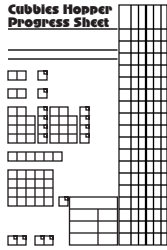
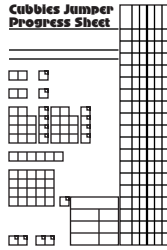


# Progress Sheet Instructions: Thumbnails

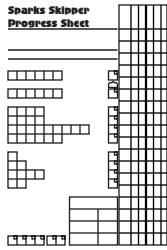
**Cubbies Hopper Progress Sheet**



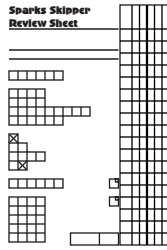
**Cubbies Jumper Progress Sheet**



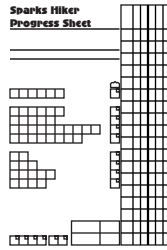
**Sparks Skipper Progress Sheet**



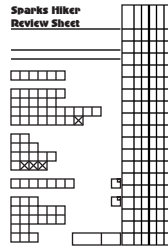
**Sparks Skipper Review Sheet**



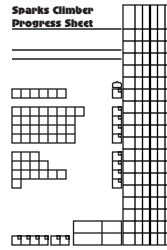
**Sparks Hiker Progress Sheet**



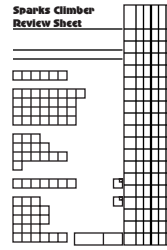
**Sparks Hiker Review Sheet**



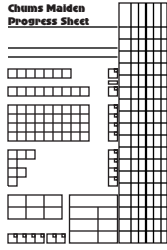
**Sparks Climber Progress Sheet**



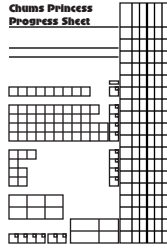
**Sparks Climber Review Sheet**



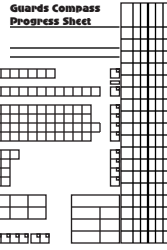
**Chums Maiden Progress Sheet**



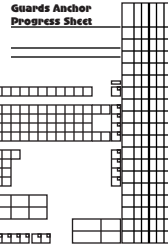
**Chums Princess Progress Sheet**



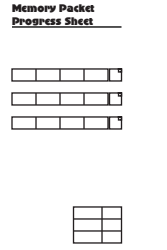
**Guards Compass Progress Sheet**



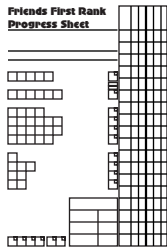
**Guards Anchor Progress Sheet**



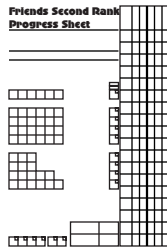
**Memory Packet Progress Sheet**



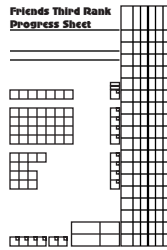
**Friends First Rank Progress Sheet**



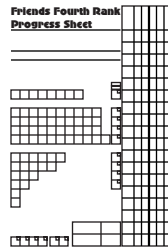
**Friends Second Rank Progress Sheet**



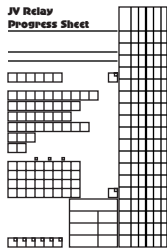
**Friends Third Rank Progress Sheet**



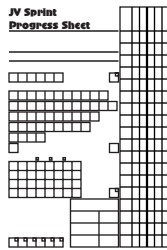
**Friends Fourth Rank Progress Sheet**



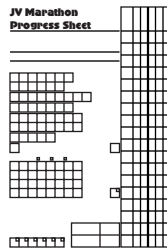
**JV Relay Progress Sheet**



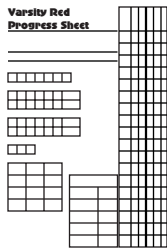
**JV Sprint Progress Sheet**



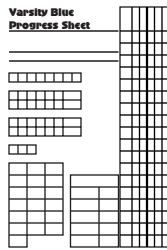
**JV Marathon Progress Sheet**



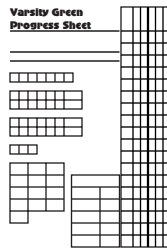
**Varsity Red Progress Sheet**



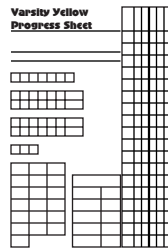
**Varsity Blue Progress Sheet**



**Varsity Green Progress Sheet**



**Varsity Yellow Progress Sheet**



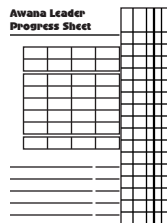
**Awana Club Progress Sheet**



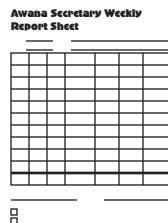
**Awana Contact Record Sheet**



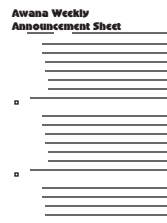
**Awana Leader Progress Sheet**



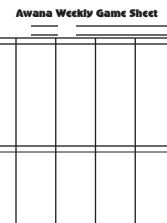
**Awana Secretary Weekly Report Sheet**



**Awana Weekly Announcement Sheet**



**Awana Weekly Game Sheet**



# Cubbie Progress Sheet Instructions

## Header Area:

Fill out this information before the beginning of the year for those expected to come to club and as soon as possible for those who visit. It is necessary to use a new sheet for each person each year. Every leader has a binder with a set of sheets for each person in their group.

Name: Sarah Bellum

Address: 123 Main Street  
Anytown, OH 12345

Phone: 123 - 456 - 7890

Grade:      Birthday: Nov 27, 8 | Club year: 1984 to 1985

## Side Bar Area:

During handbook time the leader fills out this week's row of information for this clubber. When a clubber is finished in handbook time, write the number of sections they have passed in the Sections column. As you may notice, the line between the Uniform and Dues columns is slightly heavier, making it easier to find the correct column toward the bottom.

Date	Attendance	Bible	Book	Uniform	Dues	Sunday School	Visitor	Team Color	Sections
9/17	✓	✓	✓	✓	✓	✓		R	2
9/24						✓			
10/1	✓	✓	✓	✓	✓	✓	✓	R	3

## Main Area:

When a section is completed, write the date in the corresponding box. The boxes with the smaller boxes inside are award boxes. When an award is earned, write the date in the award box. This makes it easy for the secretary to know that an award needs to be given. The secretary marks the smaller box in the upper right hand corner when the award is given. When an Under the Apple Tree is completed, fill in the apple it goes with.

### Lamb Paths

1	9/17	10/1		10/1
2	10/1	10/8		
3		13	14	15
4		19	20	21

## Materials Area:

Write the dates in the boxes when items are given out and then when they are returned or paid for. The bottom row is for the club permission slip. This four row area is used for both books. If a cubbie already has a uniform, just ignore the uniform row.

Date given Bear Hug Brochure	
Date given Uniform	Date paid
Date given Book	Date paid
Date given Per. Slip	Date returned

## Attendance Area:

On your master sheet for the year, write in the dates these awards will be handed out. When the time comes, fill in the box when awarded, or cross out the box otherwise.

Club Attendance  
(Lion)

1	5
7	2

Sunday School  
(Giraffe)

1	5
7	2





# Sparks Progress Sheet Instructions

## Header Area:

Fill out this information before the beginning of the year for those expected to come to club and as soon as possible for those who visit. It is necessary to use a new sheet for each person each year. Every leader has a binder with a set of sheets for each person in their group.

Name: Sarah Bellum

Address: 123 Main Street  
Anytown, OH 12345

Phone: 123 - 456 - 7890

Grade: K Birthday: Nov 27, 8 | Club year: 1986 to 1987

## Side Bar Area:

During handbook time the leader fills out this week's row of information for this clubber. When a clubber is finished in handbook time, write the number of sections they have passed in the Sections column. As you may notice, the line between the Uniform and Dues columns is slightly heavier, making it easier to find the correct column toward the bottom.

Date	Attendance	Bible	Book	Uniform	Dues	Sunday School	Visitor	Team Color	Sections
9/17	✓	✓	✓	✓	✓	✓		R	2
9/24						✓			
10/1	✓	✓	✓	✓	✓	✓	✓	R	3

## Main Area:

When a section is completed, write the date in the corresponding box. The boxes with the smaller boxes inside are award boxes. When an award is earned, write the date in the award box. This makes it easy for the secretary to know that an award needs to be given. The secretary marks the smaller box in the upper right hand corner when the award is given.

### Green Jewels

1	9/17 <sup>1</sup>					9/17 <sup>1</sup>
2	9/17 <sup>1</sup>	10/1 <sup>2</sup>				10/1 <sup>2</sup>
3	10/1 <sup>1</sup>	10/8 <sup>2</sup>		3	4	
4						

## Materials Area:

Write the dates in the boxes when items are given out and then when they are returned or paid for. The bottom row is for the club permission slip. This four row area is used for the Skipper book. For sheets in additional years, the top two rows are absent and only the bottom two rows are used, since the clubber should already have a uniform and have passed the entrance test.

Date given Gate Test	
Date given Uniform	Date paid
Date given Book	Date paid
Date given Per. Slip	Date returned

## Handbook Review and Workbook:

There is a separate Sparks Review Sheet for each year. These sheets handle the review of the book and the corresponding workbook. Weekly records are recorded on these forms, but Club and Sunday School attendance are still kept on the primary book sheet. Sections crossed out on the review sheet do not need to be reviewed.

Sparks Skipper Review Sheet

## Attendance Area:

On your master sheet for the year, write in the dates these awards will be handed out. When the time comes, fill in the box when awarded, or cross out the box otherwise.

### Club Attendance

11/23	<del>X</del>	3/16	5/2
-------	--------------	------	-----

### Sunday School

1/7	5/2
-----	-----















# Club Progress Sheet Instructions

## Header Area:

Fill out this information before the beginning of the year for those expected to come to club and as soon as possible for those who visit. It is necessary to use a new sheet for each person each year. Every leader has a binder with a set of sheets for each person in their group.

Name: Sarah Bellum

Address: 123 Main Street  
Anytown, OH 12345

Phone: 123 - 456 - 7890

Grade: 3 Birthday: Nov 27, 81 Club year: 1989 to 1990

## Side Bar Area:

During handbook time the leader fills out this week's row of information for this clubber. When a clubber is finished in handbook time, write the number of sections they have passed in the Sections column. As you may notice, the line between the Uniform and Dues columns is slightly heavier, making it easier to find the correct column toward the bottom.

Date	Attendance	Bible	Book	Uniform	Dues	Sunday School	Visitor	Team Color	Sections
9/17	✓	✓	✓	✓	✓	✓		R	2
9/24						✓			
10/1	✓	✓	✓	✓	✓	✓	✓	R	3

## Main Area:

When a section is completed, write the date in the corresponding box. The boxes with the smaller boxes inside are award boxes. When an award is earned, write the date in the award box. This makes it easy for the secretary to know that an award needs to be given. The secretary marks the smaller box in the upper right hand corner when the award is given.

### Smoke Signals - Activities

		CHMS
9/17	10/1	Missions
9/17		Patriotism
10/1	10/8	Environment
1,2,3		Service

## Materials Area:

Write the dates in the boxes when items are given out and then when they are returned or paid for. The bottom row is for the club permission slip. This four row area is used for the first year of a club. For sheets in additional years, the top two rows are absent and only the bottom two rows are used, since the clubber should already have a uniform and have passed the entrance test.

Date given Teepee	
Date given Uniform	Date paid
Date given Book	Date paid
Date given Per. Slip	Date returned

## Handbook Review Test Area:

After completing a handbook, the clubber takes the review test. When each portion of the test is completed, date the box. The numbers correspond to the question numbers on the test and the number of questions in that section of the test.

### Maiden Handbook Review Test

Rank Trail 1-55 (55)	Bible Drill 1 56-99 (44)	Bible Drill 2 100-152 (53)
4/18	4/25	5/2
Bible Drill 3 153-194 (42)	Bible Drill 4 195-242 (48)	Activities 243-258 (16)

## Attendance Area:

On your master sheet for the year, write in the dates these awards will be handed out. When the time comes, fill in the box when awarded, or cross out the box otherwise.

### Club Attendance

11/23	<del>X</del>	3/16	5/2
-------	--------------	------	-----

### Sunday School

1/7	5/2
-----	-----



















# Memory Packet Progress Sheet

Name: \_\_\_\_\_

## Bronze

1-18 (18) Man's Guilt	19-32 (14) Salvation	33-46 (14) Living	47-59 (13) Isaiah 53	<input type="checkbox"/>
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## Silver

1-15 (15) The Cross	16-29 (14) Growing	30-45 (16) Living	46-60 (15) Hell	<input type="checkbox"/>
---------------------	--------------------	-------------------	-----------------	--------------------------

## Gold

1-19 (19) Trinity	20-34 (15) Jesus	35-47 (13) Future	48-63 (16) The Plan	<input type="checkbox"/>
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Date given Bronze	Date returned
Date given Silver	Date returned
Date given Gold	Date returned











# JV Progress Sheet Instructions

## Header Area:

Fill out this information before the beginning of the year for those expected to come to club and as soon as possible for those who visit. It is necessary to use a new sheet for each person each year. Every leader has a binder with a set of sheets for each person in their group.

Name: Sarah Bellum

Address: 123 Main Street  
Anytown, OH 12345

Phone: 123 - 456 - 7890

Grade: 7 Birthday: Nov 27, 8 | Club year: 1993 to 1994

## Side Bar Area:

During handbook time the leader fills out this week's row of information for this clubber. When the clubber is finished in handbook time, write the number of units they have passed in the Units column. Then add the number of units passed this week with the Total Units from the previous week and record the total in the Total Units box for this week. When the number of Total Units passes a multiple of ten, write the date in the corresponding box in the Stripe Area (see below).

Date	Attendance	Bible	Book	Uniform	Dues	Sunday School	Visitor	Team Color	Units	Total Units
9/17	✓	✓	✓		✓	✓		R	2	2
9/24						✓				
10/1	✓	✓	✓	✓	✓	✓	✓	R	3	5
10/8	✓	✓		✓	✓	✓		R	1	6

## Main Area:

When a unit is completed, write the date in the corresponding box. The boxes with the smaller boxes inside are award boxes. When an award is earned, the leader writes the date in the award box. This makes it easy for the secretary to know an award needs to be given. Boxes with the winged foot are Pacer Units. The award box with the foot is for the Pacer Pin award.

Missions Project

9/17 <sup>1</sup>		10/1 <sup>2</sup>	10/8 <sup>3</sup>	
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Service Project

9/17 <sup>1</sup>		9/17 <sup>1</sup>	
-------------------	--	-------------------	--

## Materials Area:

Write the dates in the boxes when items are given out and then when they are returned or paid for. The bottom row is for the club permission slip. This four row area is used for Relay and Sprint. For Marathon, the top two rows are absent and only the bottom two rows are used, since the JVer should already have their uniform and have passed the Starting Blocks.

Date given Starting Blocks	
Date given Uniform	Date paid
Date given Book	Date paid
Date given Per. Slip	Date returned

## Stripe Area:

When the number in the Total Units passes a multiple of ten, date the corresponding box. When the award is given, the secretary fills in the corner box.

11/23	1/20	3/7	5/16	Y	2/40	50	O	R
-------	------	-----	------	---	------	----	---	---







# Varsity Progress Sheet Instructions

## Header Area:

Fill out this information before the beginning of the year for those expected to come to club and as soon as possible for those who visit. It is necessary to use a new sheet for each person each year. Every leader has a binder with a set of sheets for each person in their group.

Name: Sarah Bellum

Address: 123 Main Street  
Anytown, OH 12345

Phone: 123 - 456 - 7890

Grade: 9 Birthday: Nov 27, 8 | Club year: 1995 to 1996

## Side Bar Area:

During handbook time the leader fills out this week's row of information for this clubber. When a clubber is finished in handbook time, write the number of sections they have passed in the Sections column. As you may notice, the line between the Uniform and Dues columns is slightly heavier, making it easier to find the correct column toward the bottom.

Date	Attendance	Bible	Book	Uniform	Dues	Sunday School	Visitor	Team Color	Sections
9/17	✓	✓	✓	✓	✓	✓		R	2
9/24						✓			
10/1	✓	✓	✓	✓	✓	✓	✓	R	3

## Main Area:

When a lesson, service, or Bible reading is complete, write the date in the corresponding box. Write the name of the chosen elective on the line.

Bible Elective - Names of God

9/17 <sup>1</sup>	10/1 <sup>2</sup>	10/8 <sup>3</sup>	4	5	6	Review 1-6
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## Materials Area:

Write the appropriate date in the boxes when the items are given out and returned or paid for. Note that there is a lot of stuff in Varsity. If someone already has any materials just ignore that portion of this area.

Date given Faith's Foundations	
9/10	
Date given Per. Slip	Date returned
9/10	9/17
Date given Uniform	Date paid
Date given Binder	Date paid
9/17	9/17
Date given Book	Date paid
Date given Elective	Date paid
9/17	9/17

## Bible Reading Area:

Write in the dates that the book summaries are recited and reading record checked. Bible books may be read in any order.

## Bible Reading

Leviticus	Ruth	Proverbs
	10/12	
Isaiah	Daniel	Hosea & Amos
Nahum	Habakkuk	Malachi
9/17		
Matthew	1, 2 Timothy & Titus	1, 2, 3 John











# Awana Game Sheet Instructions

## Game Header:

Make a Game Sheet for each week you will be having club this year. Then fill in the headers before beginning the club year. This should be done by copying off the Secretary Sheets.

Week # 28 Special: Kids to be fed pure sugar on arrival

Date: 4/15/2000 Theme: Drive the Leader Crazy Night

## Top of Games Form:

In the Game column write in the name of the game to be played. Then write the number of points earned by each team in that game in their respective columns. To give out bonus points to a team just write them in. And remember, points are cheap.

Game	Red	Blue	Green	Yellow
Eat Broccoli	1,000,000	3,000,000	4,000,000	2,000,000

## Line Leader Line:

Every color should have a leader on the line that has a paper with short descriptions of each game. Write who is going to be line leader this week on this line. Note that this is intended for use ahead of time and is totally useless to fill out the night used (unless you really like recording trivia).

Line Leader	Seth Retary	Mark DeSirkle	Lest Ener	Lee Derr
-------------	-------------	---------------	-----------	----------

## Name - Points Area:

In this area write down who will be on each team. Note that this is not to be filled out on the game floor - unless you can make a fun game out of it. It is so you can assign who is on which team before club. Fill out the names as early as you can, quarterly if possible. If you need to move someone from one team to another, just cross out their name in one column and write it in another. This will let you know what team they were moved from as well. (If you give out a prize to the winning team, any moved clubber should get a prize if either the team they were on or the team they were moved to won.) This sheet is to be filled out and kept current by the Game Director and not by the Secretary. The Secretary is frazzled enough as it is.

If your club gives out team points for sections, uniforms, visitors, or other stuff an individual clubber can do, the secretary should take the score sheet and fill out how many points each clubber earned that night next to their name so they can be added up along with the game time points.

Name - Points	Brad D. - 100	Emily D. - 70	Sarah W. - 110	Karl T. - 90
	Jess B. - 75	Heather H. - 50	Mike C. - 140	Liz D. - 335
	Ann M. - 42	Jason T. - 60	Justin S. - 25	Amy C. - 40

## Total Line:

On this line you write that great deciding number, the total of all the team points earned at game time and points earned by clubbers throughout the night.

Totals	15,600,000	17,200,000	12,400,000	13,100,000
--------	------------	------------	------------	------------

# Awana Weekly Game Sheet

Week # \_\_\_\_\_ Special: \_\_\_\_\_

Date: \_\_\_\_\_ Theme: \_\_\_\_\_

Game	Red	Blue	Green	Yellow
Line Leader				
Name - Points				
Totals				

# Awana Club Progress Sheet Instructions

**Header Area:**

Since this sheet spans multiple years, only unchanging information is used.

Name: Sarah Bellum

Birthday: Nov 27, 1981 First year: 1984

**Club Progress Side Bar:**

Write the date when a clubber participates in one of these events in the corresponding box. Notice that the boxes only appear when applicable. Mark the boxes by year, not necessarily by the book the clubber is in. For example, if a clubber is in the second year of Pals, but still in the Brave book, mark the lower of the two boxes (the one that lines up with the Warrior book) rather than the upper one (that lines up with the Brave book). There are three lines for JV. If the clubber begins with the Relay book, begin with the first JV line. If they start with Sprint, begin at the second line.

Camp	Grand Prix	Bible Quiz	Olympics	Adopt-a-Club
				12
				30
7/8				

**Book Completion and Book Name Boxes:**

These are long award boxes for each year end award that a clubber has earned. Since this sheet will span many years, write the full date in the box when the award was earned. Then, fill in the box when the award either is received by your church or after it is given. When a clubber completes a book in 3rd - 12th grade (Pals/Chums - Varsity) write the date in the corresponding box, and write the name of the book in the first available box in the 1st - 10th Book boxes. This will also tell you which award the clubber is to receive.

Book Completion Box: 

Brave/Maiden	<input type="checkbox"/>
--------------	--------------------------

Brave/Maiden	<input type="checkbox"/>
--------------	--------------------------

Brave/Maiden	<input checked="" type="checkbox"/>
--------------	-------------------------------------

4/15/1990
-----------

4/15/1990
-----------

Book Name Box: 

3rd Book: (Plaque)
--------------------

3rd Book: (Plaque) Anchor
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**Cubbies Third Year:**

If a child has been in Cubbies for two years, but is not ready or old enough to enter Sparks, they can stay in Cubbies. They should be doing their handbook, Under the Apple Tree, and Character Builder.

**JV Relay:**

Relay is designed to be used in areas that begin middle school in 6th grade. It may also be used with clubbers who come to Awana for the first time in 6th grade so they don't come in at the very end of a four year program. If a clubber does not do Relay, ignore this line.

**Bible Basics and Awana What's Next:**

These boxes are to be used similarly to the other Book Completion Boxes. Write in the date when a clubber completes one of these booklets.

Bible Basics
--------------

Awana What's Next?
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# Awana Contact Record Sheet Instructions

## Long Header:

On the contact sheet the most detailed information is kept, since this sheet also contains the Quick Contact list and full contact forms. Under 'Parent or guardian's name:' and 'Brought by' get as many names as you can from new clubbers as these are the people you're after. The 'Church:' line is primarily for clubbers that attend a different church or write 'none' if the clubber doesn't attend any church.

Name: Sarah Bellum

Address: 123 Main Street

City: Anytown State: OH Zip: 12345

Phone: 123 - 456 - 7890

Email: anyone@server.com

Age: 8 Birthday: Nov 27, 1981

Grade: 2 Salvation date: Apr 12, 1989

Parent or guardian's name: Arron and April Bellum

Brought by: Warren Peas

Church: none

## Contact Side Bar:

The side bar on the Contact Sheet is the Quick Contact List. The purpose is to record when short contacts are made for reminders of events or when someone hasn't been to club in a few weeks. When calling, write the name of the event on the line. When you get the message across, check the box. If the line is busy, or someone takes a message who may not get it through, leave the box unchecked so you know to contact them again.

## Quick Contact List

Pizza Party

Overnight

## Contact Area:

Whenever you visit a clubber's home or have contact with a clubbers family, fill out one of the four contact areas on the sheet.

Date: 10/15 Leader's name: Dewey Cheatum  Phone  Visit  Other

Reason for contact: To invite the Bellum family to church this Sunday.

Result or remarks: They just moved here, would love to come.

## Using this sheet:

The best way to use this sheet is to copy the left aligned version onto the backside of every progress sheet. Then all information about a clubber is kept in one place. If you do this however, be careful about what you write in the main contact area, as the back of a progress sheet may be seen by other clubbers during handbook time. A contact sheet may contain sensitive information about a clubber or their family, so you may choose to use a separate contact sheet for the details. If you do so, use the right aligned version and keep it in a safe place.

# Awana Contact Record Sheet

Name: \_\_\_\_\_

Quick Contact List

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_

Age: \_\_\_\_\_ Birthday: \_\_\_\_\_

\_\_\_\_\_

Grade: \_\_\_\_\_ Salvation date: \_\_\_\_\_

\_\_\_\_\_

Parent or guardian's name: \_\_\_\_\_

\_\_\_\_\_

Brought by: \_\_\_\_\_

\_\_\_\_\_

Church: \_\_\_\_\_

\_\_\_\_\_

Comments:

Date: \_\_\_\_\_ Leader's name: \_\_\_\_\_  Phone  Visit  Other

Reason for contact: \_\_\_\_\_

Result or remarks: \_\_\_\_\_

Date: \_\_\_\_\_ Leader's name: \_\_\_\_\_  Phone  Visit  Other

Reason for contact: \_\_\_\_\_

Result or remarks: \_\_\_\_\_

Date: \_\_\_\_\_ Leader's name: \_\_\_\_\_  Phone  Visit  Other

Reason for contact: \_\_\_\_\_

Result or remarks: \_\_\_\_\_

Date: \_\_\_\_\_ Leader's name: \_\_\_\_\_  Phone  Visit  Other

Reason for contact: \_\_\_\_\_

Result or remarks: \_\_\_\_\_



# Awana Contact Record Sheet

Name: \_\_\_\_\_

Quick Contact List

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_

Age: \_\_\_\_\_ Birthday: \_\_\_\_\_

\_\_\_\_\_

Grade: \_\_\_\_\_ Salvation date: \_\_\_\_\_

\_\_\_\_\_

Parent or guardian's name: \_\_\_\_\_

\_\_\_\_\_

Brought by: \_\_\_\_\_

\_\_\_\_\_

Church: \_\_\_\_\_

\_\_\_\_\_

Comments:

Date: \_\_\_\_\_ Leader's name: \_\_\_\_\_  Phone  Visit  Other

Reason for contact: \_\_\_\_\_

Result or remarks: \_\_\_\_\_

Date: \_\_\_\_\_ Leader's name: \_\_\_\_\_  Phone  Visit  Other

Reason for contact: \_\_\_\_\_

Result or remarks: \_\_\_\_\_

Date: \_\_\_\_\_ Leader's name: \_\_\_\_\_  Phone  Visit  Other

Reason for contact: \_\_\_\_\_

Result or remarks: \_\_\_\_\_

Date: \_\_\_\_\_ Leader's name: \_\_\_\_\_  Phone  Visit  Other

Reason for contact: \_\_\_\_\_

Result or remarks: \_\_\_\_\_

# Awana Leader Progress Sheet Instructions

**Header Area:**

Since this sheet spans many years, only unchanging information is used.

Name: Sarah Bellum

Birthday: Nov 27, 1981 First year: 1998

**Leader Side Bar:**

Write the year in the Year column. The numbers are so you know which year award to give the leader at the end of the year. In the Club column write in Cub, Spar, Pals, Pion (Boy if combined), Chum, Guar (Girl if combined), Frnd, JV, Var, or All. In the Rank column P is for Pastor, C is for Commander, D is for Director, L is for Leader or Listener, S is for Secretary, G is for Game Director, T is for Training (L.I.T.). Check the columns for Conference and Basic Training when attended. Check the other columns when the leader is involved in an event.

Year	Club	Rank	pd	ls	gt	Conference	Basic Training	Bible Quiz	Olympics	Grand Prix	Camp
98-99	Chum	t	✓	✓	✓						
99-00	Spar.	l	✓					✓			
00-01	Cub.	l	✓	✓							✓

**Tests Area:**

The top of the main area of this form is to record when a Leader has taken the leader and director tests. To be a director of a club you must take the director test which is the last one in each group. To become a Varsity director a leader takes a Varsity Basic Training Course. When the leader completes the course, write a V in the Basic Training column of the Side Bar.

**Tests**

Cubbie Leader GUIDE	Date Given Book	Date Paid / Returned	Date Passed Test	Date Awarded
	4/15/2000	4/15/2000	4/18/2000	4/23/2000
Cubbie Director GUIDE	Date Given Book	Date Paid / Returned	Date Passed Test	Date Awarded

**Other Awards Area:**

This area is for recording various other awards presented to this leader. Write the name of the award on the award line and the date the award is given on the date line.

Best line leader ever award. Apr. 3, 1999  
Award Date

100 home visits mega award. Nov. 4, 2000  
Award Date

**Leader Materials Box:**

This box is for when a leader is given and pays for a uniform.

Date given Uniform	Date paid



# Awana Secretary Weekly Report Sheet Instructions

## Secretary Header:

Make a Secretary Weekly Report Sheet for each week you will be having club this year. Then fill in the headers before beginning the club year.

Week # 28 Special: Kids to be fed pure sugar on arrival

Date: 4/15/2000 Theme: Drive the Leader Crazy Night

## Attendance and Money Form:

This form is for taking and reporting attendance. Write the attendance for each club into the boxes on the left. On the right side, write in the amount that has come in from dues and purchased materials. Total up the numbers and use for reporting to the church secretary.

Clubbers	Leaders	Total Attendance	Club	Dues	Handbooks, Uniforms, etc.	Total Money
8	2	10	<b>Cubbies</b>			
6	1	7	<b>Varsity</b>			
	6	6	<b>Others</b>			
54	30	84	Totals			

## Flag Ceremony:

Use this to keep track of either who has or who will have the flags during flag ceremony. This is especially useful when promising a clubber they can hold the flag next week or to make holding the flag a special privilege.

Sarah Bellum Flag Ceremony Warren Peas

- Attendance Awards to be handed out.  
 Sunday School Awards to be handed out.

## Secretary Reminder:

There are two reminder boxes. When preparing the set of forms for the year, check the box if awards are to be handed out that week. The weeks they are checked should obviously be the same as the ones written in the Attendance Area of the clubber sheets. Remember that JV and Varsity do not have attendance awards.

# Awana Secretary Weekly Report Sheet

Week # \_\_\_\_\_ Special: \_\_\_\_\_

Date: \_\_\_\_\_ Theme: \_\_\_\_\_

Clubbers	Leaders	Total Attendance	Club	Dues	Handbooks, Uniforms, etc.	Total Money
			<b>Cubbies</b>			
			<b>Sparks</b>			
			<b>Chums</b>			
			<b>Guards</b>			
			<b>Pals</b>			
			<b>Pioneers</b>			
			<b>JV</b>			
			<b>Varsity</b>			
			<b>Others</b>			
			Totals			

\_\_\_\_\_ Flag Ceremony \_\_\_\_\_

Attendance Awards to be handed out.

Sunday School Awards to be handed out.

# Awana Weekly Announcement Sheet Instructions

## Announcement Header:

Make a Weekly Announcement Sheet for each week you will be having club this year. Then fill in the headers before beginning the club year. It may be used on the back side of the Secretary Sheet for the commander to read from during flag ceremony. It can also be used by directors or anyone else who needs to make announcements about events.

Week # 12 Special: Kids to be fed pure sugar on arrival  
Date: 1/29/2000 Theme: Drive the Leader Crazy Night

## Announcement Main Area:

There is space for three announcements on a sheet. If you have more, use an additional sheet. For each event there is space provided for the What, Who, When, Where, Why, and How. If a flier is to be made up and given out for this event, mark the box. Note that all this information should be written early, before the year begins if possible. This will allow you to plan out when and how events will be announced and how the announcements will progress. Be sure to check the announcement page a week ahead of time to see if you need to get anything for the event. If you do, you should have plenty of time to get the necessary items.

Name of event: Bible Quizzing

Who it is for: Pals, Chums, Pioneers, and Guards

Date and time: February 3, 2001 from 2:00 to 5:00

Relative date: 9 weeks from now on a Saturday

Where it will be: Nottingham Baptist Church (east side of Cleveland)

Reason to come: Show how much you've learned this year to family

Details: Quizzing over Rank, Drill 1, and Drill 2. First practice next

Flier to be handed out this week. Saturday. See flier for map.

## Giving the Announcement:

For the above example the announcement should go like this. "Coming up quickly is Bible Quizzing for the Pals, Chums, Pioneers, and Guards. It will be on February 3 from 2:00 to 5:00. That sounds like a long time from now, but it's only nine weeks away on a Saturday. It will be at Nottingham Baptist Church which is on the east side of Cleveland. It's a great way to show what you've learned this year to your family and friends and everyone is invited to come. The quiz will be on your Rank, Drill 1, and Drill 2 in your handbooks. The first practice is next Saturday. Your leader will be giving you a flier tonight with more information."

## On the Flier:

When making a flier to hand out it should say much the same thing but without the relative date (no "nine weeks from now") as the flier is going to last a bit longer than a spoken word. On the flier be sure to have the name and phone number of someone to contact for more information. And it doesn't hurt to use some cool Awana clip art from the Awana web site.

# Awana Weekly Announcement Sheet

Week # \_\_\_\_\_ Special: \_\_\_\_\_

Date: \_\_\_\_\_ Theme: \_\_\_\_\_

Name of event: \_\_\_\_\_

Who it is for: \_\_\_\_\_

Date and time: \_\_\_\_\_

Relative date: \_\_\_\_\_

Where it will be: \_\_\_\_\_

Reason to come: \_\_\_\_\_

Details: \_\_\_\_\_

Flier to be handed out this week.

Name of event: \_\_\_\_\_

Who it is for: \_\_\_\_\_

Date and time: \_\_\_\_\_

Relative date: \_\_\_\_\_

Where it will be: \_\_\_\_\_

Reason to come: \_\_\_\_\_

Details: \_\_\_\_\_

Flier to be handed out this week.

Name of event: \_\_\_\_\_

Who it is for: \_\_\_\_\_

Date and time: \_\_\_\_\_

Relative date: \_\_\_\_\_

Where it will be: \_\_\_\_\_

Reason to come: \_\_\_\_\_

Details: \_\_\_\_\_

Flier to be handed out this week.

# Awana Weekly Announcement Sheet

Week # \_\_\_\_\_ Special: \_\_\_\_\_

Date: \_\_\_\_\_ Theme: \_\_\_\_\_

Name of event: \_\_\_\_\_

Who it is for: \_\_\_\_\_

Date and time: \_\_\_\_\_

Relative date: \_\_\_\_\_

Where it will be: \_\_\_\_\_

Reason to come: \_\_\_\_\_

Details: \_\_\_\_\_

Flier to be handed out this week.

Name of event: \_\_\_\_\_

Who it is for: \_\_\_\_\_

Date and time: \_\_\_\_\_

Relative date: \_\_\_\_\_

Where it will be: \_\_\_\_\_

Reason to come: \_\_\_\_\_

Details: \_\_\_\_\_

Flier to be handed out this week.

Name of event: \_\_\_\_\_

Who it is for: \_\_\_\_\_

Date and time: \_\_\_\_\_

Relative date: \_\_\_\_\_

Where it will be: \_\_\_\_\_

Reason to come: \_\_\_\_\_

Details: \_\_\_\_\_

Flier to be handed out this week.



# Progress Sheet Instructions: How to Use

## Leaders:

*Materials:* Each listener is assigned a group of clubbers. The listener has a three ring binder with the current Progress Sheets for each clubber in their group. In the binder they should also have a bag with pencils, pens, an envelope for dues, prestamped post cards, any sticker awards necessary, shares, God's Plan of Salvation tracts with a Leaders Edition, their club's Progress Sheet Instructions sheet, and whatever else they may need.

*Sections:* During handbook time the leader sits down with the group and begins with the first clubber. Turning to that clubber's sheet in their notebook, the leader checks the clubber in and marks the Side Bar as applicable. If the clubber earns any shares at this point hand them out. Then the leader listens to the clubber's sections, dates the Section Boxes which correspond to the sections passed, and hands out any shares earned. If any awards are earned the listener writes the date in the corresponding Award Box. The leader then begins with the next clubber.

*Missing:* If a clubber does not pass any sections, the leader should check if they are eligible to play games this or next week and warn them if they are not. If a clubber is not present, check to see when they last came to club. If there is enough time, write a short note on a postcard right there during handbook time and have the other clubbers sign it. If the Contact Sheet is used on the back of the Progress Sheet, write "Absent - sent postcard" on the Quick Contact List.

*Wrap up:* At the end of handbook time, the listener hands the notebook to the secretary or whoever is in charge of pulling out awards.

*Train:* All leaders should pass their club's training manual. The information on which training manuals and tests the leader has taken should be kept on the Leader Progress Sheet.

## Secretary:

*Awards:* The secretary is in charge of checking the Award Boxes and finding awards. When an award is handed out the secretary marks the smaller box in the upper right hand corner of the Award Box or, when handing out crowns or bars, marking the crown or bar on the sheet. The secretary should also make a simple check that the information on the sheet makes sense and is complete.

*People:* The secretary is also to take attendance by either counting heads or counting checks in the attendance column of the side bar. Other responsibilities are keeping track of overall money coming in, when attendance awards are to be handed out, and who is to be involved in Flag Ceremony. This can all be done using the Secretary Weekly Report Sheet.

*No no's:* Note that the secretary should not check anyone in, collect dues, sit in the hall and talk, or burp without saying "excuse me". These are all terrible things to do as they distance leaders and clubbers and reduce one on one interaction.

*Leader:* The secretary should also know how to use all the sheets and be able to explain them to new listeners and leaders. They should also keep the Club Progress Sheets for everyone and the Leader Progress Sheets for all the leaders in the club.

*Points:* If your club gives out points for sections, uniforms, visitors, and other stuff that an individual clubber can do to earn points for their team, the secretary should take the Game Sheet and fill out how many points each clubber earned that night next to their name. See the Game Sheet Instructions for more information.

## Nightly Organization:

Try to schedule your night so that all awards can be handed out at the end of council time. The way to do this is to have handbook time before council time. But since usually everyone needs to play games in the same place, organize your night like this.

Club	Games	Handbook	Council
Other Group	Handbook	Games	Council
Sparks	Handbook	Council	Games

## Progress Sheet Instructions: Header

**Header:** *Cubbies, Sparks, Sparks Review, Club, JV, Varsity*

Fill out this information before the beginning of the year for those expected to come to club, and as soon as possible for those who visit.

Name: Sarah Bellum

---

Address: 123 Main Street

---

Phone: 123 - 456 - 7890

---

Grade: 3 Birthday: Nov 27, 81 Club year: 1989 to 1990

---

**Simple Header:** *Leader, Memory Packet, Club Progress*

On sheets that may span multiple years, only unchanging information is used.

Name: Sarah Bellum

---

Birthday: Nov 27, 81 First year: 1985

---

**Long Header:** *Contact*

On the contact sheet the most detailed information is kept, since this sheet also contains the Quick Contact list and full contact forms. Under 'Parent or guardian's name:' and 'Brought by' get as many names as you can from new clubbers as these are the people you're after. The 'Church:' line is primarily for clubbers that attend a different church or write 'none' if the clubber doesn't attend any church.

Name: Sarah Bellum

---

Address: 123 Main Street

---

City: Anytown State: OH Zip: 12345

Phone: 123 - 456 - 7890

---

Email: anyone@server.com

---

Age: 8 Birthday: Nov 27, 81

---

Grade: 3 Salvation date: Apr 12, 1989

---

Parent or guardian's name: Arron and April Bellum

---

Brought by: Warren Peas

---

Church: none

---

**Organizational Header:** *Secretary, Game, Announcement*

Make up Secretary and Game Sheets for each week you will be having club this year. Then fill in the headers before beginning the club year.

Week # 24 Special: Kids to be fed pure sugar on arrival

---

Date: 2/28/2000 Theme: Drive the Leader Crazy Night

---

# Progress Sheet Instructions: Side Bar

## Side Bar: Cubbies, Sparks, Sparks Review, Club, Varsity

Along the right side of every club progress sheet is a side bar area with 37 lines. Write in the dates you will be having Awana this year on a master sheet and make copies so you can avoid writing the dates too many times. During handbook time, the leader checks the cells and writes in R, B, G, or Y for Team Color. When the clubber is finished in handbook time, write the number of sections they have passed in the Sections column. As you may notice, the line between the Uniform and Dues columns is slightly heavier, making it easier to find the correct column toward the bottom.

Date	Attendance	Bible	Book	Uniform	Dues	Sunday School	Visitor	Team Color	Sections
9/17	✓	✓	✓		✓	✓		R	2
9/24						✓			
10/1	✓	✓	✓	✓	✓	✓	✓	R	3
10/8	✓	✓		✓	✓	✓		R	1

## JV Side Bar:

A running total of units passed is kept in the Total Units column as award stripes are handed out every ten units passed. When the clubber is finished in handbook time, write the number of units they have passed in the Units column. Then, add the number of units passed this week with the running total and put that number in the Total Units column.

Date	Attendance	Bible	Book	Uniform	Dues	Sunday School	Visitor	Team Color	Units	Total Units
9/17	✓	✓	✓		✓	✓		R	2	2
9/24						✓				
10/1	✓	✓	✓	✓	✓	✓	✓	R	3	5
10/8	✓	✓		✓	✓	✓		R	1	6

## Leader Side Bar:

Write the year in the Year column. The numbers are so you know which year award to give the leader at the end of the year. In the Club column write in Cub, Spar, Pals, Pion (Boy if combined), Chum, Guar (Girl if combined), Frnd, JV, Var, or All. In the Rank column P is for Pastor, C is for Commander, D is for Director, L is for Leader or Listener, S is for Secretary, G is for Game Director, T is for Training (L.I.T.). Check the columns for Conference and Basic Training when attended. Check the other columns when the leader is involved in an event.

Year	Club	Rank	pd	lsgt	Conference	Basic Training	Bible Quiz	Olympics	Grand Prix	Camp
98-99	Pals	t			✓	✓	✓			
99-00	Spar.	l			✓			✓		
00-01	Cub.	l			✓	✓				✓

## Club Progress Side Bar:

Write the date when a clubber participates in one of these events in the corresponding box. Notice that the boxes only appear when applicable. Mark the boxes by year, not necessarily by the book the clubber is in. For example, if a clubber is in the second year of Pals, but still in the Brave book, mark the lower of the two boxes (the one that lines up with the Warrior book) rather than the upper one (that lines up with the Brave book). There are three lines for JV. If the clubber begins with the Relay book, begin with the first JV line. If they start with Sprint, begin at the second line.

Camp	Grand Prix	Bible Quiz	Olympics	Adopt-a-Club
				12
				30
7/8				

## Contact Side Bar:

The side bar on the Contact Sheet is the Quick Contact List. The purpose is to record when short contacts are made for reminders of events or when someone hasn't been to club in a few weeks. When calling write the name of the event on the line. When you get the message across, check the box. If the line is busy or someone takes a message who may not get it through, leave the box unchecked, so you know to contact them again.

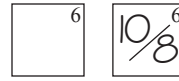
### Quick Contact List

- Pizza Party
- Overnight
-

# Progress Sheet Instructions: Sections

## Section Box: *Cubbies - Varsity*

During handbook time a leader sits down with their group, checks in a clubber, and then listens to their sections. When a section is passed, write the date in the corresponding Section Box on the page. Remember that if passing that section earns an award to put the date in the Award Box as well.



## Apple Box: *Cubbies*

In Cubbies, each Bear Hug (section) has an optional Under the Apple Tree section. When an Under the Apple Tree is completed, fill in the apple in the box.



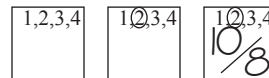
## Don't Do Box: *Sparks Review*

When reviewing a handbook in Sparks, some sections do not need to be reviewed. On the Sparks Rank Review Sheet, these sections are crossed out.



## Choice Box: *Club*

In Club activities sometimes a clubber is given a choice of sections to complete. Circle the number of the section completed, and date the box.



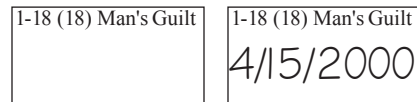
## Review Box: *Club*

The numbers are which questions and how many questions there are in the test section. Treat groups of 10 questions as a section for other records.



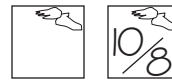
## Memory Packet Box: *Memory Packet*

The numbers are which cards are in the drill and how many cards there are in the drill. Treat each card as a section for other records.



## Pacer Box: *JV*

The Pacer Box is for Pacer Units. Treat Pacer Units just like normal units for clubbers that wish to be Pacers. Non-Pacers can skip these units.



## Bible Box: *Varsity*

Write in the dates that the book summaries are recited and reading record checked.



# Progress Sheet Instructions: Main Area

When a section is completed, write the date in the corresponding box. When an award is earned, the leader writes the date in the Award Box. This is a flag to the secretary that an award needs to be given. When the award is given, the secretary marks the smaller box in the upper right hand corner.

## Cubbies Main Area:

When an Under the Apple Tree is passed, the leader should mark the apple in the corresponding section box.

### Green Jewels

1	9/17 <sup>1</sup>			
2	9/17 <sup>1</sup>	10/1 <sup>2</sup>		
3	10/1 <sup>1</sup>	10/8 <sup>2</sup>	3	4
4	1	2		



9/17 <sup>1</sup>	<input checked="" type="checkbox"/>
10/1 <sup>1</sup>	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

## Sparks Main Area:

When a crown is handed out, the secretary marks the crown on the form. On the Sparks Skipper and Hiker Review Sheets there are crossed out sections. These sections do not need to be reviewed.

### Lamb Paths

1	9/17 <sup>3</sup>	10/1 <sup>4</sup>	
2	10/1 <sup>7</sup>	10/8 <sup>8</sup>	9
3	13	14	15
4	19	20	21

## Club Main Area:

When a bar is handed out, the secretary marks the bar on the form. If a section is optional, circle the number of the section the clubber completed as well as writing the date in the box.

### Smoke Signals - Activities

9/17 <sup>1</sup>		10/1 <sup>3,4</sup>	Missions	<input type="checkbox"/>
9/17 <sup>2</sup>			Patriotism	9/17 <sup>1</sup>
10/1 <sup>1,2,3,4</sup>	10/8 <sup>1,2,3,4</sup>		Environment	10/8 <sup>1</sup>
1,2,3			Service	<input type="checkbox"/>

Missions Project

9/17 <sup>1</sup>		10/1 <sup>2</sup>	10/8 <sup>3</sup>
-------------------	--	-------------------	-------------------

Service Project

9/17 <sup>1</sup>	
-------------------	--

## JV Main Area:

Boxes with a foot are Pacer Units. The award box with a foot is for the Pacer Pin award. If a clubber is not doing Pacer Units ignore any boxes with a foot in them.

## Bible Elective - Names of God

9/17 <sup>1</sup>	10/1 <sup>2</sup>	10/8 <sup>3</sup>	4	5	6	Review 1-6
-------------------	-------------------	-------------------	---	---	---	------------

## Varsity Main Area:

Write in the name of the Elective on the line. Write in the dates that the book summaries are recited and reading record checked.

### Service & Training

1	10/8 <sup>2a</sup>	2b
---	--------------------	----

### Bible Reading

Leviticus	Ruth	Proverbs
9/17	10/12	

## Memory Packet Main Area:

Write in the full date each drill is completed as a packet may be completed over multiple years. The first numbers are the cards in the drill. The number in parenthesis is the number of cards in the drill. Remember that an entire drill must be recited at once with only two helps for the entire drill. For shares, records, and awards however, treat each card as a section.

### Bronze

1-18 (18) Man's Guilt	19-32 (14) Salvation	33-46 (14) Living	47-59 (13) Isaiah 53	<input type="checkbox"/>
4/3/1991				

# Progress Sheet Instructions: Materials

## First Year Materials Box:

*Cubbies, Skipper, Brave/Maiden, Explorer/Compass, Friends Book 1, Relay, Sprint*

This box is for everything given out in the first year of a club. Note that in JV a clubber may begin in either the Relay or Sprint. In Cubbies a cubbie may begin in either book. In either case if a clubber already has some stuff from a previous year, just ignore that box.

Date given Teepee	
Date given Uniform	Date paid
Date given Book	Date paid
Date given Per. Slip	Date returned

## Second Year Materials Box:

*Hiker, Climber, Warrior/Princess, Voyager/Anchor, Friends Books 2-4, Marathon*

This box is for everything given out in the second year of a club.

Date given Book	Date paid
Date given Per. Slip	Date returned

## Memory Packet Materials Box:

This box is for when Memory Packets are handed out and returned or paid for.

Date given Bronze	Date returned
Date given Silver	Date returned
Date given Gold	Date returned

## Leader Materials Box:

This box is for when a leader is given and pays for a uniform.

Date given Uniform	Date paid
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## Sparks Review Materials Box:

This box is for when Workbooks are handed out and paid for.

Date given Workbook	Date paid
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## Varsity Materials Box:

This box is for everything given out in a year of Varsity. If someone already has some stuff from a previous year, just ignore that box.

Date given Faith's Foundations	
Date given Per. Slip	Date returned
Date given Uniform	Date paid
Date given Binder	Date paid
Date given Book	Date paid
Date given Elective	Date paid

# Progress Sheet Instructions: Awards

## Award Boxes: *Cubbies - Varsity*

The Award Box, Pacer Pin Box, and Memory Packet Award Box are lined up on the right hand side of the main area when needed in an 'award column.' This allows for easy scanning of what awards are to be given. When an award has been earned during handbook time, the listener writes the date in the Award Box as well as the Section Box. When the award is set aside or awarded, the secretary (or whoever is in charge of handing out awards) marks the square in the upper right hand corner.







Award Box:   10/8  10/8

Pacer Pin Box (JV):   10/8  10/8

Memory Packet Award:   10/8  10/8

## Crowns and Bars: *Sparks, Club*

Crown and Bar icons line up with the Award Boxes. Crowns and Bars are to be handed out when the first award is earned to go into them. When a crown or bar is handed out, put a check in the crown or bar on the page.

	Sparks Crown	<input checked="" type="checkbox"/>	Sparks Crown
	Brave Bar	<input checked="" type="checkbox"/>	Brave Bar
	Warrior Bar	<input checked="" type="checkbox"/>	Warrior Bar
	Pioneer Bar	<input checked="" type="checkbox"/>	Pioneer Bar
	Chums Bar	<input checked="" type="checkbox"/>	Chums Bar
	Guards Bar	<input checked="" type="checkbox"/>	Guards Bar

## Book Completion and Book Name Boxes: *Club Progress*

These are long award boxes for each year end award that a clubber has earned. Since this sheet will span many years, write the full date in the box when the award was earned. Then, fill in the box when the award either is received by your church or after it is given. When a clubber completes a book in 3rd - 12th grade (Pals/Chums - Varsity) write the date in the corresponding box, and write the name of the book in the first available box in the 1st - 10th Book boxes. This will also tell you which award the clubber is to receive.

Book Completion Box:  Brave/Maiden  Brave/Maiden  Brave/Maiden

4/11/1990 4/11/1990

Book Name Box:  3rd Book: (Plaque)  3rd Book: (Plaque)  Compass

## Attendance and JV Stripes: *Cubbies, Sparks, Club, JV*

For attendance and JV stripe awards, see the Attendance instruction sheet.

# Progress Sheet Instructions: Attendance

## Attendance Area: Sparks, Club

On your master sheet for the year, write in the dates these awards will be handed out. When the time comes, fill in the box if awarded, or cross out the box otherwise.

Club Attendance

10	18	2	5
25	<del>20</del>	28	2

Sunday School

12	5
20	2

## Attendance Area: Cubbies

Use these the same as the Sparks and Club attendance areas. Note that Cubbies only get two club attendance awards a year instead of four. The name of the award to hand out is in parenthesis.

Club Attendance (Lion)

12	5
20	<del>2</del>

Sunday School (Giraffe)

12	5
20	2

## Stripe Area: JV

When the number of Total Units passes a multiple of ten, date the corresponding box. When the award is given, the secretary fills in the corner box. This may not seem like it has anything to do with attendance, but the team units count toward this and there is no other attendance award for JV. This makes stripes a good approximation. It is also in the same place that the other attendance awards are in.

10	12	1	2	Y	O	R
10	18	20	6	30	10	40
				14	50	60

## Secretary Reminder: Secretary

On the Secretary Sheet are two reminder boxes. When preparing the set of forms for the year, check the box if awards are to be handed out that week. The weeks they are checked should obviously be the same as the ones written in the Attendance Area of the clubber sheets. Remember that JV and Varsity do not have attendance awards.



Attendance Awards to be handed out.



Sunday School Awards to be handed out.

## Attendance Form: Secretary

On the Secretary Sheet is a form for taking and reporting attendance. Write the numbers in the boxes and add them up.

Clubbers	Leaders	Total Attendance	Club
8	2	10	<b>Cubbies</b>
15	4	19	<b>Sparks</b>
6	1	7	<b>Varsity</b>
	6	6	<b>Others</b>
54	30	84	Totals