

## Awana Guidelines

**Program Time** – Awana starts promptly at 6:30 pm and ends at 8:30 pm. Doors open at 6:20 pm. Please be on time for the start of the program and for pick up time. Please use the Church Hall door only.

**Sign In / Sign Out** – Parents must be present to sign in and sign out their child/ren. We cannot sign in or sign out your child without your presence due to safety issues. Please sign in and sign out with the Door Monitor.

**Be Prepared** – All clubbers must be prepared each night. All clubbers must be in uniform, must have their Bibles, must have their Awana handbook, and must have their dues. Please be prepared each night with sections in your Awana handbooks.

**Dues** – Each club requires a weekly due. You can pay this in advance for the year, season, month or week. Dues are \$0.50 per week.

**Snacks** – Awana will supply a small “snack” to each clubber. There will be a pre-set snack for the night. There will be no substitutions. All snacks will be nut-free due to possible allergies. If you would like to supply a snack for a special occasion, please let the Secretary know well in advance so it can be scheduled.

**Awana Shares** – All clubbers can earn shares a number of ways. Shares are earned by completing sections in the Awana handbooks, coming prepared for Awana, competitions, etc. An Awana share is “money” that can be spent at special Awana occasions, such as our Auction Night, Christmas Party & End of Year Burger Bash. Shares will be earned and tallied throughout the Awana session, but will not be given to a clubber until they can be ‘spent’.

**Awana Chips** – Clubbers can earn ‘chips’ for different activities in Awana. Chips can be turned in for share tallies on the night they are earned. If they are not turned in on the night they are earned, they are forfeit.

**Volunteers** – Awana consists of the Commander, Club Directors, Leaders, and Junior Leaders. The Commander is the Pastor of the Dover First Baptist Church. The Directors, Leaders and Junior Leaders are all members of the church.

**Helpers** – We ask that if you have a special talent or career that you can share with our children, please let us know. We also could use ‘helpers’ on special nights throughout the year. Please let us know if you can be contacted to help.

**Secretary** – The Awana Secretary will be handling all registrations, dues, material orders including uniforms and handbooks, attendance, all Awana forms, program questions, etc. We ask that parents only deal with the Awana Secretary on Awana nights. We need our leaders to be fully involved with your children without interruption.

**Friends** – We are limiting the amount of children attending the Awana Program, determined by the amount of leaders that we have per club. This means that you must be registered with the program to attend. No outside children will be able to attend, except on pre-set Friend Nights.

**Attendance** – Attendance is important to the Awana Program. If your child misses two days in a session, you will be contacted. If your child misses two more days, they will be asked to leave the program to open a spot for a child on our waiting list.