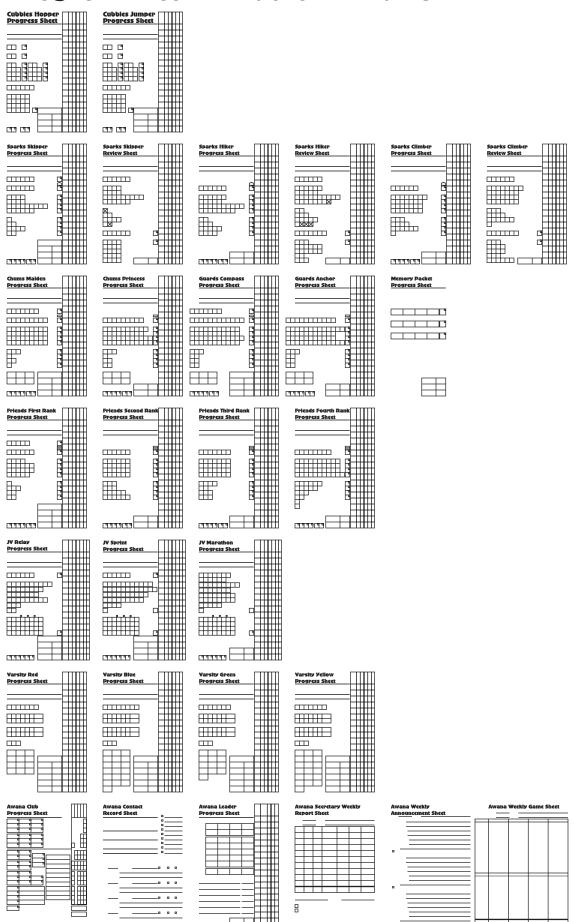
Progress Sheet Instructions: Thumbnails



Cubble 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.

Addres

Addres

Grade:

Name: Sarah Bellum

Address: 123 Main Street

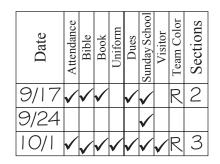
Anytown, OH 12345

Phone: | 23 - 456 - 7890

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

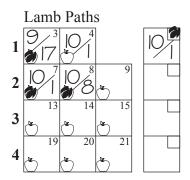
Side Bar Area:

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.



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.



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.



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.





Cubbies Hopper Progress Sheet Name:	Date	Attendance	Bible	Book	Onitorm	Sunday School	Visitor
Address:					+	S	
Phone:					+		<u> </u>
Grade: Birthday: Club year: to					$\frac{1}{1}$		
Bear Hug Brochure					 - -		
Hopper Trail					+ + +	<u></u>	
Lamb Paths Elephant Walks 7 8 9							- - - - -
Special Days 1 2 3 4 5 6					+		
Character Builders 1 2 3 4 5 6 7 8 9 10					+++++++++++++++++++++++++++++++++++++++		_
11 12 13 14 15 16 17 18 19 20					 - -		
Date given Uniform Date paid Date given Book Date paid					+ + +		
Club Attendance (Clion) (Giraffe) Date given Per. Slip Date returned					+		_

Cubbies Jumper Progress Sheet Name:	Date	Attendance	Bible	Book	Uniform	Dues	Sunday School	Visitor	Team Color	Sections
Address:		A					Sur		T	
Phone:									+	
Grade: Birthday: Club year: to								\perp	1	
Bear Hug Brochure Jumper Trail									<u> </u>	
Lamb Paths S									-	
Special Days 1 2 3 4 5 6								_	<u> </u>	
Character Builders 1										
Date given Bear Hug Brochure Date given Uniform Date paid										
Date given Book Date paid Club Attendance Sunday School								<u> </u>	+	
Club Attendance (Lion) Sunday School (Zebra) Date given Per. Slip Date returned									<u> </u>	

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.

Sarah Bellum Name:

123 Main Street Address:

Anytown, OH 12345

123 - 456 - 7890 Phone:

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

Side Bar Area:

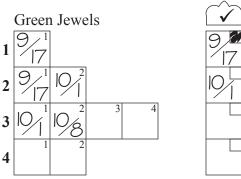
During handbook time the leader fills out this week's row of information for this clubber. When a clubber is finished in handbook time, write the number of sections they have

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.

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.

Sunday Schoo Feam Color Sections Jniforn Date Visitor Book 9/24



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

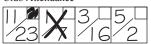
Handbook Review and Workbook:

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.

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





Sparks Name:	Skipper Pro	gress Shee	t	Date	Attendance	Bible	Uniform	Dues	Sunday School
Address:									<u> S</u>
Phone:									
Grade:	Birthday:	Club year:	to						
Sparks Gate	3 4 5 6								
1 2	3 4 5 6								
Red Jewels 1	3 4 3 4 5 6	7 8 9							
1 2	3 4 5 6								
Green Jewels	3								
1 2	3 4								_
1 2									
		Date given Gate Test							
		Date given Uniform I							
Club Attendance	Sunday Cabaci		Date paid						
Club Attendance	Sunday School	Date given Per. Slip I	Date returned			+			

Sparks Skipper Rev	iew Sheet		Date	Attendance	Bible	Uniform	Dues	Sunday School	Visitor	Sections
Address:								01	#	+
					+				+	+
Phone:									#	
Grade: Birthday:	Club year:	to							+	
									1	
Rank Path Review									+	
Red Jewel Review					+				+	+
1 2 3 4									1	
2 1 2 3 4					_				\downarrow	_
1 2 3 4 5 6	7 8 9				+				+	+
1 2 3 4 5 6									1	
4									1	
Green Jewel Review					+				+	+
1									+	+
$2^{\left[\begin{array}{c c} 1 & 2 \end{array}\right]}$										
3 1 2 3 4					_				\downarrow	_
1 2					_				+	
4					+				+	
Review Island										
1 2 3 4 5 6									\perp	
China an Wanlaha ala									_	_
Skipper Workbook					+				+	+
1 2 3 4										+
2										
3					\downarrow				\downarrow	
4 1 2 3 4				H	+			H	+	+
5 1 2 3 4	Date given Workbook	Date paid			\pm				\pm	

Sparks Name:	Hiker Prog	ress Sheet	Date	Attendance	Book	Uniform	Dues	unday School	Visitor Team Color	Sections
Address:								<u>S</u>	<u>+</u>	
Phone:								+	+	
Grade:	Birthday:	Club year: to						_	_	
								+	\perp	
								+	\perp	
Rank Path	3 4 5 6							+	\perp	
Red Jewels									\perp	
1 2	3 4 5 6							$\frac{1}{2}$		
1 2	3 4 5 6	7 8 9 10						+		
1 2	3 4 5 6	7 8						+		
Green Jewel	S		7					+	+	
1 2	3							+	\perp	
1 2	3 4 5							+	+	
1 2	3 4							+	+	
								#	+	
								+	+	
		Date given Book Date paid						+	+	
Club Attendance	Sunday School	Date given Per. Slip Date returne	d					+	+	
					+				+	

Sparks Hiker Review Name:	v Sheet		Date	Attendance	Bible	Book	Uniform	Dues	unday School Visitor	Team Color	Sections
Address:									<i>n</i>		
										\vdash	
Phone:											
Grade: Birthday:	Club year: to									-	
Rank Path Review											
Red Jewels						1				Н	
1 2 3 4 5 6											
2 3 4 5						4					
1 2 3 4 5 6	7 8 9 10					1				\vdash	
1 2 3 4 5 6	7 8									Н	
4											
Green Jewels										Ц	
1 $\begin{bmatrix} 1 & 2 \\ 2 & 1 \end{bmatrix}$							_			\vdash	
1 2 3										\vdash	
2 1 2 3 4 5										Н	
3											
4										Ц	
							_			\vdash	
Review Meadow 1 2 3 4 5 6	7					+				\vdash	
Hiker Workbook											
$1 \begin{vmatrix} 1 & 2 & 3 \end{vmatrix}$		Ц								Ц	
2 3 4 5 6						4					
1 2 3 4 5 6						\dashv	$\frac{1}{1}$	+		\vdash	
3						\dashv	\dashv	+		+	
4											
5	Date given Workbook Date paid				\bot	\prod					

	Climber Pro	gress Sheet		Date	Attendance	Bible	Book	Dues	Sunday School	Visitor	am Color	Sections
Name: Address:					Aı				Sun		Te	
Phone:						\dashv	+					
Grade:	Birthday:	Club year: to										
						\dashv	+					
						_						_
Rank Path			\sim			+	+					
	3 4 5 6					\perp						
Red Jewels						+	+					
1 2	3 4 5 6	7 8										
1 2	3 4 5 6	7	ᅦ			\dashv	+					
1 2	3 4 5 6	7				\pm						
1 2	3 4 5 6	7				\dashv	-					
C I1	_					+						
Green Jewels	3					\dashv						
1 2	3 4					+						
1 2	3 4 5 6		ᅦ			1						
1			\dashv			+	+					
						_						
						+	+					
						\downarrow	†					
						\dashv	+					
		Date given Book Date paid	$\neg \mid$									
Club Attendance	Sunday School	Date given Per. Slip Date retur	ned			\dashv						
		_ are great on one plane retain				_	+					

Sparks Climber Review Sheet Name:	Date	Attendance	Bible	Book	Uniform	Dues	unday School Visitor	Team Color	Sections
Address:					1		2		
								H	
Phone:									
Grade: Birthday: Club year: to	-							$\frac{1}{1}$	
Rank Path Review								\sqcup	
								H	
Red Jewel Review									
1 2 3 4 5 6 7 8									
2 1 2 3 4 5 6 7				+	+			H	
3 1 2 3 4 5 6 7								H	
1 2 3 4 5 6 7									
4								\vdash	
Green Jewel Review								H	
1									
2 $\begin{bmatrix} 1 & 2 & 3 & 4 \\ & & \end{bmatrix}$								\sqcup	
3 1 2 3 4 5 6								H	
4								H	
Review Plateau 1 2 3 4 5 6 7								H	
								\forall	
Climber Workbook									
$egin{array}{c ccc} egin{array}{c cccc} 1 & 2 & 3 \\ \hline \end{array}$	1							\sqcup	
2 3 4		\vdash		\dashv		+		H	
3 1 2 3 4								\parallel	
4 1 2 3								\square	
1 2 3 4 5 6 Date given Workbook Date paid		\vdash		-		+	+	\dashv	
5								H	

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.

Sarah Bellum Name:

123 Main Street Address:

Anytown, OH 12345

123 - 456 - 7890 Phone:

Grade: 3 Birthday: Nov 27, 8 | Club year: | 1989 to | 1990

Date

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.

Sunday Schoo Feam Color Sections Jniforn Visitor 9/24

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 Missions **Patriotism** Environme Service

Book

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 Tepee	
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

Maidan Handbook Daviory Toot

Iviaiucii 11a	HUUUUK KE	view lest
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



Name:		gress Sheet	•	Date	Attendance	Book	Uniform	Sunday School
Address:							\ddagger	S
Dhara							+	<u> </u>
Phone:							\pm	
Grade:	Birthday:	Club year:	to				\downarrow	
The Tepee							+	
1 2	3 4 5 6	7					+	
Rank Trail			CHUMS • • •				+	
1 2	3 4 5 6	7 8 9					1	
I 1: C	D.11 D.11						+	_
1 2	p - Bible Drills	7 8 9					+	_
1 2	3 4 5 6	7 8 9					+	
2	2 4 5 6	7 8 9						
3 2	3 4 5 6	7 8 9					+	
1 2	3 4 5 6	7 8 9					+	+
Constant Circ	1- A -4::4:						+	
	nals - Activities 3,4 Missions						$oxed{\bot}$	
1,2	Missions						+	-
1224 1224	Patriotism						+	+
1,2,3,4 1,2,3,4	Environment & H	ealth					+	+
1,2,3	Service							
							\bot	_
	ndbook Review Test Bible Drill 1 Bible Drill 2 100-152 (53)	Date given Tepee					+	_
	56 00 (44) 100 152 (52)	g					+	+
	56-99 (44) 100-152 (53)						- 1	
Rank Trail 1-55 (55)	Bible Drill 4 Activities	Date given Uniform	Date paid			+	\dagger	
Rank Trail 1-55 (55)							+	
Rank Trail 1-55 (55)	Bible Drill 4 Activities	Date given Uniform Date given Book	Date paid Date paid				‡ ‡	
Rank Trail 1-55 (55)	Bible Drill 4 Activities		Date paid				† + +	

Chums Name:	S Princ€SS Pi	ogress Sh	€€t		Date	Attendance	Book	Uniform	Dues	Sunday School	Team Color	Sections
Address:										<u> </u>		
DI									+		<u> </u>	
Phone:											+	
Grade:	Birthday:	Club year:	to									
									_			_
									+		_	
Rank Trail				CHUMS					\perp			
1 2	3 4 5 6	7 8 9										
Tribal Land	Dible Duille								\dashv		<u> </u>	
	- Bible Drills	7 8 9	10								\vdash	
1 2	3 4 5 6	7 8 9							+			
			10 11						\Box			
1 2	3 4 5 6	7 8 9	10 11						4		1	
1 2	3 4 5 6	7 8 9	10 11						+		\perp	
G 1 G:	1 4 1 1								+			
Smoke Sign	nals - Activities											
1,2	Missions								4		1	
	Patriotism								+		+	
1,2,3,4 1,2,3,4	Environment &	Health									+	
1,2,3 1,2,3	Service								\top		T	
Rank Trail	ndbook Review Test Bible Drill 1 57-106 (50) Bible Drill 2 107-155 (49)								\dashv		<u> </u>	
1-56 (56)	57-106 (50) 107-155 (49)								+		\perp	
Bible Drill 3 156-203 (48)	Bible Drill 4 Activities 261-270 (10)						+		+		+	
			ID :						\rfloor			
		Date given Book	Date pa	ııd					\downarrow			
Club Attendance	Sunday Schoo	Date given Per. Sl	ip Date re	turned			+		+	+	_	_
	4 41 77	-					+	H	+		+	

Name:	Date Attendance	Bible	Book Uniform	Dues Sunday School Visitor	Team Color Sections
Address:	<			Sun	
Phone:					
Grade: Birthday: Club year: to					
The Lighthouse The Lighthouse Compass Rank Compass Rank					
1 2 3 4 5 6 7 8 9 10 11 12					
Bible Drills 1					
Compass Handbook Review Test Rank 1-50 (50) Bible Drill 1 101-150 (50) Bible Drill 2 101-150 (50) Date given Lighthouse Date given Uniform Date paid Date given Uniform Date given Uniform					
Club Attendance Sunday School Date given Per. Slip Date returned					

Anchor Rank	G	uards /	Anchor	Pros	JPESS	s Sh	€€t			Date	Attendance	Bible Book	Uniform	Dues	Sunday School Visitor	Team Color	Sections
Phone: Grade: Birthday: Club year: to Anchor Rank 1	Na	me:									Atte	Щ	Un	I F	Sunas	Tear	Sec
Anchor Rank	Ad	dress:															
Anchor Rank 1	Ph	one:															
Bible Drills 1	Gr	ade: B	Birthday:		Club y	ear:		to						 	 		
Bible Drills 1														\pm			
Bible Drills 1														_			
Bible Drills 1		2 4	5 6 7	ol	0 10	11			GUARDS					4	\downarrow		
1		3 4	3 0 /	0	9 10	11								+	+		
1	Bible Drills													+	+		
1 2 3,4 5 6 7 8 9 10 11 12 13	1 2	3 4	5 6 7	8	9 10	11	12	13							I		
3	2 1 2	3 4	5 6 7	8	9 10	11								+	+		_
4 1 2 3 4 5 6 7 8 9 10 11 12 13	1 2	3 4	5 6 7	8	9 10	11								+	+		_
1 2 3,4 Missions	1 2	3 4	5 6 7	8	9 10	11	12	13									
Missions	4													_	+		
1,2,3 1,2,3 Patriotism	1 2	3 4												_	+		
Patriotism		Missions	l .											1	\dagger		
Environment & Health 1,2,3 1,2,3 Service	1,2,3 1,2,3	Patriotism	n											1	1		
The service	1,2,3,4 1,2,3,4	Environr	nent & Health										\perp	+	+		
Anchor Handbook Review Test Rank Bible Drill 1 Bible Drill 2 101-150 (50) Bible Drill 3 Bible Drill 4 Activities 251-264 (14) Date given Book Date paid Date pa	1,2,3 1,2,3												H	+	+		
Rank 1-50 (50) Bible Drill 1 51-100 (50) Bible Drill 2 101-150 (50)		Service											\forall	+	+		_
Bible Drill 3 Bible Drill 4 Activities 251-264 (14) Date given Book Date paid														\top	\dagger		_
Date given Book Date paid	Rank 1-50 (50) Bible 51-1	e Drill 1 00 (50) Bible 101-1	Drill 2 50 (50)												Ţ		
Date given Book Date paid	Bible Drill 3 Bible	Drill 4 Activi	ities										\sqcup	4	\bot		
	151-200 (50) 201-	250 (50) 251-2	64 (14)								H			+	+		
					Date give	en Book	D	ate pa	id		H			+	+		
											$ \cdot $			+	+	\parallel	\neg
Club Attendance Sunday School Date given Per. Slip Date returned	Club Attendance	Sun	aday School		Date give	en Per. S	Slip D	ate ret	turned					7	_		_

Pals Brave Progre Name:	ess Sheet		Date	Attendance	Book Book	Uniform	Dues	Sunday School	Visitor	Team Color	Sections
Address:								S	 	+	_
Phone:									<u> </u>	+	_
									1		
Grade: Birthday:	Club year: to							_	\downarrow	_	
The Wigwam									+		
1 2 3 4 5 6	7								4		
Rank Trail		• • • •							+		
1 2 3 4 5 6	7 8 9								I	Ī	
N 1. C D.11 D.11						+			\downarrow	_	_
Indian Camp - Bible Drills 1	7 8 9								+	+	
1 2 3 4 5 6	7 8 9								\dagger		
	7 8 9								I		
1 2 3 4 5 6	7 8 9					+			\downarrow	+	
1 2 3 4 5 6	7 8 9					+			+	-	
Smoke Signals - Activities											
1 2 3,4 Missions						-			4	_	_
1,2	-					+	H		+	+	
Patriotism 1,2,3,4 1,2,3,4	-								\dagger	+	
Environment &	Health								\prod	$oxed{\bot}$	
Service						+			+	+	_
Brave Handbook Review Test						+		+	+	+	_
Rank Trail Bible Drill 1 Bible Drill 2 1-55 (55) Bible Drill 2 100-152 (53)	Date given Wigwam								1		
Bible Drill 3 Bible Drill 4 Activities 153-194 (42) 195-242 (48) 243-258 (16)	Date given Uniform Date pai	id						$\frac{1}{1}$	+	$\frac{1}{1}$	
	Date given Book Date pai	id						7	+	$\frac{1}{1}$	_
Club Attendance						İ					_
Club Attendance Sunday School	Date given Per. Slip Date ret	urned						1	+	+	_

Pals W Name:	arrior Pros	ress Sheet		Date	Attendance	Book	Uniform	Dues	unday School Visitor	Team Color	Sections
Address:									2		
Phone:								+	+		
Grade:	Birthday:	Club year:	to					\perp	\perp		
	211 unduj .								+		
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								+	+	H	
1 2	3 4 5 6	7 8 9 10	11					+	+		
Smoke Sign	als - Activities										
	Missions						\square	+	+	H	
1,2	Patriotism							+	+		
1,2,3,4 1,2,3,4		σ. 1.1									
1,2,3 1,2,3	Environment & 1	Health						_	_	\Box	_
	Service							+	+	H	
	ndbook Review Test							\pm	\perp		
Rank Trail 1-56 (56)	Bible Drill 1 Bible Drill 2 107-155 (49)							\perp	\perp		
Bible Drill 3 156-203 (48)	Bible Drill 4 Activities 261-270 (10)					+	H	+	+	H	
[130-203 (40)]2	201-270 (10)							+	+		_
-		Date given Book I	Date paid					#	\perp		
Club Attendance	Sunday School	Date given Per. Slip I	Date returned				H	+	+	H	
					+		H	+	+	H	

	Pioneers Explorer P	rogress Sheet	Date	Bible Book Uniform Dues Sunday School Visitor Team Color Sections
	Name:		Da	Bi Bc Unii Dr Sunday Vis Team
	Address:			
	Phone:			
	Grade: Birthday:	Club year: to		
The Beaco	n			
	3 4 5 6 7			
Explorer R	ank			
1 :	. 3 4 5 6 7 8	9 10 11 12		
Bible Drill				
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1 1	3 4 5 6 7 8	9 10 11		
2	3 4 5 6 7 8	9 10 11 12		
3				
4 1 1	3 4 5 6 7 8	9 10 11		
Treasures				
	Missions			
1,2,3 1,2,3	Patriotism			
1,2,3,4 1,2,3,4	Environment & Heelth			
1,2,3 1,2,;	Environment & Health			
1,2,5	Service			
Evelorer I	andhaalr Daviavy Tagt			
Rank 1-50 (50)	Sandbook Review Test	Date given Beacon		
1-30 (30)	31-100 (30)			
Bible Drill 3 151-200 (50)	Bible Drill 4 Activities 201-250 (50) 251-269 (19)	Date given Uniform Date paid		
		Date given Book Date paid		
Club A # 1	C J C.l 1			
Club Attendanc	Sunday School	Date given Per. Slip Date returned		

			ers Vo	yagei	· Pro	ogr	ESS	Sh	EEt		Date	Attendance	Bible Book	Uniform	Sunday School	Visitor Team Color	Sections
		Name:										At		ר	Suno		S
		Address:															
		Phone:															
		Grade:	Dirthdo	1 7.		lub y	oor:		to								
		———	Birthda	y.		Tuo y	cai.		10				+			+	
													+			+	+
									r								
	Voyager I	Rank 2 3 2	1 5 6	7	8 9	10	11]							\bot	
													+			\perp	
	Bible Dri	lls															
1	1	2 3 4	5 6	7	8 9	10	11	12	13							+	
	1	2 3 4	1 5 6	7	8 9	10	11										
2	1	2 3 4	1 5 6	7	8 9	10	11									_	
3													+			+	
4	1	2 3 2	5 6	7	8 9	10	11	12	13								+
	Tl I-1	1-							[+	
	I ne Islan	$\frac{ds - Activitie}{2 - 3,4}$							[
	1,2,3 1,2		sions										_			\perp	
		Patr	iotism										+			+	
	1,2,3,4 1,2,3	Env	ironment &	Health									+			+	
	1,2,3 1,2	Serv	ice														
			/ ICC														
		Handbook Re	eview Test														
	Rank 1-50 (50)	Bible Drill 1 51-100 (50)	Bible Drill 2 101-150 (50)													\bot	
	Bible Drill 3 151-200 (50)	Bible Drill 4 201-250 (50)	Activities 251-264 (14)									H	+		+	+	+
	151-200 (50)	201-250 (50)	251-264 (14)									H	+	\vdash	+	+	+
					Da	ate give	n Bool	k D	ate pa	id		H	+			+	+
	CL L A																
	Club Attendan	ce	Sunday Schoo		Da	ate give	n Per.	Slip D	ate ret	urned							

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	
Silver				
1-15 (15) The Cross	16-29 (14) Growing	30-45 (16) Living	46-60 (15) Hell	
Gold				
1-19 (19) Trinity	20-34 (15) Jesus	35-47 (13) Future	48-63 (16) The Plan	

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

Friends First Rank Name:	(Progress She	Boy Girl	Date	Attendance Bible	Book	Uniform	Sunday School	Visitor	
Address:							8		
Phone:							<u> </u>		
Grade: Birthday:	Club year: t	0					_		
Entrance Test 1	5	CHUMS							
Bible Drills 1 2 3 4 5 2 1 2 3 4 5 3 1 2 3 4 5 4 5 6									
Crafts Music Pledges Courtesy Creation									
Club Attendance Sunday Scho		e paid							

Friend Name:	s Second R	ank Progr€ss	Boy	Date	Attendance	Bible	Book	Dues	Sunday School	Visitor Team Color	Sections
Address:									S		
Phone:											
Grade:	Birthday:	Club year:	to								
							+				
										_	
Rank			CHUMS								
1 2	3 4 5	6								_	_
Bible Drills							+			+	
1 2	3 4 5	6									
1 2	3 4 5	6					+			+	
1 2	3 4 5	6								#	
. 1 2	3 4 5	6					+	+		+	
Crafts											
1 2	3	Nature					+			+	
1 2	3	Coloring									
1 2	3 4 5	My Friends					+	_		+	
1 2	3 4 5	Bicycle Safety								\perp	
							+			+	<u> </u>
							\pm			\pm	
							+			+	
								\pm			
		Date given Book I	Date paid				1			\mp	
Club Attendance	Sunday Sch	Date given Per. Slip I	Date returned				+			+	
							\perp	İ			

Friends Name:	Third Ra	nk Progress	Boy	Date	Attendance	Bible	Book	Dues	Sunday School	Visitor	Team Color	Sections
Address:			Girl		·				S			
Phone:												
Grade:	Birthday:	Club year:	to									_
												_
							+					
Rank	3 4 5	6 7	GUARDS									_
												_
Bible Drills	3 4 5	6 7					+					
1 2	3 4 5	6 7										_
1 2	3 4 5	6 7										
1 2	3 4 5	6 7					+					
Crafts												_
1 2	3 4 Chris	t is Alive					+					
1 2	Obey	Your Parents										
1 2	Friend	ds Notebook										
1 2	Natur	e										_
							+					
						+	+	+				
		Date given Book	Date paid				+					_
		Date given book	Date paid			-	+	+				
Club Attendance	Sunday	Date given Per. Sli	p Date returned									_

Friend: Name:	Fourth Rank Progress	Sheet Boy Girl	Date	Attendance	Book	Uniform	Sunday School	Visitor	Sections
Address:							01		
Phone:									
Grade:	Birthday: Club year:	to							+
Rank	3 4 5 6 7 8	GUARDS							
Bible Drills									
1 2	3 4 5 6 7 8 9 10 3 4 5 6 7 8 9 10								
1 2	3 4 5 6 7 8 9 10 3 4 5 6 7 8 9 10	11							
Crafts	3 4 5 6 Missions (Required)								
1 2	Prayer (Required)								
1 2	Christ the Shepherd Dot-to-Dot Puzzle								
1	Model Building Physical Fitness								
Club Attendance	Sunday School Date given Book Date given Per. Slip	Date paid 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 Grade: each person in their group.

Sarah Bellum Name:

123 Main Street Address:

Anytown, OH 12345

123 - 456 - 7890 Phone:

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

Project

Side Bar Area:

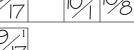
During handbook time the leader fills out this week's row of information for this clubber. When the clubber is finished in handbook time, write the number of units they have passed in the Units column. Then add the number of units passed this week with the Total Units from the previous week and record 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 Service 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.







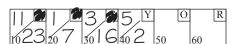
Materials Area:

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 F	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.



	JV Rela	ay Pi	rogr	ESS	Si	eet	1			Date	Attendance	Bible	Uniform	Dues	Sunday School	Visitor Team Color	Units	Total Units
	Address:														01			
	Phone:																	
	Grade:	Birth	day:		(Club	year:		to	-						+		
	Starting Bloo	cks 3	4 5	6														
	Relay Manua	al 3	4 5	6	7	8	9	10								_		
What Did Jesus Do? Answers from the	11 12		14 15	16	17											+		
Bible Old Testament	19 20	21	22 23	24	25										+			
Trinity & New Testament		28	29 30	31	32	33	34											
Missions Activity	1 2	3,4,5														+		
Service Activity	1,2,3 1,2,3														+			
	Team Units	□ G 3	$ \begin{array}{c c} \text{old} & \square \text{Si} \\ \hline 4 & 5 \end{array} $	lver [Broi	nze 8									+			
	9 12		12 13	14	15										+			
	17 18 25 26		20 21 28 29	30	23					1					+			
					Ī	Date gi	ven Starti	ng Bl	26 locks									
					Ī	Date gi	ven Unifo	orm I	Date paid									
					Ī	Date gi	ven Book	: I	Date paid									
	Stripe Award	G	Y O	R	Ī	Date gi	ven Per. S	Slip I	Date returned							+		

	JV Sprint Progress Sheet	ıte	lance	ole	ok	orm	es	Visitor	Color	its	Units
	Name:	Date	Attendance	Bible	Book	Uniform	Dues	Sulluay	Team Color	Units	Total Units
	Address:								\bot		
							+	+	+	_	
	Phone:							+	+		
								I			
	Grade: Birthday: Club year: to						+	\perp	\perp	_	
	Starting Blocks							+	-		
								+	_		
	Sprint Manual							+	+		
The New You	1 2 3 4 5 5 6 7 8							+	_		
The Fight for What's Right	9 10 11 12 13 14 15 15 16 17							_			
More Than Just Words	18 19 20 21 22 23 24 25							$\frac{1}{1}$	+		
Treasures of Truth	26 27 28 29 30 31 32							+	+		
Missions Project								-			
Service								\perp	\perp		
Project								+	+		
	Team Units Gold Silver Bronze							+	+		
								$oxed{\bot}$	$oxed{\bot}$		
	9 12 11 12 13 14 15 16				-			+	_		
	17 18 19 20 21 22 23 24							+	+		
	25 26 27 28 29 30 31 32								I		
	Date given Starting Blocks							\downarrow	1	_	
	Dute given starting blocks							+	+		
	Date given Uniform Date paid							+	+		
								\perp	I		
	Date given Book Date paid			\rfloor	1	\prod	\bot	\perp	\bot		
	Stripe Awards P B G Y O R 10 20 30 40 50 60							+	<u> </u>		

JV Marathon Progress Sheet Name:	Date	Attendance	Bible	Book	Uniform	Dues	Sunday School	Visitor	Units	Total Units
Address:							<u>S</u>	<u>+</u>		
Phone:								+		
Grade: Birthday: Club year: to								$\frac{+}{+}$	_	
Marathon Manual								$\frac{+}{+}$		
ng at Vord 6 7 8 9 10								+	_	
ng 11 2 12 13 14 2 15 16 the d								+	_	
17								<u>+</u>		
es 27 28 29 23 30 31 23 32								+		
ns ty 2 3 S								+		
ty 1								+	_	
								+		
9 12 11 12 13 14 15 16 17 18 19 20 21 22 23 24								<u></u>		
25 26 27 28 29 30 31 32 26								+		
								+		
								+		
Stripe Awards Date given Book Date paid Date given Per. Slip Date returned								-		
P B G Y O R								\pm		

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: | 23 - 456 - 7890

binder with a set of sheets for 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	Elect	ive -	Nar	nes	<u>ot (</u>	<u>50d</u>	
,	9/17		10/8	4	5	6	Re	view 1-6

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 Fo	oundations
9/10	
Date given Per. Slip	Date returned 9/17
Date given Uniform	Date paid
Date given Binder 9/17	Date paid 9/17
	Date paid
Date given Elective 9/17	Date paid 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

	0	
Leviticus	Ruth	Proverbs
	10/12	
Isaiah	Daniel	Hosea & Amos
Nahum	Habakkuk	Malachi
9/17		
Matthew	1, 2 Timothy & Titus	1, 2, 3 John

Varsity Red Progress Sheet Name:	Date	Attendance	Bible	Book	Uniform	Dues	Sunday School	Visitor	Team Color Sections
Address:							S		
Phone:									
Grade: Birthday: Club year: to									
Red Faith's Foundations 1 2 3 4 5 6 7 Red Bible Study - Basic Bible Doctrines 1 2 3 4 5 6 Review 1-6 7 8 9 10 11 12 Review 7-12 Bible Elective - 1 2 3 4 5 6 Review 1-6 7 8 9 10 11 12 Review 7-12 Service & Training									
Bible Reading									
Leviticus Ruth Proverbs									
Isaiah Daniel Hosea & Amos Date given Faith's Foundations									
Nahum Habakkuk Malachi Date given Per. Slip Date returned									
Matthew 1, 2 Timothy & 1, 2, 3 John Titus Date given Uniform Date paid									
Date given Binder Date paid									
Date given Book Date paid									_
Date given Elective Date paid									

Varsity Blue Progress Sheet	Date	Attendance	Bible	Book	Jniform	Dues	day School	Visitor	Team Color	Sections
Name:	_	Ā			1		Sun		Te	S
Address:										
Phone:										
Grade: Birthday: Club year: to									\perp	
Blue Faith's Foundations 1 2 3 4 5 6 7 8									_ _ _	
Blue Bible Study - A Study in Romans 1										
Bible Elective										
7 8 9 10 11 12 Review 7-12										
Service & Training 1 2a 2b									<u> </u>	
Bible Reading										
Exodus Numbers Judges									\dashv	
1 Samuel 2 Samuel Ezra Date given Faith's Foundations									\dashv	
Nehemiah Proverbs Song of Solomon Date given Per. Slip Date returned										
Obadiah Micah Haggai Date given Uniform Date paid										
Mark Romans Philippians Date given Binder Date paid										
Philemon James Jude Date given Book Date paid									$\frac{1}{1}$	
Revelation Date given Elective Date paid										

Varsit Name:	y Gree	en Pro	gress Sheet	Date	Attendance	Bible	Book	Uniform	Dues	ınday School	Visitor	Team Color	Sections
Address:										SL			
radiess.													
												4	
Phone:												+	
Grade:	Birthda	ay:	Club year: to										
Green Faitl	bla Eaumdat	iona										_	
	3 4	-1 -1	7										
Green Bibl	e Study - A		alations and Ephesians Review 1-6									4	
7 0	9 10										\dashv	+	
7 8	9 10	11 12	Review 7-12								_	+	
Bible Elect	tive -												
1 2	3 4	5 6	Review 1-6										
7 8	9 10	0 11 12	Review 7-12										
Service &												4	
Bible Read													
Genesis	Deuteronomy	Proverbs											
Ecclesiastes	Ezekiel	Zephaniah	Date given Faith's Foundations								_	+	
											_	+	
Zechariah	Luke	Acts	Date given Per. Slip Date returned										
Galatians	Ephesians	Colossians	Date given Uniform Date paid									\downarrow	
												+	
1 Peter			Date given Binder Date paid									\pm	
			Date given Book Date paid										
			Date given book Date paid								\dashv	\dashv	
			Date given Elective Date paid									\dashv	

Varsity Yellow Progress Sheet					lance	ole	ok	orm	es	School	tor	Color	ions
Name:				Date	Attendance	Bible	Bo	Uniform	Dn	Sunday School	Visitor	Team Color	Sections
Address:										-			
Phone:													
Grade:	Birthda	ıy:	Club year: to										
Yellow Fai	th's Founda	ations	7										_
	3 4	3 0											
Yellow Bib	ole Study - A		First Corinthians Review 1-6										
7 8	9 10	11 12	Review 7-12										
Bible Elect			Review 1-6										
	3 4	5 6	Review 1-6										
7 8	9 10	11 12	Review 7-12										
C	F::												
Service & 7	1 raining												
Bible Read Joshua	ing 1 Kings	2 Kings											
Vositaa	1 11g ₀	2 Timgs											
1 Chronicles	2 Chronicals	Esther	Date given Faith's Foundations										
Job	Psalms	Jerimiah	Date given Per. Slip Date returne	ed									
Lamentations	Joel	Jonah	Date given Uniform Date paid										
John	1 Corinthians	2 Corinthians	Date given Binder Date paid										
1 Thessalonians	2 Thessalonians	Hebrews	Date given Book Date paid										
2 Peter		1	Date given Elective Date paid										

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 DeSırkle	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.

			Sarah W 110	
Name - Points	Jess B 75	Heather H50	Mike C 140	Lız 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

	Date:	Theme:					
Game	Red	Blue	Green	Yellow			
Line Leader							
Name - Points							
Totals							

Week #_____ Special:____

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
7/8				12/30

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 Brave/Maiden 4/15/18	90 Brav 4/1	e/Maiden // 5/1990
	3rd Book: (Plaque)	3rd Boo (Plaque	Λ Ι

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?

Awai Name:	na Club Progress Sheet	Camp	Grand Prix	Bible Quiz	Olympics
Birthda	7: First year:		Gra	Bib	O
Hopper	Character Builder Parent Diploma		•		
Jumper	Character Builder Parent Diploma				
Third Year B	ook Character Builder Parent Diploma				
Skipper Bool	Skipper Review Skipper Workbook				
Hiker Book	Hiker Review Hiker Workbook				
Climber Boo	Climber Review Climber Workbook				
b Brave/Maide	Review Test				
Warrior/Princ	(Ribbon)				
Explorer/Cor	Silver M.P. 2nd Book: (Excellence)				
Voyager/Anc	3rd Book: (Plaque)				
√ Relay	4th Book: (Timothy) Team Units 5th Book:				
Sprint	Team Units Pacer Pin (Silver) 6th Book:				
Marathon	Team Units Pacer Pin (Gold) (Meritorious) 7th Book:				
y Red	Name of Elective: 8th Book:]		
Blue	Name of Elective: 9th Book:				
Green	Name of Elective: 10th Book: (Citation)				
Yellow	Name of Elective:				
Four-Year Pi		Bible	Basi	cs	
Commen	ts.	Awar	na Wh	nat's N	lext?

Awana Contact Record Sheet Instructions

Long Header:	Name: Sarah	Bellum			
On the contact sheet the most detailed information is kept,	Address: 123	Main Stre	et		
since this sheet also contains the Quick Contact list and	City: Anyto	OWN State:	OH Zip: 12345		
full contact forms. Under 'Parent or guardian's name:'	Phone: 23	- 456 - 7	890		
and 'Brought by' get as many names as you can from new clubbers as these are the	Email: anyor	ne@server.cc	pm		
people you're after. The 'Church:' line is primarily for	Age: 8	Birthday: Nov	v 27, 1981		
clubbers that attend a different church or write	Grade: 2	Salvation date:	Apr 12, 1989		
'none' if the clubber doesn't attend any church.	Parent or guardian's name: Arron and April Bellum				
	Brought by: Warren Peas				
	Church: none				
Contact Side Bar: The gide her on the Contact Sh	aget is the Owiels Cents	ant List The	Quick Contact List		
The side bar on the Contact Sh purpose is to record when sho	rt contacts are made fo	or reminders of	✓ Pizza Party		
events or when someone hasn' calling, write the name of the message across, check the box	event on the line. Whe	n you get the	□ Overnight		
takes a message who may not unchecked so you know to cor	get it through, leave th				
·					
Contact Area: Whenever you visit a clubber's contact areas on the sheet.	s home or have contact	t with a clubbers fai	mily, fill out one of the four		
Date: Leader's r	name: <u>Dewey Ch</u>	eatum 🔃 🗆	Phone ✓ Visit □Other		
Reason for contact: To invit	te the Bellum fa	mily to church	1 this Sunday.		

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.

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

Awana Contact Record Sheet

Name:			Quick	Contact 1	List
Address:					
City:	State:	Zip:			
Phone:					
Email:					
Age:	Birthday:				
Grade:	Salvation date:				
Parent or guardia	n's name:				
Brought by:					
Church:					
Comments:					
Reason for contact:					
Date:	Leader's name:		_	□Visit	Other
Date:	Leader's name:		Phone	□Visit	Other
Date:	Leader's name:		Phone	□Visit	Other
Reason for contact:					
Result or remarks:					

Awana Contact Record Sheet

Name:			Ouick	Contact 1	List
Address:					2150
City:	State:	Zip:			
Phone:					
Email:					
Age:	Birthday:				
Grade:	Salvation date:				
Parent or guardia	n's name:				
Brought by:					
Church:					
Comments:					
	Leader's name:				Other
Result or remarks:					
Date:	Leader's name:		Phone	□Visit	
Date:	Leader's name:		Phone	□Visit	Other
Date:	Leader's name:		Phone	□Visit	
Regult or remorbes					

Awana Leader Progress Sheet Instructions

Header Area:

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

Name: Sarah Bellum

Birthday: Nov 27, 198 | 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 pcdlsgt	Conference	Basic Training	Bible Quiz	Olympics	Grand Prix	Camp
98-99	Chum	t	√	/	√			
99-00	Spar.		√			/		
$00-01^{3}$	Cub.		√	√				√
4								

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
Cubbie

Director GUIDE

Date Given Book	Date Paid / Returned	Date Passed Test	Date Awarded
4/15/2000	4/15/2000	4/18/2000	4/23/2000
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

Leader Materials Box:

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

Date given Uniform	Date paid

Awa Name:		ler Progi	ess Sho	EEt	Year	Club	Rank pcdlsgt	Conference	Basic Iraining	Olympics	Grand Prix	Camn
Birthda	ay:	Firs	t year:		1 2				_		F	ļ
Tests					3							\vdash
Cubbie Leader GUIDE	Date Given Book	Date Paid / Returned	Date Passed Test	Date Awarded	5							
Cubbie Director GUIDE	Date Given Book	Date Paid / Returned	Date Passed Test	Date Awarded	7							
Sparks Leader Source	Date Given Book	Date Paid / Returned	Date Passed Test	Date Awarded	9						_	_
Club Leader Source	Date Given Book	Date Paid / Returned	Date Passed Test	Date Awarded	11			+			_	<u> </u>
Friends Leader's Guide	Date Given Book	Date Paid / Returned	Date Passed Test	Date Awarded	13							İ
JV Basics LTM	Date Given Book	Date Paid / Returned	Date Passed Test	Date Awarded	15						_	İ
ommander Director Guide	Date Given Book	Date Paid / Returned	Date Passed Test	Date Awarded	17							_
Varsity LTM	Date Given Book	Date Paid / Returned	Date Passed Test	Date Awarded	19							
Other A	wards				21							
		Award		Date	23							_
		Award		Date	25							ļ
		Award		Date	28						_	_
		Award		Date	30				+		_	<u> </u>
		Award		Date	32				+		 	+
Comme	nte	Award		Date	34				+		<u> </u>	<u> </u>
Comme	111.5.		Date given Unit	form Date paid	36			+	+		<u> </u>	<u> </u>

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

Attendance and Money Form:

Date:

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.

Theme: Drive the Leader Crazy Night

Clubbers	Leaders	Total Attendance	Club	Dues	Handbooks, Uniforms, etc.	Total Money
8	2	Ю	Cubbies			
6		7	Varsity			
	6	6	Others			
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 Ceremon	ny <u>Warren Peas</u>
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#_		Spec	ial:			
Date: _		Then	ne:			
Clubbers	Leaders	Total Attendance	Club	Dues	Handbooks, Uniforms, etc.	Total Money
			Cubbies			
			Sparks			
			Chums			
			Guards			
			Pals			
			Pioneers			
			JV			
			Varsity			
			Others			
			Totals			
			Flag Ceren	nony		
				- 7 -		
Atte	ndance A	wards to b	e handed out.			
Sun	day Schoo	ol Awards	to be handed out	t		

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 # 2	Special: Kids to be fed pure sugar on arrival	
	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 I, 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:	
Where it will be:	
Reason to come:	
Details: ☐ Flier to be hand	ded 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 hand	ded out this week.
Name of event:	
Who it is for:	
Date and time:	
Relative date:	
Where it will be:	
Reason to come:	
	ded out this week

Awana Weekly Announcement Sheet

Week #	Special:		
Date:	Theme:		
Name of event:			
	:		
	•		
	anded out this week.		
Name of event:			
Who it is for:			
Relative date:			
Where it will be	:		
	·		
Details:			
☐ Flier to be ha	anded out this week.		
Name of event:			
Who it is for:			
Date and time:			
	:		
	:		
Details:	anded 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: | 23 - 456 - 7890

Grade: 3 Birthday: Nov 27, 8 | Club year: | 989 to | 990

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: | 23 - 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		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 pcdlsgt	Conference	Basic Training	Bible Quiz	Olympics	Grand Prix	Camp
98-99	Pals	t	√	√	√			
99-00	Spar.		√			/		
$00-01^3$	Cub.		√	√				√
4								

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
7/8				12/30

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.

Quien Contact Eist			
V	Pızza Party		
	Overniaht		

Quick Contact List

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.





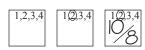
Don't Do Box: Sparks Review

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

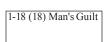
The numbers are which questions and how many questions there are in the test section. Treat groups of 10 questions as a section for other records.





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.



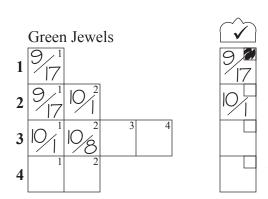


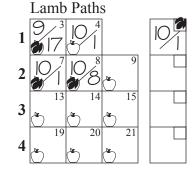
Progress Sheet Instructions: Main Area

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.



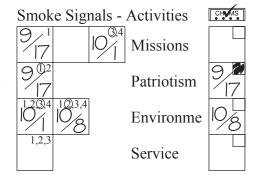


Sparks Main Area:

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.

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.



Missions Project

Service Project

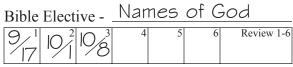


JV Main Area:

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.

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.



wall Area: the name of the Elective on the line Write Service & Trainin

361 110	α	11a1111111
1	10/8	2b

Bible Reading

	\mathcal{S}	
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

Divine					
1-18 (18) Man's Gui	t 19-32 (14) Salvation	33-46 (14) Living	47-59 (13) Isaiah 53	1	
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.

Ι	Date	given	Tepee	
Ī	D ate	given	Uniform	Date paid
		81,611	CC	Date para
Ī	Date	given	Book	Date paid
T	Onto	givon	Dor Clin	Data raturnad
	Jale	given	Per. Sup	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.

Sparks Review Materials Box: This box is for when Workbooks are handed out and paid for.

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 Uniform	Date paid
Date given Workbook	Date paid

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:	108 108
Pacer Pin Box (JV):	0/8
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		Sparks Crown
• • •	Brave Bar		Brave Bar
•••	Warrior Bar		Warrior Bar
••••	Pioneer Bar	•	Pioneer Bar
CHUMS	Chums Bar	CNOMS	Chums Bar
GUARDS	Guards Bar	GWRDS	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.

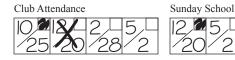
Book Completion Box:	Brave/Maiden	Brave/Maiden	Brave/Ma	iden (7) 1990
Book Name Box:	3rd Book: (Plaque)		3rd Book: (Plaque)	Compass

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.



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.



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.



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	Ю	Cubbies
15	4	19	Sparks
6	I	7	Varsity
	6	6	Others
54	30	84	Totals