



# Parent Handbook

## 2015 - 2016

Mountain Springs Fellowship Baptist Church

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*Dear Parents,*

*It is a pleasure to have your child come to our AWANA Club. We consider it a privilege to provide opportunities for your child's physical and spiritual growth.*

*Because AWANA is based on scripture memorization and activities centered on the Bible, it is an ideal way for parents to minister to their children by helping them memorize their verses. By their enthusiastic support and encouragement, parents are the backbone of a strong AWANA program. This process serves three purposes. First, and most important, is that more and more of our children will come to know Jesus Christ as their personal Savior and Lord. Second, it pleases our Lord Jesus that more and more of His children are hiding God's Word in their hearts. Third the clubbers will be better prepared to recite their verses when they come to club when they have spent time learning God's Word with help from their parents.*

*Again, we thank you for the opportunity to work with and minister to your children. We thank you for your trust and consider this a serious responsibility that we do not take lightly.*

*Sincerely,*  
*MSFBC AWANA*

## AWANA Essentials

This handbook lays out the club schedule, rules, awards, costs, and other important information. Please read it carefully and keep it in a handy place throughout the AWANA year.

In order to have a successful AWANA program for your children, we need your help. Here is a summary of how you can help, for more information see pages 10, 13, 16, and 18.

- Always encourage your child. Children have much more fun when Mom and Dad show interest in their accomplishments.
- Also, we ask for your support by encouraging your children to complete their handbook materials prior to club each week. This will give us the time to show them how to apply what they learned to their everyday lives.
- A regular program of scripture memorization practice lasting 10-15 minutes each day will allow the clubbers to complete their sections each week and will ensure that they complete their handbook during the club year.
- **Book completion should be the goal for every clubber and in order to complete the book two sections need to be completed for Sparks (K-2nd), and three sections need to be completed for T and T (3rd-6th) each club night! To see what needs to be completed in Cubbies (3 and 4 year olds) each week, please see the Cubbies calendar found on page 14. Encouragement from you and consistent help are methods to help them reach that goal!**

We would also appreciate your timeliness in dropping off and picking up your children.

- All clubs start at **7:00, but check in starts at 6:45.**
- **Please have your children checked in before 7:00 so we can start on time.**
- **Please plan to pick up clubbers after church ends. Clubbers will not be permitted to leave the building without an adult coming to pick them up.**
- **Please be prompt in dropping off and picking up your children. We understand occasional delays but it is not reasonable to expect the leaders to watch your child for any length of time after club is over on a regular basis.**

**Clubbers are also expected to bring their Bible, AWANA handbook and uniform every week.**

- Clubbers are awarded points if they bring these things to club, so it is important to encourage your children in this area.

**Please make sure that your child is properly dressed for club. See page 5 for details on our dress code.**

**Also keep in mind that lost material will be replaced at the parents expense.**

## **About MSFBC**

Mountain Springs Fellowship Baptist Church is people; people just like you. There is a place here for you and your family to worship as part of this body of believers. This is a church where people care about people, especially their faith in Jesus Christ as Lord. It is a church where you can serve God and others as you grow in grace and knowledge of our Lord Jesus Christ. We know you will find a warm welcome here and want to become a part of our church family. Mountain Springs Fellowship Baptist Church is an Independent, Bible-believing church and is committed to taking the Word of God throughout the world.

## **Church Covenant**

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as Our Savior and on the professions of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Ghost, we do now in the presence of God, angels, and this assembly, most joyfully enter into Covenant with one another, as one body in Christ.

We engage therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this Church, in knowledge, holiness and comfort; to promote its prosperity and spirituality, to sustain its worship, ordinances, discipline and doctrines; to give it a sacred preeminence over all institutions of human origin; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the Gospel through all nations.

As a Fundamental/Independent Bible Baptist church, we believe in a supernatural Bible, which tells of a supernatural Christ, Who had a supernatural birth, Who spoke supernatural words, Who performed supernatural miracles, Who lived a supernatural life, Who died a supernatural death, Who rose in supernatural splendor, Who intercedes as a supernatural glory to establish a supernatural kingdom on the earth.

*For information on our doctrinal statement see our website at [www.msfbcb.org](http://www.msfbcb.org) or contact us at [msfbcbawana@gmail.com](mailto:msfbcbawana@gmail.com)*

## **Regular Weekly Service Times**

### Sunday

LifeGroups – 10:00 AM  
Morning Worship Service – 11:00 AM  
Evening Worship Service – 5:00 PM

### Wednesday

Adult Bible Study – 7:00 PM  
ImpaKt (teenagers grades 6-12) 7:00 PM  
AWANA (ages 3yrs – 6th grade) 7:00 PM

## What is AWANA?

Approved Workmen Are Not Ashamed is a children's ministry of Mountain Springs Fellowship Baptist Church. This ministry is a tool that allows parents and their church to work together for the purpose of leading their children to know, love, and serve the Lord Jesus Christ. The spiritual development of children is primarily the responsibility of their parents and secondly the responsibility of the church. AWANA allows us to work together so that parents disciple their children and the church reinforces and builds upon it. The AWANA program is highly structured with age specific material that focuses on presenting the gospel in a clear and consistent manor. This means AWANA is centered on the gospel. Secondly, Scripture memorization is key. Scripture memorization helps disciple a new Christian and grounds him in his faith.

## How AWANA is Structured

### Game Time:

This segment of the night offers clubbers an opportunity to have fun playing AWANA games. AWANA games are designed to help our clubbers build and practice teamwork, sportsmanship, discipline and self confidence.

### Handbook Time:

During Handbook time, clubbers work with their leaders to recite the verses they have learned since the previous club meeting. **Clubbers are expected to come to club meetings prepared to pass sections.** Leaders will assist your child by ensuring they have truly understood the spiritual truths that they are learning in the scriptures they memorize, **but they do not have time during Handbook Time to help your clubber memorize a section.** He/she should come to the club meeting already prepared to say their sections for that week. Your child will earn awards for passing sections in their handbook in addition to the award they receive at the end of the year for completing their handbook.

- Handbook Sections
  - Clubbers must pass sections with no more than two helps. A help equals up to 3 words, or any other hint. Clubbers must pass an entire section during one session. They cannot quote one verse, then look at the book before saying another verse in the same section. Each clubber should study 2 or more sections each week and be prepared to say them during Handbook Time. In order to finish 1 handbook during the AWANA year, a clubber should average completing 2-3 sections during each club meeting. Additional times to say sections are available during each week. Any AWANA leader will listen to a section when time permits before or after any club meeting.

### Large Group Time:

This time is designed to share messages from God's Word in a dynamic, age-appropriate, and engaging way. Clubbers learn what it means to trust Christ and serve Him.

## **What to Bring to AWANA**

All clubbers are encouraged to bring their Bible, even if they can't read yet. The purpose of having them bring it is to start training them to be responsible and teach them how to care for the Word of God.

All clubbers need to bring their AWANA Handbook. If a clubber does not have their handbook they will be unable to pass sections and could miss out on awards.

There will be some nights where a special theme is being used and your child will be asked to bring certain items. When this is the case, your child will bring information home with them about what they should bring.

Your child should NOT bring other items with them. If your child does bring something which does not pertain to AWANA with them and a leader sees it, your child will be asked to put it away and keep it out of sight. If a leader sees the item again, the leader will confiscate the item until the end of the AWANA club night. The clubber and their parent are responsible for retrieving the item at the end of the club meeting.

## **Dress code**

Children and youth attending AWANA should wear their uniform and tennis shoes. **Closed-toed shoes** such as tennis shoes ensure safety during game time.

Children who do not have a vest as part of their uniform should wear a shirt underneath so that the uniform can be taken off in order to place awards on it.

Dress should be modest and should NOT include low cut shirts, short shorts, short skirts, or short dresses; short is anything above the knee.

If your child is going to wear a skirt or dress please make sure they wear a pair of shorts underneath.

## **Child Safety Procedures**

There are a few rules that need to be observed in order to protect your child.

Parents need to physically drop off and physically pick up their child from each club night. This ensures that clubbers are properly checked in and that they leave with the correct adult.

During club all children will be in view of multiple leaders.

Children will be escorted to the restroom by at least two leaders.

All AWANA volunteers will be properly screened before they can serve.

## Child Sickness Policy

As we all know, sickness can spread among children, potentially affecting the other children in your child's AWANA group, and their families. Therefore, we ask that you comply with the following rules.

Children SHOULD NOT attend AWANA if they have any of the following:

- Fever within the last 24 hours
- Vomiting within the last 24 hours
- Diarrhea within the last 24 hours
- Frequent or productive cough
- Any other illness that is suspected to be contagious

Missing club due to illness is considered an excused absence.

## Visitors

Parents please obtain current address, phone number and allergy information for all visitors you bring to club. Your visitor's health and safety are important to us.

## Discipline

AWANA uses two different count systems for maintaining discipline: one for the group and one for individual clubbers.

The "**5-Count**" will be used to bring the group to order. As a leader counts to "5" all children must stop what they are doing, become quite, and give their full attention to the leader. The other leaders in the area will stop what they are doing and join in the 5-count.

The "**3-Count**" will be used for an individual clubber. The child will be given a "one" upon the first instance of inappropriate behavior and their behavior will be discussed with them so they can understand the expected behavior. If the child continues to show inappropriate behavior, they will then receive a "two". The child will sit down with the AWANA Commander to discuss their behavior. If the child continues to misbehave or be disruptive, they will receive a "three", and they will be taken to their parents for the rest of the evening. The leader will discuss with the parent the reason for this action and inform them that their child is suspended from club for 1 week.

## Registration

All clubbers wishing to participate in the AWANA ministry at Mountain Springs Fellowship Baptist Church MUST have a completed Registration Form. Registration will be open until the first night of each AWANA year. Registration will then be done on an individual basis throughout the year as new children are added to club.

### AWANA Schedule 2015 - 2016

| Fall                      | Spring      |
|---------------------------|-------------|
| August 26                 | January 13  |
| September 2               | January 20  |
| September 9               | January 27  |
| September 16              | February 3  |
| September 23              | February 10 |
| September 30              | February 17 |
| October 7                 | February 24 |
| October 14                | March 2     |
| October 21                | March 9     |
| October 28                | March 16    |
| November 4-Play Practice  | March 23    |
| November 11-Play Practice | March 30    |
| November 18-Play Practice | April 6     |
| November 25-Play Practice | April 13    |
| December 2-Play Practice  | April 20    |
| December 9-Play Practice  | April 27    |
| December 16-Play Practice | May 4       |
| December 23-Winter Break  | May 11      |
| December 30-Winter Break  | May 18      |
| January 6                 | May 25      |

*Calendar subject to change*



## What We Expect From Our Leaders

We have several requirements and expectations that our leaders must meet. The following will give you some insight into the type of leadership we strive for in our program.

### **Requirements:**

- A leader must be a born again believer who has a personal relationship with Jesus Christ
- A leader must have a desire to work with and a compassion for children
- A leader agrees to submit to a background check

### **Expectations:**

- We expect our leaders to be faithful in church attendance, their giving, and their service
- We expect our leaders to be on time
- We expect our leaders to be Godly examples
- We expect our leaders to follow the rules
- We expect our leaders to display a proper attitude before the clubbers and other leaders
- We expect our leaders to pray for our Club on a regular basis
- We expect our leaders to realize AWANA is not just another program, but it is a ministry of the church and a place for them to serve the Lord to the best of their ability.

## What is Expected of Parents

| Expectations  | Why this is expected of parents   |
|---|---|
| <p>Parents have the responsibility of being the spiritual leaders of the home.</p>  | <p>These words, which I command thee this day, shall be in thine heart: And thou shalt teach them diligently unto thy children, and shalt talk of them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up.<br/>Deuteronomy 6:6-7</p> |
| <p>Parents are responsible for the spiritual development of their children.</p>   | <p>Train up a child in the way he should go: and when he is old, he will not depart from it.<br/>Proverbs 22:6</p>  |
| <p>Parents are encouraged to work with their child throughout the week, helping them study the Bible and memorize the requirements for at least two sections of their handbook per week<br/>This will result in your child finishing their handbook and allows your child to receive special awards.</p>  | <p>Ye fathers, provoke not your children to wrath: but bring them up in the nurture and admonition of the Lord.<br/>Ephesians 6:4</p>   |
| <p>Parents are responsible for teaching their children to be responsible.</p> <ul style="list-style-type: none"> <li>• Help your child arrive on time to club</li> <li>• Make sure your child wears his/her uniform, and brings his/her Bible and handbook to each club</li> <li>• Teach them to care for their Bible, handbook, and uniform</li> <li>• Parents are financially responsible for any items that need to be replaced due to lack of care</li> </ul> | <p>Fathers, provoke not your children to anger, lest they be discouraged.<br/>Colossians 3:21</p>   |
| <p>Parents are encouraged to help their child attend club each week. This will add consistency to their learning, help build friendships, teach them self discipline, and qualify them for special awards.</p>  | <p>Chasten thy son while there is hope, and let not thy soul spare for his crying.<br/>Proverbs 19:18</p>   |
| <p>Parents, or approved relatives, are responsible for physically dropping off and signing in their children and physically signing out and picking them up each club night</p>   | <p>The rod and reproof give wisdom: but a child left to himself bringeth his mother to shame.<br/>Proverbs 29:15</p>  |
| <p>Parents please review the discipline guidelines found on page 6 of this handbook.</p>  | <p>Correct thy son, and he shall give thee rest; yea, he shall give delight unto thy soul.<br/>Proverbs 29:17</p>   |
|   | <p>Foolishness is bound in the heart of a child; but the rod of correction shall drive it far from him.<br/>Proverbs 22:15</p>  |

## What is Expected of Clubbers?

| <b>Expectations</b>   | <b>Why this is expected of children</b>   |
|---|---|
| Children are expected to obey their parents   | Children, obey your parents in the Lord: for this is right.<br>Ephesians 6:1  |
| Children are expected to obey their leaders and teachers and be on their best behavior during club  |   |
| Children are encouraged to learn from their parents   | Honour thy father and thy mother: that thy days may be long upon the land which the LORD thy God giveth thee.<br>Exodus 20:12   |
| Children are expected to develop responsibility <ul style="list-style-type: none"> <li>• Care for their Bible</li> <li>• Care for their uniform</li> <li>• Care for their handbook</li> </ul> | Obey them that have the rule over you, and submit yourselves: for they watch for your souls, as they that must give account, that they may do it with joy, and not with grief: for that is unprofitable for you.<br>Hebrews 13:17 |
| Children are encouraged to pass at least two sections in their handbook each week   |   |
| Children are expected to follow the dress code  |   |
| Children are encouraged to bring their Bible to club  | My son, hear the instruction of thy father, and forsake not the law of thy mother:<br>Proverbs 1:8  |
| Children are expected to bring their handbook to each club night  |   |
| Children are expected to participate in all aspects of club   | Hearken unto thy father that begat thee, and despise not thy mother when she is old.<br>Proverbs 23:22  |
| Children are encouraged to invite their friends   |   |



Cubbies is the AWANA club designed for children who are in the two years prior to beginning regular kindergarten. The Cubbies program features scripture memorization and basic Bible truths preschoolers can understand. The program materials are designed to assist parents in actively participating in their child's spiritual development.

### **Cubbies in a nutshell**

#### **Bear Hug Brochure**

- Given to each clubber who registers for AWANA
- Upon completion Cubbies will receive their handbooks and vest

#### **Apple Seed/ HoneyComb handbooks**

- The main portion of the Cubbies Program
- All Cubbies work on the same Bear Hug each week
- All four-year-old Cubbies will be required to memorize verse and reference
- 

### **Preschoolers and Biblical Truths**

The goal of the Cubbies program is to develop foundations for faith in preschoolers. This means that your Cubbies should be encouraged to not only complete their Bear Hugs each week, but also to learn the Biblical truths in each. The Cubbies program is not about book competition, but about the spiritual development of your child.

## Your Role as a Cubbies Parent

Even though you, as an AWANA parent, aren't normally present during Book Time, you will be the one to help your Cubbie complete the current week's Bear Hug.

Your responsibility as a Cubbie parent is to:

- Understand how important it is for you to spiritually nurture your child.
- **Work with your child to memorize the verse for the week.** This will get them ready for reciting and earning their awards each week.
  - Our leaders are willing to assist your child in any way they can, but do not have time during a club meeting to work on scripture memorization with your Cubbie.
- Understand and make use of the memorization techniques.

## HOP-HOP-HOP Memorization Method

Teach Children their verses by:

- HOP 1—REPEATING the verse over and over to the child, explaining what it means. If the verse is short, say all the words. If it is a longer verse, teach it one phrase at a time.
- HOP 2—ASKING the child to repeat it to you several times.
- HOP 3—SHOWING how the meaning of the verse relates to their lives. Do this through a sensory activity or experience.

## Passing Sections

Each Clubber will need to work on the verse of the week, called a Bear Hug, at home. Daily work is most profitable. We will make every effort to help unprepared clubbers pass the section for the night, but the majority of the memorization work must be completed outside of the club meeting.

- Every clubber will be working on the same verse at the same time. Please refer to his/her Cubbie Calender for the weekly Bear Hug to be studied.
- After completion of the Bear Hug Brochure, Cubbies will receive their Handbook and will be eligible for their uniform.
- If a Cubbie comes for the first time several weeks after the club starts, he will begin working on the Bear Hug Brochure. Once it is completed, the clubber starts working in their handbook. The clubber will begin with the same Bear Hug the rest of the class is working on. The clubber should work independently to learn the Bear Hugs completed in weeks prior to the one they started in order to complete the handbook and receive an award at the end of the year.
- Each Clubber must have his own handbook with them at club in order to pass a Bear Hug. If a clubber does not have his handbook with him, he can make up the Bear Hug he missed the next club night.
- Listeners are allowed to give two "helps" per Bear Hug.
- Three-year-olds are not required to know the scripture references. Four-year-olds must say the scripture reference.
- Everyone who completes the base-level lessons will be rewarded. These base-level awards are worthy of celebrating. Get excited about these achievements with your Cubbie! By celebrating with them about these achievements, you will encourage your clubber to do well.

## The Cubbies Uniform Vest

Cubbies' learning is reinforced best through one or more of their senses. In addition to serving as an awards display, the Cubbies uniform also serves as a positive tool for discipline. It promotes a visual sense of order and belonging to their club. Wearing the uniform vest helps Cubbies feel like part of the club and encourages them to act accordingly.

## Cubbies Calendar 2015 - 2016

|                    |                          |
|--------------------|--------------------------|
| August 26, 2015    | Entrance Book Bear Hug A |
| September 2, 2015  | Entrance Book Bear Hug B |
| September 9, 2015  | Bear Hug 1               |
| September 16, 2015 | Bear Hug 2               |
| September 23, 2015 | Bear Hug 3               |
| September 30, 2015 | Bear Hug 4               |
| October 7, 2015    | Bear Hug 5               |
| October 14, 2015   | Bear Hug 6               |
| October 21, 2015   | Bear Hug 7               |
| October 28, 2015   | Catch Up                 |
| November 4, 2015   | Play Practice            |
| November 11, 2015  | Play Practice            |
| November 18, 2015  | Play Practice            |
| November 25, 2015  | Play Practice            |
| December 2, 2015   | Play Practice            |
| December 2, 2015   | Play Practice            |
| December 9, 2015   | Play Practice            |
| December 23, 2015  | Winter Break             |
| December 30, 2015  | Winter Break             |
| January 6, 2016    | Bear Hug 8               |

|                   |             |
|-------------------|-------------|
| January 13, 2016  | Bear Hug 9  |
| January 20, 2016  | Bear Hug 10 |
| January 27, 2016  | Bear Hug 11 |
| February 3, 2016  | Bear Hug 12 |
| February 10, 2016 | Bear Hug 13 |
| February 17, 2016 | Bear Hug 14 |
| February 24, 2016 | Bear Hug 15 |
| March 2, 2016     | Bear Hug 16 |
| March 9, 2016     | Catch Up    |
| March 16, 2016    | Bear Hug 17 |
| March 23, 2016    | Bear Hug 18 |
| March 30, 2016    | Bear Hug 19 |
| April 6, 2016     | Bear Hug 20 |
| April 13, 2016    | Bear Hug 21 |
| April 20, 2016    | Bear Hug 22 |
| April 27, 2016    | Bear Hug 23 |
| May 4, 2016       | Bear Hug 24 |
| May 11, 2016      | Bear Hug 25 |
| May 18, 2016      | Bear Hug 26 |
| May 25, 2016      | Catch Up    |



Sparks is the AWANA club designed for Kindergarten through 2nd grade. Sparks clubbers, known as Sparkies, take a step deeper into God's word through scripture memorization and deeper Bible study. In Sparks your child will learn basic truths about God, Jesus Christ, Salvation and the Bible. Each week your child will hear a clear and consistent presentation of the gospel message. Sparks puts an increased emphasis on Scripture memory over our preschool materials. In three years, a child will learn and review over 65 verses, many of which cover salvation and key Baptist doctrine.

## **Sparks Specifics**

### **“Flight 3:16” Entrance Booklet**

- New Sparks must first pass the “Flight 3:16” entrance booklet.
- Upon completion Sparkies will receive their uniform, and will be eligible to start working in their handbook.

### **Sparks Handbooks**

- The Sparks handbooks contain Bible verses to memorize and other crafts or activities
- There are three, grade-specific handbooks available in Sparks.
  - HangGlider for Kindergarten, WingRunner for 1st grade, and SkyStormer for 2nd grade.
- The goal each year is to complete one handbook, which means completing the red and green jewels in the book.
  - These verses will then be repeated in the review sections where the clubber can earn additional awards.
- Red and Green Jewel sections contain the memorization requirements of the handbook.
- Blue Jewels are earned for regular club attendance each quarter.
  - Sparkies who have missed 2 or less days per each term, excluding sick days, will earn a blue jewel for that quarter.

### **Review Sections**

- After going through the handbook once, Sparks may repeat the red and green jewel sections. They are given no helps this time through.
- All verses must be said in one session

## Your Role as a Sparks Parent

Sparks is a work at your own pace club, and Sparkies are expected to come to the weekly meetings prepared to say their verses and pass sections. **They will not have time during the weekly club meeting to work on section memorization.** You are an important part of your child's success in this program.

Your responsibility as a Sparks parent:

- Help your child prepare for club each week by spending time at home with him/her reading and reviewing handbook material
- **Help them memorize the requirements of each section you review**
  - We recommend reviewing sections for a few minutes each day
- Make a note, using your initials and the date, at the top of the page for each section you and your Sparkie have worked on during the week. This will let their leaders and listeners know that they are prepared to recite those sections during Handbook Time that week
- Each handbook has 40 sections that need to be memorized in order to complete the book
  - At least 2 sections need to be completed per week in order to give your Sparkie a chance at finishing and reviewing their handbook for the year

## Passing Sections

Each Sparkie will need to work through their handbooks at home and memorize the requirements for each section. They will then have the opportunity to recite the requirements and pass the corresponding sections.

- Each child is allowed two helps per section
- Each section must be passed in order
- All sections that are attempted must be said in one sitting
  - Sparkies cannot review their handbooks while passing sections
- Sparkies must have worked on a section at home before they can pass it in club
- All new Sparkies start in the kindergarten handbook, HangGlider, because the Sparks material builds upon itself
  - Sparkies who are above kindergarten will have the opportunity to pass multiple handbooks in order to catch up to their grade level. This means they will have to pass several sections each week





T&T is the AWANA club designed for 3rd to 6th Grade children. Children in this club go deeper into Bible study and begin to answer questions using Scripture as their support. Children in T&T have higher expectations than those who are younger, both in terms of study and memorization.

## **Truth and Training Overview**

### **Start Zone**

- Each child starts out in an entrance booklet know as a start zone
- Upon completion of the start zone your child will receive their uniform and handbook

### **Handbooks**

- Handbooks are split into two series: Ultimate Adventure for 3rd and 4th grade and Ultimate Challenge for 5th and 6th grade
  - Each series has two handbooks, one for each grade
  - All new T&T clubbers start at the lowest handbook in a series because the material builds upon itself
  - All T&T clubbers have the opportunity to complete handbooks up to their grade
- Each handbook is divided into Challenges or Discoveries that correlate with awards
  - Each Challenge or Discovery completed results in a patch for your child's uniform
- Each clubber's goal should be to complete one handbook each club year.

### **Gold and Silver**

- Each Discovery and Challenge segment contains two Silver and two Gold level sections.
  - These sections are not required for the book completion, but can be done for extra credit after the book is completed.

### **Passports**

- All T&T clubbers have the opportunity to complete passports
  - A passport is a booklet that keeps track of a clubbers community service
  - A list of community service projects will be provided to all clubbers who request a passport.

## **Your Role as a T&T Parent**

T&T is a work at your own pace club, and Clubbers are expected to come to the weekly meetings prepared to say their verses and pass sections. **They will not have time during the weekly club meeting to work on section memorization.**

Your responsibility as a T&T parent:

- Help your child prepare for club each week by spending time at home with him/her reading and reviewing handbook material
- **Help them memorize the requirements of each section you review**
  - We recommend reviewing sections for a few minutes each day
- Make a note, using your initials and the date, at the top of the page for each section you and your child have worked on during the week. This will let their leaders and listeners know that they are prepared to recite those sections during Handbook Time that week
- Each handbook has 64 sections that need to be memorized in order to complete the book
  - At least 3 sections need to be completed per week in order to give your child a chance at finishing and reviewing their handbook for the year

## **Passing Sections**

Each child will need to work through their handbooks at home and memorize the requirements for each section. They will then have the opportunity to recite the requirements and pass the corresponding sections.

- Each child is allowed two helps per section
- Each section must be passed in order
- All sections that are attempted must be said in one sitting
  - Clubbers cannot review their handbooks while passing sections
- Clubbers must have worked on a section at home before they can pass it in club