

Club Planning Guide

The purpose of this document is to assist you in tailoring your Awana program to fit into your particular church arrangement, and guide your leadership through the process of club. Call a meeting of all your leaders, then read the following material and answer the questions. It is important that all leaders know the answers to these questions before club starts.

Club Schedule

Step 1: Determine what time club starts and ends. It is important to set up a club schedule and that all of your leaders knows what the schedule is. You will also need to determine when each of the three segments of club begins and ends. It is not important at this time to know what happens during each segment (will be discussed later).

Note: Leave enough time between segments to allow clubbers to move between rooms. Also all club segments should be equal time periods. If your club will last 90 minutes, each segment will be 25 minutes long. If your club lasts 2 hours, then each segment will be 40 minutes long.

Step 2: The Commander will also need to determine a method to use to get everyone to follow the schedule (whistle, bell, walk around to each club and let them know they have five minutes left, etc.)

Step 3: Decide how your clubs will be divided up and what will they do during the different segments of club. Clubs are grouped according to the number of children in each.

Note: Cubbies should always be grouped by themselves and given one or two rooms to work in.

If you have a small number in your Sparks and older clubs, you may want to group them together for Game Time, separate them for Handbook Time, and combine them again for Council Time. If the number in Sparks gets greater than 12, then it might be better to have a separate Sparks Game Time and Green Meadow Time (Council Time). The same would hold true if the Boys' (T&T) and Girls' (T&T) clubs grew big enough to have separate Game Times and Council Times.

A sample grouping for a small club might be:

Segment 1: Sparks, Boys, Girls will be in Game Time (together), See Note 2.

Segment 2: Sparks, Boys, Girls will be in Handbook Time (separate rooms)

Segment 3: Sparks (1 room), Boys (T&T) and Girls (T&T)(together another room) for Council Time.

Questions to Answer

1. What time will club start & end?
2. What time will segment 1 start & end?
3. Segment 2 start & end?
4. Segment 3 start & end?
5. How will we let everyone know it is time to move to the next segment?

A Sample grouping for a larger club might be:

Segment 1: Boys, Girls will be in Game Time (together), See note 2. Sparks will be in Handbook Time

Segment 2: Boys and girls will be in handbook time (separate rooms); Sparks will be in Green Meadow Time (Council Time)

Segment 3: Boys and Girls will be in Council Time (together or separate); Sparks will be in Game Time

Note: It is highly recommended that you have separate Council Times for the different clubs (Sparks separate from T&T). However, if you have to group clubs together for Council Time you will need to gear your message to the youngest audience. For example, if you group Sparks, Girls, and Boys together, then your messages should target the Sparks.

Note: When grouping clubs together for Game Time, remember to divide up the teams so there are some of each club on each team. Then only compete Sparks against Sparks, Boys against Boys, and Girls against Girls where possible.

Questions to Answer

1. How will I group my clubs in: Segment 1, Segment 2, & Segment 3
2. Where will Game Time take place?
3. Where will Cubbies meet?
4. Where will Sparks Handbook Time be?
5. Where will Boys & Girls Handbook Time be?
6. Where will Council Time be for each club?

Discipline

Leaders have many tools available to them to promote a well-disciplined club program. Tools available to leaders are the 5-count to control general group behavior, and the 3-count to deal with individual rebellion. In order to use these tools, both clubbers and leaders need to know what the club rules are, and the methods that will be used to enforce the rules. Limit the number of rules so clubbers may memorize them. Club rules should be memorized by both clubbers and leaders, posted in clubrooms, and sent home to parents. Everyone should know what is expected in order to belong to the club.

- Step 1:** Read the basic training manual. Get familiar with the Awana system of discipline.
- Step 2:** Decide what your club rules are.
- Step 3:** Make sure the leaders know the rules and the Awana system of discipline, including both the 5-count and the 3-count.
- Step 4:** Make a poster of the club rules for the clubbers to see.
- Step 5:** Include the rules in a brochure to be sent home to the parents.
- Step 6:** Develop a clear plan for dealing with the 3-count.
- Step 7:** Plan how you will teach the 5-count during the first Opening Ceremony and Game Time.

Questions to Answer

1. What are our club rules?
2. What action will be taken (where and to whom) if a clubber gets a 1-count?
3. What action will be taken (where and to whom) if a clubber gets a 2-count?
4. What action will be taken (where and to whom) if a clubber gets a 3-count?

Registration and Check-in

Step 1: Decide how you will register newcomers and take attendance and collect dues. As new children arrive at the church before club starts, we want to get their home information, and take attendance and collect dues for everyone else. The best time and location to do this will be where the clubbers gather to wait for the Opening Ceremony to begin. This information is necessary should someone get hurt or sick during club. Attendance is important so clubbers can earn their club attendance awards. You may want to have a jar to collect dues. Assign extra people to handle this registration during the first couple of nights. You will need to assign leaders to do this every night of club. One possible way of doing this is to assign the leaders in a particular club to do it for a month, and rotate which club does it each month.

Step 2: Set up a table and assign a couple of leaders to arrive before club starts to accomplish this. Record cards are available from Awana to keep parent or home contact information, attendance, and dues. You may also elect to design your own attendance record keeping system.

Note: A way to cut down on the number of new registrations on the first night of club is to offer registration for one or two Sundays after church. Have a couple of leaders dress up in their uniforms and have an ample number of forms and pencils on hand.

Questions to Answer

1. Where will our registration table be located?
2. What will we use to keep track of important personal contact information?
3. What will we use to keep track of attendance and dues?
4. Who will be assigned to keep trace of registration and dues?

Pre-Club Activity

Step 1: Plan a pre-club activity. When clubbers begin to arrive at church, you will want to have a fun activity that all may participate in until club begins. This cuts down on clubbers running wild around the church grounds and contributes towards an atmosphere of discipline. The activity may be a video, craft or game that all can participate in and as other clubbers arrive, join in also. This activity will only last 15 minutes or until the opening ceremony begins.

Step 2: One of your leaders should be assigned ahead of time to plan for this, and as the other leaders arrive at club, they will assist also. All leaders should be at club 15 minutes before club begins.

Questions to Answer

1. Where will the pre-club activity be located?
2. Who will be in charge of it?
3. What will the pre-club activity be the first night?

Opening Ceremony

The opening ceremony by far is the best way to get your club started off on the right foot for the night. We demonstrate patriotism with a flag ceremony, and create an atmosphere of discipline through the orderliness of the ceremony. Many parents will watch your ceremony and get an impression of your club. The opening ceremony is usually conducted on the game square when club would begin.

Step 1: Determine who will conduct the ceremony. The Commander usually conducts the ceremony, though it may also be done by a director or the game director.

Step 2: Determine how you will position clubbers. The best way to position clubbers around the game square is to place Sparks on one of the color lines, boys (3-6th grade) on a different color line, and girls (3-6th) on a different color line. If you choose to have your Cubbies or JVers participate in the Opening Ceremony, they would be on the fourth color line.

Step 3: Determine who will carry the flags the first meeting. Remember to keep the standard that only those with sections prepared & are in uniform may carry the flags. That may mean that leaders will do it for more than just the first week.

Step 4: Make sure leaders know the pledges.

Questions to Answer

1. Where will our opening ceremony be conducted?

2. Who will be in charge of the opening ceremony?

3. Where will our flags be stored and/or posted?

4. Who will stand on each of the following color lines?
Red _____
Blue _____
Green _____
Yellow _____

Game Time Organization and Points

An exciting Game Time will attract children to your club and keep them coming. The Game Director should have 4-5 games prepared ahead of time to play with the clubbers. Twelve weeks of prepared games, tips and ideas are found in the Basic Games Book included in the Game Kit. "The Best Awana Games Ever" book is also available in the Awana Supply Catalog. This is a great resource and should be purchased if at all possible.

Step 1: Assign leaders to a color team.

Step 2: Determine the point system. The Game Director and the Commander should determine a point system for club to encourage discipline and determine what clubs will compete together for a nightly team treat.

Step 3: Determine how points are routed at the end of each segment of club. As points are given in Game Time, the Scorekeeper records the points (an Awana Team Score Sheet is available in the Awana Supply Catalog). After Game Time the Scorekeeper will need

Questions to Answer

1. Who will do the following jobs for each game period?
Game Director _____
Scorekeeper _____
Red Line Leader _____
Blue Line Leader _____
Green Line Leader _____
Yellow Line Leader _____
2. What points will be awarded for...
1st Place, 2nd Place, 3rd & 4th Place
1st to line up after a 5 count is given
Fun items like cheering, team work, & other positive behavior

to get the Game Time points to the next point keeper so that Handbook & Council Time points may be added. The Commander is responsible for determining how the points are routed at the end of each segment of club.

Questions to Answer

1. Who are the clubs that are grouped to compete against each other for the nightly team treat?
2. Who will the score sheet will be given to at the end of Game Time?
3. Who will be responsible for getting the team treat ready?
4. Who will read the team score at the end of the night?

Handbook Time

During Handbook Time, the Club Director will be responsible for the entire handbook segment. During this time, their club will break-up into small groups (a leader with no more than 5-6 clubbers).

Step 1: Determine locations. The club Director will need to determine where each group meets, and where supplies will be located.

Step 2: Determine how to collect points for handbook sections completed (Sparks through 6th grade), and most importantly, how to determine when an award is earned. The clubbers should receive their awards either at the end of the club night, or the following week. Handbook Leaders may use the Awana Achievement Report Slips (available in the Awana Supply Catalog for each of the respective clubs), to record information to be given to the Director at the end of Handbook Time. Handbook Leaders are also encouraged to use the Clubber Progress record cards (also available in the Awana Supply Catalog for each club) to keep track of clubbers progress in their handbooks. Directors or Secretaries should maintain permanent achievement record cards (available in the Awana Supply Catalog for each of the respective clubs) to record awards earned. Record keeping is very important during this time. Clubbers should not get discouraged because they didn't get the award they were expecting to receive. Handbook Leaders, Club Directors, or a Secretary (one for all clubs or for each club) may do record keeping for the club. Directors need to determine how to get points and award information to the scorekeeper and person responsible to prepare awards for presentation.

Questions to Answer

1. Where will each handbook leader meet with their group?
2. Where will handbook supplies be kept?
3. What will leaders use to keep track of handbook awards earned?
4. Who will handbook leaders give their points and award information to at the end of Handbook time?
5. Who is responsible to total Game Time points and Handbook points? Who will the total points will be given to for the next club segment?
6. Who is responsible to prepare awards for the award ceremony at the end of club or next week?

Step 3: Determine the discipline system for handbook time. Directors are the primary disciplinarian for their club.

Step 4: Determine the points awarded for handbook sections. Remember that the values assigned to different ways of earning points must be weighted toward handbook achievement!

Questions to Answer

7. If a clubber gets a 2-count during Handbook Time, the Leader will... (Specify action taken).
8. If a clubber gets a 3-count during Handbook Time, the Club Director will... (Specify action taken).
9. How many points will be given for each Handbook section completed?

Council Time

Council Time is the most important time of the club meeting because, an age appropriate Bible lesson will be taught, and clubbers are given an opportunity to respond.

Step 1: Commanders are responsible to determine which clubs will meet together for Council Time.

Step 2: Determine the target audience. The message should be directed to the youngest club in attendance. (For example if Sparks through the 6th grade are meeting together, then the message should be directed towards the Sparks).

Step 3: Plan for crowd control. To control discipline during this segment, arrange clubbers so they sit by team colors. This way, points may be awarded for the best-behaved team, for answering questions, or most participation.

Step 4: Plan the Bible message. Who will give it? (Don't have the same person do it all the time. Vary it by having different leaders or people in your church give the message) The Bible message should last 1 minute for each year of age plus 3. You invite discipline problems if the message lasts much longer.

Step 5: Plan the invitation method. Tell clubbers, after the Bible message, that they may respond to the message by talking with their leaders after club. This invitation method works better than having clubbers raise their hands or leave their seats.

Step 6: Plan the ending. The last official act of the club meeting is to announce the winning team.

Questions to Answer

1. How will the clubs be grouped together for council Time?
2. Which leaders will be assigned to sit with each team?
Red Team _____
Blue Team _____
Green Team _____
Yellow Team _____
3. Who will give announcements?
4. Who will conduct song time?
5. Who will give the Bible message or object lesson?
6. How many points will be awarded for each correct answer given?
7. How many will be given to the best behaved or the most cooperative team?
8. Who will add up the points to determine the nightly team winner?