

## AWANA PICKUP PROCEDURE

### **EACH CLUB IS RESPONSIBLE FOR CLUBBER SIGN-OUT AND PICKUP**

#### ALL CLUBS

1. RECEIVE: name tag envelope and sign-in forms from Registration

#### CUBBIES & SPARKS only

2. MATCH: child and parent name tags for security

- Pre-printed
- Temporary – match initials on each tag

#### CUBBIES & SPARKS only

3. MISSING: name tags, have parent sign-out clubber on form

- UNKNOWN person – CHECK ID – and locate their name on the registration form located in your club

#### ALL CLUBS

4. DELIVER: name tag envelope with parent sign-in form to Registration