer service (866) 292-6227 or fill out the information on the back of the packing slip and return it to Awana marked "Attention: Returns", 1620 Penny Lane, Schaumburg, IL 60173. See a more detailed return policy in the *Awana Ministry Guide*.
6. Shipments are F.O.B. shipping point (you pay for shipping). The shipping charge will be included on your invoice. On small orders, shipping and handling fees may be high relative to cost of goods shipped. (REMINDER: it is always less expensive to ship your order to the church or a business, than to a home address.)
7. If you wish to use air shipment, mark the appropriate box on your order form. The following shipping options are available: Next Day; Next Day AM; Second Day; Second Day AM; Third Day; Ground Commercial (church or business delivery); Ground Residential (home delivery); First Class Mail and Pick-up at Awana.

## Large Group Time (Green Meadow Time, Story Time)

1. Will you combine with other clubs for Large Group Time? Where will you meet?
2. Will Large Group Time be led by the commander, the director or by leaders? Have you set a schedule for who will lead Large Group Time? How will you inform and remind those involved ahead of time?
3. Who will give the Bible lesson? Will you use leaders, others in the church, missionaries and/or other guest speakers?
4. Will clubbers sit by teams with their leaders to promote discipline? Will you award points for good behavior?
5. How much singing will you do? Who will lead the singing? Who (or what) will provide accompaniment? What type of songs will you sing?