Club Schedule Suggestions

**Tips for selecting your club meeting time:**

* Check with the church staff and leadership. Since they know the church best and know its weekly calendar, they can give you very valuable input for choosing a club night and time frame. Whatever time you select make sure the church leadership has approved it.
* Check with *some* of the parents (verbally) to get suggestions. You can conduct a survey, but generally once people have voiced their opinion in writing they are more likely to be upset if a time other than the one they suggested is selected.
* Awana® materials are designed for Awana clubs to run two hours. An effective club program can not be run in less than 90 minutes.

**The following chart is a sample of one way to organize your club.**

Selected day & time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Time\* | 6:30 - 6:35 | 6:35 - 7:10 | 7:10 - 7:45 | 7:45 - 8:20 | 8:20 - 8:30 |
| Cubbies | Coming-in Time | Starting Time/Story Time | Book Time | Play Time | Going-Home Time |
| Sparks | Opening Ceremony | Large Group Time | Small Group Time | Game Time | Closing Ceremony |
| T&T | Opening Ceremony | Game Time | Large Group Time | Small Group Time | Closing Ceremony |

\*Times for Cubbies segments will vary.

Puggles® doesn’t have a set format.

Opening Ceremony — Cubbies don’t generally participate in this activity. However, have them observe occasionally to prepare those moving up to Sparks® the next year.

**Suggestions for club schedule and facilities:**

* If possible, schedule Handbook Time after Large Group Time so clubbers can talk to leaders about the large group message, particularly the gospel.
* If you have a special speaker for Large Group Time, he or she could speak to Sparks at 6:35 p.m. and T&T at 7:10 p.m.
* The above schedule allows for clubs to rotate for Game Time.
* If clubs are moved around from different locations, allow time for transition. Generally it takes about five minutes to transfer children to different rooms.
* Some churches combine T&T™ boys and girls for Game Time and Large Group Time. However, handbook groups should be gender-specific.
* Some churches choose to have separate clubs for T&T boys and T&T girls.

**Facilities**

* The opening ceremony can be held with all clubs meeting together in one room, or with each club holding its own opening ceremony in separate rooms. It is recommended that Cubbies have separate openings.
* Because of the wide range of ages, clubs should meet separately for Game Time, Handbook Time and Large Group Time if possible.
* For Game Time, look for a room with a lot of open floor space, a high ceiling and no obstructions.
* The ideal Game Time room should be 40’ x 40’ (12 m x 12 m) or larger.
* The game books provide options for games in smaller spaces.
* Smaller rooms are best for Handbook Time to eliminate distractions. Set up partitions (if available) to eliminate distractions for clubbers when more than one Handbook Time group meets in a room.
* For Large Group Time, use a room large enough to seat all clubbers and leaders with sufficient space for a speaker. Using A/V equipment during Large Group Time enhances the experience for the children.

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