Sparks and T&T Club Practice

**Overall Objective:**

To be sure new Awana leaders understand how club night works by practicing what they’ve learned in Awana Orientation and from their role books.

**Overall Instruction:**

A practice club is a great way to ensure all leaders understand the flow of an Awana club meeting. For this practice, either you can bring in some children to be clubbers, or leaders can be in the clubbers’ roles while directors and the commander usher leaders through a club night. Consider inviting your pastor or missionary to evaluate this practice meeting.
## Clubber Check-in

### Big Idea:
Clubber check-in is an important element to a safe, well-run Awana club. Knowing who's at club and making sure they get to the proper place safely is vitally important to earning trust and building bridges with parents. We want to be sure a check-in system accomplishes the following:
- Greets and welcomes parents and clubbers.
- Records who’s in attendance.
- Knows who will be picking up each child

### In This Session:
Demonstrate clubber check-in.

### Questions to consider:
- Where do clubbers go after they check in?
- Do you have organized activity for early arrivals?
- What will those activities be?
- What part will you be playing during this time?

### Roles:

#### Commander:
- Greet parents.
- Direct visitors.
- Answer questions.

#### Directors:
- Welcome visitors.
- Greet clubbers.
- Ensure adequate leaders are present.

#### Leaders:
- Help with check-in.
- Direct clubbers.
- Participate in pre-club activities.

#### Secretary:
- Provide clubber lists for check-in.
- Provide registration cards for visitors.
- Provide club and church brochures for parents of visitors.

#### Game Director:
- Facilitate pre-club activity.
- Set up equipment for Game Time.

### Materials Needed:
- Awana Monthly Attendance, Dues and Points cards
- Awana Contact Information and Permission Authorization cards (for new clubbers/visitors)
- Awana Brochure
- Parent Welcome Booklet
- Church brochures (for new parents)
- Awana Calendar

### Evaluation Check List: 1 = Needs Improvement  2 = Fair  3 = Good  4 = Excellent

<table>
<thead>
<tr>
<th>Question</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Were all the parents greeted and their questions answered?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Was each clubber greeted?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Was visitor information collected?</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Was the check-in material ready?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Were there enough leaders for check-in process?</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Was there a pre-club activity?</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

What was it?  

### Commendations:  
Recommendations:  

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Sparks and T&T  | 2  Club Practice Evaluation
# Opening Ceremony

## Big Idea:
Opening ceremony is a time when all clubbers come together in one place to start the club meeting. You can take care of items that apply to everyone so you don't have to remember them in Large Group Time. Consider doing the following:
- Welcome visitors.
- Make general announcements.
- Recognize theme night participants.
- Flag ceremony.
- Sing the Awana Theme Song.

## In This Session:
Demonstrate an opening ceremony.
- Flag ceremony
- Church-wide announcements
- Welcome visitors
- Song
- Prayer

## Roles:

### Commander:
- Draw clubbers’ attention.
- Welcome clubbers and visitors.
- Communicate club-wide announcements.
- Recognize theme night participants.
- Conduct pledges and prayer.

### Directors:
- Help late arrivals check-in and get where they need to be.
- Assist the commander
- Lead clubbers from opening ceremony to first club segment.
- Participate as an example.

### Leaders:
- Help maintain discipline.
- Participate with clubbers.

## Materials Needed:
- American Flag
- Awana Flag
- Pledge words
- Awana Theme Song lyrics

## Evaluation Check List:

<table>
<thead>
<tr>
<th>Evaluation Check List</th>
<th>1 = Needs Improvement</th>
<th>2 = Fair</th>
<th>3 = Good</th>
<th>4 = Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Did the commander welcome visitors?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Did all leaders participate?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Was the room set up properly?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Was there a sense of discipline?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

Commendations: ____________________________________________________________________________

Recommendations: _______________________________________________________________________

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Sparks and T&T (Club Practice Evaluation)
**Large Group Time**

<table>
<thead>
<tr>
<th>Big Idea:</th>
<th>In This Session:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A lot can be accomplished during a good Large Group Time. Take time to plan your Large Group Time. What needs to be accomplished during this time? Here are some elements of Large Group Time:</td>
<td>You will be asked to answer some of these questions:</td>
</tr>
<tr>
<td>• Club-specific announcements</td>
<td>• Will you have the clubbers sit?</td>
</tr>
<tr>
<td>• Worship</td>
<td>• Should they sit by teams?</td>
</tr>
<tr>
<td>• Bible lesson with a gospel presentation and invitation</td>
<td>• Where should the leaders sit?</td>
</tr>
<tr>
<td>• Achievement recognition and award presentations (unless this is done in a closing ceremony)</td>
<td>• Will one person do everything up front, or will several be participating?</td>
</tr>
<tr>
<td>You will be asked to answer some of these questions:</td>
<td>Demonstrate a Large Group Time. Some leaders will participate in this session. The commander or director will give announcements. A song leader will lead a song or two. A Large Group Teacher will give a message. And leader awards will be handed out to those who accomplished BT role certification requirements.</td>
</tr>
</tbody>
</table>

**Roles:**

<table>
<thead>
<tr>
<th>Commander:</th>
<th>Director:</th>
<th>Leaders:</th>
<th>Large Group Teacher:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Watch for areas to improve.</td>
<td>• Emcee.</td>
<td>• Assist director when needed.</td>
<td>• Give a clear and age-appropriate gospel presentation and invitation.</td>
</tr>
<tr>
<td></td>
<td>• Hand out awards.</td>
<td>• Participate with clubbers.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Make announcements or delegate that responsibility.</td>
<td>• Maintain discipline.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Participate in worship.</td>
<td>• Sit with clubbers.</td>
<td></td>
</tr>
</tbody>
</table>

**Materials Needed:**

| • Handbook awards | • Words to songs | • Take-home papers (announcements) | • BT Role Certification Pins |

**Evaluation Check List:**

<table>
<thead>
<tr>
<th>1 = Needs Improvement</th>
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<th>3 = Good</th>
<th>4 = Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Did leaders sit with clubbers?</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Did leaders actively participate in songs?</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Were announcements fun and interesting?</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Was the gospel presentation clear and accurate?</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Was the awards presentation motivating?</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Was Large Group Time engaging?</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

**Commendations:**

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**Recommendations:**

__________________________________________

__________________________________________

__________________________________________
Handbook Time

<table>
<thead>
<tr>
<th>Big Idea:</th>
<th>In This Session:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Handbook Time is the club segment when leaders have the closest contact with small groups of kids. When they are working on and passing sections is a good time to ask them in-depth questions regarding the Bible verses they are memorizing.</td>
<td></td>
</tr>
<tr>
<td>You will work through a section of your club's entrance booklet or help facilitate a small group of clubbers working through sections.</td>
<td></td>
</tr>
</tbody>
</table>
| • Do you know what that verse means?  
• Do you know for sure you are going to heaven someday?  
• What do you think Jesus would say about that?  |
| You will see a gospel presentation demonstrated by the instructor, and each leader will be asked to share the gospel one-on-one with another leader.  
Consider the following questions:  
• Who had trouble with this exercise?  
• Who did not know what to say?  
• How many of you fear the chance that a clubber will ask you how they can be saved?  |

These and many other questions should be a big part of Handbook Time. It's a time when you can pray as a small group, demonstrate the love of Christ to your clubbers and be a friend to the kids.

Roles:

<table>
<thead>
<tr>
<th>Commander:</th>
<th>Director:</th>
<th>Leaders:</th>
<th>Secretary:</th>
</tr>
</thead>
</table>
| • Manage by walking around.  
• Ensure each room has proper materials. | • Assist leaders listening to sections.  
• Care for discipline problems. | • Maintain discipline in your small group.  
• Listen to sections.  
• Record clubber progress.  
• Encourage clubbers.  
• Share the gospel. | • Collect progress reports.  
• Process awards.  
• Provide handbooks where needed. |

Materials Needed:

- Entrance booklets  
- Handbooks  
- Handbook awards  
- Record keeping materials  
- Coloring sheets for Sparks

Evaluation Check List:  
1 = Needs Improvement  
2 = Fair  
3 = Good  
4 = Excellent

<table>
<thead>
<tr>
<th>Question</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Was there prayer to start Handbook Time?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Were section standards upheld?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Did leaders share the gospel accurately?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Were they able to teach for deeper meaning?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Do leaders know the Gospel Wheel verses?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

Commendations:  

Recommendations:  

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# Game Time

## Big Idea:
Game Time draws many kids to club; some would tell you that it is the most important piece of the club night. Kids are likely to continue to attend club if it is exciting and fun. Game Time is all about fun. You want to be sure that Game Time is exciting for your clubbers, and it will help you accomplish that goal if you remember the following:

- Engage every clubber in some way.
- Keep things moving.
- Do games with rules that are easy to understand and explain.
- Make sure your leaders participate with the clubbers.
- Make every effort to plan games geared toward the age group.

## In This Session:
During this time you will be playing a few of the games your clubbers will play in club. The instructor or your game director will demonstrate the following:

- How the teams will be chosen.
- What's expected of clubbers when the game director, or a leader, starts the five-count.
- Ways for you to interact with clubbers during Game Time.

If you don’t have kids playing the clubbers, T&T Leaders will take the role of Sparkies while playing Sparks games, and Sparks leaders will take the role of T&T clubbers for the T&T games.

## Roles:

### Commander:
- Observe and cheer.

### Director:
- Encourage clubbers.
- Encourage leaders.
- Look for areas of improvement.

### Leaders:
- Participate with clubbers.
- Maintain team discipline.
- Explain game rules to team members.
- Model sportsmanship.
- Lead by example.

### Game Director:
- Lead Game Time.
- Explain rules.
- Maintain order and discipline.
- Have fun.
- Keep score.

### Secretary:
- Collect Game Time scores and add them to total score.

## Materials Needed:
- Awana game equipment
- Score sheet
- Whistle
- Any equipment needed for games

## Evaluation Check List:

<table>
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<th>3 = Good</th>
<th>4 = Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Was Game Time well organized?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Were games explained clearly?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Did leaders participate well?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Was the game director enthusiastic?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Was the game equipment set up?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Did clubbers have fun?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

Commendations: ___________________________________________________________

Recommendations: _________________________________________________________
# Clubber Check-out

## Big Idea:

Check-out is important to your overall club meeting success. Parents need to know their children are safe from the time they drop them off until the time they pick them up. Making sure each clubber goes home with the right parent(s) is vital. This also is a great time to chat with mom and dad about their child’s progress and accomplishments. Invite non-churched parents to your weekend services or special events. Ask them if you could send their child a post card or e-mail. Build relationships with mom and dad during this time.

## In This Session:

As a group you will be asked to answer these questions related to check-out.

- Who is involved in check-out?
- When will you allow a child to be dismissed?
- Can a different person pick up a child than dropped him off?
- What if a dad blows his top because you won’t give him his child?
- What will you do if mom sends big sister in to collect the little ones?

Demonstrate clubber check-out. Be prepared to have some leaders play the role of leader and others to play the role of clubbers and parents, if necessary.

## Roles:

**Commander:**
- Answer parents’ questions.
- Build relationships with parents.
- “Work the crowd.”

**Directors:**
- Answer parents questions.
- Be available to help leaders.

**Leaders:**
- Assist with checkout, where necessary.
- Talk to parents as they pick up their children.
- Hand out club flyers.
- Collect clubber name tags.

**Secretary:**
- Check kids out.
- Provide handouts to leaders.

## Materials Needed:

- Clubber list
- Approved names of people who can pick up clubbers
- Parent handouts
- Church-related flyers for parents
- Club calendars

## Evaluation Check List:

<table>
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<th>4 = Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Were all of the session questions answered to your satisfaction?</td>
<td>1 2 3 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Was the system set up to ensure safety?</td>
<td>1 2 3 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Was the check-out system easy to follow?</td>
<td>1 2 3 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Did each leader know his or her role?</td>
<td>1 2 3 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Was there good parent interaction?</td>
<td>1 2 3 4</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Commendations:**

**Recommendations:**