



Pathfinder Club Secretary/ Treasurer

WORKSHOP RESOURCES
FOR PRESENTERS

Pathfinder Club Secretary/Treasurer Workshop Resources for Presenters

v1.0

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Pathfinder Club Secretary/Treasurer CERTIFICATION

Pre-requisites

1. Be at least 18 years old.
2. Commit to the Youth/Children's Ministry Volunteer Code of Conduct (p 13).
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 Pathfinder Club Basic Staff Certification.

Overview of Workshops

Reports, Records and Merit Systems —PFAD 140

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 for their use. Tracking options (online versus paper) will be presented.

Annual Calendar Development—PFAD 141

The Pathfinder Club yearly calendar is a challenging task to develop. It takes time and effort to gather all the planning details and people together to make a plan but it must be done if your club is going to succeed. Know that your club's calendar planning is crucial for the success of your club. This workshop will describe the club secretary's role in the Pathfinder calendar.

Forms: Health and Medical, Permission, Volunteer and Vehicle Driver—PFAD 142

This workshop will describe the forms a club secretary is responsible for and why they are important.

Introduction to Budgeting—FINA 101

This workshop will focus on the steps to follow to prepare a budget. Income sources and expenses to budget will be explored.

Club Finances—FINA 100

This workshop will introduce the basic information needed to keep accurate financial records for your club. This class should be taught in conjunction with FINA 101—Introduction to Budgeting knowing that the material may intermingle.

Introduction to Fundraising—FINA 110

This workshop presents an introduction to fundraising principles and will address issues regarding why to fundraise and whom 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.

Practical Communication—CMME 104

The session will address the advantages and disadvantages of public announcements, flyers, posters, email, 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.

Required Field Work

1. Establish a working relationship with your Pathfinder director.
2. Read the *Pathfinder Club Handbook*.
3. Create a Portfolio that contains your notes and activities from the workshops and your paperwork for the year.

Portfolios

The Pathfinder 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 applicable activities. The evidence will also include 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 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. However, a fully digital data collection is also acceptable.

The content is what counts, not the form of that 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

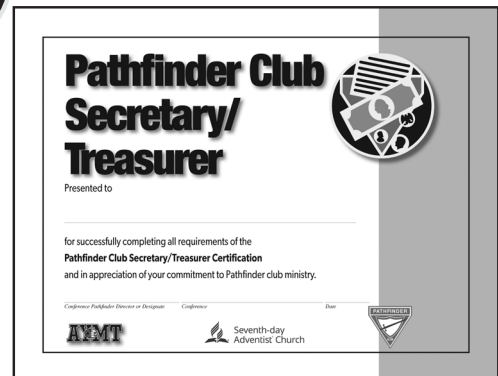
The purpose of the review is to confirm completion of the requirements. It is not to require conformity to any system requiring specific formats of style of presentation. Portfolios are reviewed to determine if they are complete or incomplete. An incomplete portfolio will be returned to the participant 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. Youth 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.





Reports, Records and Merit Systems—PFAD 140

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 for their use. Tracking options (online versus paper) will be presented.

Audience/Participants

Secretary/treasurer, associate director, directors, parents.

Resource Material

- *Pathfinder Club Handbook*
- Conference Handouts

What Your Participants Will Learn

- Participants will identify the purpose of keeping records and maintaining 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.

Workshop Content

- Identify the purpose of record keeping
- Information the club should keep track of:
 - Attendance
 - Birthdays
 - Phone numbers
 - Staff/parents meeting minutes
 - Injury reports
 - Allergies
 - Special needs
 - Permission slips
 - Investiture Achievement Curriculum levels
 - Honors and master awards
- Confidentiality issues
- Different options for filing and maintaining information within the club
- Child protection screening verification

Suggested Activities

- Show options for tracking information (charts, Google or Excel 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 —PFAD 141

Description

The Pathfinder Club yearly calendar is a challenging task to develop. It takes time and effort to gather all the planning details and people together to make a plan but it must be done if your club is going to succeed. Know that your club's calendar planning is crucial for the success of your club. This workshop will describe the club secretary's role in the Pathfinder calendar.

Audience/Participants

All Pathfinder Club staff and TLT's who have completed Basic Staff Certification should attend this class.

Resource Material

- *Pathfinder Club Handbook*
- Handout—Calendar of Conference and District Events
- Handout—Sample Calendar Which Includes Investiture Achievement Schedule

What Your Participants Will Learn

1. The various factors to consider when developing the Pathfinder calendar
2. Build your yearly club calendar that incorporates your conference and district events

Workshop Content

- Start planning your yearly calendar at least two months before the beginning of the Pathfinder year

- Obtain school and church calendars before determining yearly club schedule
- Begin calendar with conference events/fair, camporee, Bible and teen events
- Include district events—campout, honors day
- Include possible participation in local government events
- Club meeting schedule should adjust for Christmas, spring and summer breaks. Have two meetings early in those months.
- Schedule Share Your Faith and/or special events and staff meetings once a month
- Schedule Pathfinder Sabbath with your pastor.
- Induction, Investiture, and can collecting should be planed once a year
- Set your meeting schedule, what day of the week you will meet, and at what time. Some clubs meet every week; some meet twice a month.
- Plan and schedule honors to be taught.
- Investiture Achievement requirements should be scheduled to complete levels in a year
- Calendar must be approved by local church board and covered by insurance. This coordination builds board members' respect for the Pathfinder Club. When the board is aware of the club's plans, the club can justify funding requests from the church budget. Second, the church board's approval of Pathfinder activities provides evidence of coverage by the church's insurance. Include your budget with your calendar.
- Initiate a long-range calendar which includes union and NAD camporees and the next year's conference events.

Suggested Activities

Develop a calendar in a Google or Excel spreadsheet or on paper which includes conference and district events.



Forms: Health and Medical, Permissions, Volunteer and Vehicle Driver forms—PFAD 142

Description

This workshop will describe the forms a club secretary is responsible for and why they are important.

Audience/Participants

Secretaries/Treasurers who have completed Basic Staff Certification are the primary students. Club directors attending will benefit by knowing what is required of their staff.

Resource Material

- *Pathfinder Club Handbook*
- Handout—Permission and Medical Consent Form
- Handout—Health and Medical Record
- Handout—Volunteer Information (Risk Management form)

What Your Participants Will Learn

1. Why forms are required.
2. What forms are required for specific activities and how to complete them.

Workshop Content

Why Policies and Forms

1. Safety—get parental approval for activities that are well planned
2. Secure, sensible and logical
3. Shows structure and organization; keeps information together
4. Saves money
5. Saves lives
6. Saves time, simplifies, streamlines—for events, trips, fundraisers
7. Shows pride—makes the organization look professional
8. Builds trust and confidence. Staff kept engaged and informed.
9. Supports each staff member—makes teamwork easier
 - Church board/pastors
 - Schools/principals/teachers
 - Parents/guardians/grandparents
 - Director
 - Counselors
 - Pathfinders
10. Shows accountability for setting goals, reviewing accomplishments, and recording points
11. Statistical information for church, conference, insurance—Adventist Risk Management
12. Satisfying—gives a purpose

Forms

1. Volunteer Information
2. Permission and Medical Consent
Must be completed for all Pathfinder activities.
(All activities onsite and offsite require medical consent.) If not completed, Pathfinder does not go.
3. Health and Medical Record
4. Driver Transport Form
5. Documentation of injuries, incidents
 - NAD Medical Payment Claims Form
 - NAD Medical Payment Statement of Loss

Forms should be securely stored for 3 years.

Suggested Activities

Fill out Permission and Medical Consent forms



Club Finances —FINA 100

Description

This workshop will introduce the basic information needed to keep accurate financial records for your club. This class should be taught in conjunction with FINA 101—Introduction to Budgeting knowing that the material may intermingle.

Audience/Participants

Secretaries/Treasurers who have completed Basic Staff Certification are the primary students. Club directors attending will benefit by knowing what is required of their staff.

Resource Material

- *Pathfinder Club Handbook*
- Handout—Receipt Book

What Your Participants Will Learn

1. Accurate financial accounting of the club's revenue and expenses.
2. Financial Guidelines are followed by the club treasurer.

Workshop Content

Introduction

- You have a moral and ethical obligation to parents, children, and your church to be a good steward of the income and expenses of a club.
- Club finances give a picture of what you consider important.
- Just like a tent, craft supplies, etc, money is a tool used to support your club and ultimately share Jesus.
- There are expenses to operating a club. To provide the right kind of training for the youth you need things (supplies, equipment, food, etc.)
- You need to be able to see where the money is coming from and where the money should be spent.
- Planning gives the framework for your year.
- Basic accounting records are a must to keep track of spending.
- A simple spreadsheet could be used to chart income versus expenses.

Issues for discussion

- Pros and cons of a club having its own account versus finances handled by local church treasurer
- Timely bank reconciliations each month (if club has own bank account) or church treasurer if they handle your account and checks
- Immediate receipt of dues or other monies
- Dues should be a reasonable cost
- Charging fees for certain activities is an option
- Dues and 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 reviews all reimbursement requests
- Make sure you properly use donations indicated by donor for a specific use
- Funds received are a tax deduction if not given to a specific Pathfinder's account
- Maintenance of records (either physical or electronic)
- Keep club director, staff, and church treasurer informed of finances at every staff meeting

Set up a filing system. Paper and/or Electronic spreadsheet using Google or Excel will work.

Keep it up to date. Document with notes so all questions are answered.

INCOME FOLDERS

- Dues and fee records
- Church subsidy budget funds
- Fundraising

EXPENSE FOLDERS

- Honors
- Uniform
- Activities
- Bills paid



Introduction to Budgeting —FINA 101

Description

This workshop presents an introduction to fundraising principles and will address issues regarding why to fundraise and whom 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.

Audience/Participants

Secretaries/Treasurers who have completed Basic Staff Certification are the primary students. Club directors attending will benefit by knowing what is required of their staff.

Resource Material

- *Pathfinder Club Handbook*
- Handout—Pathfinder catalog from *AdventSource*
- Handout—Spreadsheet Showing Income and Expenses

What Your Participants Will Learn

1. Steps to follow in creating a budget.
2. Explore the sources of income.

Workshop Content

Definition: A budget is a financial plan that guides you to reach your goals for your club fundamentally, spiritually, and financially.

The budget helps us plan for today, tomorrow, and the distant future. It helps us think about realities, priorities, necessities, and the wants. Budgeting is the map of where we are going, where we have been, and whether we are staying on course.

Simple Equation: Pathfinders is a charity/non-profit; how do we have a net profit? Net profit doesn't have to be 0. You just don't want it to be less than 0.

Define Your Objectives for the Year

- Number of Pathfinders
- Events to attend
- Honors completed

Define Your Objectives For the Next 5 Years

Examples could be:

- Attend International camporee at Oshkosh
- Buy a chuck wagon or trailer

What will your club be doing to achieve these objectives? What resources will be needed? What finances are necessary to provide those resources? Where will the money come from? Large objectives are not needed every year. The cost is too much for one year of income, so what do we need to do? Allocate some money each year.

Yearly Expenses To Be Budgeted

- Honors and Investiture Achievement
- Pathfinder camporee
- Pathfinder fair
- Investiture
- Club or area campout
- Uniforms

Revenue Sources

- Church budget subsidy, offering
- Dues
- Fees for each event
- Uniform rental or purchase
- Donations for a specific use

Fundraising should be for a special event, i.e. NAD camporee, or equipment, i.e. chuck wagon, not yearly expenses.

Suggested Activities

Break out into groups. Pretend your objective is to have a club of 20 kids and 8 staff. Name at least 5 expenses you would have to consider for your assigned objective. Quantify those expenses with rough estimates.

Design a yearly budget in Excel or Google or even just on paper. Include a column for each month and the total. Define categories. Apply the group budget to the categories and approximate when the money would be needed.

Using an *AdventSource* catalog, determine the cost of a uniform, estimate the number of years the uniform will last, and calculate the yearly rental fee for the uniform.

Pathfinder Budget

Club of 12 - 8 Pathfinders, 4 staff

		EXPENSES	Budgeted	Actual
		District Campout -Fee		
June		Food	\$48	
		Day Hike	\$216	
July			\$0	
August		Leaders Convention - Fee	\$180	
Sept		Camporee -Fee	\$144	
		Food	\$240	
		Transportation	\$150	
Oct		Induction - Scarf/ Sash	\$80	
		Teen Retreat	\$260	
Nov		Honor materials	\$80	
Dec		Cookies - donated	\$0	
Jan		TLT Convention	\$240	
		Snow outing	\$120	
Feb		Honors Day	\$96	
		Honor materials	\$80	
March		Club Campout	\$300	
		Swim outing	\$120	
April		Mini-golf, Bowling	\$120	
May		Fair - Fee	\$180	
		Investiture-pins,patches	\$200	
		Uniforms-replace 2/yr	\$160	
		Field Tee Shirts	\$80	
		Misc. Supplies	\$200	
		Total Expenses	\$3,294	
		INCOME		
		Church Subsidy	\$1,200	
		Dues	\$160	
		Uniform Rental	\$160	
		Field Tee Shirts	\$80	
		Event Fee Charges	\$300	
		Donations	\$1,000	
		Fair Food Booth	\$500	
		Total Income	\$3,400	



Introduction to Fundraising —FINA 110

Description

This workshop presents an introduction to fundraising principles and will address issues regarding why to fundraise and whom 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.

Audience/Participants

Secretaries/treasurer, associate director, directors, parents.

Resource Material

- Search Google for fundraising ideas

What Your Participants Will Learn

1. To share different sources of finding funds for your club
2. To identify guidelines to follow
3. To identify safety concerns

Workshop Content

- Presenter should bring some fundraising ideas and suggestions
- Guidelines to consider:
 - Pathfinders and parents should both be involved in the fund-raising activity
 - Appoint a contact person with good communication skills for each fundraiser
 - All funds (income and expenses) need to be tracked accurately and verified with receipts
- Safety concerns:
 - Pathfinders should not be knocking on doors in 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 running a hot stove should be conducted by the adults

Suggested Activities

- Present options for fundraising (Jump-a-thon, Jump Rope for Jesus, Verse-a-thon, mother/child breakfast, create a Mother's Day card, returned M&M containers filled with quarters, 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.)
- Participants share other ideas that have worked well for them



Practical Communication —CMME 104

Description

The session will address the advantages and disadvantages of public announcements, flyers, posters, email, 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.

Audience/Participants

Secretaries/treasurer, associate director, directors, parents.

Resource Material

- Communication Handbook by Celeste Ryan Blyden, AdventSource.org
- Social Media 101 by Seth Pierce, AdventSource.org

What Your Participants Will Learn

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

Workshop Content

- Demonstrate a variety of communication examples
 - Identify advantages and disadvantages for each type
 - Identify a scenario/event where each type of communication would be the most useful

- Give examples of how to keep a communication contact list for club members/parents and types of information to keep such as:
 - Full name of child and parents
 - Mobile numbers
 - Email
 - Mailing address
 - Birthdays
- Attendees should write an action plan of communication for their club

Suggested Activities

- If possible, split into mixed generational groups and have each person in the group describe how they would communicate about an event. Discuss commonalities.
- Brainstorm effective methods that clubs are using.
- Have each group analyze an announcement/email and discuss whether or not the method or wording would encourage them 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 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.

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.

Pathfinder Club Secretary/Treasurer Certification is something that every staff member responsible for records or money should complete. These seven workshops present the basics for tracking information and funds that your club needs to be successful.

Presenters responsible for these workshops should make sure that, in addition to communicating the information, they take time to make the workshop practical and give participants time to think about how they are going to apply this in their club.

Workshops in the Secretary / Treasurer Certification include:

- Reports, Records and Merit Systems—PFAD 140
- Annual Calendar Development—PFAD 141
- Forms: Health and Medical, Permissions, Volunteer and Vehicle Driver forms—PFAD 142
- Club Finances—FINA 100
- Introduction to Budgeting—FINA 101
- Introduction to Fundraising—FINA 110
- Practical Communication—CMME 104

Each of the workshops include 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.

Pathfinder 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.



Advent *Source*

