



Adventurer Club Secretary/ Treasurer

PARTICIPANT GUIDE

NAME _____

CLUB _____

Adventurer Club Secretary/Treasurer Participant Guide

v1.0

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Adventurer Club Secretary/Treasurer CERTIFICATION

Introduction

The Adventurer Club Secretary/Treasurer Certification is designed to assist in the development of skills required to be an effective club secretary/treasurer. Participants will learn what is required by the conference and how to keep club financial records.

Participants will attend training conducted by the conference Adventurer Club Ministry personnel. This will normally be conducted over one weekend but may, at the discretion of conference personnel, be broken up into smaller segments, if necessary, to suit the needs of the conference. This training includes both lectures and discussion. Each participant must own an Adventurer Club Director's Guide.

Following the completion of the workshops, the participant must complete the required field work and portfolio review before receiving the certification.

Prerequisites

1. Be at least 18 years old.
2. Commit to the Youth/Children's Ministry Volunteer Code of Conduct (p. 11).
3. Be currently approved by your conference's child protection screening verification.
4. Be a baptized Seventh-day Adventist Christian who loves Jesus and is willing to share this love in both word and deed.
5. Complete the Adventurer Club Basic Staff Certification.

Workshops

Tracking Records and Reporting—ADAD 107	Signature _____	Date _____
Annual Calendar Development—ADAD 108	Signature _____	Date _____
Forms: Health and Medical, Permission, Volunteer and Vehicle Driver—ADAD 109	Signature _____	Date _____
Practical Communication —CMME 104	Signature _____	Date _____
Handling Finances —FINA 100	Signature _____	Date _____
Introduction to Budgeting—FINA 101	Signature _____	Date _____
Introduction to Fundraising —FINA 110	Signature _____	Date _____

Overview of Workshops

Tracking Records and Reporting —ADAD 107

One of the primary tasks of the club secretary is to keep all kinds of records and reports. This session will explain what these are, how to keep them and why they are important. The session will also cover conference required reports and what they are used for. Tracking options (online versus paper) will be presented.

Annual Calendar Development—ADAD 108

Planning and sticking to the annual calendar is one of the most important challenges for a club. The secretary has a critical role in assisting the director with developing the calendar, promoting the events, announcing changes and watching out for conflicts. The calendar has to integrate the local church and school calendars, national holidays, personal calendars and, in some cases, work around the conference and other youth events. Then club events, activities, worship speakers and earning starts, chips and awards etc. can be worked into a more detailed calendar. Board approval of the calendar is critical to make sure the events are covered by the church's insurance. Methods of distribution and updating will also be discussed.

Forms: Health and Medical, Permission, Volunteer and Vehicle Driver—ADAD 109

Distributing, collecting, and keeping forms are an important part of the secretary's role in assisting the club director. This session will cover confidentiality and what the various forms are, along with techniques for getting them completed and returned. It will offer suggestions on how to store, protect, and properly dispose of them, while providing the needed information to the club director and other appropriate individuals.

Practical Communication—CMME 104

The session will address the advantages and disadvantages of public announcements, flyers, posters, e-mail, social media, phone calls, text messages, and face to face presentations. Attendees will develop a communication action plan for their own club during the session.

Handling Finances—FINA 100

This workshop introduces the basic information needed to keep accurate financial records for your ministry. Topics include collecting dues and fees, proper receipting, issues with separate bank accounts from the church, the importance of reconciliation of accounting records between the ministry and the church and dealing with accounts receivable.

Introduction to Budgeting—FINA 101

This workshop focuses on the steps needed to prepare a budget. You will learn how to determine sources of income and how to plan for expenses. The workshop will include discussions about programming options that will affect your budget, such as renting uniforms to adventurers rather than requiring them to purchase it, various dues systems, pay as you go (self-funded) events, and yearly budgeting to attend area and conference events.

Introduction to Fundraising—FINA 110

This workshop presents an introduction to fundraising principles and will address issues regarding why to fundraise and who to reach out to for funding. The session will explore appropriate and successful ideas clubs have used for fundraising activities, guidelines to consider, and safety concerns.

Required Fieldwork

1. Participate in the development of your club's annual calendar. Distribute to staff, parents, schools, coordinator and conference.
2. Participate in the development of your club's annual budget.
3. Get a mentor's assistance and collect information for and complete at least six monthly reports of your club's activities, submit to your conference
4. Get a mentor's assistance and collect and organize forms related to the administration of a local club, including but not limited to: Health and medical records, permission slips, Volunteer Staff Service Forms, etc.
5. Get church treasurer's assistance and collect and track club funds and manage payments and reimbursements according to your local church policies.
6. Create a portfolio that contains copies of your notes, plans and work. Include handouts from the workshops you attended and your personal notes.

Recognition of Completion

Upon successful review of the portfolio and the participant is eligible to receive an enameled pin and certificate of completion.



Certificate of Completion

Presented to _____

for successfully completing all requirements of the
Adventurer Secretary / Treasurer Training Certification
and in appreciation of your commitment to Adventurer Club ministry.

Conference Adventurer Director or Designer _____





Handling Finances—FINA 100

Description

This workshop introduces the basic information needed to keep accurate financial records for your ministry. Topics include collecting dues and fees, proper receipting, issues with separate bank accounts from the church, the importance of reconcile accounting records between the ministry and the church and dealing with accounts receivable.

Notes from Workshop

Resource Material

- *Adventurer Club Director's Guide*

Ideas for my club

CHILD PROTECTION PLAN RESOURCES

Seventh-day Adventist Church in North America



NAD - YOUTH/CHILDREN'S MINISTRY VOLUNTEER CODE OF CONDUCT

Acknowledgment

Because I want the best possible environment for our children and youth to grow up in, it is important that those working with children have guidelines for conduct in order to protect both themselves and those under their care. As a ministry volunteer, I want parents and others to feel comfortable and confident with me.

My Commitment to Volunteer Ministry

As a Youth/Children's Ministry Volunteer, I will:

1. Provide appropriate adult supervision at all times for the children for whom I am responsible.
2. Have at least one other adult, eighteen (18) years of age or older, to help with the supervision of children. If I find myself in a situation where I am the only adult present, under no circumstances will I allow myself to be alone with one child (the "two-person rule"). This protects the child as well as protecting the adult from possible allegations.
3. Ask a child's permission before physically touching him/her anywhere, even when responding to an injury or problem. This is especially true for any areas 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 care is provided.
4. Refrain from physical and verbal attacks and corporal punishment which are inappropriate behaviors and should never be used as discipline. "Time outs" or "sit-in-that-chair" may be helpful discipline methods to use with children.
5. Affirm children with appropriate touching by keeping hugs brief and "shoulder-to-shoulder" or "side-to-side." I will keep hands at (not below) the shoulder level. For small children who like to sit on laps, I will encourage them to sit next to me.
6. Provide extra care when taking small children to the restroom. I will take another adult along, or leave the door open.
7. Be aware of conducting activities in rooms that do not have an interior viewing area, or I will leave the door open during the activity to allow easy observation by others.
8. Cooperate with the volunteer screening process and complete the Volunteer Ministry Information form, as required by the church.
9. Be aware of the signs and symptoms of child abuse and aware of the legal requirements for reporting suspected cases of abuse. In addition to any legally required reporting, I agree that if I become aware of any behavior by

another individual which seems abusive or inappropriate towards children I am supervising, I will report that behavior to the church pastor, elder, or directly to the Conference Treasurer's or Risk Management Director.

10. Cooperate with church leadership in conducting children and youth ministries by being a volunteer who is loving, kind, firm, and always a thoroughly professional person. Working with children and youth is not only a privilege; it is also a serious responsibility that must be approached with utmost care.
11. Participate in orientation and training programs conducted by the church.
12. Uphold the standards of the Seventh-day Adventist Church.

* In the event I find it impossible to comply with the above, I will comply as closely as possible with the Code of Conduct and act in good faith for the welfare of the people involved.

Thank You for your service as a Youth/Children's Ministry Volunteer



Resources for Your Club

Adventurer Club Starter Kit

The Adventurer Club provides a complete age-appropriate curriculum for families with kids in pre-k through fourth grade. At each level kids learn more about the Bible, health, nature, how to get along with others, and more. The Adventurer Club also gives parents an opportunity to model Christian values while enjoying special activities with their children. Through the Adventurer Club, the church can support parents as they work to develop happy, healthy, mature kids.

Included in the Starter Kit:

- Director's Guide with complete instructions on programming, curriculum, uniforms, and more
- Leader's Guides for Little Lamb, Eager Beaver, Busy Bee, Sunbeam, Builder, and Helping Hand levels
- Awards Poster with titles listed in English, Spanish, and French
- Music CD including the theme song for the Adventurer Club in English and Spanish
- Resource USB Flash Drive featuring award requirements, printable forms and certificates, and much more

NAD Adventurer Club Ministries (AdventSource)

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#009541 \$149.95



Director's Guide

#001049 \$14.95

Resource USB Drive

#009542 \$9.95

Leader's Guides

#001600 Little Lamb \$29.95

#001380 Eager Beaver \$29.95

#009543 Busy Bee \$24.95

#009544 Sunbeam \$24.95

#009545 Builder \$24.95

#009546 Helping Hand \$24.95

Adventurer Award Helps

#009766 Busy Bee \$19.95

#009765 Sunbeam \$19.95

#009764 Builder \$19.95

#009763 Helping Hand \$19.95

#009768 Multilevel \$14.95

Adventurer Poster

#001505 Folded \$1.95

#001506 Rolled \$4.95*

#001507 Laminated \$9.95*

*Plus an additional \$5.00 shipping fee

Record Charts

#001233 Set of Six \$4.95

Activity Books

#001606 Little Lamb \$2.95

#001390 Eager Beaver \$2.95

#001212 Busy Bee \$2.95

#001213 Sunbeam \$2.95

#001215 Builder \$2.95

#001214 Helping Hand \$2.95

Record Cards

#009537 Little Lamb \$0.50

#009539 Eager Beaver \$0.50

#001124 Busy Bee \$0.50

#001126 Sunbeam \$0.50

#001125 Builder \$0.50

#001127 Helping Hand \$0.50

The Adventurer Club Secretary / Treasurer Certification includes seven workshops. These workshops include:

- Tracking Records and Reporting—ADAD 107
- Annual Calendar Development—ADAD 108
- Forms: Health and Medical, Permission, Volunteer and Vehicle Driver—ADAD 109
- Practical Communication—CMME 104
- Handling Finances—FINA 100
- Introduction to Budgeting—FINA 101
- Introduction to Fundraising—FINA 110

The Adventurer Club Introduction Certification is part of the Adventist Youth Ministries Training (AYMT) which includes certifications for Adventurer Club Ministries, Pathfinder Club Ministries, Master Guides and Youth Ministries.



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