2017-2018

Pathfinder Secretary Packet



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IMPORTANT DUE DATES

October 2, 2017

- Pathfinder Club Charter Application
- Yearly Staff Registration Form
- Pathfinder Membership List
- TLT Membership List
- Guidelines for Volunteers AND Volunteer Data Sheet for EACH Staff member

April 16, 2018

Investiture Requisition

Pathfinder Club Charter Application 2017-2018

Club:		Date:	1	
Elected Club Director				
Mailing Address				
Street/Apt # or PO Box A#	City	Sta	ło.	Zip
·	·			·
Home Phone	Work/Cell phone	-		
Email (print clearly)				
is to lead youth to Jesus, to teach them to love Hi enjoyment of youth. We will follow church policies church to make the club a soul winning and witne	s and cooperate with church leaders. Wessing program.	e will work in	harmony v	vith our sponsoring
We the undersigned, have read, understand, and club through those means with which the Lord ha transportation on outings, and other such needs at the Pathfinder ministry in this conference and aro	is blessed this church, including finance as may arise in the fulfillment of this mir	es, staff volunt	eers, secu	iring a place to meet
Signatures: X				
X	PATH	FINDER		
Head Elder			/	
X				
Church Clerk or Treasurer				
XClub Director				
Pathfinder Area Coordinator: I have met with the	ne local club director and have approve	d his/her plan	s for the Pa	athfinder year.
X		Date		•
Pathfinder Area Coordinator		Date	/	

Enclosed are the following:

- 1. Completed Yearly Staff Registration List
- 2. Completed Yearly Pathfinder Membership List
- 3. Completed Yearly TLT Membership List
- 4. One "Volunteer Data Sheet" for each staff member 18 years old and over. (Supply each staff member with a copy of the form and an envelope to enclose it in to mail to the Arizona Conference. *This is a confidential document. Do not FAX.*)

Youth Ministries P.O. Box 12340 Scottsdale, AZ 85267



2017-2018 Staff Registration Form

This page must be submitted, with complete Charter Application, to the Arizona Youth Ministries Department to receive your certification. The following individuals are presently working as officers and staff of our club and desire to be registered with the Arizona Conference for the Pathfinder Year of 2017-2018. Church: Director's Name **Title:** Director, Deputy Director, Secretary, etc MG: Check "Y" if person is a Master Guide, and "N" if not. **Yrs Service:** Write number of years serving in Adventurers or Pathfinders. 1. Staff Name: ______ Title: _____ MG __Y ___N Email: Yrs Service 2. Staff Name: ______ Title: _____ MG __Y ___N Telephone: _____ 3. Staff Name: Title: MG Y N 4. Staff Name: ______ Title: _____ MG __Y ___N 5. Staff Name: Title: MG Y N 6. Staff Name: _____ Title: _____ MG _ Y ___ N Email: Yrs Service ____

Title: Director, Deputy Director, Secretary, etc

 $\mathbf{MG} \text{: } \mathbf{Check "Y"} \text{ if person is a Master Guide, and "N"} \text{ if not.}$

Yrs Service: Write number of years serving in Adventurers or Pathfinders.

7. Staff Name:	Title:	MGYN
Email:		Yrs Service
Telephone:		
8. Staff Name:	Title:	MGYN
Email:		Yrs Service
Telephone:		
9. Staff Name:	Title:	MGYN
Email:		Yrs Service
Telephone:		
10.Staff Name:	Title:	MGYN
Email:		Yrs Service
Telephone:		
11. Staff Name:	Title:	MGYN
Email:		Yrs Service
Telephone:		
12. Staff Name:	Title:	MGYN
Email:		Yrs Service
Telephone:		
13. Staff Name:	Title:	MGYN
Email:		Yrs Service
Telephone:		
14. Staff Name:	Title:	MGYN
Email:		Yrs Service
Telephone:		
15. Staff Name:	Title:	MGY _ N
Telephone:		



2017-2018 Membership List

This page must be submitted, with complete **Charter Application**, to the Arizona Youth Ministries Department to receive your certification.

The following individuals are presently enrolled as members of our club and desire to be registered with the Arizona Conference for the Pathfinder Year of 2017-2018.

Club Name: ______

the Pathinder Year of 2017-2018.		
Club Name:		
Church:	Director's Name:	_
PLEASE CIRCLE THE CURRE	NT CLASS	
1. Pathfinder:	Birthdate:	
Current Class: Friend — Companion	n – Explorer — Ranger — Voyager — Guide — Master Guide Other:	
2.Pathfinder:	Birthdate:	
Current Class: Friend — Companion	n – Explorer — Ranger — Voyager — Guide — Master Guide Other:	
3.Pathfinder:	Birthdate:	
Current Class: Friend — Companion	n – Explorer — Ranger — Voyager — Guide — Master Guide Other:	
4.Pathfinder:	Birthdate:	
Current Class: Friend — Companion	n – Explorer — Ranger — Voyager — Guide — Master Guide Other:	
5.Pathfinder:	Birthdate:	
Current Class: Friend — Companion	n – Explorer — Ranger — Voyager — Guide — Master Guide Other:	
6.Pathfinder:	Birthdate:	
•	n – Explorer — Ranger — Voyager — Guide — Master Guide Other:	
z 7.Pathfinder:	Birthdate:	
Current Class: Friend — Companion	n – Explorer — Ranger — Voyager — Guide — Master Guide Other:	
8.Pathfinder:	Birthdate:	
Current Class: Friend — Companion	n – Explorer — Ranger — Voyager — Guide — Master Guide Other:	
9.Pathfinder:	Birthdate:	
Current Class: Friend — Companion	n – Explorer — Ranger — Voyager — Guide — Master Guide Other:	

PLEASE CIRCLE THE CURRENT CLASS

10.Pathfinder:	Birthdate:	
Current Class: Friend — Companion – Explorer -	— Ranger — Voyager — Guide — Master Guide Other:	
11.Pathfinder:	Birthdate:	
Current Class: Friend — Companion – Explorer -	— Ranger — Voyager — Guide — Master Guide Other:	
12.Pathfinder:	Birthdate:	
Current Class: Friend — Companion – Explorer	— Ranger — Voyager — Guide — Master Guide Other:	
13.Pathfinder:	Birthdate:	
Current Class: Friend — Companion – Explorer -	— Ranger — Voyager — Guide — Master Guide Other:	
14.Pathfinder:	Birthdate:	
	— Ranger — Voyager — Guide — Master Guide Other:	
15.Pathfinder:	Birthdate:	
	— Ranger — Voyager — Guide — Master Guide Other:	
16 Pathfinder	Birthdate:	
	— Ranger — Voyager — Guide — Master Guide Other:	
17.Pathfinder:	Birthdate:	
	— Ranger — Voyager — Guide — Master Guide Other:	
18 Pathfinder	Birthdate:	
	— Ranger — Voyager — Guide — Master Guide Other:	
19.Pathfinder:	Birthdate:	
	— Ranger — Voyager — Guide — Master Guide Other:	
20 Dathfindar	Birthdate:	
	— Ranger — Voyager — Guide — Master Guide Other:	
	Birthdate: — Ranger — Voyager — Guide — Master Guide Other:	
·		
	Birthdate: — Ranger — Voyager — Guide — Master Guide Other:	
·		
	Birthdate:	
Current Class: Friend — Companion – Explorer -	— Ranger — Voyager — Guide — Master Guide Other:	



Telephone: _____

2017-2018 Teens in Leadership Training (TLT) Membership List

This page must be submitted (if you have a TLT Program), with complete **Charter Application**, to the Arizona Youth Ministries Department to receive your certification. The following individuals are presently enrolled as Teens in Leadership Training with our club and desire to be registered with the Arizona Conference for the Pathfinder Year of 2017-2018. Club Name: ____ Church: Director's Name Yrs Service ____ Telephone: _____ 2. Name: Yrs Service Yrs Service Telephone: _____ 4 .Name: Yrs Service ____ Telephone: 5. Name: Yrs Service Yrs Service ____ Yrs Service ____ 7. Name:

TLT Membership List

8.	Name:	Yrs Service
	Email:	
	Telephone:	
9.	Name:	Yrs Service
	Email:	
	Telephone:	
10.	Name:	Yrs Service
	Email:	_
	Telephone:	
11.	Name:	Yrs Service
	Email:	
	Telephone:	
12.	Name:	Yrs Service
	Email:	_
	Telephone:	
13.	Name:	Yrs Service
	Email:	
	Telephone:	
14.	Name:	Yrs Service
	Email:	
	Telephone:	
15.	Name:	Yrs Service
	Email:	_
	Telephone:	
16.	Name:	Yrs Service
	Email:	_
	Telephone:	

GUIDELINES FOR VOLUNTEERS

Because our society is filled with pain, problems, and litigation caused by improper conduct of adults working with children and youth, it is imperative that those working with children in the churches have meaningful guidelines for conduct—to protect both themselves and those under their care. As a ministry volunteer, you want parents and others to feel comfortable and confident with you. Here are some practical guidelines:

- 1. Never leave a child or group of children for whom you are responsible unattended. Provide adequate supervision at all times, no matter what.
- 2. ALWAYS have at least one other adult 18 or older with you when ministering to children. If you find yourself in a situation where you are the only adult present, UNDER NO CIRCUMSTANCES should you allow yourself to be alone with one child. You will then need to find another person (which they do not have to be a pathfinder leader) and then continue.
- 3. Always ask a person's permission before touching him/her anywhere, even when responding to an injury or problem. This is especially true for any area that would normally be covered by a T-shirt and/or shorts. If an injury is within this area, make sure another adult works with you as you provide care.
- 4. **Physical and verbal attacks are inappropriate** and should never be used as discipline. "Time out" or "sit in that-chair" may be helpful methods with children.
- 5. **Children need to be touched appropriately.** However, keep hugs brief and "shoulder-to-shoulder" or "side to-side." Always keep your hands at (not below) the shoulder level. A caregiver kiss is to the forehead or cheek only—not elsewhere. For small children who like to sit on laps, encourage them to sit next to you.
- 6. When taking small children to the bathroom—take another adult along, or leave the door open.

Be aware of the signs and symptoms of abuse; be aware of the legal requirements in your locality for reporting child abuse. In nearly all places, a caregiver can be held legally responsible for failing to report suspected or actual child abuse.

Be loving, kind, firm, and always thoroughly professional as a caregiver. Working with children and youth at church is not only a privilege; it is also a deep responsibility that must be approached with utmost care. As a volunteer, you are expected to participate in orientation and training programs conducted by the church or conference.

Adventist Risk Management and the North American Division recommend the following rules for leaders. These serve as a protection to you and to your ministry against charges of abuse:

☐ You must complete "Verified Volunteer" online a further information regarding this online Child Safe	at www.verifiedvolunteers.com. Please contact your church for ety Training.
$\hfill\Box$ The six-month rule. Do not recruit a volunteer where $\hfill\Box$	ho has been a church member for less than six months.
☐ The two-person rule. Have at least two adults pr	esent at all times.
☐ The glass window rule. If the door to a classroor open, so that the teacher is in full view.	m does not have glass in or around it, the door should be left
I, the undersigned, have read the guidelines liste this original and I will keep a copy of this signed	ed above and agree to abide by them. My director will keep form for reference.
Volunteer's Signature	Date Signed

GUIA DE PROCEDIMIENTO PARA VOLUNTARIOS

Debido a que nuestra sociedad está llena de dolor, problemas y demandas legales causados por la conducta inapropiada de adultos que trabajan con niños y jóvenes, es imperativo que quienes trabajan con niños en las iglesias tengan pautas de conducta para protegerse a sí mismos y a aquellos bajo su cuidado. Como voluntario del ministerio, usted quiere que los padres y otros se sientan cómodos y confiados con usted. Aquí hay algunas pautas prácticas:

- Nunca deje a un niño o grupo de niños bajo su cuidado desatendidos. Proporcionar una supervisión adecuada en todo momento.
- 2. SIEMPRE tener a otro adulto de 18 años o mayor con usted al estar con los niños. Si usted se encuentra en una situación donde usted es el único adulto presente con los niños, BAJO NINGUNA CIRCUNSTANCIA debe quedarse solo con un niño. Busque a otra persona lo mas pronto posible (no tienen que ser un líder de clubes) y luego continuar.
- 3. Siempre pida el permiso de una persona antes de tocarlo en cualquier lugar, incluso cuando responda a una lesión o problema. Esto es especialmente cierto para cualquier área que normalmente estaría cubierta por una camiseta y/o pantalones cortos. Si una lesión se encuentra dentro de esta área, asegúrese de que otro adulto este presente mientras usted da atención medica.
- 4. **Los castigos físicos y abusos verbales son inapropiados** y nunca deben usarse como disciplina. "Tiempo fuera" o "sentarse en esa silla" pueden ser métodos útiles con los niños.
- 5. Los niños necesitan ser tocados apropiadamente. Sin embargo, mantenga los abrazos breves y "hombro a hombro" o "lado a lado". Siempre mantenga sus manos en (no debajo) el nivel del hombro. Un beso protector es sólo en la frente o mejilla, no en otra parte. Para los niños pequeños que les gusta sentarse en las piernas, animarlos a sentarse a su lado.
- 6. Cuando lleve a los niños pequeños al baño- lleve a otro adulto o deje la puerta abierta.

Esté atento a las señales y síntomas del abuso; Tenga en cuenta los requisitos legales en su localidad para reportar abuso infantil. En casi todos los lugares, un cuidador puede ser considerado legalmente responsable por no reportar sospecha o abuso infantil real.

Sea amable, firme y siempre sea profesional como líder. Trabajar con niños y jóvenes en la iglesia no es sólo un privilegio; También es una responsabilidad importante que debe desarrollarse con el máximo cuidado. Como voluntario, se espera que usted participe en programas de orientación y entrenamiento conducidos por la iglesia o conferencia.

Adventist Risk Management y la División Norteamericana recomiendan las siguientes reglas para los líderes. Estas sirven como protección para usted y para su ministerio contra cargos de abuso:

⊏Sta	as silven como protección para usted y para su ministeno contra cargos de abuso.
	Usted necesita llenar la solicitud titulada "Verified Volunteer" en línea www.verifiedvolunteers.com. Favor de preguntar a su Pastor de iglesia si necesita mas información.
	La regla de seis meses. No invite a una persona a ser voluntario que sea recién bautizada o que tiene menos de seis meses como miembro de iglesia.
	La regla de dos personas. Tener al menos dos adultos presentes en todo momento
	La regla de la ventana. Si la puerta de el aula no tiene vidrio o ventana, la puerta debe dejarse abierta, de modo que el líder está a plena vista.
	el firmante, he leído las guías mencionadas arriba y acepto cumplirlas. Mi director mantendrá este ginal y guardaré una copia de este formulario firmado para referencia.
F	irma de voluntario Fecha firmada

Arizona Conference of Seventh-day Adventists

Pathfinder Volunteer Data Sheet Fill out and mail to: Youth Ministries

P.O. Box 12340 Scottsdale, AZ 85267

Itsdale, AZ 85267

Office Use Only

■ Approve

☐ Disapprove

SECTION I					L RECORD
Name					
Address					
Home Phone		c	Cell Phone		
Email					
Church					
Marital Status: Single Divorced Marri	ed Name of Spouse				
Children: <u>Name</u>	<u>Birthdate</u>			/.	
			Have you be Pathfinder		•
			Master Gu		
			PIA	YES	
			PLA	YES	_
					
If you been a Pathfinder: Where?		When? _			
SECTION II Do you now have, or have you had, any if YES NO If yes, how would it hinder?		-		Pathfinde	
Do you now have, or have you had, any		-		Pathfinde	r activities´
Do you now have, or have you had, any in YES NO If yes, how would it hinder? SECTION III Highest level of education				Pathfinde	r activities´
Do you now have, or have you had, any in YES NO If yes, how would it hinder?				Pathfinde	r activities
Do you now have, or have you had, any in YES NO If yes, how would it hinder?				Pathfinde	r activities
Do you now have, or have you had, any in YES NO If yes, how would it hinder? SECTION III Highest level of education Degree/Diploma held				Pathfinde	r activities
Do you now have, or have you had, any in YES NO If yes, how would it hinder?				Pathfinde	r activities
Do you now have, or have you had, any in YES NO If yes, how would it hinder?				Pathfinde	r activities
Do you now have, or have you had, any in YES NO If yes, how would it hinder?			ED	Pathfinde	T activities
Do you now have, or have you had, any in YES NO If yes, how would it hinder?		hat might q	ED	Pathfinde DUCATION or Pathfine	r activities
Do you now have, or have you had, any in YES NO If yes, how would it hinder?	outing, Sabbath School, etc) t	hat might q	ED	Pathfinde DUCATION or Pathfine	IAL RECOR
Do you now have, or have you had, any in YES NO If yes, how would it hinder?	outing, Sabbath School, etc) t	hat might q	ED	Pathfinde DUCATION or Pathfine	IAL RECOR

SECTION V	Lorente de la companya del companya della companya	de de coleta		NSTRUCTION ABILITY Capable of teaching
	crafts which you are interested	_		Able to assist
Honor/Craft		Honor/Craft	I-	Interested in learning to teac
	TAI			TAI
	TAI			TAI
	TAI			T A I
	TAI			TAI
SECTION VI				UNLAWFUL CONDUCT
conference administr this form it will be for Have you been forma abuse, and/or child so		aff. If the volunteer mov th department of the vol ged, or disciplined for a	es, and another unteer's new re ny unlawful sex	r conference asks for esidence.
	Place			
Type of Conduct				
Name	Street	City/State	Zip	Phone
Pastor				
Other				
Other				
SECTION VIII			STATI	EMENT OF ACCURACY
	on is accurate to the best of my elive no remuneration for servic			ly "volunteer"
Volunteer's Signature	2	Da	te	
	you have answered every quest the address listed on the front	- · · · · · · · · · · · · · · · · · · ·	ne above. Send	this directly to the

PURPOSE

It is the goal of every Adventurer/Pathfinder Club to have the best qualified personnel available for his/her church. This record becomes the property of your local church conference Youth ministries department and will be used to evaluate all present and prospective youth workers and volunteers. Volunteer Data Sheets will be forwarded to another conference's youth department should the volunteer move to another conference.

PROTECTION

Understanding the epidemic proportion of child abuse and unlawful conduct, Section VI has been included to protect children in church sponsored programs from any abuse by any staff with a history of misconduct. The confidentiality of volunteers will be respected while also protecting parents, youth ministries workers, and the church organization.

PROCEDURE

If the Youth Ministries Director recommends the applicant, Sections I through V will be copied and sent to the local church for their record and will be used to determine staff qualification. When a local church requests a recommendation from a local conference's Youth Ministries Director, the director may not release any specifics and may only respond with "recommended", "not recommended" or "recommended with conditions noted."

POLICY

All information on this Youth Ministries Volunteer Data Sheet is required by North American Division and Insurance policy. It will become a permanent record and should include updates every year. In the event of accusations against applicant, opportunity should be given for response by the accused. This response also becomes a part of the record.

Monthly Reports

- ❖ Due to your **Area Coordinator** on the 10th of every month
- Your area coordinator will keep track of your points
- ❖ Investiture Requisition form is due on April 17, 2017
- Please use the Investiture Requisition form for your Advent Source order.

Be sure to include:

- -Name of Club
- -Director
- -Day time Phone
- -Shipping Address (Either home or church address)
- Please also send a copy of the Investiture Requisition form to the Arizona Conference Youth Department:
 - -P.O. Box 12340 Scottsdale, AZ 85267
 - -Fax: 480-991-4833
 - -esaravia@azconference.org

USE BLACK OR BLUE INK INFORMATION SHOULD BE LEGIBLE AND CURRENT

Arizona Club de Conquistadores Reporte Mensual

**Recuerde de mandar su reporte mensual a su coordinador de área cada 10 de cada mes. Si entrega su reporte a tiempo su club recibirá 10 puntos extra

Numero de juntas		Nombre de club:		
Miembros en total				
Total en asistencia (p	oromedio)			
Total en uniforme				
Total de participantes	s en obra misionera	Ciudad/Estado/Zip:		
Conquistadores baut	izados			
Bautismos por el Min	isterio de Conquis.			
Juntas de staff				
Minutos del Director		Conquistador del mes:		
Fecha de Inducción _				
Trabajo hecho para la	a clase de JA	Porque:		
Camporee de la Con	ference de AZ			
Jamboree (Campame	ento regional/distrito)			
Mission Trip				
Honores _				
_				
_				
Sociales de Conquis				
_				
Conquis en obra misionera				
Conquio. On obra miolonora				
_				
-				
Noticias de Conquis.				
(use la parte de atrás				
si necesita)				
Mes:		Α	\ño:	

Arizona Pathfinder Club Monthly Report

**Remember to mail report to your area coordinator every 10th of the month. If turned in on time your club will receive 10 extra points

Month:		Y	/ear:
(use back side if needed)			
Pathfinder News:			
D 45 1 N			
Pathfinder in/Out Reach			
Pathfinder Social			
Honors Worked on			
Total Members Total in Attenda Total in Uniform Total participati Pathfinders Bap Baptized by PF Staff meeting Director's Minut Fall Induction D Worked on AY (AZ Conference Jamboree (Reg Mission Trip	ng in/outreach otized Involvement e ate// Class Work Camporee	Director: Address: City/St/Zip: Phone: Email: Pathfinder of the month: Why Chosen:	
No. of Meeting	S	Club Name:	

Pathfinder Final Year-End Report 2017-2018

**Remember to mail this final year-end report to the Arizona Conference Youth Department on the 10th of May AND your area coordinator.

Club Name:	Church:
Director:	Email:
Telephone:	
Pathfinder year-end membership	Staff
Number of girls	Number of adult women
Number of boys	Number of adult men
Teen girls	Total of Adults
Teen boys	
Total Members	Number of TLT girls
	Number of TLT boys
	Total of TLT's
Classes Invested	Adventist Youth Honors Earned
Friend	AY Honors
Companion	AY Master Awards
Explorer	Total Honors/Awards earned
Ranger	
Voyager	
Guide	Youth Baptismal Record for this year
Master Guide	Ages 10-12
Trail Friend	Ages 13-15
Trail Companion	Ages 16-18
Wilderness Explorer	Young Adult
Wilderness Ranger	Total Number Baptized
Frontier Voyager	
Frontier Guide	
Pathfinder Leadership Award	
Pathfinder Instructor Award	

Pathfinder Final Year End Report

Club Name:	lotal Members:								
Church:	(Average) Total in Attendance:								
Director:	Total in Uniform:								
Address:									
City/St/Zip:	Total Participating in/out reach:								
Phone:	Pathfinders Baptized: (this month)								
Email:									
Monthly Points	Yearly Points								
No. of Meetings	Baptized by PF Involvement: (evangelism)								
Staff meeting	Fall Induction Date//								
Worked on AY Classwork	AZ Conference Camporee/Fair:								
Dance Balata	Camporee (Regional/District Campout):								
Bonus Points Mission Trin	Leadership Convention:								
Mission Trip: Parade:	Pathfinder Bible Experience								
Monthly Points Total:									
Yearly Points Total:									
Bonus Points Total:									
Pathfinder In/Out Reach									
(Please describe)									
Pathfinder News									
(Optional)									

Pathfinder Investiture Requisition Due: April 16, 2018

Club Name:				
Church:				
Mailing Address _				
	Street/Apt # or PO Box A#	City	State	Zip
Phone	Er	mail (print clearly)		

Name of Candidate		Class work completed				Advanced Ribbon Bars							
Please print names clearly and place a check in the appropriate column for all that apply to each candidate	WILL BE WEARING DRESS UNIFORM	FRIEND	COMPANION	EXPLORER	RANGER	VOYAGER	GUIDE	TRIAL FRIEND	TRIAL COMPANION	WILDERNESS EXPLORER	WILDERNESS RANGER	FRONTIER VOYAGER	FRONTIER GUIDE
SUB TOTAL													
TOATL COMBINED													

Name of Candidate		Class work completed					Advanced Ribbon Bars						
Please print names clearly and place a check in the appropriate column for all that apply to each candidate	WILL BE WEARING DRESS UNIFORM	FRIEND	COMPANION	EXPLORER	RANGER	VOYAGER	GUIDE	TRIAL FRIEND	TRIAL COMPANION	TRIAL COMPANION	WILDERNESS RANGER	FRONTIER VOYAGER	FRONTIER GUIDE
SUB TOTAL													
TOATL COMBINED					_				_	_			