



Parent Manual

2011-2012

Welcome to Awana!

This Parent Manual outlines some of the key features of the Awana program at East Madison Baptist Church: the clubs and activities we offer, club rules, registration fees, and a calendar of events. We've made some changes this year; refer to the What's New section on the next page for a summary of those changes.

*To assist with planning, **please complete a registration form** and return it to the Church Office or an Awana leader as soon as possible. There is no deadline; registrations are accepted throughout the year.*

*Our primary means of communication are occasional e-mails and flyers. To receive e-mails, you will need to provide us an e-mail address on your registration form. Notices will also be placed occasionally in the church bulletin. The attached **calendar** also lets you know what events we are planning this year.*

***If you are interested in serving in the Awana program, great! Please contact me.** Whatever your spiritual gift – teaching, crafts, music, drama, puppets, games, organization, record keeping, or just a helpful heart – we can use you in this worthwhile ministry. You can serve every week, every other week, once per month, whatever fits your schedule.*

I hope your children enjoy this year's program. Should you have any questions, please contact the Church Office at (608) 249-3779, or contact me or any other Awana Leader or Director.

Sincerely,

Ben Stritesky
Awana Commander
awana@embclife.org
608.284.5949



What's New in 2011-12?

Here's a summary of changes made to our Awana program this year:

New Pick-Up Procedure

Instead of the clubber pick-up card we had last year, this year we will require to see your state-issued photo ID. **Other adults given permission to pick up your children must be listed on your registration form, or they will not be released until we obtain verbal verification from you.** In either case, the adult who picks up the clubber needs to come into the church sanctuary to pick up their clubbers at the end of the night.

Splitting Truth and Training: Ultimate Adventure and Ultimate Challenge

Starting this year, the T&T club for 5th and 6th graders will be called T&T Ultimate Challenge. With this new name comes a new uniform with patches instead of badges for recording progress in their book. T&T Books 3 and 4 will now be T&T Ultimate Challenge Books 1 and 2. 5th and 6th graders entering T&T for the first time will jump directly to T&T Ultimate Challenge Book 1 after finishing the Start Zone (a new Start Zone for 5th/6th graders). 5th and 6th graders returning to T&T this year must finish their current book before starting an Ultimate Challenge book. All fifth and sixth graders will need a new uniform this year.

With the name change for 5th and 6th graders, there will be a name change for 3rd and 4th graders, too. Their club will be called T&T Ultimate Adventure. Their books will be the same, but the badges have changed to a new design featuring Streamwood the dog!

Whatever-you-can-afford Policy

We don't want finances to get in the way of participation in Awana. If your financial situation makes it difficult to cover the costs of Awana participation, we will accept whatever you can afford, even if it's nothing. If, in the future, the Lord provides you with excess funds, please prayerfully consider contributing to Awana's work, but do not feel any obligation to do so.

Minimum Section Requirement

Clubbers must complete at least one section per night (two to three sections per week is average in order to complete the book), or they will lose game time privileges the following week. As a parent, your example, encouragement, and help in this area are of immense importance. Please help your clubbers throughout the week so that they see its importance to you. To help with this, many of the handbooks have a parents' guide. Just let us know if you're interested in one and we'll purchase one for you.

Handbook CDs

There is a CD for most Cubbies, Sparks, and T&T handbooks with Awana memory verses set to music. This is a great resource to help your child memorize their verses. If you would like one of these CD's, email awana@embclife.org and we'll arrange for you to pick one up during Awana Check-In. The suggested fee is \$10 each, or you can exchange a previous CD for a new one at no cost.

Program Overview



@ EAST MADISON BAPTIST CHURCH

WHAT IS AWANA?


Approved Workmen Are Not Ashamed

Be diligent to present yourself approved to God as a workman who does not need to be ashamed, handling accurately the word of truth. (2 Timothy 2:15, the Awana key verse)

Awana Clubs International is a Bible-centered, non-denominational ministry equipping local churches to form weekly clubs with comprehensive, structured programs for preschool through high school, designed for the spiritual growth and evangelism of children and their families. Awana strives to educate children and youth of all ages to know, love and serve Jesus Christ.


East Madison Baptist Church has participated in the Awana program since 2000.

We offer the following clubs:

Cubbies  Preschool (3-5 years old, 2 years prior to Kindergarten)

Sparks  Kindergarten through 2nd grade

Truth & Training (T&T)  **Ultimate Adventure**, 3rd and 4th grade
Ultimate Challenge, 5th and 6th grade

24-7  **Trek** Middle school, 7th – 8th grade

Ministries  **JOURNEY** High school, 9th – 12th grade

CLUB SCHEDULE

All clubs meet every **Wednesday 6:30 – 8:00 PM.**

Our first meeting is **September 7th.**

Our last meeting will be **May 2nd.**

Refer to the calendar at the end of this document for more details.

CLUB STRUCTURE

Awana provides weekly club meetings, divided into the following activities:

1. **Handbook Time** – All clubs dedicate time to Bible Scripture memorization and application using age-appropriate handbooks. All Bible verses are taken word-for-word from the New King James Version (NKJV) of the Bible, except Cubbies who use the New International Version (NIV). Clubbers should be studying their handbooks during the week, and are rewarded each week according to their progress.
2. **Council Time/Story Time** – All clubs are presented with an age-appropriate Bible message, often including a presentation of the gospel message of salvation through faith in Jesus Christ.
3. **Game Time** – Sparks and T&T practice teamwork and good sportsmanship by competing in

fun, organized games. Weather permitting, Game Time is held outside in the East parking lot. Please have your children wear clothing appropriate for Game Time (no flip-flops, etc).

4. **Award Time** – Clubbers are recognized for completing sections in their handbooks.

AWARDS AND REWARDS

The Awana curriculum is fun, but it is also a lot of work! As such, we like to award and reward our clubbers for their achievements:

- **Points:** Sparks and T&T clubbers earn points during the year for completing sections in their handbook, as well as other activities. These shares can then be redeemed in the Awana Store (held a few times per year) for various prizes.
- **Uniform Awards:** After reaching specific milestones in their handbook, clubbers are presented with awards which attach to their uniform.
- **Book Awards:** At our Year-End Awards Ceremony, Book Awards are presented to all clubbers who have completed their handbook this year. The Book Awards culminate in the Citation Award, awarded to graduating seniors who complete the requirements for all ten years from T&T through Journey.

Some Book Award recipients are eligible for scholarships from certain universities. See <http://www.24-7ministries.net/students/scholarships/> for more information.

REGISTRATION FEES

Dues:

\$15.00 per clubber per year (covers awards, prizes, store items, fun night expenses, etc.)
(\$45.00 maximum per family)

Cubbies: Vest – \$10.00; Handbook – \$10.00

Sparks: Vest – \$10.00; Handbook – \$10.00

Truth & Training:

Ultimate Adventure Uniform – \$15.00 (Grades 3-4)

Ultimate Challenge Jersey – \$20.00 (Grades 5-6)

Handbook – \$10.00

Trek: Handbook – \$10.00

Journey: Handbook – \$10.00

Whatever-you-can-afford Policy: Ideally, all fees are paid at the time of registration. However, we don't want finances to get in the way of participation in Awana. If your financial situation makes it difficult to cover the costs of Awana participation, we will accept whatever you can afford, even if it's nothing. If, in the future, the Lord provides you with excess funds, please prayerfully consider contributing to Awana's work, but do not feel any obligation to do so.

Make all checks payable to "East Madison Baptist Church", with "Awana" in the memo line.

PARENTAL PARTICIPATION

Parents are requested to participate in the following areas:

- ✓ **PRAY for your children and their Awana leaders!**
- ✓ Encourage and help your child in Scripture memorization. This is important for all age levels, but especially for Cubbies and Sparks who cannot yet read.
- ✓ Deliver and pick-up your child promptly for all club meetings and functions. Check-in starts at 6:15.
- ✓ Stress to your child the importance of the Club Rules below.
- ✓ Encourage and help your child to attend Church and Sunday School.
- ✓ Encourage and help your child to attend each weekly club meeting.
- ✓ Assist and encourage your Awana Leaders. These dedicated Leaders help promote every child's growth!

Please Note: Parents, you must fill out and sign the Registration Form and bring it to Registration Night or return it to the church office or an Awana Leader by your child's second visit. You must complete this form every year, even if you have registered with us in the past.

CLUB RULES FOR CLUBBERS

Clubbers should follow these rules:

- ✓ **Behave!** The same standards of conduct that would apply at home or at school would apply here, too. Any child who continually disrupts the club may be sent home. Of course, that child is welcome back to future meetings.
- ✓ **Obey** your Leaders! Disobedience cannot be tolerated. Any child who continually disobeys may be sent home. Again, that child is welcome back to future meetings.
- ✓ Please be **on time**. Club meetings will start promptly at 6:30 PM, and check-in starts at 6:15.
- ✓ Wear your **uniform** every week (including name tag). Clubbers cannot receive awards or present flags unless they are in uniform.
- ✓ Do not bring any toys, games (Nintendo DS, PSP, iTouch, etc.), iPods/MP3 players, cell phones, trading cards (except T&T trading cards), or sports equipment (footballs, etc.) to Club meetings.
- ✓ Wear **tennis shoes** and **long pants** for protection during Game Time, if you are in Sparks or T&T. This is recommended, not required, but you may not be allowed to participate in games if you do not follow this rule.



Handbook Requirements

Handbooks are an essential part of the Awana program. Every club has its own set of handbooks, and every clubber should be working to complete their handbook before the end of the year.

Any time a child enters a new club, the first thing they must do is complete an **entrance booklet**. Once completed, usually in 1 to 3 weeks, the clubber is given a **uniform** and a **handbook**.

All handbooks (even the entrance booklets) are divided into **sections**. Clubbers should study their sections at home during the week, and at their next Awana meeting a leader will sit with them one on one and **review** their sections. When a clubber completes a section, the leader **signs off** on that section and awards the clubber **shares**.

Most sections involve **memorizing Bible verses**. Clubbers should be memorizing these verses (including the verse reference) at home, and must recite these verses from memory when reviewing sections with a leader. The leader is allowed to give the clubber two "helps" *per section (not per verse)*. *All verses in a section must be recited in a single sitting in order to complete that section.*

Cubbies The entrance booklet for Cubbies is called the **Bear Hug Brochure**. Once that is completed, all Cubbies will be working in the **Jumper** book together.

The sections in the Hopper book are referred to as **Bear Hugs**. Cubbies all progress at the same rate, one Bear Hug per week. Each week parents need to read the Bear Hug material to their children, help them memorize the verse at the end of the section, and sign off the section when they've learned it. **Apple Tree** sections are optional, for extra credit.

Unlike other clubs, Cubbies do not earn points for their sections.

Sparks The entrance booklet for Sparks is called **Flight 3:16**. From there, clubbers work in order through three books: **HangGlider**, **WingRunner**, and **SkyStormer**. A clubber cannot start the WingRunner book unless they are in 1st grade, and cannot start the SkyStormer book unless they are in 2nd grade. Extra credit work is available for clubbers who finish their books early.

Clubbers progress at their own pace in Sparks, but in order to complete one book in a year they must complete **40-49** sections, so their goal should be to complete **2 sections per week**.

Sections in the Sparks books are grouped into a **Rank Patch**, four **Red Jewels** and four **Green Jewels**. All sections in the book must be completed in order.

T&T The entrance booklet for T&T is called the **Start Zone**. (There are two Start Zones, one for 3rd and 4th graders, and one for 5th and 6th graders.) From there, clubbers work through either the two **Ultimate Adventure** books for 3rd and 4th grades, or the two **Ultimate Challenge** books for 5th and 6th grades. A clubber cannot start Ultimate Adventure Book 2 until they enter 4th grade, and cannot start Ultimate Challenge Book 2 until they enter 6th grade.

Clubbers progress at their own speed in T&T, but in order to complete one book in a year they must complete **56** sections, so they should be working on at least **2 or 3 sections per week**. Gold and Silver sections are extra credit.

Sections in the T&T books are grouped into eight **Discoveries**. Each Discovery must be completed in order.

Trek The entrance booklet for Trek is called the **Trek Check**. Once that is completed, all clubbers will be working in the **Dashboard** book together. The book is divided into two main studies, **Yield** and **Owner's Manual**, one for the Fall and one for the Spring. Each study is composed of several lessons, which need to be completed in order.

Journey The entrance booklet for Journey is called **Faith's Foundations**. Once that is completed, all clubbers will be working in the **Main Study** book together in the Fall, and an elective study in the Spring. This year's Main Study topic is **A Study in Romans**.

CDs: Awana offers CDs for Cubbies, Sparks, and T&T where memory verses are set to music. (*The CDs included with the Sparks handbooks only recite the verses in spoken form; they are not set to music.*) This is a great way to help your child memorize their verses. If you would like one of these CDs, e-mail awana@embclife.org and you can pick one up during Awana Check-In. The suggested fee is \$10 each, or you can exchange a previous CD for a new one at no cost.

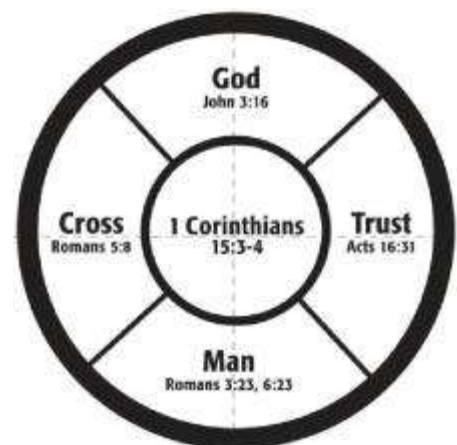
MISSIONARIES: All T&T handbooks have sections that require your child to find out information about one or more missionaries. These sections cannot be skipped, but they can be completed early. We will try to schedule missionaries to come visit our clubs during the year to help with these sections, but feel free to find missionaries on your own.

BRINGING VISITORS: All Sparks and T&T handbooks have a section that requires your child to bring a visitor to an Awana meeting. These sections may be completed at any time during the year. If your child is unable to bring a visitor, see the list of alternate activities below.

Bring-A-Friend Alternatives

Can't bring any friends to Awana? Here are some alternatives you can do. Let your parents help you pick one of these alternatives and let your leader know which one you're doing.

1. *Bring your parents (if they aren't involved in Awana already).* They count as visitors!
2. *Invite 5 friends to Awana.* If they can't come, have them sign a note saying they couldn't come so we know they've been asked.
3. *Write a letter to two of your friends telling them about Awana.* Tell them what you do and what you've learned about God while in Awana. Show the letter to your leader before you send it, but bring a note from your parent when you actually send it. You'll get credit after you send it.
4. *Bring 2 friends to Sunday School.* Have a parent sign a note explaining when and how you did this.
5. *Wear your Awana uniform to school.* Have your teacher sign a note saying you did this.
6. *Hand out at least 15 flyers to friends, neighbors, or classmates, inviting them to a special night at church or Awana.* Have a parent sign a note saying you did this.
7. *Memorize the Gospel Wheel (at right) and the verses it references.* You should be able to draw the Gospel Wheel and recite all of the verses to your leader in one sitting.





REGISTRATION FORM INSTRUCTIONS 2011-2012

- Please fill out all contact information for your household. Your e-mail address will be used for occasional communications of upcoming events.
- List each child you will be registering for Awana. If your child is promoting to a different club this year (from Cubbies to Sparks, or Sparks to T&T, or T&T Ultimate Adventure to T&T Ultimate Challenge, for example) or if this is your child's first time in any Awana club, make sure you check the "Need Uniform" box.

<u>Club</u>	<u>Age Group</u>
Cubbies	pre-K (3 – 5 yrs old) (must turn 3 before Sept. 1st; 5 yr olds must not be in Kindergarten)
Sparks	K – 2 nd grade
T&T Ultimate Adventure	3 rd – 4 th grade
T&T Ultimate Challenge	5 th – 6 th grade
Trek	7 th – 8 th grade
Journey	9 th – 12 th grade

- If you have any special room requests, place a check mark in the last space to the right of your child's name, and the club Director will contact you.
- Please include any medical information you feel we need to know for each child, especially food allergies, or conditions that would affect their participation in Games.
- If you feel led to serve in our Awana program, check the appropriate box and a Director or Commander will contact you.
- Dues are \$15 for each child** you are registering (\$45 maximum per family), plus the cost of a new handbook and/or uniform as necessary. See the "Registration Fees" section of the handbook for more details. **Make all checks payable to "East Madison Baptist Church", and put "Awana" in the memo line.**
- If you would like to make an additional contribution to our Awana program, indicate this in the "Office Use" section of the form, and note it on your check's memo line. Please indicate if the contribution is for our church's Awana program in general ("Donation"), or specifically for our regional Awana missionaries, Tim and Sherry Thomas ("Missionary").
- Sign and date the form after reading the "Terms and Conditions".

Awana will be held each Wednesday from 6:30 – 8:00PM from **September 7th** through **May 2nd**. If you have any questions about this form, contact our Awana Commander, Ben Stritesky, at 608-284-5949 or at awana@embclife.org.

Awana Clubber Registration

Club Year: 2011-2012

- Please Print -

EMBC Awana Club

4917 Milwaukee Street
Madison, WI 53714

<u>Parent /Guardian</u>	<u>Number / E-mail address</u>	<u>Contact Person</u>
Name(s): _____	Home Phone: _____	_____
Address: _____	Work Phone: _____	_____
City: _____ State: _____ Zip: _____	Cell Phone: _____	_____
Home Church: _____	E-Mail: _____	_____
Persons (other than parents) authorized to pick up the children: _____	Other: _____	_____
_____	Emergency*: _____	_____

* Emergency Contact During Club Time (other than parents)

<u>Child's First and Last Name</u>	<u>Nickname</u>	<u>Birth Date</u>	<u>Gender</u>	<u>Grade</u>	<u>School</u>	<u>Need Book</u>	<u>Need Uniform</u>
_____	_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

<u>Child</u>	<u>Doctor Name and Phone</u>	<u>Dentist Name and Phone</u>	<u>Insurance Co and Policy #</u>	<u>Allergies / Meds / Special Needs</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I am interested in helping: ___ Weekly ___ Every other week ___ Monthly ___ For Special Events
 Note: All Awana Club leaders and listeners must submit to a background check before working with the children.

Terms and Conditions

- 1) I understand that my child/ren may participate in physical activities such as those held during Game Time. As with any physical activity, there is a risk of injury. I fully accept this risk and hold harmless from any legal liability East Madison Baptist Church and any persons involved in the Awana Club ministry.
- 2) In the event of an emergency that requires medical treatment for the above named child/ren, I understand every effort will be made to contact me or my emergency contact. However, if I/we cannot be reached, I give my permission to the AWANA volunteers to secure the services of a licensed physician to provide the care necessary for my child/ren's well-being. I assume responsibility for all costs connected to any accident or treatment of my child/ren.
- 3) I grant permission for a photo of my child/ren to appear in an unpublished club directory to be used by Awana Leaders only. I also give permission for photo(s) of my child/ren to appear among other general club photos including those on the EMBC website as long as there is no identifying information shown.
- 4) I grant permission for my child/ren to travel to/from Awana Club events with an adult leader. Any such event will be clearly communicated with me beforehand.

I have read and agree to the Terms and Conditions stated above

X _____
 Signature of Parent/Guardian Date

Office Use

Dues Per Clubber:
 ___ @ \$15 / year
 (\$45 max. per family)

Cubbies Vest: ___ @ \$10
 Sparks Vest: ___ @ \$10
 T&T Ult. Adv. Shirt: ___ @ \$15
 T&T Ult. Chall. Shirt: ___ @ \$20

All Handbooks: ___ @ \$10

Total Due \$ _____
 Amount Paid \$ _____

Please make checks payable to:
 East Madison Baptist Church

Awana Club Expenses

2011-2012

Dues:

\$15.00 per clubber per year (covers awards, prizes, store items, fun night expenses, etc.)
(\$45.00 maximum per family)

Cubbies:

Vest – \$10.00
Handbook – \$10.00

Sparks:

Vest – \$10.00
Handbook – \$10.00

Truth & Training:

Ultimate Adventure Uniform – \$15.00 (Grades 3-4)
Ultimate Challenge Jersey – \$20.00 (Grades 5-6)
Handbook – \$10.00

Trek:

Handbook – \$10.00

Journey:

Handbook – \$10.00

Please make checks payable to:

East Madison Baptist Church

We have a whatever-you-can-afford policy. We will accept whatever you are able to pay—even if it's nothing. The cost listed for each item is what we pay.

Questions? Ask us in person or email us at awana@embclife.org

EMBC Awana Calendar – 2011-2012

2012
2011

August	31	Registration Night
September	7	
	14	
	21	Bring a Friend Night
	28	Family Night <i>Family and friends are invited to a full meal and stay for the duration of the club night and shadow their clubbers.</i>
October	5	Store Night
	12	
	19	Guess Who Night
	26	Awana Quizzing Contest
November	2	Store Night
	9	
	16	Giving Thanks Night
	23	No Awana (Thanksgiving)
	30	
December	7	Christmas Store Night
	14	
	21	Birthday Party for Jesus
	28	No Awana (Christmas)
January	4	
	11	Adopt-a-Club Night
	18	
	25	Store Night
February	1	
	8	Weird Hair Night
	15	
	22	Store Night
	29	
March	7	
	14	
	21	Store Night
	28	20 Foot Banana Split Night
April	4	No Awana (Spring Break)
	11	
	18	Movin' Up Night / Store Night
	25	Pie the Leaders Night
	27	Friday Catch Up and Fun Night
May	2	
	9	Awards Night @ 6:00pm

Wednesdays, 6:30-8:00pm

Cubbies: 3-5 year-olds
Sparks: K-2nd grade
Truth & Training: 3rd-6th grade
Trek: 7th-8th grade
Journey: 9th-12th grade

Cancellations will always be noted on the EMBC website (www.embclife.org) or on NBC 15 News (TV/Web)