



# Records Ops – Sharing the Details

## **Source Material – TLT Director’s Guide, Records, Reports #1, 2**

1. Assist or lead out in AY Investiture Achievement and Honor reporting. Include a list of those who have completed the requirements and document their receipt of the Investiture uniform items and Honor patches. Assist in taking, processing, and distributing uniform orders.
2. Assist or lead out in submitting monthly reports of club activities and attendance totals to the church board, area coordinator and the conference.

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## **Students**

The TLTs who attend this Operation have been in the TLT program for at least 2 years and possibly with the Pathfinder program for 4-6 years. They should already be familiar with their Unit Scribe reporting their unit’s attendance. They should also be aware of Pathfinder club Monthly Report submitted to their conference Youth Department. It is imperative that this workshop be interactive and activity based. Be intentional about them working with other TLTs who are not part of their own club.

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## **Purpose & Goals of Workshop**

This workshop is intended to help the TLTs understand and develop the skills and knowledge necessary to effectively record and report club activities. The goal of the class is to teach the TLTs the technical basis for Pathfinder activities recording and reporting. The TLTs should be equipped to perform all the recording and reporting of the activities of their Pathfinder clubs with minimal assistance.

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## **Ideas for Workshop activities (in sequence):**

- **Activity # 1:** Divide TLTs into groups of 2 to 4 from different clubs. Ask them to report who have completed the requirements and are ready for investiture from a unit of 6 Pathfinders in the Friend Level. Use the “Investiture Achievement Friend Level Record Card” for the recording. Allow time for each group to compare their records with the other groups.
- **Activity # 2:** Have TLTs go back to their previous group. Ask them to prepare a list of induction and investiture uniform items and honor patches to order from the conference. Have them write their action plans (including timelines) for taking the order, processing it, and distributing the ordered items. Allow time for each group to present and compare their list with the other groups.
- **Activity # 3:** Have TLTs go back to their previous group. Ask them to use their conference’s Pathfinder Monthly Report Form (hard copy or online) to submit a one-month report of activities and attendance totals to the conference. Allow time to compare their report with the other groups.
- Facilitate discussion among the TLTs about what their clubs do (the intent is for TLTs to get ideas from other clubs so that when back to their local clubs they have some new ideas for their clubs.)

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## **Ideas for Convention activities:**

- Have the TLTs from the Reports workshop use the “TLT Workshop Attendance” (TLT Director’s Guide, p. 38) during the convention. They record the attendance of the TLTs and their mentors during at least one workshop of the TLT Convention. Once they get the attendance, they hand in the records to the person responsible for keeping the convention attendance records.

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## **Additional Resources:**

- Additional Investiture Achievement Record Cards at <https://www.investitureachievement.com/>