

# AWANA HANDBOOK



Carlisle First Church of God

705 Glendale St Carlisle, PA 17013

Rev. Michael Poe

Church website [www.carlislecog.org](http://www.carlislecog.org)

Awana website <https://carlislecog.twotimtwo.com>

## Welcome to Awana

We are so excited that your child will be participating in our Awana program at Carlisle First Church of God. Awana is the children's ministry that is part of the Wednesday night programming. Awana stands for Approved Workman Are Not Ashamed! It is from the Bible verse 2 Timothy 2:15, *Do your best to present yourself to God as one approved, a worker who does not need to be ashamed and who correctly handles the word of truth.*

Awana at Carlisle First Church of God is committed to the belief that the greatest impact for Christ starts with kids who know, love, and serve Him. How does Awana do this? Awana offers a fun, proven approach for early evangelism and discipleship. Scripture-based programs and exciting games promote Bible literacy and help kids develop a lifelong faith in Christ.

We have developed this handbook to answer the questions you may have and address many of the policies of the church. If you have further questions, please feel free to ask the Awana Commander and/or Pastors of the church. Please use our online registration at <https://carlislecog.twotimtwo.com>

Again, we thank you for the opportunity to work with and minister to your child. We consider this a trust and serious responsibility that we do not take lightly.

*Carlisle 1<sup>st</sup>*: Awana Commander

## What We Expect From Our Leaders

We do have a few requirements that our leaders must meet and expectations they should follow. The following may give insight into the type of leadership we strive for in our program.

### Requirements:

- A leader must have a personal relationship with Jesus Christ
- A leader must have a desire to work with and a compassion for children.

- A leader must have a completed background check and submitted all required volunteer forms in accordance with the church's Safe Sanctuary policy.

### **Expectations:**

- We expect our leaders to be on time.
- We expect our leaders to be examples by wearing clean, neat uniforms every night.
- We expect our leaders to follow the rules.
- We expect our leaders to display a proper attitude before the clubbers and the other leaders.
- We expect our leaders to pray for our Club on a regular basis.
- We expect our leaders to realize Awana is not just another program, but it is a ministry of the church, and a place of service to God.

### **Leader Attendance:**

The success of Club nights is highly dependent upon all Leaders being present. When leaders are absent, Clubbers have more opportunity to be disruptive, don't get to participate in as many games, often don't get to recite all of the sections they have prepared, and miss the personal relationship structure that comes with small group discipleship. And, of course, the Clubbers look forward to seeing their Leader. It is understood that illnesses develop, along with other non-avoidable circumstances. But, please make every effort to be at Club every scheduled club night. Leaders should provide the Commander with written notice in advance of planned absences. This helps to manage where the current volunteers will be needed and to request for special assistance for the absence.

## **What We Expect From Parents**

- Always encourage your child. Children have more fun when Mom and Dad show interest in their accomplishments.
- Help children to attend Awana every week and to arrive on time, as consistency builds friendships, achievement, and self-discipline.

- During the week, help your child prepare for at least two sections. This will ensure they will complete their handbook and will receive their awards. Our goal is for your child to complete one handbook per year.
- Attend all major events. Parents are always welcome and are encouraged to attend special events. This is a great way to show your support and approval for your child's accomplishments.
- We expect you to review this handbook, especially the discipline guidelines. Awana has very few rules of behavior, but in order to ensure that all clubbers have an opportunity to learn as well as have fun, our behavior policies will be enforced.
- Our Safe Sanctuary policy requires children to be signed in/out by a parent or guardian and both the parent/guardian and the clubber must be present during check-in. We expect that the same person who dropped them off will be the same person picking them up. If not, please make sure to notify the Awana Secretary at check-in who will be picking up the child at checkout. This individual must be listed as an authorized person on the Awana registration form.
- Please plan to pick up clubbers promptly after club in the gym. Clubbers will not be permitted to leave the building without being properly checked out and signed out by a parent/guardian.
- If your child needs to be excused from participating in Game Time, please send a note to that effect to their leader; otherwise, they will be expected to participate with all other clubbers in all activities.

### **What We Expect From Clubbers**

All rules in the Awana Club are for the safety and well-being of the children and adults participating.

- Clubbers will check-in with the secretary when arriving. Failing to do this may cause your child to not earn Awana Dollars.
- Parents must be with their child at check-in. Children must be present during check-in.

- All children must attend their age appropriate class (no skipping ahead or staying with siblings or friends allowed). This includes any friends brought to club.
- Follow the instructions of your leaders.
- Move quietly between rooms. Walk; do not run.
- Stay in your room unless a leader has given permission for you to leave.
- Treat others with respect; no swearing, fighting, hitting, or pushing. Keep your hands, feet, and objects to yourself at all times.
- Refrain from wearing clothing inappropriate for a Christian setting (i.e. immodest clothing and/or clothing containing questionable graphics).
- Refrain from bringing audio equipment, cell phones, and video gaming devices.
- Use the rule for illness: Don't come to club if you are running a temperature or have been sick in the last 24 hour period.
- Be responsible. Keep up with your books, backpack, and Awana Dollars.

## **Discipline**

Awana is a fast paced, fun evening, in which clubbers remain engaged for the entire hour and a half. However, there are occasions when individual clubbers can be disruptive to the rest of the group and Carlisle First Church of God uses the following discipline policies. In the event discipline is required, we have two procedures that will be used by all clubs; the 5-Count and the 3-Count. The 5Count is for all clubbers, while the 3-Count is for an individual clubber.

### **For Group Discipline: The 5-Count Rule**

The 5-Count rule is used by all leadership and simply involves counting to 5 to give a group of clubbers notice of the immediate need for quiet in order to refocus their attention.

### **For Individual Discipline: The 3-Count Rule**

When a clubber is being disruptive, the 3-Count Rule will be used to resolve the problem behavior.

- A “1” count will be given for the first offense. The child will be provided with a verbal warning, explaining the incorrect behavior and what behavior is expected for the remainder of the night.
- A “2” count will be given for the second offense. The child will be counseled by the Awana Leader and Club Commander outside of the club room or gym and then returned to club.
- A “3” count is given on the third offense and the child will be removed from the activity by the Club Commander. If this occurs, the Club Commander will call the parent/guardian to come and pick up their child. The Club Commander will speak to the parent/guardian while the child is present to discuss the problem behavior and the consequences.
- If a clubber’s parent must be called a second time, the clubber will be suspended from the next two scheduled club nights and a parent must meet with the Awana Commander to discuss returning to club. The parent/guardian will be required to “baby-sit” the clubber during subsequent Awana nights upon his/her return. If the parent/guardian will not or cannot attend with the clubber, or if the parent/guardian’s presence is not effective in resolving the issue, the clubber will be expelled from the club for the remainder of the year.
- If a clubber is removed from club a third time, they will not be allowed back into the Awana program for the remainder of the year.

While these final steps may appear harsh, a disruptive clubber degrades the Awana experience for all of the other clubbers and leaders. Our commitment is to reach clubbers with the Gospel of Christ and train them to serve Him. This is highly inhibited when a single clubber consistently disregards clubs rules and disobeys. We are also committed to keeping every child safe and therefore, believe this policy is in line with our commitment to keep children safe.

**It is in our prayer that no situation will have to be resolved in this manner, but in fairness to all clubbers and leaders, the above will be enforced as necessary.**

## **Uniform Guidelines**

All leaders and children are expected to wear their Awana uniform to each meeting. For children, uniforms will be expected to be worn as soon as they are qualified by their club to wear them. The goal of each Awana Club is to have 100% of its attendees in uniform. A properly worn uniform helps Awana Clubber and leaders earn respect and credibility.

Uniform standards are as follows:

- Puggles t-shirts should be clean and neat.
- Cubbies and Sparks vest should be clean and buttoned.
- T&T t-shirts should be clean and neat.
- All clubbers should wear sneakers instead of open toe shoes, flip flops, sandals, or dress shoes. Because of Games Time, girls should wear shorts or pants. If they do wear a dress or skirt, please have them wear shorts or leggings underneath.

## **What to Expect**

Awana is held on Wednesday nights from September through May from 6:30-8:00 P.M. We would appreciate your timeliness in dropping off and picking up your child.

## **Opening Ceremony**

Awana begins each night with opening ceremony. During this time, we look up Bible verses, have object lessons, say our pledges, have prayer, and sing songs. Then we break into our clubs. All clubbers should be on their color lines by 6:30 P.M. During the pledges and prayer, all clubbers and leaders shall remain standing and refrain from talking. If clubbers arrive late, show them how to respect flags by encouraging them to stand at attention where they are. Do not disturb the color line until after the pledges have been recited. We recite the Pledge of Allegiance, the pledge to the Christian flag, the pledge to the Awana flag, the pledge to the Bible, and recite the Awana motto.

## **Closing Ceremony**

Awana ends each night with Closing Ceremony. During this time we give out team and individual awards/emblems, have prayer, and sing songs. This is also the time when announcements are made regarding upcoming events. All groups should return back to the gym for the closing ceremony by 6:45 P.M. (Puggles will join right before we sing our closing songs). All clubbers should remain quietly on their line while closing announcements are made. During closing ceremony, any clubbers that have finished handbook sections the previous week will receive awards. Clubbers are encouraged to cheer for and support their friends who have earned achievements. Club will close with prayer and songs before clubbers are dismissed to parents.

## **Cost**

Each clubber in Awana is required to have a handbook and uniform. These items are crucial to your child's involvement in Awana and will be used on a weekly basis. Carlisle First Church of God will supply your child's uniform and handbook however, replacements for lost or damaged items will be the parent's financial responsibility. The NIV 1984 version is ordered for all children. Should you request that your child receive a different version (KJV, NKJV, or ESV), you must notify the Commander prior to Awana starting for the year. Alternate versions will ONLY be available after that time at the cost to the parents.

We will take orders for Club Bags which are available at a discounted rate. Bags are NOT required but can be purchased for your child if desired. Bags must be pre-ordered and pre-paid. Orders are due by July 31<sup>st</sup> to be included in the church's order. Late or unpaid orders will not be processed. Orders after this date, will reflect the current prices through the Awana Store at ([www.awana.org](http://www.awana.org)). Please check with the Commander for current pricing.

Throughout the year, special events are held. At times, some events (snow tubing, roller-skating, pool party, etc.) may require additional fees to participate. Any costs to participate will be announced prior to the special event.

We take up a weekly offering which we will use throughout the year to support different missions. The offering will be available at check-in/out. Although not required, children should be encouraged to bring in \$0.25-0.50 per week for the offering. All money received from the offering will be used towards a designated Awana Mission.

### **CFCOG Awana Nightly Schedule**

| 6:30-6:45 P.M.     | 6:45-7:05 P.M.<br>Rotation #1 | 7:05-7:25 P.M.<br>Rotation #2 | 7:25-7:45 P.M.<br>Rotation #3 | 7:45-8:00 P.M.   |
|--------------------|-------------------------------|-------------------------------|-------------------------------|------------------|
| Puggles in Nursery | Puggles in Nursery            | Puggles in Nursery            | Puggles in Nursery            | Closing Ceremony |
| Opening Ceremony   | Cubbies in Classroom          | Cubbies Games                 | Cubbies in Classroom          | Closing Ceremony |
| Opening Ceremony   | Sparks Large Group            | Sparks Small Group            | Sparks Games                  | Closing Ceremony |
| Opening Ceremony   | T&T Games                     | T&T Large Group               | T&T Small Group               | Closing Ceremony |

**Small and Large Group Time:** Children go to their club classroom and engage in a large group gospel-centered Bible lesson and then have the opportunity to review their handbooks and recite their memory verses with their small groups. During small group, the children have the opportunity to show the work they've been doing at home and earn awards/emblems. We ask for your support in encouraging your child to complete their handbook materials prior to each club meeting.

**Game Time:** All young people have two things in common: They need God's salvation and they love to have fun! Time on the unique Awana Game Square builds excitement for learning God's Word and all of our Cubbies, Sparks and T&T Clubbers have the opportunity to engage in game time each week.

**Snacks:** Snacks are offered each night. Please make sure to notify Awana staff of any allergies on the registration form. Parents of children with food allergies or other severe allergic reaction should provide staff with Epi-Pen/Benadryl (if applicable) to keep in case of an emergency.

## **Awana Awards**

Each Awana clubber (Cubbies and up) has the opportunity to earn exciting awards. The awards are worn and displayed on the uniform. These awards should be displayed and worn proudly. They represent good achievement and spiritual growth in the knowledge of God and his Word. Awards are earned by completing sections in the Awana handbook.

- Clubbers will need to bring their handbook to club every night to progress.
- Clubbers must wear their uniform in order to be presented with an award.
- Clubbers will not be given replacements for awards already given so clubbers need to be responsible for earned emblems.
- Clubbers must pass each section with no more than 2 helps per section.
- Leaders must sign off when a clubber successfully completes a section. T&T Clubbers must also complete the written section work in addition to the memory verse recitation to successfully complete a handbook section.
- Club attendance awards will be given each quarter to clubbers who do not miss Awana during the quarter. Clubbers must have no less than 2 excused absences per marking period to earn an attendance award.

## **Awana Store**

Each month, Cubbies, Sparks, and T&T children will get to use their earned Awana Dollars at the Awana Store. There are a variety of items for purchase and donations are greatly accepted. Real cash cannot be used however, as the children must earn Awana Dollars by reciting Bible verses, showing sportsmanship, modeling good behavior, bringing their Bible to club, bringing their handbooks to club, bringing friends, going to church, etc. Your child's Awana Dollars will be kept in an envelope and distributed by the teacher on store nights. Your child will give the envelope back to the teacher before leaving to ensure that earned dollars are kept safe. Puggles do not participate in the Awana Store because they do not earn Awana Dollars.

## Awana Dollars

Here is how your child can earn Awana Dollars at CFCOG:

|  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Wear uniform when qualified AND bring handbook (or entrance booklet)—must have both!</li> </ul> | <ul style="list-style-type: none"> <li>• 1 Awana Dollar</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Bring your Bible (Bibles on cell phone apps not acceptable)</li> </ul>                          | <ul style="list-style-type: none"> <li>• 1 Awana Dollar</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Attend church (must bring bulletin if not at CFCOG)</li> </ul>                                  | <ul style="list-style-type: none"> <li>• 1 Awana Dollar</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Attend Sunday School (must be at CFCOG)</li> </ul>  | <ul style="list-style-type: none"> <li>• 1 Awana Dollar</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Attend a special event</li> </ul>   | <ul style="list-style-type: none"> <li>• 1 Awana Dollar</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Bring a friend to club</li> </ul>   | <ul style="list-style-type: none"> <li>• 5 Awana Dollars</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Friend joins Awana</li> </ul>   | <ul style="list-style-type: none"> <li>• 10 Awana Dollars</li> </ul> |

## What to Bring?

To help your Awana Clubber (Cubbies, Sparks, and T&T) be successful, there are a few things your child will need to bring to Awana.

- **Sneakers:** Your child must wear sneakers to Awana for Games Time. Awana includes vigorous games and your child cannot participate in Awana Games Time without sneakers; this is for his/her safety.
- **Uniform:** Your child will be given a uniform once he/she has completed the “Getting Started” entrance booklet for his/her respective club. Your child should wear his/her uniform each Wednesday night.
- **Handbook and Pen/Pencil:** Your child will receive a club handbook that will be used at home and at Awana. Your child will first receive a “Getting Started” entrance booklet that must be completed prior to being given the handbook. The “Getting Started” entrance booklet will BE the child’s handbook until he/she has completed it so they must bring the entrance booklet to receive credit (Awana Dollars) for bringing their handbook. Your child will only receive one entrance booklet and/or handbook. If they forget to bring the handbook or entrance booklet, they will be allowed to use one in class but they are not allowed to write on the borrowed copy and cannot take it home. The child will not earn Awana dollars when using a borrowed book. Should the entrance booklet or handbook be lost/damaged, the parent/guardian will be responsible for replacing it. These may be purchased directly through awana.org. If the church has additional copies, the parent/guardian may purchase another one at current cost. Your child should also bring a pen/pencil to club.
- **Bible:** The Awana program is centered on the Bible and we will be doing lots of verse reading and games using our Bibles. Therefore, your child should bring his/her Bible to Awana and he/she will receive credit (Awana Dollars) for bringing his/her Bible. If your child doesn’t have a Bible, we will have Bibles available but your child will not receive any Awana Dollars for using a borrowed Bible. Please let us know if you would like to purchase a Bible for your child. Bible Apps on Smart Phones are not authorized.

- **Bag:** As you can see, there are quite a few things that your child will need for Awana and placing them in a bag is a great way to keep things organized. While bags are not required, they are recommended. There are Awana bags specific to each club that are available to purchase at [www.awana.org](http://www.awana.org) or you can use a reusable grocery bag or extra backpack. Bags can be purchased through Carlisle First Church of God at a reduced price however, orders and payment must be submitted to the Awana Commander by July 31<sup>st</sup> of the school year. Orders after that date will not be accepted.
- **Friends:** We not only would love to see the Awana program grow at Carlisle First Church of God, but we also want to reach kids with the Gospel of Jesus Christ. Your child is encouraged to bring friends to Awana and is further enticed by earning extra Awana Dollars for bringing a friend. Additional Awana Dollars are given should that friend decide to join our Awana program. Clubbers, including friends brought to club, will participate in their age-appropriate club (no skipping ahead or staying behind with siblings or friends). Children can join Awana at any time throughout the year.
- **Church Attendance:** Children are encouraged to attend church and Sunday school on a regular basis. To help entice them, we will offer Awana Dollars for going to church and going to Sunday school at Carlisle First Church of God. Attendance is tracked each week at our church. Clubbers who attend another church may bring in a church bulletin to receive credit for attending church but there unfortunately isn't any other way to track Sunday school attendance so credit will be limited to just church attendance at another church with a copy of the bulletin provided.

## **Awana Clubs**

Awana has clubs for children ages 2 through 6<sup>th</sup> grade. There are five Awana clubs. Puggles: 2 and 3 year olds Cubbies: 4 and 5 year olds. Sparks: Kindergarten through 2<sup>nd</sup> grade. Truth and Training (T&T) Ultimate Adventure: 3<sup>rd</sup> and 4<sup>th</sup> grade. T&T Ultimate Challenge: 5<sup>th</sup> and 6<sup>th</sup> grade flex year (6<sup>th</sup> graders have option of staying in Awana or moving up to youth group EDGE).

## **Puggles**

Puggles is a club for toddlers ages 2 and 3 and meets in the nursery. Your child must turn 2 by December 31<sup>st</sup> of that school year to join Puggles. In Puggles, children are welcomed each week with play time, songs, simple crafts, and activities. Leaders present age-appropriate lessons using large, colorful teaching cards, finger puppets plays and more. Lessons teach and reinforce four basic biblical precepts: *God Made Everything, God Saw That It Was Good, God Is Love, and Give Thanks*. Participating in Puggles will give your child a head start on the path to loving and following God for life.

Since the Puggles Club is designed to introduce toddlers to Awana, the Puggles club looks very different from other clubs. These children do have their own uniform but they don't have handbooks so they don't earn awards or Awana Dollars. Therefore, they don't participate in the Awana Store but we try to include them whenever we can. We request parental assistance during our special events to allow the Puggles to be included.

The Puggles environment on Wednesday nights is not a nursery environment. It is more of a preschool environment where teachers are trying to reinforce learning along with Biblical principles. Children will engage in many age-appropriate activities and a typical night at Puggles will reinforce this routine. Due to limited staff available and the young age of our Puggles, we have established the following policies for our nursery age children.

- Registration for Puggles is restricted to Awana Volunteers. A parent/guardian will be required to volunteer with Awana in order for their Puggle age child to participate.
- Children must turn 2 by December 31<sup>st</sup> of the school year to begin in Puggles.
- If a child cries or is disruptive for 15 minutes or longer, and cannot be soothed or quieted by the Awana leaders, the parent/guardian will be asked to either pick up the child or remain with the child during Awana for the remainder of the night.
- If a child is continually disruptive, Awana leaders will request that a parent/guardian remain with the child during Awana until the child acclimates to the learning environment. If the parent's presence is not effective in resolving the issue, the clubber will be asked to leave the program for the remainder of the year.
- If a child is continually disruptive and a parent/guardian cannot stay with the child during Awana, the child will be asked to no longer participate in Awana.
- Parents of Puggles children are required to supervise their children during all special events planned for Awana. These include but are not limited to pumpkin carving, egg decorating, etc. Due to limited staff, we are not able to offer one to one supervision to Puggles during these events so parents must provide supervision in order for their child to participate. Children without supervision will remain in the nursery during special events if care is available.
- Check in for Puggles is 6:30 P.M. Staff are not responsible for Puggles children earlier than 6:30 although they may be in the nursery preparing for the evening. Parents/guardians are authorized to be in the nursery with their children prior to 6:30 as long as they are supervising their child.
- Check out for Puggles is 8:00 P.M.
- Puggles do not participate in the Awana Celebration Sunday service.

## Cubbies

Cubbies celebrates the spiritual potential of preschoolers (ages 4 to 5—**not** in Kindergarten) by helping them develop respect for God, His Son, and His Word. Preschoolers can hardly wait for their next Cubbies club meeting. Whether it's the fun puppets, the exciting games, or all the Cubbies friends, they simply love it. At story time each week, preschoolers learn about God—the greatness of His love and His Word—and about His Son, Jesus Christ, the promised Savior. Noncompetitive games build excitement and reinforce story time lessons and themes.

Cubbies follow the all-together method which means that they complete one lesson each week together. Cubbies have their own uniform and handbook and earn cumulative awards by attending each week; although they are not required to recite memory verses. There are two Cubbies handbooks; one for each year.

Here are the policies for Cubbies:

- Children must turn 4 by December 31<sup>st</sup> **AND** be completely potty-trained to be in Cubbies.
- Cubbies children are required to be potty-trained as this classroom is only equipped with a child restroom and no diaper changing facilities. Cubbies age children who are not potty-trained will remain in the nursery as Puggles until they can successfully move up to the Cubbies program.
- Check-in time for Cubbies is 6:30 P.M. Staff are not responsible for Cubbies children before 6:30. Parents/guardians are responsible for their child until Awana begins at 6:30.
- Check-out for Cubbies is 8:00 P.M.
- Parents/guardians are encouraged to participate with their child during special events such as egg coloring and pumpkin carving for additional supervision.
- Cubbies do not participate in the Awana Celebration Sunday service.

## Sparks

To many children in kindergarten to second grade, Sparks is the highlight of the week! They love their red vests, the exciting games, and spending time with leaders and friends. Sparks is divided into three years, each with a unique rank: HangGlider, WingRunner, and SkyStormer. Each year, Sparks clubbers explore the biographies of people of the Bible from a new portion of Scripture, memorize Bible verses, and complete handbook activities. The handbooks, combined with Large Group Time Lessons from the *WHO Do I Need To Know From The Bible* series take your child on a journey through the entire Bible.

The Sparks curriculum is comprised of three handbooks; one for each year. Each handbook builds a foundation of biblical wisdom through memory verse drills, crafts, activities, and review of key doctrine and Bible facts. Before working on the first handbook, HangGlider, all newcomers to Sparks will complete an entrance booklet—Flight 3:16—that centers on the gospel message of John 3:16.

The children complete their handbooks at their own pace with the goal of completing one book by the end of the year; however, some children may not complete their handbook while others may complete more than one handbook per year.

Here are the policies for Sparks:

- Sparks must recite memory verses to complete sections of their handbook.
- Sparks must pass each section with no more than 2 helps per section.
- After completion of the Flight 3:16 entrance booklet, all new Sparks, regardless of grade level, will begin with the HangGlider handbook.
- Sparks complete their handbooks at their own pace.
- Check-in for Sparks is 6:30 P.M. unless the child is joining the Awana Choir OR would like to participate in song time during the Awana Choir practice. These children may be checked-in at 6:00 P.M. Supervision is not provided for your child if they are not participating in the Awana Choir/Song Time. Parents are responsible for supervision of their child if not in Awana Choir/Song Time.
- Check-out time for Sparks is 8:00 P.M.

## **Truth and Training (T&T)**

T&T engages 3<sup>rd</sup>-6<sup>th</sup> graders by answering questions about God and the Bible, guiding them through this pivotal life stage to grow in Christ's grace. T&T is different from other Awana programs. It is comprised of two clubs with distinct curriculum, uniforms, and awards. T&T Ultimate Adventure for 3<sup>rd</sup> and 4<sup>th</sup> graders and T&T Ultimate Challenge for 5<sup>th</sup> and 6<sup>th</sup> graders. These clubs separate for Small Group Time but are combined for Large Group Time and Game Time.

These are the policies for T&T:

- T&T clubbers must recite memory verses with no more than 2 helps per section and complete the written sections of their handbook each week to receive credit for handbook work. Both must be done to receive credit for completed handbook section.
- T&T Clubs are on the all-together method which means each week, the child is responsible for completing the same section of their handbook and memorizing the same memory verse as the other clubbers. Clubbers who join T&T UA late, will join the group after completing their entrance booklet and begin in the same section of the group. That child has the option of completing other previous sections of the handbook to receive credit for book completion.
- Check-in for T&T is 6:30 P.M. unless the child is joining the Awana Choir OR would like to participate in song time during the Awana Choir practice. These children may be checked-in at 6:00 P.M. if participating in Awana Choir/Song Time. Supervision is not provided for your child if they are not participating in the Awana Choir/Song Time. Parents are responsible for the supervision of their child if not in Awana Choir/Song Time.
- Check-out time for T&T is 8:00 P.M.

## **Check in/out Policies and Procedures**

- Check-in for all clubs is at 6:30 P.M. Parents are responsible for supervising their child until check-in. The church is not responsible for children before this time.
- Check-out for all clubs is at 8:00 P.M. Children will remain in the gym until the parent has completed the check-out process with the Secretary and has signed their child out. Parents will then go to the gym to retrieve their child.
- Our volunteers are committed to the success of our Awana program. Many of them work full-time and have family and work obligations. Tardiness in picking your child up from club or attempting to check your child in before check-in time will not be tolerated. The Commander will speak to the parent/guardian when check in/out becomes an issue and the Commander will work with the parent/guardian to resolve the issue but if the problem continues, the child may be asked to not participate in the program.
- Children must be present at check-in and be accompanied by his/her parent or guardian. Staff must verify that the child is wearing his/her uniform, brought his/her Bible/Handbook, is wearing sneakers, attended church/Sunday School, and if he/she has brought a friend. Children who are not present at check-in will not earn Awana dollars because the secretary cannot verify the above mentioned criteria. Children attempting to check-in without a parent or guardian will not be authorized.
- Parents must sign in their child at check-in and sign out their child at checkout. This is in accordance with the Carlisle First Church of God's Safe Sanctuary Agreement.
- Be aware of the locations for check-in and check-out as they may be in different locations. The Awana Check-In and Check Out signs will be posted on the appropriate door for your reference. Check-in is in the small fellowship area where we host the dinner while check-out is the side door. Please try to use the correct door so there is less interruption to the other programs going on in the church. Parents and children are restricted from using the gym to enter check-in as the youth group uses the gym during this scheduled time. Walking through the gym because you've entered the wrong door is not only distracting to the youth group but is also a safety issue as the youth are engaged in vigorous activities during this time.

## **Awana Choir/Song Time**

Your child is invited to participate in the Awana Choir. If your child is in Sparks or Truth and Training and has a desire to sing, he/she is welcomed to join the Awana Choir. No singing experience is required, just a desire to sing. Children who may not want to join the choir but would like to participate in Song Time are welcomed to attend. They are not expected to sing with the Awana Choir on Sunday mornings but they are expected to participate in Song Time and behave if they wish to participate during this worship time.

The Awana Choir practices from 6:00-6:30 P.M. on Wednesday nights. Children who are participating in the Awana Choir/Song Time may be checked-in at 6:00 P.M. However, the same policies for check-in are expected to be followed.

- Children who are not participating in Awana Choir/Song Time may not be checked-in until 6:30 P.M. Additionally, children are not allowed in the gym from 6:00-6:30 as the youth group has the gym reserved at this time. Children are not allowed to go to their club classrooms either during this time. Leaders may be in the classroom preparing for the evening but are not on the clock to supervise your child. Parents of Puggles may use the nursery but must provide supervision until Awana starts at 6:30 P.M.
- Puggles and Cubbies may not participate in Awana Choir/Song Time due to their age as they cannot be expected to sit through instruction and require supervision. Cubbies may be granted special permission to participate at the discretion of the Awana Choir Director. These special requests must go directly through the Awana Choir Director and are on a case-by-case basis.
- Children participating in the Awana Choir/Song Time are expected to sing and are expected to behave. Children who continually exhibit problem behaviors will be asked to leave and will not be allowed to check-in until 6:30 P.M. Additionally, the parent will have to provide supervision to the child no longer participating in Awana Choir/Song Time until Awana starts.

## **Inclmemnt Weather Policy**

The Carlisle First Church of God Awana Club follows the Carlisle Area School District closures/delays in regards to inclement weather. If the Carlisle Area School District cancels school, there will be no church services. If there is an early release, Awana will be cancelled. Information about closures and delays will be on the Carlisle First Church of God Awana Facebook page and an email will be sent.

## **Want to Help?**

Adults love Awana too! We are always in need of volunteers to fill many roles. We need teachers and volunteers to help with clubs, small group time, snacks, games, etc. If you want to help, we'd love to have you! However, in order to do so, you must submit your clearances, application, and forms to the Awana Commander. These are available on the church website.

- PA State Criminal Background Clearance-Free for volunteers
- PA Child Abuse Background Clearance-Free for volunteers
- FBI Background Clearance (only required for individuals who have not been residents of PA for the last 10 years)
- Volunteer Verification Form
- Volunteer Application
- Safe Sanctuary Agreement Form

Carlisle First Church of God is mandated by the state of Pennsylvania to have these forms/clearances on file for all volunteers to be in accordance with state/federal mandated laws on keeping children safe.

## **CFCOG Awana Facebook Page**

We are on Facebook. We have two pages both titled “Awana Carlisle First Church of God. One page is open to the public and we also have our closed group. Our open page is at <https://www.facebook.com/Awana-Carlisle-First-Church-of-God1255012717856660> and is where we share general information to the public and a closed Facebook page is <https://www.facebook.com/groups/1563322873977129/>. Please request to be added to our closed Facebook page as this is where we share pictures and other important information not available to the public.

We hope you have read this entire handbook for the Carlisle First Church of God Awana Club. This is the best way to make sure you have completed information regarding this children’s ministry. Should you have any questions that are not addressed in the his handbook, please feel free to contact your child’s leader, the Awana Commander, church pastors, or any member of leadership at any time. Carlisle 1<sup>st</sup>, Awana Commander: [AWANACGCOG@gmail.com](mailto:AWANACGCOG@gmail.com)

Please visit our church’s Awana page at <https://carlislecog.twotimtwo.com> for weekly schedule, special events information, and to register your child. Please visit our church website at [www.carlislecog.org](http://www.carlislecog.org) for a listing of worship times, Sunday School, and other opportunities for all age groups.