



Adventurer Club Secretary/Treasurer CERTIFICATION RECORD CARD

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.
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 _____