

☑ Pathfinder Directors Checklist

January/February

- Give program for coming year to Church Board and District Director for approval so all activities are covered by Pathfinder and Volunteer insurance.
Note: Parents/helpers assisting at campouts etc. are covered if they are assisting the club but not covered if they are just along with their kids.
- Complete the **Pathfinder Club Report & Insurance Form**. Send a copy to the Youth Department and your District Director.
- Make sure everyone 16 years and over signs a **Working with Children Protection** form before commencing in Pathfinders as staff.
Note: This form must be filed in a safe place at your local church. Any extra people coming on any activity must sign one. Take spare forms on campouts/expeditions etc.

During the year for all Campouts

- If Public Liability Insurance is requested of your club, complete required form & send into Risk Management Service 2 weeks before event.
- Complete **Adventist Outdoors Activity Notification** form and send to Alicia one week before the activity.
- Consent forms must be completed by parents.
- Take medical profile for every camper
Note: You can use the standard general consent & release form, and add additional information for each new campout

Three times a year

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Yearly

- Organise Pathfinder Day
- Organise Investiture
 - By September note who is being invested.
 - Notify child & parent (allow time to catch up if there is uncertainty)
 - Allow adequate time to book Youth Director/District Director or chosen person for program.
 - Advise ABC of requirements for badges etc. in writing at least 3 weeks before.
 - Advise Youth Ministries of names for Master Guide certificates and Award of Excellence
 - Check uniform and obtain requirements from the Adventist Book Centre
 - Advise local media and *Northpoint* of achievements of young people (with photos).