

Handbook Time



GUIDLINES FOR PASSING SECTIONS

1. Take one section at a time from each clubber - All need a chance to recite.
2. A clubber may receive only 2 helps per section.
3. If clubber needs additional help have them take some time and review the section before trying to recite to you again.
4. **DEFINITIONS:** Do not have to be word for word. Just a clear understanding is needed.
5. You may initial individual verses in a section without the child completing the section so they feel a sense of accomplishment, but they must complete all the verses in a section in one sitting to be signed off.

LEADER'S PROCEDURES:

1. Make sure you are using each clubber's own handbook. Clubber may not pass sections without his/her handbook. Sign their handbook at the bottom of the page and date it.
2. Mark and date the appropriate box on the Progress Record form for each individual child.
3. You may give clubber appropriate Sparks Bucks for section or rank. See the Point System pages.
4. Fill out appropriate paperwork and give to your club secretary, so that clubber can receive awards due. **VERY, VERY IMPORTANT!!!**

NOTE: We never want to forget a clubber's award!

AWARD TIME

SPARKS and T&T

The Commander or Club Director will present awards to clubbers during the "Large Group Time".

BOOK AWARDS

Will be given to clubbers upon completion at the end of the club year.