



# **Adventurer Club Secretary/ Treasurer**

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**WORKSHOP RESOURCES  
FOR PRESENTERS**

**Adventurer Club Secretary/Treasurer Workshop Resources for Presenters**

v1.0

Produced by the North American Division Office of Adventurer Club Ministries

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# Adventurer Club Secretary/Treasurer 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.

## 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 and personal calendars, and in some cases work around the conference and other youth events. Then club events, activities, stars, chips, and awards, worship speakers 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. Forms include: volunteer staff service forms, medical history and consent forms, food preference and allergy forms, conference registration, event registrations, accident/incident form, etc.

### 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 reconcile 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 them 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.
4. Get church treasurer’s assistance, and collect and track club funds and manage payments and reimbursements according to your local church policies.
5. Create a portfolio that contains copies of your notes, plans and work. Include handouts from the workshops you attended and your personal notes.

## Portfolios

The Secretary/Treasurer certification requires a portfolio documenting the journey, progress, lessons learned, and completion of requirements.

The portfolio should include a completed certification check sheet and evidence confirming requirement completion. This evidence can come in the form of signed class cards or sign in sheets, class handouts and/or photographs of participants involved in or

leading, and proof of applicable research and projects completed as required fieldwork.

The purpose of the portfolio is not only to show completion of all the certification requirements, but it is also to be an authoritative referral source when faced with similar issues in the future.

The physical portfolio can be a three ring binder or folder in which all materials are kept. Fully digital data collection is also acceptable.

The content is what counts, not the form of the content. It should be well organized and easy to check over. Items should be labeled for easy connection to a specific requirement. The form will vary according to the personality and style of the participant.

### Portfolio Review

The purpose of the review is to confirm completion of the requirements. It is not to require conformity to any system requiring specific formats of style of presentation. Portfolios are reviewed to determine if they are complete or incomplete. An incomplete portfolio will be returned to the participant with a written explanation of what needs to be added, corrected or complete. Portfolios, whether complete or incomplete, should be returned to the participant in a timely manner.

Review of completed portfolios will be done by an invested Master Guide appointed by the Conference Youth Director of their designee.

## Recognition of Completion

Everyone likes to have their efforts recognized. Adventurer leaders who put in untold hours of prayer, planning, counseling, and training are no exception.

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





# Tracking Reports and Records —ADAD 107

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## Description

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.

## Audience/Participants

Secretary/treasurer, associate director, directors, parents

## Resource Material

- *Adventurer Club Director's Guide*

## What Your Participants Will Learn

- Participants will identify the purpose of keeping records and keeping confidentiality.
- Participants will identify which reports are required to be sent to the conference and which records should be kept for the club.
- Participants will explore different options for tracking information within the club.

## Content

- Identify the purpose of record keeping.
- Brainstorm for information the club should keep track of:
  - attendance
  - stars, chips and awards
  - birthdays
  - phone numbers
  - staff/parents meeting minutes
  - injury reports
  - allergies
  - special needs
- Emphasize confidentiality issues
- Discuss different options for filing and maintaining information within the club
- Verify background check

## Suggested Activities

- Show options for tracking information (charts, Google spreadsheets, binder, etc.).
- Show how to build a database in Google Sheets to track each class, awards taught, birthdays, contact information, etc.
- Demonstrate how to report (send forms) to the conference office.



# Annual Calendar Development —ADAD 108

## Description

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 and personal calendars, and in some cases work around the conference and other youth events. Then club events, activities, stars, chips, and awards, worship speakers 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.

## Audience/Participants

Secretary/treasurer, associate director, directors, parents

## Resource Material

- *Adventurer Club Director's Guide*
- *Handout - Calendar of conference and area/district/county events*
- *Handout - sample calendar which includes investiture achievement schedule*

## What Your Participants Will Learn

- To consider the various factors when developing the Adventurer calendar
- To build yearly club calendar that incorporates conference calendar and area/district/county events

## Content

- Obtain school and church calendars before determining yearly club schedule.
- Start planning the calendar at least two months before the beginning of the Adventurer year.
- Begin the calendar with conference events.
- Consider holidays when preparing the calendar.
- Schedule staff/parent meetings.
- Schedule Induction, Adventurer Sabbath, Family Blessing Service, and Investiture (work with the pastor/church board for any service that needs to be scheduled during a church service).
- Set club meeting schedule (day of the week and time).
- Make sure calendar is approved by the church board.

## Suggested Activities

- Role play a staff meeting that discusses an event with a conflict.
- Demonstrate how to import/export calendars and manage multiple calendars.
- Demonstrate how to input dates into electronic calendars or computer-generated paper calendars.
- Demonstrate options for sharing updates:
  - electronic apps
  - Teamsnap
  - Whatsapp
  - SMS
  - Facebook
  - email
  - snail mail
  - bulletins
  - calendar on church bulletin board
- Homework activity: work with club director to ensure the club calendar is completed before the next scheduled church board meeting.



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

## Description

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. Forms include: volunteer staff service forms, medical history and consent forms, food preference and allergy forms, conference registration, event registrations, accident/incident form, etc.

## Audience/Participants

Secretary/treasurer, associate director, directors, parents

## Resource Material

- *Adventurer Club Director's Guide*

## What Your Participants Will Learn

- Why forms are required
- Which forms are required for specific activities
- How to complete forms correctly
- How/where to submit forms according to your conference
- How to properly dispose of forms to protect confidentiality

## Content

- Communicating information between parents and staff without breaching confidentiality.
- Safety concerns (to plan safe activities and receive medical care if necessary).
- Legal concerns/insurance coverage.
- Communicating information with the conference.
- How to correctly complete required forms: volunteer staff service forms, medical history and consent forms, food preference and allergy forms, conference registration, event registrations, accident/incident form, etc.
- Demonstrate how to submit forms to your conference.
- Explain confidentiality issues and the need to dispose of forms properly.

## Suggested Activities

- Guide participants through the conference website and show where to access necessary forms.
- Distribute forms for class discussion about what information is needed.
- Have participants review sample forms that have been completed incorrectly/incompletely. Challenge participants to see who can find the most errors.
- Provide scenarios about different types of activities and have participants (in teams/small groups) identify the types of information needed on the form for that activity.
- Encourage participants to create an outline of how to handle forms
  - When and where to submit them
  - When to carry forms
  - When and how to dispose of forms
  - How to store forms



# Practical Communication: Getting information to your members —CMME 104

## Description

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 presentation. Attendees will develop a communications action plan for their own club during the session.

- E-mail addresses
- Mailing addresses
- Birthdays
- Attendees should write communication action plan for their club

## Audience/Participants

Secretary/treasurer, associate director, directors, parents

## What Your Participants Will Learn

- Identify advantages and disadvantages of different types of communication
- How to create a communication plan for their club

## Content

- Demonstrate a variety of communication example types
  - Identify advantages and disadvantages for each type
  - Identify what scenario/event that type of communication might be most useful with
- Give examples of how to keep a communication contact list for club members/parents and the types of information to keep such as:
  - Full name of child and parents
  - Mobile phone numbers

## Suggested Activities

- If possible, split participants into mixed generation groups and have each person in the group describe how they would communicate about an event. Discuss commonalities.
- Brainstorm for effective methods that clubs are using.
- Have each group analyze an announcement/email and discuss whether the method or wording would encourage people to respond.
- Demonstrate apps that track responses.
- Role play a communication being read by someone who is not of the same culture and how their interpretation of it might be different.
- On a whiteboard or poster board, brainstorm for advantages/disadvantages of each type of communication.
- Work in small groups to write a communication plan.
- Demonstrate how to set up a group email.
- Demonstrate reminder apps.



# 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 reconciling accounting records between the ministry and the church and dealing with accounts receivable.

## Audience/Participants

Secretary/treasurer, associate director, directors, parents

## Resource Material

- *Adventurer Club Director's Guide*

## What Your Participants Will Learn

- Accurate financial accounting of the club's revenue and expenses
- What financial guidelines the club treasurer should follow

## Content

- Reasons for account finances to be handled by the local church treasurer
- Reasons to do timely church reconciliations each month (Keep records up to date.)
- Immediate receipt of dues or other monies. Document with notes so all questions are answered.
- Dues should be a reasonable cost

- Charging fees for certain activities is an option
- Dues and the uniform fee collected once a year versus once a month
- Keep petty cash only as needed (preferably not at all; carry cash only as an event dictates)
- Director and treasurer should review all reimbursement requests
- Make sure you properly use donations indicated by the donor for a specific use
- Funds received can be a tax deduction if not given to a specific Adventurer's account
- Maintenance of records (either physical or electronic)
- Keep club director, staff and church treasurer informed of finances at every staff meeting.
- Keep confidentiality issues in mind
- Set up filing system, paper and/or electronic spreadsheet. Keep it up to date so all questions are answered and reduce the size for the: **Income Folders** (Dues and fee records, church subsidy budget funds, fundraising) and **Expense Folders** (Stars, chips and awards, uniforms, activities, bills paid)

## Suggested Activities

- Show tracking options for who has paid dues and how (notebook or other options).
- Provide a sample budget to participants.
- Role play Adventurer registration.
- Practice how to write/create receipts for dues.
- Demonstrate how to create a spreadsheet to track information.
- Introduce different ways of tracking the budget.
- Emphasize that all money needs to be submitted to church treasurer.



# Introduction to Budgeting —FINA 101

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## Description

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.

## Audience/Participants

Secretary/treasurer, associate director, directors, parents

## Resource Material

- *Adventurer Director's Guide*

## What Your Participants Will Learn

- The steps to follow in creating a budget.
- To explore sources of income.

## Content

- To define the objectives for the year
  - Number of Adventurers
  - Events to attend
  - Stars, chips, and awards to complete

- Yearly expenses to be budgeted
  - Supplies for stars, chips, and awards
  - Club activities
  - Field trips
  - Induction
  - Conference and/or area family camp
  - Adventurer fun day
  - Award day
  - Investiture
  - Uniforms
  - Trainings
- Revenue sources
  - Church budget subsidy and offering
  - Dues
  - Fees for each event
  - Uniform rental or purchase
  - Donations for specific use.
  - Fundraising

## Suggested Activities

- As a group, identify club and area/conference level activities.
- Make a list of possible sources of income.
- Divide participants into groups (preferably by similar club size) and have them prepare a club budget.
- Identify the club cost related to each activity and the cost per child to balance the budget.
- Present scenarios of things that will affect the budget and come up with ways to resolve them.



# Introduction to Fundraising —FINA 110

## Description

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 fund raising activities, guidelines to consider, and safety concerns.

## Audience/Participants

Secretary/treasurer, associate director, directors, parents

## Resource Material

- *Pinterest*

## What Your Participants Will Learn

- To explore different sources of funding for your club
- To identify guidelines to follow
- To identify safety concerns

## Content

- Presenter should bring some fundraising ideas and suggestions
- Guidelines to consider
  - Adventurers and parents should both be involved in the fundraising activity.
  - Appoint a contact person with good communication skills for each fund raiser.
  - All funds (income and expenses) need to be tracked accurately and verified with receipts.

- Safety concerns:
  - Adventurers should not be knocking on doors in the neighborhoods.
    - advertise in church bulletins.
    - ask family, friends, and church members.
  - Children should never be left unsupervised.
  - Children should be involved as much as possible, but safety issues like using a hot stove should be done by the adults.
- Suggested fundraising activities
  - Present options for fundraising (jump-a-thon, jump rope for Jesus, verse-a-thon, mother/child breakfast, create a Mother's Day card, Holiday spaghetti dinner, pancake breakfast, T-shirts, game night/selling snacks, restaurant nights/gift cards)
  - List restaurants or businesses that might help with fundraising (Kohls, Walmart, local businesses, etc.)
  - Sponsor club shirts
  - M&M's® Candy Fundraiser: Purchase tubes of M&M's® Chocolate Mini Candies (1.08 oz, 24 ct). Print off sticky labels with instructions and adhere one to each tube with the following message: Thank you for supporting the \_\_\_\_\_ Adventurer Club. Enjoy these M&Ms as a token of our appreciation for your support. Once your tube is empty, please fill it with quarters and return to:
    - to an Adventurer club member in uniform
    - to the Adventurer Club Director (list name)
    - place in offering plate next week (make prior arrangements with church treasurer)

## Suggested Activities

- Participants share other ideas that have worked well for them.



## 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  
Please retain a copy of this document and keep it for reference.**



# 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 Workshop Resources for Presenters includes helps for each of the seven workshops required for Certification. 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

Each of the workshops includes a description of the content, the audience or participants that you can anticipate will attend, resource material, what your participants will learn, basic content for the workshop and suggested activities.

The Adventurer Club Secretary Treasurer 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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