



# Pathfinder Club Secretary/Treasurer

## CERTIFICATION RECORD CARD

### Introduction and Sign-Off Record

The Pathfinder 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 and financial records.

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 Pathfinder Club Basic Staff Certification.

### Workshops

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

### 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.

Portfolio Review Complete \_\_\_\_\_  
Conference Pathfinder Director/Designee Date

Upon completion your portfolio will be reviewed and certification pin/certificate awarded by the Conference.