



# Family Handbook

Wednesdays, 6-7:30pm  
appletonawana@gmail.com

Appleton Community  
Evangelical Free Church  
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## Dear Parents/Guardians,

Welcome to Awana! We look forward to another year of fun, learning, and growing in Christ at Appleton Community Evangelical Free Church! It is a privilege to work together with you in the spiritual, mental, and social training of your child. We hope that you find this information helpful in supporting your child this year.

**What is Awana?** Awana is a global, nonprofit ministry with fully integrated evangelism and long-term discipleship programs for students that actively involves parents and church leaders. Each week, more than 4 million children and youth, 470,000 volunteers and 260 field staff take part in AWANA in over 47,000 churches around the world. Offered through local churches, AWANA reaches kids where they're at and walks alongside them in their faith journey.

**Attendance:** Please let us know in advance if your child is going to be absent from club so that we may plan for our groups accordingly. You may call your absence in to the church secretary at 920-735-9971 or send an email to [appletonawana@gmail.com](mailto:appletonawana@gmail.com). Please be sure to leave the name of your clubber and which club they are a part of (T&T, Sparks, Cubbies, or Puggles).

**Sick Policy:** Please follow the same guidelines you would follow for sending your child to school sick. Allow at least 24 hours after vomiting, diarrhea, and fevers before returning to Awana. While we want to see our clubbers each week, illnesses spread fast and we want to be sure to keep our club healthy. Thanks for your consideration.

**Drop off:** Clubbers may not check-in or be dropped off prior to 5:50. This ensures that there is proper supervision. If you arrive early, please stay with your child until check-in begins. Sparks and T&T clubbers will check in at the front entryway with their club secretary and then head to their club room. Cubbies will check in at the Sprouts counter. Parents will initial the check-in and check-out sheet each night.

**Pick up:** Club ends at 7:30pm, but parents are welcome in the sanctuary at 7:25 to help set up chairs and then pick up clubbers from their classrooms.

**Snacks:** Snacks will be offered to our clubbers each night during club. There will be a sign-up to donate snacks for club nights throughout the year. If your child has a food allergy, you are welcome to send your own snack. Food allergies should be noted on the registration forms.

**Discipline:** Our goal at Appleton Community E-Free Awana is to share the love of Christ with each clubber by providing a safe and positive experience for all who participate. In accordance with our local schools PBIS rules, our club has 3 main rules:

1. Be Safe
2. Be Responsible
3. Be Respectful

Clubbers will earn “Grow Bucks” for following these expectations. Bucks can be used to purchase items from our Awana store after club. In the event that a child has difficulty following club rules, Awana leaders will use a 3-Count system. A “1” is a verbal warning to remind the child to change their behavior. If the behavior continues, a clubber will be given a “2” and will have a conversation about the behavior with a leader away from the rest of the group. If the behavior continues after a “2” is given, a “3” will mean that the child will be removed from the group to sit with the club director or CYM director and a note will be sent home to be signed by a parent. In the event of frequent “3’s,” the club director will have a conference with the parent to create a plan for their child to remain at club.

**Awana Store:** Clubbers will earn bucks for positive behaviors, coming to club prepared (Bible, handbook, uniform), and for completing sections in their handbook. These bucks can be used to purchase items from our “store” after club. Parents are asked to sign-up for at least one store shift throughout the club year. Directions will be provided. In the event that a particular week does not have a parent signed up to serve at our store, store will not be offered on that night.

**Grand Prix:** The Awana Grand Prix is a Pinewood-Derby-style racing event. Clubbers create their very own Grand Prix race cars, choosing from pre-cut car kits or kits consisting of a block of wood and a set of wheels and axles. They then go head-to-head with other clubbers' cars on race day. The top designs and fastest cars receive special awards while all competing clubbers earn a participation ribbon. Check the calendar for this year’s event date.

**Offering:** One way to thank God for meeting our needs is to let him use us to meet the needs of others. At Awana club, we have the opportunity to reach kids internationally with the Gospel of Christ. For every \$10 we collect, we will reach one child with the Gospel in another country. Clubbers and their families can place their offerings in the offering jugs at club.

**Weather Cancellations:** In the event of inclement weather, should we feel it necessary to cancel club, we will try notify families through our Facebook page and email by 4pm. We will also notify the church secretary if you prefer to call. It is always up to the discretion of the parents/guardians to make a decision on whether you feel comfortable traveling in inclement weather.

**Handbooks:** Each child will receive a handbook to use throughout the year. To get the most out of our Awana program, we encourage parents/guardians to take an active part in working with their child in their handbooks each week. Below you will find more information about each of the clubs and how the handbooks are used. We pray these handbooks can be a tool to help you lead your child to Know, Love, and Serve Jesus Christ.

**Awanabees:** Awanabees are too young for Puggles, but have parents who serve on club night, but that doesn’t mean they don’t “Beelong!” Even our youngest clubbers can learn about God’s love and creation. Leaders who serve can bring their infants and toddlers to the ‘Lil Sprouts room where they will be loved and cared for.

**Puggles:** Puggles is an Awana program the year before Cubbies (older 2’s and younger 3’s). The Puggles curriculum is hands-on! Puggles will learn Biblical truths through Bible lessons, songs, verse

memorization, games, and crafts. Children of this age CAN learn! Toddlers love having their very own Awana club just like their older siblings. Puggles wear a Puggles t-shirt as their uniform. Lessons teach and reinforce four basic biblical precepts: God Made Everything; God Saw That It Was Good; God is Love; Give Thanks. This club is only available to the children of those leaders who are serving.

**Cubbies:** The Cubbies club is for clubbers ages 3 and 4. Cubbies wear a blue vest and earn apple patches for their achievement in their handbooks. Here is some information to help you understand the Cubbies Program.

**Apple Acres Entrance Book:** When starting the Cubbies Club, ubbies will be given the Apple Acres Entrance Booklet. This booklet sets the groundwork for the AWANA Cubbies Program. It contains Bear Hug A and B sections (the Cubbies key verse and motto), fun activity pages, a clear gospel presentation and basic information about the program for parents. Once Cubbies complete their entrance booklet, they get their blue uniform vest and their first Green Apple emblem! Parents/guardians need to sign each section on the entrance booklet to indicate their child has worked on those sections prior to club.

**Handbooks:** Cubbies club has two handbooks, called Appleseed and HoneyComb. These handbooks rotate each year. Cubbies will have their own handbooks and will follow the pacing of the group. Please see our schedule to know which sections your child's Cubbie leaders will be working on in club each week. At the end of the AWANA year, book awards are given for the completion of the books. Cubbies will learn the most from their handbooks if parents go over the lessons and review the verses at home, which is why parents need to sign each section. We encourage you to read the Bible stories with your Cubbie and share excitement for each verse that they learn and say to you at home. Look at their books, encourage them as they memorize the verses, and let them practice in the car as you are riding along. Ask your child what the verse means. Our goal is to have our clubbers memorize, know what it means, and live it out.

**Cubbies Uniform:** As Cubbies complete sections in each handbook, they earn red and green apple patches that are ironed or sewn on their vest. When working in the AppleSeed handbook, apple patches will be placed on the "A" and when working in the HoneyComb book the apples are placed on the "C". Patches will be sent home on the club nights in which the clubber earns them and are to be sewn or ironed on by a parent/guardian. The book emblem patches should be placed on left side of the vest, above the "C." See the

picture below for reference



**Cubbies Awards:**



**Updated! Sparks:** The Sparks club is for clubbers in the kindergarten through 2nd grade. Sparks wear a red vest and earn awards for their achievement in their handbooks. The awards are worn on the red vest. Handbooks include Bible memorization and other Bible centered activities. Here is some information to help you understand the program.

**Flight 3:16 Entrance Book:** When starting the Sparks Club, Sparks clubbers will be given the Flight 3:16 Entrance Booklet. This booklet helps clubbers learn the Sparks Motto and Sparks Key Verse. To complete this entrance book, clubbers must recite John 3:16 and come to club 2 times. Parents/guardians should initial each section on the entrance booklet to indicate their child has worked on those sections prior to club.

**Handbooks:** This year our club will be using the “**Together We Move**” Awana method for Sparks. This will be different than it has in the past. Kindergarten Sparks will be working on the HangGlider handbook. First graders will work on the WingRunner handbook and second graders will work on SkyStormer book. Each week, Sparks will be assigned specific sections in their handbooks. Please see the Awana calendar for reference. These will be the sections their leader will review and work on while in small group. In the even that a clubber falls behind or is absent, they will need to keep with the group schedule and can go back and finish the sections they missed. Opportunities to get missed sections signed off may be available if there is extra time in small group, after club, or on Sunday mornings with a leader. When Sparks are reciting verses, they are required to say the reference (ex: John 3:16) as well as the verse. At the end of the AWANA year, book awards are given for the completion of all the sections in the books. **Sparks will learn the most from their handbooks if parents go over the lessons and review the verses at home**, so we offer a bonus Grow Buck if parents initial the weekly sections to indicate they worked with their child. We encourage you to read the Bible lessons with your clubber and share excitement for each verse that they learn and say to you at home. Look at their books, encourage them as they memorize the verses, and let them practice in the car as you are riding along. Ask your child what the verse means. Our goal is to have our clubbers memorize, know what it means, and live it out.

**SPARKS Uniform:** As Sparks complete sections in each handbook, they earn patches that are ironed or sewn on their vest. They also earn different colored jewels that are attached to a flight pin that is worn on their vest. The awards earned are issued during club time. Awards will only be issued if the clubber has on their Sparks vest. This keeps the jewels from getting lost since they are small and are meant to be attached to the vest. If a child forgets their vest, the awards will be kept till the next week. See the picture below for placement reference.

## Sparks Awards:



**UPDATED! T&T:** The T&T club is for clubbers in the third through sixth grade. T&T club has 2 different uniforms and T&T's earn awards for their achievement in their handbooks. The awards are worn on their jersey-style uniform. Handbooks include Bible memorization and other Bible centered activities. Here is some information to help you better understand the program.

**Start Zone Entrance Books:** Each year, when starting T&T club each clubber will be given a Start Zone Entrance Booklet. This booklet introduces the Gospel and basic Bible Concepts.

**Handbooks:** Upon completion of one of the Start Zone, clubbers will begin working on their handbooks. All clubbers in T&T will be working on the same handbook, at the same pace. The handbooks are designed in a Bible study format and each week clubbers will complete 1 section (occasionally 2- see the calendar for the schedule). Both the large group and the small group time will be focused on the section of the week, and the small group time will give clubbers an opportunity to discuss what they have learned. This will allow students to gain a deeper understanding of what they are learning.

**Extra Credit/Bucks:** There are also extra credit Silver and Gold sections that can be completed each week. **T&T clubbers will learn the most from their handbooks if parents go over the lessons and review the verses at home**, which is why we recommend that parents initial each section in the handbooks. Clubbers will receive an extra "Grow Buck" for having a parent sign the parent handout page or initialing the section of the week. We encourage you take an active role in your clubbers experience! Look at their books, encourage them as they memorize the verses, and let them practice in the car as you are riding along. Ask your child what the verse means. Our goal is to have our clubbers memorize, know what it means, and live it out. At the end of the AWANA year, book awards are given for the completion of the books.

## T&T Uniforms:

T&T clubbers wear a green, jersey-style shirt. As they complete sections in their handbook, they earn Discovery Emblem patches that are ironed or sewn on their shirt. Clubbers can choose the color and location of their patches. See more information in the handbook.

**Grades 5&6** T&T clubbers have the option to wear a blue, jersey-style shirt, or they may continue to wear their green shirt. As they complete sections in their handbook, they earn patches to place on the white portion of their shirts. Clubbers may choose which of the 16 emblems and place them anywhere they desire on the white part of their jersey uniform. See more information in the handbook.



## T&T Book Completion Awards

1 Book:



2 Books:



3 Books:



4 Books:



**T&T Timothy Award:** A Timothy Award is earned when a T&T clubber completes all 4 T&T books. Timothy Award recipients may request a one-time \$50 scholarship to a camp of their choice (payable to the camp directly).

More on the next page

**Bring a Friend!** Awana's mission is to reach boys and girls with the Gospel, which is why the handbooks include sections that encourage clubbers to bring friends. We know that this is not always a feasible option, so here are some club approved alternatives:

- Ask friends that you have invited, but are unable to come, to sign their name on a paper. Tape this paper into your handbook on the Bring A Friend section. (3 friends for Sparks, 5 friends for T&T)
- Make Awana Invitations for friends. Bring them to Awana for your leader to see, then mail or hand deliver them.
- Bring friends to church on Sunday or another program at church. Have your parent put a note in your handbook stating the event name and date.
- Wear your uniform to school and explain Awana to anyone who asks about it. Have your parent or teacher sign a note stating the day you wore your uniform.
- Write a letter to a friend explaining what Awana is. Give a sample salvation message and in invitation to Awana. Bring the letter, with a stamped envelope so your leader can read it and then mail it to your friend.
- Do an outreach project such as going to a nursing home to visit or sending cards to the residents.
- Memorize extra verses (ask your leader about this)
- Hand out Awana flyers or flyers for a special night. Parents can write a note in your handbook stating what you did.

# Parent and Clubber Signature Page

**Thank you for allowing your child to participate in Awana! This is going to be a great year full of faith, fun, and fellowship! Please read this handbook and sign and return this page or have your clubber bring it to check-in. Thank you!**

I \_\_\_\_\_ have read this Parent/Clubber manual, understand the policies and procedures and I am looking forward to working with my child and having a great Awana year!

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Child(ren) Name(s): \_\_\_\_\_

Clubbers: I/We understand that club is a time to have fun and learn, and therefore will do our best to: Be Safe, Be Responsible, and Be Respectful!

Clubber Signatures:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Club: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Club: \_\_\_\_\_