



Pathfinder

Director's Packet

Arkansas-Louisiana Conference

Revised January 2020

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Support Information

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Youth Secretary: Sylvia Downs

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Email: dcraig@arklac.org



Conference Adventist Risk Management Representative (Treasury Dept): Rodney Dykes

Phone # (318) 631-6240

Arkansas-Louisiana Conference of Seventh-day Adventists

Mailing Address: P.O. Box 31000, Shreveport, LA 71130

Physical Address: 7025 Greenwood Road, Shreveport, LA 71119

Conference Events & Information www.arklayouthministries.org

ArkLa Conference Bible Bowl Information <http://www.arklayouthministries.org/>

NAD Pathfinder Bible Experience Information <https://www.pathfindersonline.org/pbe>

ArkLa Teen Leadership Training Conference www.arklaTLT.weebly.com

Pathfinder Uniform Guidelines & Ordering <https://www.pathfindersonline.org/uniform>

AdventSource (Uniforms & Supplies) 1-800-328-0525 <https://www.adventsource.org>

ARM Insurance for Short Term Travel & Recreational Sports <https://adventistrisk.org/en-US/Insurance>

Emergency Drill & Safety Information <https://adventistrisk.org/en-US/Safety-Resources>

Investiture Achievement & Honor Information www.PathfindersOnline.org

Submitting a New Honor <https://www.pathfindersonline.org/honors/new-honors-submission>

Teen Leadership Training Manual & Forms

<https://www.pathfindersonline.org/tlt-ministry-helps/602-2016-manual-directors-guide-resource-book>

“Adventist Screening Verification” training and background check: <https://www.nadadventist.org/asv>

Pathfinder Club Yearly Application



Club Name: _____ Year: _____

Sponsoring Church: _____

Church Address: _____

Pastor: _____ Phone: _____

Elected Club Director: _____ Phone: _____

Director's Mailing Address: _____

Director's Email: _____

Complete Yearly & Mail this Form & the Following Attachments by October 5th:

Mail to: SDA Conference Office Youth Department, P.O. Box 31000, Shreveport, LA 71130

- Certificate of Membership Form
- Check or Money Order (\$10 fee for each person listed on Certificate of Membership Form)
- Copies of Volunteer Staff Application form & the Reference Check form (must be completed by EACH person age 18+ that is listed on the Certificate of Membership Form).

The Purpose of Pathfinding is:

- To involve youth of grades 5-12 in Christian group activities and active, selfless service.
- To lead its members into a growing and redemptive personal relationship with God.
- To build its members into responsible, mature individuals that are capable of Christian leadership.

The Church's Commitment to Pathfinding:

We, the undersigned, have read, understand, and are in full agreement with the above Philosophy of Pathfinding. We agree to support our club with the means that the Lord has given this church. This includes finances, staff volunteers, a meeting place, transportation for outings, and any other needs as may arise in the fulfillment of this ministry.

Signatures:

Church Pastor: _____ Date: _____

Head Elder: _____ Date: _____

Church Clerk: _____ Date: _____

Club Director: _____ Date: _____

Church Board Member: _____ Date: _____

Church Board Member: _____ Date: _____

Church Board Member: _____ Date: _____

Church Board Member: _____ Date: _____

Certificate of Membership Form

Club Name: _____ Church: _____ Year: _____

Please remit this form & a \$10 conference fee for EACH individual listed.. Make additional copies if necessary.

Club Members (check all categories that apply to the individual)

Club Member's Name	Pathfinder Grades 5-8	Teen Grades 9-12	Staff Age 18+	Potential Driver Age 25+

Others (Individuals not full-time members, but still require insurance coverage for off-site events they may attend. Check all that apply.)

Individual's Name	Staff Spouse	Staff Child Under Age 10	Pathfinder's Sibling Under Age 10	Pathfinder's Parent	Potential Driver Age 25+

Volunteer Staff Application Form

A copy of this form should be completed annually and mailed to the Arkansas-Louisiana Conference and Adventist Risk Management.

Personal Information		Application Date: _____	
Church/Club			
Last Name		First Name	
Birthdate		Phone	
Address			
Email			
Marital Status		Name of Spouse	
Name/Age of Children			
Religious Affiliation		Home Church	
Degree(s) Held & Date Received		Institution Granting Degree	
Do you now have or have you had any injury/sickness that might limit your involvement in Children's/Youth Ministries activities? YES or NO If YES, Describe:			
Have you ever been accused, charged, or disciplined for any unlawful sexual conduct, child abuse, and/or child sexual abuse? YES or NO If YES, Describe:			

Work Experience That Would Qualify You to Work with Children / Youth:			
Job Title	Description of Duties	Date	Location
References who can verify you are suitable for work with Children / Youth:			
Pastor:	City:	State:	Phone:
Name:	City:	State:	Phone:
Name:	City:	State:	Phone:

Adventist Screening Verification	
Every adult age 18+ should complete the Adventist Screening Verification training & background check at https://www.nadadventist.org/asv and provide proof of completion.	Date Completed

Driver Information (Optional: Adults age 25+ only) (Information is submitted to Adventist Risk Management)				
Driver's License #			Social Security #	
Licensing State		Expiration Date	Type of Vehicle	
Years Driving Experience			Miles Driven Annually	
States You Have Held License in over last 3 years:				
Citations and Accidents in last 3 years: (Date, Details, Location)				
I have received, read, and understand the Personal Vehicle Usage Guidelines (Please initial to the right)				
Please submit a copy of your vehicle insurance (coverage level of \$100,000/\$300,000) & your Driver's License along with this form.				proof provided?

Staff Volunteer Service Statement: Anyone age 16+ must complete this form. The information on this form will be used to evaluate youth ministry volunteers. It is designed to protect the youth from abuse and to protect the Seventh-day Adventist Church organization. This record becomes permanent and is the property of the Conference. It may be forwarded to another Conference should the applicant move. The information will be copied and sent to the local church for the pastor and program leaders to use in determining staff qualifications only if the individual is approved. When a local church requests information on an applicant, the Conference may not release any specifics and may respond only with "recommended," "not recommended," or "recommended with conditions noted." In the event of accusations against the applicant, opportunity should be given for response by the accused. This response also becomes a part of the record.

Sexual Conduct Statement: The Arkansas-Louisiana Adventurer, Pathfinder and Master Guide programs, are owned and operated by the Arkansas-Louisiana Conference of Seventh-day Adventists. As such, any employee or volunteer staff of the Adventurer, Pathfinder or Master Guide programs are representing the Arkansas-Louisiana Conference of Seventh-Day Adventists and is therefore expected to respect and practice the beliefs and convictions of the organization. Employees or volunteer staff engaging in inappropriate sexual activity or the promotion of any sexual behavior that is inconsistent with the Adventist belief and mission are ineligible for employment or participation as volunteer staff.

To Complete "Adventist Screening Verification" training and background check:

<https://www.nadadventist.org/asv>

The above information is accurate to the best of my recollection. I understand that this is a volunteer position and will receive no remuneration for services and time. I have read and understand the staff volunteer service statement and sexual conduct statement. I have read and understand the Personal Vehicle Usage Guidelines. I hereby authorize Risk Management Services, Inc., to obtain my motor vehicle operating record. In the event of a sub-standard record, I understand Risk Management Services, Inc., may notify the Conference Office. Otherwise, the information is kept confidential. **NOTE:** Volunteer staff can not begin work until their background and driving record checks have cleared.

Signature: _____ **Date:** _____

Official Use: ___ Recommended ___ Not Recommended Date: _____ Signature: _____
 Notes: _____

Volunteer Staff Medical Information

Each staff member should complete the following form.

This confidential information is for club use only and will not be provided to the conference office.

Name:	
--------------	--

Health Information			
Food Allergies		Medication Allergies	
Physical Restrictions		Medical Conditions	
Diet Restrictions		Physician (Name & Phone)	
Insurance Company		Insurance Policy Number	
Preferred Local Hospital			
Current Medications	Medication Name	Dose Administered	Time/Frequency Administered
	Reason for Administration		
Health History	<input type="checkbox"/> Asthma <input type="checkbox"/> Hay Fever <input type="checkbox"/> Sinus Trouble <input type="checkbox"/> Earache <input type="checkbox"/> Ear Tubes <input type="checkbox"/> Fainting <input type="checkbox"/> Tuberculosis <input type="checkbox"/> Diarrhea <input type="checkbox"/> Bedwetting <input type="checkbox"/> Kidney Disease <input type="checkbox"/> Constipation <input type="checkbox"/> Stomach Ache <input type="checkbox"/> Diabetes <input type="checkbox"/> Sleepwalking <input type="checkbox"/> Epilepsy <input type="checkbox"/> Rheumatic Fever <input type="checkbox"/> Heart Trouble <input type="checkbox"/> Glasses/Contacts <input type="checkbox"/> Menstrual Problems <input type="checkbox"/> Bee Sting Allergy <input type="checkbox"/> Poison Oak/Ivy Allergy <input type="checkbox"/> Other: _____		
Past Illness / Hospitalization / Surgeries			
Immunizations	<input type="checkbox"/> DTP Series <input type="checkbox"/> Polio/OOPV <input type="checkbox"/> Measles <input type="checkbox"/> German Measles/Rubella <input type="checkbox"/> Tetnus <input type="checkbox"/> Tuberculin Test <input type="checkbox"/> Mumps <input type="checkbox"/> Chicken Pox <input type="checkbox"/> Other: _____		
Other Health Information?			

Emergency Contact 1			
Name		Phone 2	
Phone		Relationship	

Emergency Contact 2			
Name		Phone 2	
Phone		Relationship	

Personal Vehicle Usage Guidelines

Please provide a copy of this document to every potential driver. Drivers must:

- Be at least 25 years of age
- Carry a minimum of \$100,000 per person/\$300,000 per occurrence limits of liability. (See *Section Y 29 20 3.b* for regular use insurance requirements.)
- Provide a copy of their driver's license and vehicle insurance. ONLY drivers with a good driving record (no more than two traffic citations and no at-fault accidents) will be allowed to operate a vehicle on behalf of the church.
- Submit a copy of the "Volunteer Staff Application Form" to the Conference Office
- Require occupants to wear seatbelts.
- Not engage in "distracted driving" (no cell phone, texting, eating, drinking, reading, navigation system adjustments, or boisterous children discipline while the vehicle is in motion).
- Not overload vehicles.
- Verify that the vehicle is in good working order (tires, wiper blades, all lights, etc.).



For long trips, ensure that there are sufficient drivers so that no one is required to drive more than three hours at a stretch.

If someone other than the owner will be driving the vehicle, obtain information on the owner's insurance (company name, policy number, and policy term) and give this information to the person who will be driving the vehicle. The driver will need this information if an accident occurs. Adventist Risk Management does not recommend the use of non-owned autos on approved events. If non-owned vehicles are used, however, adhere to the following guidelines: Adventist Risk Management's auto insurance policy provides coverage for non-owned vehicles on an excess basis. It is designed to protect the organization, not the vehicle owner. In the event of an accident, the vehicle owner must go to his/her insurance company first.

Make sure drivers understand that their personal auto insurance is "primary" and that his insurance is responsible for any damage done by the vehicle or to the vehicle. Agree with the owner or driver on who will be responsible for any comprehensive or collision deductibles that might apply to damage done to the borrowed vehicle.

Refer to the North American Division Working Policy, *Section S 60 31 Vehicle Insurance* and *Section Y 29 Automobile Policy*.

Every insurance policy contains limits, conditions, and exclusions. Read the policy carefully, because it may not respond to all claims for damage.

Volunteer Staff Reference Check

Year: _____

The references provided by all volunteer staff applicants must be checked yearly using this form. **This information is to remain confidential and should be submitted to the conference office along with the volunteer staff's application form.**

Name of Applicant	
Church / Club	

#1 Reference's Name	
Reference's Title	
Date & Time of Contact	
Person Making the Contact	
Method of Contact	Phone Email Face-to-Face Other: _____
Summary of the remarks concerning the applicant's fitness and suitability for youth work	

#2 Reference's Name	
Reference's Title	
Date & Time of Contact	
Person Making the Contact	
Method of Contact	Phone Email Face-to-Face Other: _____
Summary of the remarks concerning the applicant's fitness and suitability for youth work	

#3 Reference's Name	
Reference's Title	
Date & Time of Contact	
Person Making the Contact	
Method of Contact	Phone Email Face-to-Face Other: _____
Summary of the remarks concerning the applicant's fitness and suitability for youth work	

Director's Signature: _____ **Date:** _____

Volunteer Paperwork Checklist

This checklist is designed to help club directors ensure that all volunteer staff paperwork has been collected from each individual.

Name	Volunteer Staff Application	Volunteer Staff Medical Information	Adventist Screening Verification	Car Insurance	Driver's License	Volunteer Staff Reference Check	Other:

Pathfinder Membership Application

This confidential information will be kept for Club use only.

Membership Requirements:

- Be at least 10 and in the 5th Grade or under age 18
- Faithfully attend scheduled club activities
- Agree to follow the guidelines set forth by the local club including paying fees
- Follow the Pathfinder Pledge (*By the grace of God, I will be pure, kind, and true. I will keep the Pathfinder Law. I will be a servant of God and a friend to man.*)
- Follow the Pathfinder Law (*Keep the morning watch. Do my honest part. Care for my body. Keep a level eye. Be courteous and obedient. Walk softly in the sanctuary. Keep a song in my heart. Go on God's errands.*)



Child's Personal Information		Application Date: _____	
Last Name		First Name	
Birthdate		Age	
Grade		School	
Child's Phone # (optional)		Child's Email (optional)	
Home Address			
Baptized?		Baptism Date	
Religious Affiliation		Home Church	
Other Personal Information?			
I would like to join the Pathfinder Club and agree to abide by the membership requirements listed above. Child's Signature: _____ Date: _____			

Parent / Guardian #1 Info		Relationship to child: _____ Does the child live with this person? ____	
Last Name		First Name	
Address		Phone #1	
Email		Phone #2	

Parent / Guardian #2 Info		Relationship to child: _____ Does the child live with this person? ____	
Last Name		First Name	
Address		Phone #1	
Email		Phone #2	

Alternate Emergency Contacts		Relationship to child: _____ Does the child live with this person? ____	
Name		Phone	
Name		Phone	

Health Information			
Food Allergies		Medication Allergies	
Physical Restrictions		Medical Conditions	
Preferred Local Hospital		Physician (Name & Phone)	
Insurance Company		Insurance Policy Number	
Diet Restrictions			
Current Medications	Medication Name	Dose Administered	Time/Frequency Administered Reason for Administering
Health History	<input type="checkbox"/> Asthma <input type="checkbox"/> Hay Fever <input type="checkbox"/> Sinus Trouble <input type="checkbox"/> Earache <input type="checkbox"/> Ear Tubes <input type="checkbox"/> Fainting <input type="checkbox"/> Tuberculosis <input type="checkbox"/> Diarrhea <input type="checkbox"/> Bedwetting <input type="checkbox"/> Kidney Disease <input type="checkbox"/> Constipation <input type="checkbox"/> Stomach Ache <input type="checkbox"/> Diabetes <input type="checkbox"/> Sleepwalking <input type="checkbox"/> Epilepsy <input type="checkbox"/> Rheumatic Fever <input type="checkbox"/> Heart Trouble <input type="checkbox"/> Glasses/Contacts <input type="checkbox"/> Menstrual Problems <input type="checkbox"/> Bee Sting Allergy <input type="checkbox"/> Poison Oak/Ivy Allergy <input type="checkbox"/> Other: _____		
Past Illness/Surgery Hospitalization/			
Immunizations	<input type="checkbox"/> DTP Series <input type="checkbox"/> Polio/OOPV <input type="checkbox"/> Measles <input type="checkbox"/> German Measles/Rubella <input type="checkbox"/> Tetnus <input type="checkbox"/> Tuberculin Test <input type="checkbox"/> Mumps <input type="checkbox"/> Chicken Pox <input type="checkbox"/> Other: _____		
Other Health Information?			

Approval Section:

Parent/ Guardian Consent:

As a parent or legal guardian of _____, I am in favor of him/her attending all club functions and accept the membership conditions named above. In consideration of the benefits derived from membership, I hereby voluntarily waive any claim against the club of the Arkansas-Louisiana Conference of Seventh-day Adventists for any accidents which may arise in connection with the activities of the Pathfinder Club. The health history as stated is correct as far as I know, and the person herein described has permission to engage in all prescribed club activities. I give permission for my child to be photographed and his/her picture posted on club social media and web sites. I will assist the applicant in observing the rules of the Pathfinder organization and will encourage him/her to take part in all club activities. I agree to pay the fee required for Pathfinder membership with the conference. Permission for photo copying this information and health record is granted for use by the Pathfinder Club only.

Authorization to Treat a Minor:

I (we) the undersigned parent or legal guardian of _____, in case of emergency, hereby give permission to the physician selected by the club director to hospitalize, secure proper treatment, and to order injections or anesthesia for my child. The health history as stated above is correct as far as I know. A photocopy of this shall be valid as the original. I consent for club staff to administer over-the-counter drugs at their discretion with parent notification.

Parent/Guardian Signature: _____ Printed Name: _____ Date: _____

Parent/Guardian Signature: _____ Printed Name: _____ Date: _____

Pathfinder Club Outing Permission Slip

I, _____, the parent/legal guardian of

(Print Child's Full Name) _____, do
hereby

give permission for my child to attend (Event) _____ at

(Event Name Event Location) _____ in (Event City) _____

on _____ (date and time).

My child has permission to travel with the Pathfinder Club and participate in all activities associated with this outing. I have already completed and given to the club director, my child's Health/Medical Information & Consent Form, which includes a signed consent to medical treatment. In the event of an emergency, medical measures will be taken, and every attempt will be made to notify the parent/legal guardian by telephone.



A photocopy of this form is as valid as the original. This permission will remain in effect until the date of this event has passed, or it is revoked in writing by parent/legal guardian.

Parent/Guardian Signature: _____ Date: _____

Phone Number 1: _____ Phone Number 2: _____

Emergency Contact: _____ Relationship: _____ Phone Number: _____

Witness Signature: _____ Title: _____ Date: _____

How to Use the Pathfinder Record Sheet

General Instructions: Print one “Pathfinder Record Sheet” for each person. For durability, make the copies on cardstock. Three-hole-punch the pages and keep them in a binder.

Account Records: Use the sheet to record fees owed and payments made, such as dues, events, uniforms, t-shirts, etc.. Does each Pathfinder have an “account” where they are saving for an upcoming camporee or mission trip? Split the Account Record chart and use the left side for general accounting and the right side as a savings account log.

Example Account Records for Brooklyn Smith										
Date	Description	+	-	Balance		Date	Description	+	-	Balance
8/15	Join fee \$85, 1st Payment\$30	30.00	85.00	-55.00		12/13	Payment	75.00		-30.00
11/01	TLT Conference Fee		50.00	-105.00		01/14	Paid \$80, Trip Fee \$50	80.00	50.00	0.00

Honors Earned: Each time a Pathfinder earns an honor, record it here. This makes your yearly patch ordering so much easier.

Other Achievements: Record noteworthy achievements your Pathfinder has made (Certificates, 2nd place at the Pinewood Derby competition, A honor roll, elected to serve as Jr. Deacon, etc). These achievements can be shared during investiture service.

Conference/Area Events Attended: Record conference events that a Pathfinder has attended such as Bible Bowl, Honor’s Festival, Camporees, or Teen Leadership Training Conferences.

General Records: For legal protection, it is a good idea to document anything special or out-of-the-ordinary that happens with your Pathfinders. This includes things such as behavior incidents, meeting with parents, injuries, peer-to-peer incidents, etc. Be sure to record, dates, times, conversation highlights, individuals present, and the steps that were taken.

Why?: This information will be very handy when preparing for investiture. This information can also help staff make difficult decisions such as who earns the “Pathfinder Excellence Award” or “Pathfinder of the Year.”

Pathfinder Record Sheet

Year: _____

Name: _____ Unit: _____ Counselor: _____

Investiture Achievement Level Working on: _____ Grade: _____ Age: _____

T-Shirt Size: _____ Shirt Size: _____ Pant/Skirt Size: _____ Belt Size: _____ Sash Size: _____

Account Records										
Date	Description	+	-	Balance		Date	Description	+	-	Balance

Honors Earned	Other Achievements

Conference/Area Events Attended	

Other General Records	

How to Use Pathfinder Points Record

The purpose of the points system is to help each Pathfinder strive for excellence and refocus them on following the Pathfinder Law at any meeting or event attended. The points record can help you implement Positive Behavior Rewards in your club, which is key in managing behavior. Remember to spend more time praising positive behaviors and less time scolding and punishing. Human nature prompts us to want to please those in authority and to seek praise for our good works.

There are 8 point categories and each is based on the Pathfinder Law. Points categories and descriptions should be posted and well-known by your Pathfinders. **Award only 1 point per category per meeting or event.** (Exception: “Go on God’s Errands” & “Keep the Morning Watch” category; only if the person has participated in more than one worship service or service/mission project since the last time points were recorded). **Completing an honor is not point worthy.** The reward for completing an honor is a patch, not points. **If you don’t see something in the category description specifically, then it is not point worthy.**

Key	Category	Earn a Point By:
M	Keeping the <u>M</u>orning Watch	Participating In or Leading Out in Church Service or Club Worship
H	Doing my <u>H</u>onest Part	Helping Without Being Asked, Completing Assigned Tasks
B	Caring for my <u>B</u>ody	Being Neat, Clean, Safe, & in Proper Uniform
L	Keeping a <u>L</u>evel Eye	Making Good Decisions, Listening, Following Directions
C	Being <u>C</u>ourteous & Obedient	Treating Others With Respect, Arriving on Time
W	<u>W</u>alking Softly in the Sanctuary	Being Quiet, Attentive, and Reverent during Worship Times
S	Keeping a <u>S</u>ong in my Heart	Having a Good Attitude
G	Going on <u>G</u>od’s Errands	Participating in a Service/Mission/Evangelism Projects or Similar Activity

Example:

- *Brooklyn arrived at the meeting on time and wearing her club t-shirt (+1, Be Courteous & Obedient; +1 Care for My Body).*
- *During worship, Brooklyn was quiet and attentive. (+1 Walk Softly in the Sanctuary)*
- *Brooklyn listened & followed all directions during her Investiture Achievement class (+1, Keep a Level Eye)*
- *Brooklyn also reported that she told the Children’s Story in church last Sabbath (+1, Keep the Morning Watch).*
- *Brooklyn’s unit counselor also noted that Brooklyn had a poor attitude when it was announced that the Ski trip had to be postponed due to bad weather (No Point, Keep a Song in my Heart Category).*
- *One of the staff members circled the C, B, W, L, and M on Brooklyn’s points record to note the categories in which she earned points; a total of +5. Before leaving the meeting Brooklyn’s counselor praised her for the positive points she accrued and had a brief conversation with her regarding the appropriate attitude to have when one is disappointed.*

Example Points Records for Brooklyn Smith						
Date	Key	Total		Date	Key	Total
11/12	M H B L C W S G	5			M H B L C W S G	

Rewards: Human nature compels us to behave a certain way to either get something or avoid something. Brainstorm low cost rewards that will appeal to Pathfinders and serve as an incentive. **Due to the developmental stage of our Pathfinders, merely working toward achieving “Pathfinder of the Year” is rarely enough incentive to earn points.** Early adolescents have difficulty weighing current actions and choices with rewards that are so far in the future. **Consider giving smaller rewards more frequently or quarterly.** Examples: A quarterly drawing- Every 10 points is worth one entry in the drawing. Or, a prize store - Each point is converted to a “dollar” to spend on the items in the store.

Pathfinder Points Record

Year: _____

1st Quarter (one line per meeting or event)			2nd Quarter (one line per meeting or event)		
Date	Key	Total	Date	Key	Total
	M H B L C W S G			M H B L C W S G	
	M H B L C W S G			M H B L C W S G	
	M H B L C W S G			M H B L C W S G	
	M H B L C W S G			M H B L C W S G	
	M H B L C W S G			M H B L C W S G	
	M H B L C W S G			M H B L C W S G	
	M H B L C W S G			M H B L C W S G	
	M H B L C W S G			M H B L C W S G	
	M H B L C W S G			M H B L C W S G	
	M H B L C W S G			M H B L C W S G	
	M H B L C W S G			M H B L C W S G	
	M H B L C W S G			M H B L C W S G	
	M H B L C W S G			M H B L C W S G	
	M H B L C W S G			M H B L C W S G	
	M H B L C W S G			M H B L C W S G	
	M H B L C W S G			M H B L C W S G	
	M H B L C W S G			M H B L C W S G	
	M H B L C W S G			M H B L C W S G	
	M H B L C W S G			M H B L C W S G	
	M H B L C W S G			M H B L C W S G	
	M H B L C W S G			M H B L C W S G	
	M H B L C W S G			M H B L C W S G	
	M H B L C W S G			M H B L C W S G	
	M H B L C W S G			M H B L C W S G	

3rd Quarter (one line per meeting or event)			4th Quarter (one line per meeting or event)		
Date	Key	Total	Date	Key	Total
	M H B L C W S G			M H B L C W S G	
	M H B L C W S G			M H B L C W S G	
	M H B L C W S G			M H B L C W S G	
	M H B L C W S G			M H B L C W S G	
	M H B L C W S G			M H B L C W S G	
	M H B L C W S G			M H B L C W S G	
	M H B L C W S G			M H B L C W S G	
	M H B L C W S G			M H B L C W S G	
	M H B L C W S G			M H B L C W S G	
	M H B L C W S G			M H B L C W S G	
	M H B L C W S G			M H B L C W S G	
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	M H B L C W S G			M H B L C W S G	
	M H B L C W S G			M H B L C W S G	
	M H B L C W S G			M H B L C W S G	
	M H B L C W S G			M H B L C W S G	
	M H B L C W S G			M H B L C W S G	
	M H B L C W S G			M H B L C W S G	
	M H B L C W S G			M H B L C W S G	
	M H B L C W S G			M H B L C W S G	
	M H B L C W S G			M H B L C W S G	
	M H B L C W S G			M H B L C W S G	

1st Quarter Total	2nd Quarter Total	3rd Quarter Total	4th Quarter Total	Year's Total	Average Per Quarter

Pathfinder Points Categories

Key	Category	Earn a Point By:
M	Keeping the <u>M</u>orning Watch	Participating In or Leading Out in Church Service or Club Worship
H	Doing My <u>H</u>onest Part	Helping Without Being Asked, Completing Assigned Tasks
B	Caring for My <u>B</u>ody	Being Neat, Clean, Safe, & in Proper Uniform
L	Keeping a <u>L</u>evel Eye	Making Good Decisions, Listening, Following Directions
C	Being <u>C</u>ourteous & Obedient	Treating Others With Respect, Arriving on Time
W	<u>W</u>alking Softly in the Sanctuary	Being Quiet, Attentive, and Reverent during Worship Times
S	Keeping a <u>S</u>ong in My Heart	Having a Good Attitude
G	Going on <u>G</u>od's Errands	Participating in a Service/Mission/Evangelism Projects or Similar Activity

Pathfinder Award Requirements

Apart from earning honors and completing Investiture Achievement levels, Pathfinders can also work toward several awards. **The requirements for these awards should be posted and well known by your Pathfinders.**



Pathfinder Excellence Award (formerly known as “Good Conduct”)

To be a candidate for the Pathfinder Excellence Award, the Pathfinder must...

- Be an active member of the Pathfinder Club for at least one year prior.
- Be in grades 5 -12.
- Have completed their Investiture Achievement class for their level.
- Have completed at least four honors in the past year.
- Earn a predetermined amount of points throughout the year
 - By noting a Pathfinder’s points earnings, you are taking into consideration their commitment to follow the Pathfinder Law, club attendance, participation in service projects, church attendance and participation, uniform, and behavior.
 - Consider awarding the “Pathfinder Excellence” award to those in the top 50th percentile.

Insignia: The Pathfinder should wear the “good conduct” ribbon on his/her uniform. A star should be added to the ribbon for each additional year the award is earned.

Reward: Certificate and Ribbon pin. Also consider other additional incentives such as a Pathfinder Bible or a “Pathfinder Gear” item from AdventSource.

More Information: <http://youth.adventist.org/Ministries/Pathfinders/Pathfinder-Excellence-Award>

Pathfinder of the Year Award

To be a candidate for the “Pathfinder of the Year” award, the Pathfinder must...

- Complete the “Pathfinder of the Year” application
- Be an active member of the Pathfinder Club for at least one year prior.
- Be in grades 5 - 12.
- Have completed their Investiture Achievement class for their level, including the optional portions.
- Have completed at least six honors in the past year, one of which they have done on their own.
- Earn a predetermined high level of points throughout the year.
 - By noting a Pathfinder’s points earnings, you are taking into consideration their commitment to follow the Pathfinder Law, club attendance, participation in service projects, church attendance and participation, uniform, and behavior.
 - Consider selecting the “Pathfinder of the Year” from those in the top 10 percentile.

Insignia: The Pathfinder should wear the “Pathfinder of the Year” medal or ribbon on his/her uniform.

Reward: Certificate and Medal/Ribbon. This individual should be publicly recognized to the church family. Also consider other additional incentives such as a plaque, a paid week at summer camp, a Pathfinder Bible, or a cash prize.

Pathfinder of the Year Application



To be a candidate for the “Pathfinder of the Year” award, you must:

- Complete the “Pathfinder of the Year” application
- Be an active member of the Pathfinder Club for at least one year prior.
- Be in grades 5 - 12.
- Complete your Investiture Achievement class for your level, including the optional portions.
- Complete at least 6 honors in the past year, 1 of which you have done on your own.
- Earn a high level of points throughout the year.

Pathfinder’s Name:		Date:	
Points Earned this Year:		Grade:	

Investiture Achievement (IA)	
What level did you complete this year?	
Did you complete the optional portions as well?	
Signature of your IA class teacher:	

Honors: List at least 6 honors you completed this year. Circle the one you did on your own and attach the paperwork for this honor.	

Why do you deserve to be “Pathfinder of the Year?” (use back side if needed)

Pathfinder Annual Review Info

Purpose: Annual Reviews, formerly known as formal inspections, are designed to help the club strive for excellence and to help them refocus on core values yearly by assessing the Pathfinder Club's ability follow the Pathfinder Law. Pathfinders and staff should prepare and look forward to their review as a time to present their skills, highlight their accomplishments, and show their compliance. Directors should contact their Area Coordinator to schedule an annual review.



Scoring for Categories & Indicators: The categories on the review form are designed around the core values of Pathfinding, the Pathfinder Law. Each category is broken down into specific indicators. For each indicator on the form, the reviewer will give the club a score of gold, silver, or bronze using the scoring rubric below.

Indicator Scoring Rubric		Final Award Levels	
Gold	Excellent Near Perfect	Gold	All indicators except three are scored at Gold Level
Silver	Above Average Good	Silver	All indicators except three are scored at Silver Level or above
Bronze	Average Satisfactory	Bronze	All indicators except three are scored at Bronze Level or above

Presentations: Some indicators require a presentation. The purpose of this is to show that the club has an active and quality program by reporting accomplishments. Presentations should always be performed by the club members, not the staff, and should be simple but planned and rehearsed. Make use of this opportunity to help Pathfinders learn the valuable life skill of public speaking. Reviewers will determine the score for the presentation based on content and quality. Props, visual aids, and technology used in the presentations are welcome and encouraged.

Rewards: The reviewer should award the club a ribbon and certificate. Club directors should arrange for the club to be recognized in front of the church family and should plan ahead to offer incentives for their club to perform well. For example, Pathfinders are promised a reward trip or a game night with ice cream if a Gold level is awarded. A smaller reward incentive should be offered if the club achieves the Silver or Bronze level.

Scoring Example:

Keep the Morning Watch / Walk Softly in the Sanctuary	Bronze	Silver	Gold
<p align="center">Pathfinders are Involved in Conducting Opening Worship</p> <p><i>Score Explanation: 3 out of 10 club members are involved in the worship service, 1 plays guitar, 2 lead the singing, and a staff member gives a spiritual object lesson. Inspector gives a recommendation that a Pathfinder be asked to give the object lesson next time and more than 30% of club be involved.</i></p>		X	
<p align="center">Opening Prayer is Conducted by a Pathfinder</p> <p><i>Score Explanation: A Pathfinder volunteers to have an opening prayer after worship.</i></p>			X
<p align="center">Closing Prayer is Conducted by a Pathfinder</p> <p><i>Score Explanation: Closing prayer is conducted, but by a staff member.</i></p>	X		
<p align="center">Pathfinders and Staff are Attentive and Participatory during Worship</p> <p><i>Score Explanation: During worship, staff are talking at the back, one Pathfinders is eating in the back, and another is playing on her phone. Some are participating.</i></p>	X		
<p align="center">Pathfinder Pledge & Law is Displayed and Recitation is Led by a Pathfinder</p> <p><i>Score Explanation: The Pledge and Law recitation is led by a TLT, but is not displayed in the room.</i></p>		X	

Pathfinder Club Annual Review

Club Name	
Date	
Inspector	



Categories & Indicators

Keep the Morning Watch / Walk Softly in the Sanctuary	Bronze	Silver	Gold
Pathfinders are Involved in Conducting Opening Worship			
Opening Prayer is Conducted by a Pathfinder			
Closing Prayer is Conducted by a Pathfinder			
Pathfinders and Staff are Attentive and Participate during Worship			
Pathfinder Pledge & Law is Displayed and Recitation is Led by a Pathfinder			
Do My Honest Part / Go on God's Errands	Bronze	Silver	Gold
Meeting has been Planned Ahead of Time and Schedule/Agenda is Provided			
A Calendar of Upcoming Events is Posted			
Club Banner, Pathfinder Flag, and American Flag are Properly Displayed			
Pathfinders give a Presentation on Honors that have been Earned			
Pathfinders give a Presentation on Progress made in Investiture Achievement			
Pathfinders give a Presentation about a Recent Field Trip			
Pathfinders give a Presentation on a Recent Service/Mission/Evangelism Project			
Pathfinders make a Drilling & Marching Presentation as a Club			
TLT's give a Presentation on their Involvement in Club & Progress with their Requirements	(optional)	(optional)	(optional)
Care for My Body / Keep a Song in my Heart	Bronze	Silver	Gold
Emergency Drill Plans are Available and have been Practiced			
Pathfinder Meeting Area is Clean, Orderly, and Safe (First Aid Kit/Fire Extinguisher)			
Pathfinder Club is Presented in Uniform Attire that is Neat, Clean, & Properly Worn			
Pathfinders Have a Good Attitude toward Pathfinding			
Membership Applications & Consent to Treat Forms are Available for each Pathfinder Club Member			
Volunteer Applications & Verified Volunteers Certificates are Available for Each Staff Member			

Keep a Level Eye / Be Courteous & Obedient	Bronze	Silver	Gold
Discipline is Handled Discreetly			
Positive Behaviors are Praised			
Pathfinders Listen and Follow Directions Promptly			
Pathfinders, Staff, and Inspector show Mutual Courtesy and Respect			
Pathfinder of the Year & Pathfinder Excellence Award Requirements are Posted			
Pathfinder Points Categories are Displayed			
Attendance is Taken & Points are Awarded			

Level Awarded	
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Praises / Positives:

Recommendations for Improvement:

Other Notes:

Inspector's Signature: _____ Date: _____

Club Director's Signature: _____ Date: _____

How to Use Pathfinder's Director's "Path to Excellence" Accountability Rubric

Purpose: The director's "Path to Excellence" accountability rubric is designed to specifically help the club director strive for excellence in their Pathfinder ministry. It is intended to replace the old monthly reporting system. Keep in mind that this is a "path" to excellence, and achieving higher levels may feel difficult at first. Attaining excellence often happens slowly and requires a growth mindset.



Although there is not anything to specifically record monthly anymore, club directors should be reviewing the rubric monthly in preparation for their yearly assessment. Directors should keep a copy of the rubric for their own records and mark things off as they are achieved. Throughout the year, keep a folder or binder filled with evidence of your accomplishments. Planning and staying on track is key.

As Christian leaders, remember to maintain your integrity as you consider which level of accomplishment you have achieved.

Scoring: The Area Coordinator and director should schedule a yearly assessment meeting. Together the AC and the director will decide the rating that is deserved for each indicator in the category. To help determine this, directors should come prepared with evidence to validate their accomplishments.

The categories on the rubric are designed around the core aspects of the Pathfinder program that pertain to the club director. Each category is broken down into specific indicators. For each indicator on the rubric, the area coordinator will assign a gold, silver, or bronze rating.

No exemptions should be made except in the "Membership" category if the local church does not have an adventurer club.

Awarding: The final overall award level will be assigned by the Area Coordinator based on the following:

- **Gold Level Director:** All indicators except two are scored at Gold Level
- **Silver Level Director:** All indicators except two are scored at Silver Level or above
- **Bronze Director:** All indicators except two are scored at Bronze Level or above

Insignia: Director will be issued a gold, silver, or bronze circular lapel pin that is engraved with the year. This should be worn on the uniform. After the awarding year has passed, pin should be moved to the sash.

Pathfinder Director's "Path to Excellence"

Accountability Rubric

Director's Name	
Club Name	
Year	



	Bronze	Silver	Gold
Planning & Finance			
Planning	Complete yearly planning form.	In addition, Staff meet bi-annually to plan and review programming. TLTs are involved.	In addition, Staff & TLTs meet quarterly for program planning.
Finance	Complete yearly budget form.	In addition, Staff meet bi-annually to plan and review budget. TLTs are involved.	In addition, Staff meet quarterly to plan and review budget.
Membership			
Recruiting	Have a plan to recruit new members.	In addition, increase membership by 5% during the year.	In addition, increase membership by 10% during the year.
Retention	Retain 75% of last year's eligible members.	In addition, retain 80% of last year's eligible members.	In addition, retain 90% of last year's eligible members.
Adventurer Transition	Hold 1 joint activity with the Adventurer Club.	In addition, register & retain 50% of all eligible Adventurers.	In addition, register & retain 75% of all eligible Adventurers.
Programming			
Investiture Achievement	Each member participates in a class at their level.	In addition, 75% of members complete a class at their level.	In addition, 75% of members complete the optional & required portions of a class at their level.
Camping	Conduct 1 campout during the year.	Conduct 2 campouts during the year.	Conduct 3 campouts during the year.
Honors	4 different honor classes are offered during the year.	6 different honor classes are offered during the year.	8 different honor classes are offered during the year.
Outdoor Nature Activities	Outdoor nature activity is scheduled yearly.	Outdoor nature activity is scheduled bi-annually.	Outdoor nature activity is scheduled quarterly.
Service <small>Projects should benefit both the local church and the community.</small>	Participate in 4 service projects during the year.	Participate in 6 service projects during the year.	Participate in 8 service projects during the year.

Local Church Involvement	Participate bi-annually in local church service.	Participate quarterly in local church service.	Participate monthly in local church service.
Support of Other Clubs	Be involved with another club yearly .	Be involved with another club bi-annually .	Be involved with another club quarterly .
Staff			
Supervision	Ratio of staff to Pathfinders is 1:6 with both genders represented.	Ratio of staff to Pathfinders is 1:5 with both genders represented.	Ratio of staff to Pathfinders is 1:4 with both genders represented.
Training	75% have completed a staff training course during the year.	75% have completed two staff training courses during the year.	75% have completed two staff training courses during the year and are Master Guides .
Accountability			
Risk Management	All staff have completed volunteer paperwork, verified volunteers, and have car insurance on file (as applicable). *Required in order to attain a medal at any level.		
Club Registration	Yearly club application and all attachments have been submitted to the conference. *Required in order to attain a medal at any level.		
Inspection	Annual Review completed with bronze level	Annual Review completed with silver level	Annual Review completed with gold level
Record Article	Record Article submitted	More than 1 Record article submitted	Record article published
Family Communication Social Media use encouraged	Communicate with all families quarterly .	Communicate with all families monthly .	Communicate with all families weekly .

Gold Level Director: All categories except two are scored at Gold Level

Silver Level Director: All categories except two are scored at Silver Level or above

Bronze Director: All categories except two are scored at Bronze Level or above

Level Awarded to Director	
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Area Coordinator's Signature: _____ Date: _____

Club Director's Signature: _____ Date: _____

Emergency Drills

Create a plan for how to handle emergency situations. Implement the plan by doing drills once each quarter. Record the date each drill is practiced below. Information and tips can be found at <https://adventistrisk.org/en-US/Safety-Resources>

Fire Drill Plan (*attach an exit diagram)

July - September Fire Drill Date	October - December Fire Drill Date	January - March Fire Drill Date	April - June Fire Drill Date

Tornado Drill Plan

July - September Tornado Drill Date	October - December Tornado Drill Date	January - March Tornado Drill Date	April - June Tornado Drill Date

Intruder Drill Plan

July - September Intruder Drill Date	October - December Intruder Drill Date	January - March Intruder Drill Date	April - June Intruder Drill Date

Pathfinder Planning Tips

Yearly

- **Things to Consider:** Planning ahead is key to a successful club. Communicate your plans with your church board. Make sure all off-campus events are approved for insurance purposes. Ask others to help you accomplish the goals you set for your club. Be as active as possible. Ask staff members to contribute to the planning of your year during regular staff meetings. Make sure you have an agenda. Distribute copies of your yearly plan to your staff.
- **Mission:** Your Club's Purpose. Why does our club exist this year? **Vision:** Your club's future. Where do you want to go this year? What do you want to become? **Goals:** A list of things you want to accomplish this year.
- Having a **theme** for your programming can help give you direction. Is there a big event you are working toward attending? Is there a challenging honor you want to earn? Are you making a commitment to a weekly recurring service project?
 - Example: Perhaps you want the Pathfinders to earn the "caves" honor this year. This means you might schedule two Pathfinder nights per month to work on the honor requirements. Your fall campout may be to a nearby state park that has a cave you can explore. You invite a guest speaker from a nearby sporting store to do a presentation on equipment for caving. A local church member who is a wild cave enthusiast could share a personal story during worship. As a special treat, you book an overnight trip to a commercial tour cave. You might coordinate with your local church school or library so your Pathfinders can host a reading hour where they read cave themed books to younger children as a service project. Other honors such as rock climbing, bats, rocks and minerals, and environmental conservation also coordinate well to the "Cave Theme" you have established for the year. You might schedule a day trip to a local nature center that offers an interpretive program on bats or rocks and minerals.



Monthly

- **Things to Consider:** Planning ahead is key to a successful club. Communicate your monthly plans with your club staff and enlist their help in carrying out the plans. Remember to always have your Pathfinder's consent to treat forms with you.
- **Plan for one special activity a month** with your club, be creative! A visit to a beekeeper along with doing the bee keeping honor, a skateboard park outing... go to the local fire dept.. shopping for food for a campout.. Having another club over for a softball game. The options are endless.
- **Plan for one service activity** and again, be creative and appropriate so the PF's are involved, not just staff. How much time will it take? Are there tools or supplies involved? Any local regulations about the activity? How many PF can participate? For example, distributing fliers for a special church event, raking leaves for an elderly person, visiting with seniors in an assisted living home, Babysitting for a 'parents nite out', telling childrens story or collecting offering for church, and on and on.
- **Ask yourself:** What will you do this month to encourage kids to join or continue to come to your Pathfinder club? How will you make your club visible to the church family this month?
- Plan to attend your church board meeting and submit your calendar dates and events for approval at least 1-2 months in advance. Board approval grants you insurance coverage for your events.

Weekly

- **Things to Consider:** How will we conduct a worship service or devotional? What activities will we do? How long will they take? Will the meeting be formal or informal? How will we incorporate teaching honors and investiture achievement in an interactive way? Who will help? Can I incorporate the Teen Leaders in helping with anything? How will we ensure supervision? How do I create a program that Pathfinders will *want* to come to?

Pathfinder Yearly Planning Form

Club:	Year:					
Mission, Vision, Goals, and Theme						
	Meeting Dates	Honors to Teach	Activities/Nature	Outreach	Other	Budget
July						
August						
September						
October						
November						

December					
January					
February					
March					
April					
May					
June					

Pathfinder Monthly Planning Form

Weekly Club Meetings (Use Weekly Planning Form for More In-Depth Planning)

Date	Location	Agenda Overview

Service Project:

Project:	Board Approved?	Date:	Where?	Transportation Needs:
Person(s) in Charge / Description of Duties:				
Supplies Needed: (Costs, Etc)			Notes:	

Special Outing or Activity:

Project:	Board Approved?	Date:	Where?	Transportation Needs:
Person(s) in Charge / Description of Duties:				
Supplies Needed: (Costs, Etc)			Notes:	

What will you do this month to encourage kids to join or continue to come to your Pathfinder club? How will you make your club visible to the church family this month?

Pathfinder Weekly Meeting Agenda

Date: _____ Meeting Time: _____ Location: _____

Time	Activity	Who's in Charge	Notes

Announcements / Upcoming Events / Reminders:

- 1.
- 2.
- 3.
- 4.

Pathfinder Investiture Sheet

Name: _____

Investiture Achievement Level Completed:	
Year:	



Honors Completed	
1.	9.
2.	10.
3.	11.
4.	12.
5.	13.
6.	14.
7.	15.
8.	16.

Pathfinder's Other Achievements:	
<small>(Pathfinder of Year, TLT, Good Conduct, Certificates, School-Related Awards, Personal Accomplishments, Etc)</small>	

(Use Instructions: Print on Cardstock. Fill Out. Attach all patches, pins, etc in ziploc-type bag.)

How to Use Area Coordinator's "Path to Excellence" Accountability Rubric

NOTE TO DIRECTORS: This document is only for area coordinators. It is included in this packet so you are aware of the duties and responsibilities of your area coordinator.



Purpose: The area coordinator's "Path to Excellence" accountability rubric is designed specifically to help the area coordinator strive for excellence in their Pathfinder ministry. Keep in mind that this is a "path" to excellence, and achieving higher levels may feel difficult at first. Attaining excellence often happens slowly and requires a growth mindset.

Area coordinators should be reviewing the rubric monthly in preparation for their yearly assessment. ACs should keep a copy for your own records and mark things off as they are achieved. Throughout the year, keep a folder or binder filled with evidence of your accomplishments. Planning and staying on track is key.

As Christian leaders, remember to maintain your integrity as you consider which level of accomplishment you have achieved.

Scoring: The Area Coordinator and Conference Pathfinder/Adventurer Director should schedule a yearly assessment meeting. Together the AC and the conference director will decide the rating that is deserved for each indicator. To help determine this, ACs should come prepared with evidence to validate their accomplishments.

The categories on the rubric are designed around the core aspects that should be included in the area coordinator's ministry. Each category is broken down into specific indicators. For each indicator on the rubric, the conference director will assign the AC a gold, silver, or bronze rating.

No exemptions should be made in any category. Special circumstances may be taken into consideration only by the conference director and only in rare and unusual cases.

Awarding: The final overall award level will be assigned by the conference director based on the following:

- **Gold Level AC:** All indicators except two are scored at Gold Level
- **Silver Level AC:** All indicators except two are scored at Silver Level or above
- **Bronze AC:** All indicators except two are scored at Bronze Level or above

Insignia: Area Coordinator will be issued a gold, silver, or bronze circular lapel pin that is engraved with the year. This should be worn on the uniform. After the awarding year has passed, pin should be moved to the sash.

Area Coordinator's "Path to Excellence"

Accountability Rubric



AC's Name	
Area	
Year	

	Bronze	Silver	Gold
Planning & Accountability			
Planning	Have an annual plan and communicate your plan to the club directors in your area and the conference director.	In addition, conduct a club director's meeting yearly to coordinate and review plans.	In addition, conduct a club director's meeting bi-annually to coordinate and review plans.
Conference Registration	Obtain a list of registered clubs semi-annually from the conference director.	Contact churches that had a club last year but aren't yet registered to help facilitate the registration process.	Verify that every registered club has submitted proper paperwork for each staff member including volunteer forms, reference checks, and Adventist Screening Verifications. Assist with this process if needed.
Record Article	Record Article submitted	Two Record articles submitted	More than two Record articles submitted
Communication <small>Social media usage encouraged</small>	Communicate with area club directors quarterly.	Communicate with area club directors bi-monthly.	Communicate with area club directors monthly.
Annual Club Review	Ensure your area club directors understand the annual club review process.	In addition, conduct annual reviews for 80% of clubs in your area.	In addition, conduct annual reviews for 90% of clubs in your area.
Membership			
Recruiting	Obtain a list from the conference director of all churches in your area without a club. Contact the pastor.	In addition, visit most churches in your area without a club.	In addition, give a presentation at a church without a club with the intent of encouraging new clubs.
Retention	Contact the last director of missing clubs with the intent of providing help and encouragement for resuming the club.	Contact the pastor of the missing clubs with the intent of encouraging club to resume.	Visit the church of the missing clubs and meet with the pastor and/or past directors to problem solve and offer support.

Programming			
Area Learning/Fun Event	Conduct an area wide learning/fun event.	Contact club directors of any clubs that missed the event to understand reason and to provide support.	Visit the clubs that missed the event to provide support and encouragement. Or all clubs in your area attend.
Area Outreach Event	Conduct an area wide outreach event.	Contact club directors of any clubs that missed the event to understand reason and to provide support.	Visit the clubs that missed the event to provide support and encouragement. Or all clubs in your area attend.
Area Spiritual Event	Conduct an area wide spiritual event.	Contact club directors of any clubs that missed the event to understand reason and to provide support.	Visit the clubs that missed the event to provide support and encouragement. Or all clubs in your area attend.
Induction	Contact all club directors with the intention of scheduling an induction.	Help club directors with induction by providing materials, requirements, or advice.	Attend as 80% of inductions in your area.
Investiture	Contact all club directors with the intention of scheduling an investiture.	Help club directors with investiture by providing materials, requirements, or advice.	Attend 80% of investitures in your area.
Curriculum	Ensure your area club directors understand and have access to curriculum	Contact club directors semi-annually with intent of monitoring the club's progress on curriculum.	Contact club directors quarterly with intent of monitoring the club's progress on curriculum.
Honors/Awards	Ensure your area club directors understand and have access to honors/award information.	Contact club directors semi-annually with intent of monitoring the club's progress on Honors/Awards	Contact club directors quarterly with intent of monitoring the club's progress on Honors/Awards.
New or Revised Honor/Award	Ensure your area club directors understand how to create a new honor/award.	In addition, ask all area clubs to develop or revise an honor/award. If they choose to do so, assist them.	In addition, ask area clubs to pilot a new honor/award. If they choose to do so, assist them with the submission process. Or AC has revised or developed an honor/award and has asked area clubs to assist in piloting it.

Training			
PAC Staff Training Conference	Attend PAC Staff Training Conference	In addition, ask to participate in the PAC Staff Training Conference by teaching or assisting with a class.	In addition, follow up with all area clubs within 3 months to offer support and/or also to understand why a club and staff didn't attend.
Path to Excellence	Ensure your area club directors understand the "Director's Path to Excellence".	In addition, Contact all area club directors semi-annually with intent of monitoring their progress on their Path to Excellence.	In addition, contact all area club directors during 3rd or 4th quarter with intent to schedule their yearly Path to Excellence assessment meeting.

Gold Level AC: All categories except two are scored at Gold Level

Silver Level AC: All categories except two are scored at Silver Level or above

Bronze AC: All categories except two are scored at Bronze Level or above

Level Awarded to AC	
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Area Coordinator's Signature: _____ Date: _____

Conference Director's Signature: _____ Date: _____

How to Use: Area Coordinator Record Sheet

General Instructions: Print the 2-page “Record Sheet” for each club in your area. For durability, make the copies on cardstock. Three-hole-punch the pages and keep them in a binder.



AC’s Club Checklist: The items on this checklist are taken directly from the AC’s Path to Excellence. This checklist should help you keep track of the things the club director has accomplished.

Contact Reminders: Communicate with your area clubs at least, monthly or at least quarterly. Here are some helpful ideas for your communication that directly correlate back to the AC’s Path to Excellence.

- Is your club registered and paperwork complete? Is there anyway I can support you in that process?
- How can I support your club this year?
- Would you like to revise or develop a new honor?
- Can you help me understand why has your club dropped out? Can I help?
- Can you help me understand why you didn’t attend the event? How can I support you so you can attend next time?
- When can you schedule an induction for your club? How can I help?
- When can you schedule an investiture for your club? How can I help?
- When can we schedule your annual club review? How can I help?
- How are your club members progressing with curriculum and honors/awards? How can I help?
- How are you (club director) progressing with the Path to Excellence rubric? How can I help?

Club Contact Log: Make note each time you contact a club, whether this be by visit, email/text/ or phone. List who you contacted and the reason for the contact. Make notes about what you discussed.

Why?: This information will be very handy when preparing for your annual Path to Excellence assessment meeting. All of your contacts and efforts with a club are documented in a central location.

Area Coordinator's Club Record Sheet

Club Name: _____ Director: _____ Year: _____

Director's Address: _____

Director's Email: _____ Director's Phone: _____

Other Staff Member & Contact: _____

Church: _____ Pastor & Contact: _____

Membership Numbers:

	1st Semester	2nd Semester
Number of Staff Members (age 18+)		
Number of TLTs (grade 9-12)		
Number of Pathfinder members (age 10-17)		

Area Coordinator's Club Checklist:

	Club is REGISTERED with the conference and fees are paid
	All staff have completed volunteer paperwork, reference checks, and Adventist Screening Verification
	Club attended area learning/fun event on _____
	Club Attended area outreach event on _____
	Club attended area spiritual event on _____
	Director attended area director's meeting on _____ and _____.
	Club Induction scheduled on _____ AC Attended? _____
	Club Investiture scheduled on _____ AC Attended? _____
	Annual Club Review scheduled on _____ Level Awarded: _____
	Director's Path to Excellence assessment meeting scheduled on _____ Level Awarded: _____
	Club has been asked to revise or develop an honor/award. Honor/Award: _____ It is being piloted by _____.

Other Notes about this club:

Club Contact Log

Date	Person Contacted	Visit	Email / Text	Phone Call	Reason / Notes

Arkansas-Louisiana Conference Pathfinder-Adventurer Council Constitution

Revised 9-2017

I. GUIDELINES AND PROCEDURES

- A. Arkansas-Louisiana Conference Pathfinder Adventurer Council (PAC)
- B. Constitution and existence of the Arkansas-Louisiana Conference Administration
- C. Conference Adventurer / Pathfinder Director and Associate:
 1. Serve as advisors to the PAC
 2. Vote to break tie
 3. Has veto power (Any major veto, should, where possible, be made at the time the proposal is voted. Reasons for major vetoes need to be clearly stated and understood by the PAC.
 4. Send all necessary Adventurer and Pathfinder materials and information to the PAC membership and related information to the ARKLA Conference Adventurer and Pathfinder Club Directors.
 5. Any unfinished business of the PAC or appointed committee six (6) weeks prior to the scheduled program can be immediately planned and activities by the ARKLA Conference Adventurer / Pathfinder Director or Associate, as he/she deems fit



II. MEMBERSHIP

- A. Area Coordinator and Associate Area Coordinator, two (2) Pathfinder representatives and one (1) Adventurer representative, one (1) Teen Leadership Trainee (TLT ages between 15-19 years) from each area along with one (1) overall Teen Leadership Trainee (TLT) Coordinator will comprise membership. (Exception is where no qualified person is in that area or insufficient clubs)
- B. Each member will serve for two (2) consecutive years. The years to serve will be staggered within each area so as to not completely change representation each election time. TLT members will serve a one (1) year term. Nominations come for the designated Area Coordinators and approved by the Pathfinder Adventurer Council.
- C. Requirements:
 1. Attending less than $\frac{3}{4}$ of duly called meetings can result in membership discipline by the council.
 2. Membership shall be limited to persons active in the ARKLA Adventurer / Pathfinder Program or Youth Ministry.
- D. Any PAC member shall be permitted to invite one (1) youth or guest to attend the PAC meeting as a non-voting observer.
- E. Election of the representatives:
 1. New representatives will be elected at the Adventurer / Pathfinder Leadership Seminar by their area constituency.
 2. Names of candidates shall be submitted to the area coordinators by any local Adventurer or Pathfinder staff member of any active club or by a council member and should include a brief resumé of the candidates.
- F. Vacancy Replacement:
 1. The PAC membership can fill vacancies on the PAC by a required two thirds (2/3) vote at any time necessary after a thorough investigation of the candidate by the Conference Adventurer / Pathfinder Director or his/her assistant. The elected replacement member will serve out the balance of the term of the office.

III. OFFICERS

- A. The election of the PAC officers will take place at the first meeting of the Adventurer / Pathfinder calendar year. The offices are: Chairperson, Vice-Chairperson, Secretary
- B. The PAC shall elect their own officers.
 1. The officers shall be chosen for a one-year term.
 2. Qualifications for office of chairperson is a minimum of one (1) year membership on the PAC; which must be prior to their election.
 3. Officers shall not hold more than two (2) consecutive terms in the same office.

IV. PATHFINDER ADVENTURER COUNCIL IN SESSION

- A. A quorum is a simple majority of the PAC membership.
- B. The chairperson and/or the Conference Adventurer / Pathfinder Director will notify each council member a minimum of one (1) month prior to the duly called PAC meeting. Emergency meetings can be called with the support of the PAC officers and the Conference Pathfinder/Adventurer Director.
- C. Conduct a minimum of three (3) of these PAC meetings per Pathfinder/Adventurer year.
- D. Responsibilities:
 - 1. Calendar scheduling for Arkansas-Louisiana Conference events and activities.
 - 2. Planning:
 - a) Adventurer / Pathfinder Leadership Convention
 - b) Camporees
 - c) Teen Leadership Training
 - d) Honor Festivals or Fairs and Fun Days
 - e) Bible Bowls
 - f) Any other major programs affecting Conference Club programming
 - 3. Review nominations and selecting Pathfinder or Adventurer Hall of Fame award recipients.

V. ADVENTURER AND PATHFINDER AREA COORDINATOR AND ASSOCIATE AREA COORDINATOR

- A. Area Coordinators and Associate Area Coordinators are appointed by the Conference Adventurer / Pathfinder Director and ratified by the Pathfinder Adventurer Council (PAC).
- B. Term of office is for a two (2) year period.
- C. Job Description: As outlined and voted by the PAC. However, an annual review by the PAC concerning their productivity and directorship is conducted by the PAC. See attached Appendix "A".
- D. Replacement: The PAC membership can discuss or replace any Coordinator by a required two-thirds (2/3) vote at any time necessary after a thorough investigation by the Conference Adventurer / Pathfinder Director or his/her assistant.
- E. Serve as a voting member of the PAC.

VI. JOB DESCRIPTIONS

- A. BASIC
 - 1. The Arkansas-Louisiana Conference Adventurer / Pathfinder Director authorizes the Area Coordinator and Associate Area Coordinator to serve in the following capacities:
 - a) Encourage each church in his/her area to select Adventurer or Pathfinder Directors and begin a regular Adventurer and Pathfinder programs, and to assist them in doing so.
 - b) Visit Clubs in his/her area enough to become familiar with their programs.
 - c) Attend Adventurer or Pathfinder Coordinator meetings and Pathfinder Adventurer Council meetings to assist in planning the Conference Sponsored Programs.
 - d) Assist the Conference Adventurer / Pathfinder Director at training courses, investitures, fairs, and other conference or area functions.
 - e) Assist in evaluating area Adventurer or Pathfinder Clubs.
 - f) Support and encourage AY activities in the church schools in the area.
 - 2. AS REQUIRED
 - a) Assist local clubs with such activities as Adventurer / Pathfinder programs, inductions, investitures, and evaluations.
 - b) Promote and direct area activities such as field trips, athletic events, leadership training courses and/or meetings.
 - c) Promote participation in community activities, such as parades and fairs.
 - d) Foster Master Guide activities.
- B. AREA COORDINATORS AND ASSOCIATE AREA COORDINATORS
 - 1. The Area Coordinator will be assisted in his/her duties by the Associate Area Coordinator of each district.
 - 2. It is preferred, but not required, that the Associate Area Coordinators be active in a local Club.
 - 3. It is preferred, but not required, that Area Coordinators not be active in a local Club.

Pathfinder Hall of Fame Nomination



Purpose: This person, who can be either alive or deceased, will be publicly honored by the Arkansas-Louisiana Pathfinder Department for their outstanding contribution to Pathfinder Ministry. Their name will be placed on a special Hall of Fame plaque in the Arkansas-Louisiana Conference Office and they will receive recognition for their dedicated service in the Southwestern Union RECORD as well as being honored at the Arkansas-Louisiana Leadership Weekend in September.

Nominee Requirements: (An individual cannot nominate themselves)

1. Must be an active committed SDA Christian.
2. Must love youth and love being around them.
3. Must have committed a major portion of their lives to Pathfinders.
4. Must be a person who readily makes available his/her time, energy, and finances to benefit Pathfinders.
5. Must have 5 supporting recommendation letters from the following categories of people: Pathfinder, Parent of Pathfinder, Pastor, First Elder, Teacher, Sabbath School Leader, School Board Chairperson, Area Coordinator, and/or Pathfinder Director.

Mail to: Pathfinder Department, ARKLA Conference of SDA, PO Box 31000, Shreveport, LA 71130

Pathfinder Hall of Fame Nominee			
Nominee's Name		Date of Birth	
Home Church		Club Affiliation	

Nominator			
Your Name		Phone	
Relationship to Nominee		Home Church	
Reason for Nomination:			

Letters of Recommendation			
	Recommender	Title	Phone Number
1			
2			
3			
4			
5			

Teen Leader in Training PAC Membership Nomination

Nominee Requirements:

1. Be between 15-19 years of age.
2. Be active in the Teen Leader in Training (TLT) program for at least 1 year prior.
3. Be in good standing with the local club.
4. Submit the nominee's TLT application.
5. Submit 3 letters of recommendation previously obtained with the nominee's TLT application.
6. Special consideration will be given to those who are active in church ministry, have attended a leadership training conference/seminar, are involved in community service, and have a high level of academic achievement.
7. Nominee must be able to attend meetings in Shreveport, LA up to 4 times per year and participate in conference calls. The 1 year term begins in September and is renewed annually.

Nominee Information

First and Last Name:

Date of Birth:

Current Age:

Email:

Phone:

Home Church:

Length of Membership:

Pastor:

Baptised? Yes No

List any church positions/ministries the nominee has been involved with within the last year.

Date	Position / Ministry	Description of your Responsibilities and Duties

List any community service the nominee has participated in within the last year.

Date	Organization	Description of Service

Pathfinder or Adventurer Club leader:

Local Club:

Length of Membership:

Describe the level of involvement the nominee has with the local club.

Other Notes about Nominee:

Approval Signatures:

I _____ recommend the applicant above for membership in the PAC.

Signature of Sponsoring Club Director: _____ Date: _____

I _____ recommend the applicant above for membership in the PAC.

Signature of Sponsoring Church Pastor: _____ Date: _____

Official use:

Approved Date: _____ Denied Date: _____ Area Coordinator: _____

Pathfinder and Adventurer Council's

Payment Policy for Pathfinder & Adventurer Events

Pathfinder and Adventurer Staff Training Conference:

Registration fee will be determined yearly and will include programming and meals. Lodging is an additional charge. This charge will be outlined in the event promotional materials.

- Every person in attendance to any portion of this event is required to pay this fee. There is not a discount if you leave early or if you arrive late.
- Spouses and children (age 10 and up), etc. are still required to pay the fee even if they do not attend the classes.
- There is not a discount if you bring your own meals.
- Arrange to make your payment outside the Sabbath hours and before you leave. If payment is not received, your home church/club will be billed.

Discounted Fees will be given only as follows:

- Keynote Speaker - no charge (stay in hotel room)
- Invited Musicians - no charge (up to 4 individuals*)
- PAC members - Half price registration and full price lodging
- Participating Class Teachers/Presenters (Those participating in the event but also teaching a class)- Half price registration and \$10/night lodging credit
- Invited Guests by event coordinator - no charge (up to 5 individuals*)
- Those planning or coordinating the event - no charge (up to 3 individuals*)
- Discounts are cumulative per person.

Teen Leadership Training Weekend:

Registration fee will be determined yearly and will include programming, a t-shirt, lodging in gender segregated cabins, and meals.

- Every person in attendance to any portion of this event is required to pay this fee. There is not a discount if you leave early or if you arrive late.
- Sponsors, spouses, and children (age 10 and up), etc. are still required to pay the fee even if they do not attend the classes.
- There is not a discount if you bring your own meals.
- Arrange to make your payment outside the Sabbath hours and before you leave. If payment is not received, your home church/club will be billed.
- Expect to share your cabin with individuals outside your group.
- If you want alternate accommodations, there will be an addition charge.

Discounted Fees will be given only as follows:

- Keynote Speaker - no charge (stay in hotel room)
- Invited Musicians - no charge (up to 4 individuals*)
- PAC members - Half price registration
- Class Teachers/Presenters - no charge
- Those planning or coordinating the event - No charge (up to 3 individuals)

* event coordinators may increase this number if the conference youth/Pathfinder director agrees

Church Accident Claim Form

Mail to Arkansas-Louisiana Conference, PO Box 31000, Shreveport, LA 71130

To Be Completed by Church Organization:		
Name of Church:		
Church's Address:		
Covered Person's Information:		
Last Name:	First Name:	MI:
Date of Birth:	Sex:	Parent/Guardian:
Address:		Phone:

Details		
Name of Injury/Sickness:		
Date of Injury/Sickness:	Time:	Location:
Did this happen during/at a church sponsored event? _____ Event Name: _____ Scheduled hours of event: _____ Event Location: _____ _____ Type of Activities at the Event: _____		
Was claimant supervised when this happened? _____ Did this happen on the premises of the activity? _____		
Did this happen while traveling to or from an event in an authorized vehicle? _____		
How and where did this happen? Please be specific.		
Name of Leader:	Title of Leader:	Phone:
Name of Witness:	Phone:	
Name of Witness:	Phone:	
Name of Witness:	Phone:	
Person Writing/Submitting this Report (if different):		Phone:

I hereby certify that the statements made above are correct to the best of my knowledge and belief and that the above claim was covered hereunder the time of the accident/injury/sickness.

Signature of Supervisory Official: _____ Title: _____ Date: _____

To Be Completed by Claimant, Parent, or Guardian

Please attach receipts. No check will be given without proper receipt for services.

Make Check Payable to:

Name(s) and Address(es) of Doctor(s):

Name(s) and Address(es) of Hospital(s):

What other insurance and/or health care assistance do you have covering this loss? List the name(s) of provider involved:

Are you enclosing a copy of your company's payment of this claim? _____
Do you or your spouse have any other plan providing medical expense/health care assistance? _____

Name of Employer:

Phone:

Spouse's Employer:

Phone

I hereby certify that the injury or sickness occurred as stated and that all treatments listed above were due entirely to this claim; that the claim was not a result of a congenital, pre-disposing or pre-existing condition. I hereby authorize any physician or hospital who has treated the above claimant to furnish the insurance company or its representative any information requested. A photocopy of this authorization is to be considered valid.

Signature of Claimant, Parent, or Guardian _____ Date of Signature _____

Address of Claimant, Parent, or Guardian _____

Notes:

- The CAP benefits are provided for covered expenses incurred within 1 year after the date of the accident. The first \$500 of covered expenses are paid regardless, of another Plan Providing Medical Expenses Benefits. Additional charges are payable when they are in EXCESS of another Plan Providing Medical Expenses Benefits to the applicable maximum. If you are not covered by another Plan Providing Medical Expense Benefits, the excess provision shall not apply, and benefits are payable to the \$5,000.00 limit.
- All covered accidental bodily injuries and sickness must be reported to the leader/director immediately.
- It is the responsibility of the covered person to see that this report is mailed to Risk Management Services within ninety (90) days from the date of the accident.
- Attach Physician's statement and/or itemized billing to this form.