



Kids4Truth Clubs recommends that one person (referred to here as “patcher”) be assigned to apply all award patches. This will help maintain a consistent look for all awards on all standards, TruthBook sleeves, cinch bags, or book totes. From here on, the standards, TruthBook sleeves, cinch bags, and books totes will be referred to as “award display items.”

8 Steps

1. Label the award display item and/or TruthBooks using a permanent marker on the inside with the student’s name as he or she receives it. This step will verify ownership.
2. Encourage students to keep their TruthBooks inside their award display item or with their award standard.
3. Designate a place in the room where the coupons and award display items can be placed so that adults or children do not have to place items in a different room. A chair under a light switch works well as the designated place.
4. During small-group time, each student will review and/or memorize the Q&A with its Bible verse and will say the memory work to his or her small-group leader. That leader then signs the award coupon and takes the coupon and the student’s award display item to the designated place.
5. The patcher will gather the coupons and award display items, then apply the awards.
6. The patcher can gather the coupons and award display items throughout the small-group time. This works especially well for large groups.
7. The patcher applies the patches to the award display items.
8. After attaching the patches to the award display items, the patcher should stack the award display items with the coupons for the director to present during the awards presentation. Since the student’s name and the award earned are listed on the coupon, handing out awards is easier if each coupon stays with its student’s award display item.

Supplies

- Heat application or cold application materials. See the application instructions for a list of options, tips, and recommendations
- Patches organized in a container (See patch organizers on the EquipU site for ideas.)
- Standards, TruthBook sleeves, cinch bags, or book totes

Important note: do not iron patches onto Kids4Truth Clubs book totes. Instead, use an adhesive such as cool melt glue, Quick Grip glue, Badge Magic, or E6000. See the application instructions for details.

How to Set Up a Patch Application Station

1. If you use a heat method, set up an ironing station. (Choose a safe location away from little or mischief-making hands.)
2. Organize and keep the patches sorted in an organizer.
3. See a patch placement guide for the award display item you are using: standard (pp. 3–6), TruthBook sleeve (pp. 7–10), cinch bag (pp. 11–14), or book tote (pp. 15–18).
4. Collect the award display items with the award and coupons.
 - A coupon indicates which award and in which doctrinal theme the award was earned.
 - Award patches for a doctrinal theme are always earned in order.
 - Start a new row for each theme.