

***Allegheny East Conference
Pathfinder Ministry
(AECPM)***



Virtual Guidelines

Online Meetings

When holding Virtual meetings, Directors and staff should ensure that no adult is alone with a youth in any virtual environment used for the meeting. At least two adults are required for classrooms, breakout rooms, etc.

Staff should also guard against online bullying when holding meetings online.

Directors and staff should not contact a pathfinder one-on-one but contact pathfinders in a group environment or through and/or including a parent/guardian.

Monthly Reports

For the 2020-2021 Pathfinder Year, the first Spiritual/Outreach activity completed will be worth 20 points instead of 15 points. All other criteria will remain the same as in a regular Pathfinder year. (See report template below.)

Allegheny East Pathfinder Ministry

Monthly Club Report – Part 1

Reports are due no later than the 5th day of the next month.

For the Month of		Year	
Club Name		Date Report E-Mailed	
Church		No. of Pathfinders	
City / State		No. of Staff	

Hours STAFF spent in Pathfinder ministry¹: []

ACTIVITY	REQUIREMENTS	POSSIBLE POINTS	POINTS ² EARNED
1. Report E-Mailed ³	Mailed by 5 th day of the month	5 - Maximum 1 - If Late	
2. Regular Club Meetings (2.5 hrs. minimum each)	Minimum 2 meetings per month	10 - per meeting 20 - maximum	
3. *AYS Honors & Crafts (Indicate what honor taught)	At least one class per month	15 - per class 15 - maximum	
4. AYS Classes	Must teach the classes	15 - per class 15 - maximum	
5. Spiritual / Outreach Activities	Activity directed by Club Staff	20 - per activity⁴ 30 - maximum	
6. Ceremonies & Outings	Special Ceremonies, Field Trips, Campouts	5 - per activity 5 - maximum	
7. Recreational Activities	Club Parties, Socials, etc.	5 - per event 5 - maximum	
8. Staff Meetings (Indicate date of meeting)	Planning and Evaluation	5 - per meeting 5 - maximum	
9. *Area Sponsored event	Camporee, social activities, parades, etc.	5 - per event 15 - maximum per year	
10. Conference-Wide Events:	(i) *Staff Training , (ii) Camporee, (iii) * Fair , (iv) *Constituency , (v) PBE. (Underline which). (* means mandatory attendance)	25 - per event 100- maximum per year This means 25 point per event	
TOTAL			
Place the cursor, in the summation cell and hit the [F9] to generate the total.			
Name		Title	
Signature		Date	

¹ Includes all time spent for activities related to Pathfinding (e.g. meetings, shopping, camping, etc.)

² **If there was no activity for the month, enter '0' (zero).**

³ Reports more than 1 month late will **NOT** be included in the final score towards Honor or Banner Club.

⁴ **The 1st Spiritual/Outreach Activity completed each month is worth 20 points for the 2020-2021 year.**

AECPM Monthly Club Report – Part 2

1. Describe the Spiritual/Outreach Activities conducted this month.				
2. Did your Club have a Pathfinder Day or an Induction, this month? If yes, indicate the date(s), and numbers inducted.				
Induction Date		Number Inducted		Pathfinder Day Date
3. Did your Club have an Investiture this month? If yes, please indicate in the table below the number of Pathfinders/Staff invested in each class, and the date of the Investiture.				
Investiture Date		Number Invested		
Class	No. Invested	Class	No. Invested	
Friend		Voyager		
Trail Friend		Frontier Voyager		
Companion		Guide		
Trail Companion		Frontier Guide		
Explorer		Master Guide		
Wilderness Explorer		Staff Certification		
Ranger				
Wilderness Ranger				
4. Did any of the club staff attend any Conference (AECPM) -sponsored training ⁵ this month? If yes, please indicate date of training, location, and number who attended.				
Date		Location		No. of Attendees
5. Did your Club attend any Area or Conference -sponsored events (i.e. Camporees, BAYDA, Oshkosh, etc.) this month? If yes, please indicate dates, location and number of persons who attended.				
Date		Location		No. of Attendees
6. Did your Club have any persons that were baptized this month?			No. of Attendees	
Name		Title		
Signature		Date		

NOTE: PLEASE FILL OUT ONLY THE PORTIONS THAT ARE RELEVANT.

⁵ At least 25% of your total staff must attend Conference-sponsored training per year in order to obtain credit for Honor Club Honor Criteria.

Monthly Report Rules

1. Use this form only.
2. Complete the top section including all data information.
3. If you email this form after the 5th of the month, only put 1 point, not 5 points.
4. This form is important whenever you email it. But if you don't email it within the required month, please don't put any points on the form. No points will be counted. The information on page two will be honored.
5. This form is to be completed on the honor system. The answers you submit are between you and your Maker. Honesty is the best policy.
6. Conference-wide events means that the whole conference is included in this event. Remember, there is only a maximum of 100 points in this column for the whole year. That means that if you attended both the fall and spring training, the Pathfinder Fair, the Camporee, and your club participated in the PBE, the only amount of points you can receive in this column for the whole year is 100 points. Remember these are bonus points.
7. Outside of the bonus points, a club can receive 115 points if you do the maximum in every column. You are only required to make 90 points per month to be an honor club.
8. Please read the second page and fill in the information completely. Clubs have had induction and investiture ceremonies and forgot to fill out this information. Also, on this page is where you put area or conference sponsored event information.
9. When you have completed the form on both sides, click the send button on the form. It will automatically come to me.
10. Area-sponsored events includes area camporees, director's meetings, area parades, area social events or evangelic events where Pathfinders are involved, etc.