



2016-2017 GCAC AWANA Clubs Guidelines

To better serve your child and for his/her safety, Awana will start administrating the following guidelines in the coming club year. Please make sure that you and your child read through and understand all the information before signing. Then fill out the registration forms. You may talk to the registration staff or commanders, if you have any question.

Registration Guideline:

1. Every field in a registration form must be filled.
2. Each class will have limited space. Children who register after the class space is filled will be put on waiting list and called upon later availability.
3. Parent/s must be serving in the Awana during the Awana season
4. Registration priority is given by the following tiers and is first-come-first-serve.
 - I. Current year certified AWANA teachers and helper's children
 - II. Regular GCAC attendants
 - III. Regular Friday night fellowship attendants

Attendance Guidelines

Excellent attendance shows you and your child's commitment to Awana. Please make sure to take your child to Awana every club night.

1. Every child must be sign-in and sign-out by a parent/guardian.
2. If you or your child cannot attend a session, please notify church office ASAP and state the reason (301-869-8343 or gcacmd@comcast.net). Therefore, it will not be counted as an unexcused absence.
3. If you or your child has three consecutive unexcused absences or constantly late to the class, it shows that you do not fully commit to the program. You will be asked to leave for the rest of school year until next year. A student from the waiting list will be invited to join.

Recite Bible Verses Guidelines

Memorizing Bible verses is an essential component of the AWANA program. Please help your child to **memorize** and **practice** their Bible verses **at home**.

1. **At least one** verse per week, no more than two per week.
2. If a clubber does not memorize any verse in two consecutive weeks – a reminder will be sent to parents for possible suspension.
3. If a clubber does not memorize any verse in three consecutive weeks –the clubber will be suspend for one club night.
4. If a clubber still does not memorize any verse upon his/her return, then it shows the clubber is not ready for the program. Therefore, the clubber will be asked to leave for the rest of school year until next year. A student from the waiting list will be invited to join.



Club Behavior Guidelines

To train your child as a boy/girl of God, positive behaviors such as good sportsmanship, respecting others, and so on, will be awarded by points. However, inappropriate behaviors will have consequences and may result in suspension or even leaving Awana club.

- 1. Inappropriate behaviors are:
 - a. Distract others
 - b. Bully others physically or verbally
 - c. Disrespect or disobey authority
 - d. Use cursing words
 - e. Use inappropriate language

- 2. Consequences of inappropriate behaviors:
 - a. Three notices will be administrated if inappropriate behaviors occur during a club night
 - 1. First notice – The clubber will receive verbal warning from Club leader. He/she will lose 15 minutes game time.
 - 2. Second notice – The clubber will have conference with Club director. He/she will lose entire game time or timeout from the activity.
 - 3. Third notice – The clubber will have conference with club leader, director and parent. He/she will be suspended for the following club night.
 - b. If the clubber returns with the same inappropriate behavior, he/she will be asked to leave for the rest of school year. A student from the waiting list will be invited to join.

I have read and understood all the above information, my child/ren and I are willing to comply with all the guidelines.

X _____
Clubber Signature

Date

X _____
Parent/Guardian Signature

Date



For registration staff only
Place club sticker here.

Gaithersburg Chinese Alliance Church Awana Clubs Application

(One application per family. All must be filled or the application is invalid 每家一份, 所有必填, 否則無效)

Please fill in all the information and sign on application form and permission slip (on the back side).

CLUBBER(S) INFORMATION

Clubber's Name (First) (Last)	Gender (M/F)	DOB (mm/dd/yy)	Grade (2016-2107)	Allergy/Special Health needs (Please Specify)	Club Enrollment *

Pediatrics' Name: _____ Pediatrics' Phone: _____

_____ \$30 registration fee (one child in family) _____ \$60 registration fee (two or more children in family)

* Club Enrollment (Please select one and fill in above)

Cubbies (3 or 4 yrs old by Sept 1, 2016)

Sparks (grades K - 2)

T & T (grades 3 - 5)

Note if the child has any allergy or special health concerns or needs, a parent needs to serve as **full time** teacher or helper.

Gaithersburg Chinese Alliance Church Awana Clubs Permission Slip

As the parent or guardian of the above Child/ren, I am giving him or her permission to participate in Awana Clubs at Gaithersburg Chinese Alliance Church and events associated therein. By signing, I also herewith authorize treatment under the direction of any licensed physician of the following minor(s) in the event of a medical emergency which, in the opinion of the attending physician, may endanger his or her life, cause disfigurement, physical impairment, or undue discomfort if delayed. This authority is granted only after a reasonable effort has been made to reach me by phone at the number listed below.

The undersigned assumes the responsibility for any costs connected with such treatment and hereby releases the church where child attends AWANA Club, AWANA Clubs International, the AWANA Missionary, the chaperones, and the host church for the event from any liability.

This release form is completed and signed of my own free will with the sole purpose of authorizing medical treatment under emergency circumstances in my absence.

 X
Parent / Guardian Signature _____ Date _____



PARENT INFORMATION 家庭信息

Home Address: _____

Number, Street, Apt.#

City: _____ ZIP: _____ Home Phone: _____

*Father's Name: _____ Cell Phone: _____

E-mail address (Very Important): _____

*Mother's Name: _____ Cell Phone: _____

E-mail address (Very Important): _____

Current Church/Fellowship _____

In case of emergency, contact _____ Home _____ Cell _____

*Or legal guardian if both parents are absent

PARENT PARTICIPATION 家長的參與

Parents/Guardian are required to teach/help **twice a month per child**; If the child has any allergy or special health concerns or needs, one parent/guardian needs to serve as **full time** teacher or helper. Note you need pass an exam for serving as teacher and game leader. **Unexpected absences are limited to 3 times a year**, or you will be asked to **leave** with your child. For detailed rules, please refer to page 3. Please check the AWANA activities that you will be assigned.

要求每家有一位家長/監護人每月至少兩次參與服事；若兒童有過敏或特別健康需要，則要求家長/監護人每次全程陪同參與服事。無故缺席三次或經常遲到者將被勸退，詳細規則見下頁。請選取你願意參加的活動（可多選）。

Activities 活動	*Parent 1 _____ Name & Phone/email (If different than above)	*Parent 2 _____ Name & Phone/email (If different than above)
Any Exam Passed?	<input type="radio"/> No <input type="radio"/> Yes. The exam was: (Club/Role) _____	<input type="radio"/> No <input type="radio"/> Yes. The exam was: (Club/Role) _____
Teach 教導	<input type="radio"/> PartTime: ___times/Month <input type="radio"/> Full Time	<input type="radio"/> PartTime: ___times/Month <input type="radio"/> Full Time
Game 遊戲	<input type="radio"/> PartTime: ___times/Month <input type="radio"/> Full Time	<input type="radio"/> PartTime: ___times/Month <input type="radio"/> Full Time
Craft 手工	<input type="radio"/> PartTime: ___times/Month <input type="radio"/> Full Time	<input type="radio"/> PartTime: ___times/Month <input type="radio"/> Full Time
Escort, Cleanup, etc 護衛, 清掃, 等	<input type="radio"/> PartTime: ___times/Month <input type="radio"/> Full Time	<input type="radio"/> PartTime: ___times/Month <input type="radio"/> Full Time
Special Event 特別活動	<input type="radio"/> PartTime: ___times/Month <input type="radio"/> Full Time	<input type="radio"/> PartTime: ___times/Month <input type="radio"/> Full Time

*Or legal guardian if both parents are absent

As the parent or guardian of the above Child/ren, I am willing to participate in Awana Clubs at Gaithersburg Chinese Alliance Church and events associated therein, and willing to be assigned as above checked volunteering activities.

X _____
Parent / Guardian Signature Date