

LHBC Awana Family Guide

WELCOME! We are thrilled to have you and your children joining us for the 2023-2024 Awana Club year at Living Hope Baptist Church and are grateful that you bless us with the opportunity to minister to you and your family.

Our mission is to supplement what you are doing as a family at home, equip you to disciple your children well, and help create something fun for you and your family to do. The Awana material can help you and your family memorize scripture and apply it to your daily life. This may seem like a big task on top of everything else you do during the week, but this impacts eternity for you and your family.

YOU ARE THE MOST IMPORTANT VOLUNTEER IN AWANA! We know how important and impactful it is when parents prioritize scripture memorization, application, and community building in their lives as well as in the lives of their children. Your children learn more from you than they will ever learn from any other person. If you act like Awana is an important program and memorizing God's Word matters, so will they. Please know that you are making an eternal investment in your child's life.

For the first two to three weeks, if your child is new to Awana or starting in a new club, your child will be completing the Entrance Booklet. After they complete the Entrance Booklet, they will receive an Awana uniform and handbook that you will help them go through so they can complete it throughout the year. Attending the club has a registration fee of \$40 per child, but if there is a financial need, please reach out so that we can work something out. For Sparks and T&T, if your child is in the same club they were in last year and has completed their book, they will receive the next book. If they did not complete their book last year, they will continue where they left off.

We primarily communicate via email and GroupMe throughout the year. We will communicate through GroupMe texts for weekly reminders of lessons or special theme nights, in the event of inclement weather, or other timely announcements. Please make sure we have both an active email that you check regularly and a cell phone number on record in your registration.

We hope you take the time to read this entire Family Guide. It has been designed as a source for information concerning the activities, policies, procedures, and can be referenced throughout the year if a question arises.

We are excited to see how the Lord is going to use you and your family. We hope your experience with Awana will be a positive one. If you have any questions, please do not hesitate to reach out to me at students@lhbc.net

Howard Tipton
Awana Commander

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WHAT IS AWANA?

- Awana is a Christian based club that teaches Biblical truths with an emphasis on scripture memorization.
- Awana is split into smaller groups called "clubs" that are separated by ages:
 - Cubbies (Preschool ages 3-5)
 - Sparks (Kindergarten – 2nd Grade)
 - T&T (3rd – 6th Grade)
- Awana derives its name from the key verse 2 Timothy 2:15 "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."

Approved Workmen Are Not Ashamed.

- The two main goals of Awana are to reach boys and girls with the gospel of Christ and train them to serve Him.

WELLNESS POLICY

- No one should attend Awana if they are running a fever (must be fever free for at least a 24-hour period), have been vomiting or have diarrhea, have a contagious disease such as the flu, pink eye, Covid, etc.

COST

- Each leader will be responsible for the cost of the price of the Awana volunteer shirt. The color of the shirt corresponds to the area or club that they will be helping with. If the volunteer has a previous shirt that is a different color than the area they are now serving, the volunteer will need to purchase a new shirt.
- Each parent will be responsible to pay a \$40 per child registration fee. The fee will cover the cost the price of their children's handbook(s), uniform(s) – shirt(s) and/or vest(s), books, awards, and special events throughout the year. If your child loses their uniform or book, you will be responsible for buying a replacement.
- Each week, we will have a quarter drop for each child to bring .50 cents to try to drop into a cup to earn candy and prizes.
- HOWEVER – the cost of coming to Awana should never prohibit you from coming. Please have your parents talk with the Awana Commander to see if something can be worked out if money is an issue.

CLUB TYPES

As mentioned above, Awana divides the children into different clubs, based on the children's ages as of September 1, 2023, for the Fall 2023 – Spring 2024 Awana Program.

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Cubbies is for children in preschool ages 3 – 5

- Bright Blue shirts for volunteers
- Bright Blue vest for Cubbies

Sparks is for Kindergarteners – 2nd graders (must be 5 by September 1, 2023 and enrolled in Kindergarten)

- Red Shirts for volunteers
- Red Vests for Sparkies

T&T (Truth & Training) is for 3rd – 6th graders

- Green Shirts for volunteers
- Green Shirts for Clubbers

Miscellaneous Personnel

- Orange Shirts for volunteers
 - Club Commander
 - Game Leaders
 - Snack Leaders
 - Club Administration

PARENT EXPECTATIONS

We have very few requirements that we hope our parents will meet, they are important and key to the success of your child's club year. Should you have questions or need help in achieving these requirements, please ask Howard, our Awana Commander.

- At least one parent must volunteer in the Awana Club for your children to be able to attend. There are rare exceptions to this rule, and they must be discussed with the Awana Commander.
- During the week, help your child prepare at least two to three sections. This will ensure they will complete their handbook and will receive their special awards. Most children will be adequately prepared if they spend 10 minutes a day 5 times a week in the club handbook. Bible verses set to music and hand motions are a fantastic way to assist them in their memorization.
- Provide current contact information so that we are able to contact you in the event of an emergency.
- Please review with your child the Clubber's Code of Conduct at the back of this Family Guide.
- When bringing a friend of your child to club (first time visitor for BARF), you need to have that child's parents completely register the child – including signing permission for them to attend. This form can be found in the Awana section on the HOPE (www.lhbc.net/thehope) or in your confirmation email that you received when you registered.

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CLUB BOOKS & AWARDS

If your child is new to Awana or starting in a new club, your child will receive an Entrance Booklet. Your child will need to finish an Entrance Booklet before they receive their Awana uniform and handbook. You will need to help your child go through their Handbook throughout the year so they can complete it by the end of the the year.

For Sparks and T&T, if your child is in the same club that they were in last year and completed their book, they will receive the next book. If they did not complete their book last year, they will continue where they left off.

If for any reason your child does not quote a verse one week, they are welcome to quote their missed verse and current one the next week. Please note - they will not be able to continue the other verses until the missing verse(s) have been quoted.

- If your child has a learning disability, talk to the Awana Commander as early as possible. We would love to sit down with you and help your child succeed. The last thing we want is for you to dread coming to Awana because you feel that your child is struggling.
- At any point in the year when a clubber finishes their book, they will be allowed to smash their volunteer in the face with a cool whip cream pie.

CUBBIES

After completing the Entrance Booklet, Cubbies will be in the AppleSeed Handbook.

- All Cubbies work on the same section (called Bear Hugs) each week. (If they start late, they start where the class is and can say more than one verse each week to catch up.) There is a Cubbies Bear Hug Calendar to reference.

Awards

Cubbies earn awards every few weeks - to keep them motivated. The first award they earn is their rank patch. After that, they earn either Green Apple patches or Red Apple patches to go on their uniform vest. Awards will be handed out during the Closing Ceremony at the end of each club night. Cubbies who complete their book will receive a "Book Award" for the book that they have completed during End of the Year Awards.

SPARKS (KINDERGARTEN, FIRST, AND SECOND GRADERS)

After completing the Entrance Booklet, the Sparkie will begin to progress through the Sparks' handbooks.

- Sparks has three handbooks:
 - HangGlider
 - WingRunner
 - SkyStormer

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A first time Sparkie, no matter the grade, will begin in the HangGlider book after the Flight 3:16 has been completed. Sparkies must complete a handbook before moving on to the next one.

If a Sparkie completes their handbook and handbook review before the year is over, there is a Frequent Flyer "extra credit" book that can be completed for an extra credit pin.

- Kindergarteners that complete the HangGlider book, must begin reviewing it. After they have completed the review, they may go on to the Frequent Flyer book. They cannot start the WingRunner book until the next Awana year.
- 1st graders that have completed the HangGlider book will go on to the WingRunner book. If they complete the WingRunner book, they must begin reviewing it. After they have completed the review, they may go on to the Frequent Flyer book; they cannot start the SkyStormer book until the next Awana year.
- 2nd graders that have completed the HangGlider book and the WingRunner book will go on to the SkyStormer book. If they complete the SkyStormer book, they must begin reviewing it. After they have completed the review, they may go on to the Frequent Flyer book.
- Sparkies work at their own pace and complete several sections as time allows.

Awards

- Sparkies earn a vest and handbook whenever they complete their Flight 3:16 booklet.
- Sparkies earn a rank patch for their vest, then they are awarded "wings" with jewels to go in their wings. Sparkies display these achievements on their vest.
- Sparkies earn red and green jewels as they complete sections in their book.
- Sparkies have a chance to earn the blue jewel 4 times a year (at the end of each quarter). These are based on club attendance. Clubbers are allowed up to two absences per quarter. If they miss due to an illness – it does not count against their awards. They just need to notify their Awana volunteer when they return.
- Sparkies earn a review patch that is worn behind their wings when they complete the review in their handbook.
- Sparkies earn a Frequent Flyer Pin to wear on their wings when they finish their Frequent Flyer Book.

Book Awards

- First Book Award - Green ribbon for completing the HangGlider book
- Second Book Award - Blue ribbon for completing the WingRunner Book
- Sparky Award Plaque – Award for completing the SkyStormer Book – given out on Awards Night.

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T&T (3RD, 4TH, 5TH, AND 6TH GRADERS)

After completing the entrance booklet, the T&Ter will begin to progress through T&T's handbooks.

- T&T has a total of four handbooks or "missions"
 - Discovery of Grace
 - Grace in Action
 - Evidence of Grace
 - Agents of Grace
- Each handbook contains Silver and Gold sections that are extra credit. These sections are not required to be completed to earn the Handbook Award. Completing a "Silver" or "Gold" unit earns the corresponding extra credit patch. Up to four patches of each of the extra credit emblems can be earned per book.

A first-time T&Ter, no matter the grade, will begin in the Discovery of Grace Handbook after the start zone has been completed. They must complete a handbook before moving on to the next one.

- 3rd graders that complete the Discovery of Grace Handbook, they must go through and complete Silver and/or Gold sections for extra credit; they cannot start the Grace in Action Handbook until the next Awana year.
- 4th graders that have completed the Discovery of Grace Handbook will go on to the Grace in Action Handbook. If they complete the Grace in Action Handbook, they must go through and complete Silver and/or Gold sections for extra credit; they cannot start the Evidence in Grace Handbook until the next Awana year.
- 5th graders that have completed the Discovery of Grace Handbook and the Grace in Action Handbook will go on to Evidence in Grace Handbook. If they complete the Evidence in Grace Handbook, they must go through and complete Silver and/or Gold sections for extra credit; they cannot start the Agents of Grace Handbook until the next Awana year.
- 6th graders that have completed the Discovery of Grace Handbook, the Grace in Action Handbook, and the Evidence in Grace Handbook, will go on to Agents of Grace Handbook. If they complete the Agents of Grace handbook, they must go through and complete Silver and/or Gold sections for extra credit.

T&Ters are allowed to work at their own pace and can say as many sections as time allows.

Awards

- T&Ters earn a T&T shirt and handbook whenever they complete their entrance booklet.
- T&Ters earn patches as they complete sections of their handbook. These patches can be placed on their uniform anywhere that they choose.
- T&Ters who complete a Silver and/or Gold unit in their handbook will receive a corresponding extra credit emblem.

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End of the Year Awards

- 1st Book in T&T - Alpha Award
- 2nd Book in T&T - Excellence Award
- 3rd Book in T&T - Challenge Award
- 4th Book in T&T - Timothy Award

BARFing

- BARF stands for Bring A Real Friend. There is no limit to how many times in one night or throughout the Awana calendar that a clubber can BARF but there are guidelines.
 - The person that you are bringing will need to have a hard copy of the BARF form completely filled out and signed by their parents for them to attend. This form can be found to be printed at home on The Hope
 - A person that attended our Awana program more than once during the 2022 – 2023 Awana calendar does not count as a BARF.
 - A person can be a BARF if it is their first time to visit our Awana for the 2023 – 2024 Awana year.
 - Each BARF is one credit per clubber – siblings cannot bring the same person or share a BARF.
 - A clubber's BARF does not have to be in their club to count as a BARF.
- ***Because a BARF is a guest, they do not need to pay the \$40 registration fee.*** However, after the second night of attending the club, the \$40 registration fee will need to be paid in order to continue attending.

A "TYPICAL" AWANA NIGHT AND VOLUNTEER EXPECTATIONS

CHECK-IN – Foyer

- Check-in begins at 4:45 PM.
- Everyone must check-in each night of Awana and display their name tag where others can easily read it on your shirt. (Not on pants leg or bottom of shirts, etc.)
- Once everyone in your family has checked in, clubbers are to drop off their handbooks on their club's table before going to pay their weekly dues (50 cents – two quarters) at the quarter drop. After the quarter drop, the clubbers are to go to the gym to hang out and play under the Game Leaders' supervision until it is time for the Opening Ceremony, while other volunteers help set up for Awana.
- Before the Opening Ceremony begins, volunteers help set up for the evening by placing the schedules out, helping children put their books and bibles on the correct club table, monitor children in the gym, etc.
- At 4:55 PM, the clubbers in the gym will be escorted to the Children's Worship Room to await the Opening Ceremony.

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OPENING CEREMONY/LARGE GROUP TIME – Children’s Worship

- Clubs will meet in the Children’s Worship Room for the Opening Ceremony at 5:00 PM.
- There will be Head-to-Head competition between the clubs, Prayer, Bible Lesson, and Announcements.
- Volunteers are expected to sit among the clubbers and participate with them. Please do not group together with other volunteers.
- Volunteers are expected to participate in Head-to-Head and other activities.
- Volunteers are to be actively monitoring clubbers during the Bible Lesson so that all other clubbers can focus on the lesson.
- Clubs will be dismissed to their first activity. Cubbies will go to the Cubbies area. Sparkies will go to Game Time, and T&T will go to Handbook Time.

HANDBOOK TIME – Fellowship Room

- Volunteers are asked to start each handbook time with prayer.
- During Handbook Time, clubbers are broken down into smaller groups based on the handbook they are in. Take turns reciting and explaining the handbook sections they have studied throughout the week. While it seems important to have clubbers reciting verses, it is more important to ensure they know what the verse means. We want to emphasize memorization with retention and understanding.
- Volunteers need to be actively involved with the clubbers, working with them to complete their sections, not just monitoring.

HANDBOOK/QUOTING GUIDELINES

- To complete a handbook in one year, clubbers should have two to three sections ready to complete when they arrive at the club. For the Cubbies, they should complete the one section that the Cubbies are on (Bear Hugs will be listed on the Cubbies Calendar) unless you are trying to catch up.
- In order to sign off on a section in the handbook, the clubber must correctly complete all items listed under the “To complete this section” near the signature line.
 - If there is more than one verse per section, the verses must be said all together – at the same quoting time. The clubber cannot say one verse to the volunteer and then goes to study the next verse. The clubber must say all verses for that section at one time.
 - There may be a definition, a trivia question, or other activity that the clubber must answer or complete. Please check to make sure the clubber has done each of the things needed to complete the section before signing off on it.
- Sections must be passed in order. Clubbers cannot skip around to different sections of the book. Flip the page back to see if a volunteer has signed the previous section.

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- The Bring a Friend section or Silver and Gold sections in T&T may be completed at any time and do not have to be completed to continue on in the book.
- The Bring a Friend section does have to be completed to receive a book award.
- “2 Helps” – Clubbers may receive up to 2 “helps” or prompts per section/signature if needed, in order to “keep going.” THIS IS NOT PER VERSE.
 - If the clubber cannot remember the scripture reference/where the verse is found in the Bible, you can remind the clubber the book of the Bible where the verse is found (i.e., This is found in Psalms). This does NOT count as a help.
 - If the clubber cannot remember any information for where the verse is found and the leader has to tell them the correct book, chapter, and verse, this counts as a help (i.e., John 3:16).
 - If the clubber forgets how to start the verse or gets stuck in the middle, giving a couple of words of the verse counts as a help.
 - Correcting the clubber if they say the wrong word counts as a help.
 - Correcting a missed or omitted word counts as a help.
 - Correcting a clubber if they add words to the verse counts as a help.
- Return Flight or Say it Again: If a clubber has quoted a verse that night, the child must wait until the following club night to “say it again.” They CANNOT quote the same verse again on the same night.
- Say it Together: When there are two or more sections that are divided into bite size chunks that your child can say all together.
- Volunteers need to watch and if a clubber goes for 2 weeks without saying a section, then they need a volunteer assigned to them the next week to help out. We want everyone to make progress.
- After clubbers have completed their section, they need to make sure the Handbook Leader records their section on the forms, so they can earn awards. We want everyone to get credit for what they complete, so please make sure all sections said during a night get recorded!

AWANA BUCKS

- Awana Bucks earned by clubbers are given out during Handbook time.
- Game Leaders may also give Awana Bucks for anything from courtesy to good sportsmanship at Game Time.
- Once earned, the Awana Bucks belong to the clubbers until they spend it at the Awana Store – at no time will Awana Bucks that have been earned be taken away from a clubber.
 - \$20 Awana Bucks for each signature of a volunteer, for each section completed by the clubber in their handbook
 - \$5 Awana Bucks for wearing their club uniform
 - \$10 Awana Bucks for participating in “special theme” night

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- Bonus Awana Bucks for Head-to-Head (\$10 for 1st place club)
- \$100 Awana Bucks for BARFing (Bring a Real Friend) / First Time Visitor

GAME TIME – Worship Center/Gym

- We expect everybody to participate and make every effort to ensure that everyone has the opportunity to play every game.
- Volunteers are asked to go to Game Time with their clubbers and help the Game Leaders with explaining directions, etc.
- Volunteers are to help with the enthusiasm level; if you act bored, the kids will act bored.
- Volunteers are to wear a pair of well-fitted sneakers or closed toe athletic running shoes so that they can play safely during Game Time and other activities.
- Volunteers are reminded they are playing with and against younger children and safety is our priority – not the volunteers winning the game or showing off their athletic abilities.
- No arguing with Game Leaders. If they say you are out, you are out!

SNACKS

- There will be a snack given during the night. We will have snacks options that will be free from the more common allergens of nut, gluten, and dairy. When you registered, there was a place to put dietary allergies. If this changes throughout the year, reach out to Howard, our Awana Commander, to let him know.
- Check all (especially the younger clubbers) name tag for food allergies before handing out any snack.
- The snacks for your group will be picked up from the serving area.

ACHIEVEMENT RECOGNITION/CLOSING CEREMONY – Children’s Worship

- Clubs will meet in the Children’s Worship room for the Awards Ceremony at 6:20 PM to recognize all the clubbers that have earned awards throughout the evening.
- Parents of Puggles and Cubbies are asked to pick up their children as soon as possible so that these areas can clean up after club.

MISSION SUNDAYS

- Once a month, we will focus on a missionary family that Living Hope supports in the Southeast Asia area. During this time different activities like talking about the Persecuted Church, preparing gift boxes to mail to them, talking with them live or watching a video they have sent, writing letters, and helping everyone learn how each of us have been called to be a missionary in our everyday life. During this time, volunteers will help the clubbers complete the missionary sections in their handbooks.

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AWANA STORE

- Twice a year, clubbers will have the opportunity to spend their Awana Bucks at the Awana Store. The Awana Store will be held two times each year – the last night we meet in December and the next to last night in the Spring Semester. There will be a variety of items that the clubbers may purchase with their Awana Bucks.
- Volunteers will need to arrive earlier on Store Night to help set up the store. We will send out a GroupMe Message with all the details the week before Store Night as a reminder.
- The week before Store Night, the administration will remove all of Awana Bucks from each clubber's money envelope on their handbook. The Awana Bucks total will be recorded on a slip of paper labeled with the clubbers name to use to shop with the next week at the Awana store.
- At the end of each Awana Store, any unspent Awana Bucks are returned to the clubber. It is the clubbers' responsibility to keep up with their Awana Bucks.

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AWANA CLUBBERS CODE OF CONDUCT

BE PREPARED

- Clubbers need to bring each week to Awana their Entrance Booklet or Handbook, with sections ready to quote or pass, and weekly dues (50 cents – two quarters.)
- Clubbers' uniforms help us to easily identify which club they are supposed to be with. Clubbers are to wear their Awana uniform to each club meeting unless it is a special theme night such as Dress Like a Pirate Night.
- Due to the nature of Game Time activities, clubbers are to wear a pair of well-fitting sneakers/closed toe athletic running shoes so that everyone can play safely.

BE RESPECTFUL

- Clubbers are expected to listen and follow their volunteer's directions.
- Clubbers are expected to remain in their own personal space and as well as to respect the personal space of others.
- Clubbers are to seek ways to help others and work as a team.

BE AN EXAMPLE

- Clubbers are expected to remain with their group and not roam or wander off from their volunteers.
- Unless accompanied by a volunteer, at no point during the evening are clubbers allowed to go into the church office, preschool, serving areas, on the stage, on the stairs or in the elevator; nor are they allowed to go upstairs or outside.

UNIFORMS

- The Awana uniform is an important part of the Awana program as it helps the clubbers to display the achievements that they have earned. The uniform is different for each the club – Cubbies have a vest, Sparkies have a vest, and T&Ters have a shirt.
- Jewels and Patches are the awards given for quoting bible verses and completing sections at the end of the evening. These awards are displayed on the clubber's vest or shirt.

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VOLUNTEER EXPECTATIONS

- Being at club matters. If you know you will not be able to attend, please reach out as soon as possible to the group leader to let them know. This will allow us to make the adjustments needed and fill your position.
- While Awana starts at 5:00 PM and ends at 6:30 PM, we expect all of our volunteers to show up at least 15 minutes early to help with set up and remain at least 15 minutes after to help clean up and take down.
- Volunteers will be Godly examples, follow the rules, and display a proper attitude at all times.
- Wear your Awana shirt! Your Awana shirt is how we easily identify who is supposed to be with the kids, making it a quick and helpful way to safely ensure only approved adults are with our children during club. Please wear your Awana club shirt on regular club nights and dress up and participate in special theme nights.

VOLUNTEER SCREENING

For the safety of our children and volunteers, LHBC has taken a number of steps to ensure the protection of all involved. LHBC screens all volunteers who have regular access to any child. This screening process includes an agreement to undergo a background check as well as the Ministry Safe Training.