

Marking Student Card

Card Marking Procedures

Student Data

Make sure you have the correct information at the top of the card.

If the student was in RT last year, much of the information will be on an address label printed by **Joy EL**.

Make any information changes.

Parents names are beneficial when calling into the home.

Birthdays are important to students- Record them in your listener book and send cards
Parents notice this gesture and are pleased that we remember

Student Attendance

Circle the week # when a student is present and “**X**” the week # when the student is absent.

During staff devotions, you will be able to write the week # for the current week in your listener book so you don't get confused. Date will also be recorded on student card for the current week in box provided.

RT secretaries will be looking at the student card to determine which students were present on a given week since they have to report this to the public schools.

If a student is absent and the other students say he/she is in school then someone- secretary or coordinator needs to check on the reason why he/she didn't attend.

Student Verse Card- Review this so it is familiar for the listeners and will help as you explain the grid on the student card.

There is one verse for each lesson that will be taught during the unit for a total of 3 verses.

The explanations are written simply, but when the student explains the verse he does it in his own words.

The student verse card also has the “step into action” project outlined.

Recording Points on the Grid

The grid has places to record all the points earned by the student throughout the year.

All marks given for points must be numbers. Do not check or "X" boxes to equal a point.

Gray areas designate that students may perform that activity once per unit per verse. Points will **NOT** be awarded more than once.

During the staff devotional time, you will be instructed as to what lesson is being taught and where points will be recorded for the week. Write the date in the proper block at the top of the card.

The student will receive a verse card for each unit of study:
(Introductory, Units 1,2,3,4,5)

When **lesson 1** of the unit is taught, the student will receive a verse card for that unit. The week the card is received **No Verses** can be recited from the card and no points are given for looking up the verses or explaining them.

One of the many goals for our program is to build relationships with the students. (**Life to Life for Life**) Therefore, on week # 1 of each unit we want you, the listener, to talk with your students. Questions to get you started are located on the inside cover of the listener book.

When **lesson 2** is taught from the card;

- *the student can recite all 3 verses from the current verse card and receive 1 point for each verse.
- *the student can also look up each verse and receive 1 point for each verse.
Record the point in the gray area in the week the student looks it up.
- *the student can explain each verse and receive 1 point for each verse.
Record the point in the gray area in the week the student explains it.

When **lesson 3** is taught from the card;

- *the student can recite all 3 verses from the current verse card and receive 1 point for each verse. They receive a point for each verse even if they recited it the previous week and received a point.
- *the student can explain each verse and receive 1 point for each verse **if they didn't receive a point the week before.**
- *the student can look up each verse and receive 1 point for each verse **if they didn't receive a point the week before.**

When **lesson 4 (review)** is taught from the card;

- *the student can recite all 3 verses from the current verse card and receive 1 point for each verse. They receive a point for each verse even if they recited it the previous week and received a point.
- *the student can explain each verse and receive 1 point for each verse **if they didn't receive a point earlier in the unit.**
- *the student can look up each verse and receive 1 point for each verse **if they didn't receive a point earlier in the unit.**

Bonus Verses are for the highly motivated student. They are listed at the bottom of the student card. If the student has previously attended RT you will know what verse they are to start with. Put a line through all previous bonus verses recited. This will help you know where they are to begin. Bonus verses must be said in the order listed. The student receives one point for each verse recited. (If he recites 3 verses you put a #3 in the bonus verse box for that week and add 3 points to the “points for the week”.) The bonus verse is also marked at the bottom (or back) of the card where the bonus verses are listed. This is also the line where you can record points if student recites books of the Old or New Testament.

Bonus cards #1- #12 are available for the students.

There are also verse lists available for those students who are past card #12.

We want the student to apply what he/she is learning so we included a “**Step Into Action**” project. The details of the project are given on the back of the student verse card for the unit. When the student completes the project and brings back the verse card with a parent signature, you record **1 point** in the “**step into action**” block. Only one point can be earned for each project. **Record the point in the gray area in the week** the student explains it.

At the end of each week you add the column of points for the week and put a total in the “**Points for Week**”.

Total Points are the running total # of points that the student has accumulated.

*If the student was in RT last year, you will have that information from the main office to begin the year.

*Keeping a running total will make it easy to know when a student earns an award.

*Add the total points from the previous column to points from the week to get the new “Total Points” figure.

An extra week has been added to the card (**E**) at the end of each unit except introductory. **Extra columns** are for special weeks such as Christmas and Easter. On these days students may recite the 10 commandments, books of the Old Testament or New Testament and bonus verses.

Awards Earned Grid

Keeping track of awards earned and recording when the award is actually received are important because students have a way of “forgetting” when they have received an award. This also allows you to track their progress toward free camp.

At the right hand side of the award grid there are areas to report points for reciting the books of the OT, NT, and 10 Commandments - points are now awarded each year they recite these. These points can be recorded in the “Bonus” row the week they are recited.

There are spaces for you to record salvation decisions and when the free Bible is given.

Make sure salvation decisions are reported to **Camp Joy El** so we can follow up with the students.

Card Marking Procedures

Circle the # each week the student is present: 1 2 3 4 5 6 7 ...

X the # each week the student is absent

All marks given for points must be numbers!

Gray areas designate that students may perform that activity once per unit per verse. Points will **NOT** be awarded more than once.

Circle the number of the week when the student is present. **"X"** the number of the week when the student is absent.

Date can be written in the box at the top of the column for each week.

When lesson #1 is taught the new unit card is given to the student but **NO** lesson verses are said.

When lessons # 2, 3, and 4 (review) are taught each verse can be **recited** for a point. Each lesson verse can be recited 3 times, (once each week).

ONCE during each unit- week 2, 3, or 4 - the student can **explain** each verse in his own words and receive a point. Record the point in the gray area the week the student explains it. **Gray areas** designate that students may perform that activity once per unit per verse. Points will **NOT** be awarded more than once.

Bonus verses can be said any week. Record points on Bonus line and mark off on the list below.

Add the column for the week to get the total # of **points for that week.**

Add the **total points** for the week with last week's total to keep a running tally.

ONCE during each unit- week 2, 3, or 4 - the student can **look up** the verse in the Bible and receive a point. Record the point in the gray area the week the student looks it up. **Gray areas** designate that students may perform that activity once per unit per verse. Points will **NOT** be awarded more than once.

Extra columns are for special weeks such as Christmas and Easter. On these days students may recite the 10 Commandments, books of the Old Testament or New Testament and bonus verses.

"Step into Action" **ONCE** during each unit the student can complete an extra activity and receive a point. Record the point in the gray area the week the student earns it. **Gray areas** designate that students may perform that activity once per unit per verse. Points will **NOT** be awarded more than once.

Date	Unit 1				
	Lesson 1	2	3	4	E
Memorize	Genesis 1:1				
	Ps 8:4				
	Heb 1:1-2a				
THREE times during the unit	Genesis 1:1	1			
	Ps 8:4				
	Heb 1:1-22a				
Look Up	Genesis 1:1		1		
	Ps 8:4				
	Heb 1:2a				
Bonus					
	"Step into Action"		1		
Points for week					
Total Points					