



Allegheny East Conference Pathfinder Ministry (AECPM)



Director Resource Manual

Preface

Welcome to the Pathfinder experience in the Allegheny East Conference of Seventh-day Adventists. We are pleased that you have chosen to join an elite group of youth and adults who are on fire for the Lord and who have chosen to enhance their love for Jesus' nature, learning, and service. You will never have another experience like this one!

We count on you to share your unique gifts and talents and to develop new ones along the path to glory. Our lives have been made richer by your joining with us and we are blessed to call you one of our own. Again, welcome to the Allegheny East Conference Pathfinder Ministry.

This manual serves to supplement the North American Division Pathfinder Staff Manual and includes information which we hope will be useful to you as a pathfinder director in Allegheny East Conference. Please keep this information for easy reference. Other references are below.

- a. *The Adventist Youth Honors Manual*. Contains all the requirements for the A/Y honors. www.Adventsource.org
- b. *The Pathfinder Staff Manual*. Contains an immense wealth of information and ideas for operating a club successfully. www.Adventsource.org
- c. *The Adventist Youth Classes Instructor's Manual*. Includes all of the requirements and helps for Friend, Companion, Explorer, Ranger, Voyager and Guide. www.InvestitureAchievement.com

And remember the love you show a child today will last for eternity.

Foreword

The Allegheny East Conference Pathfinder Ministry (AECPM) is pleased to provide this Resource Manual for AEC Pathfinder Leaders. This manual was originally compiled by Merwyn Arms, in 2002, who at the time was the Associate Executive Coordinator of the AECPA. In 2008, the manual was recompiled by Sharon Howard, Mitza Jackson and Althea Skeete. The next revision was in 2015 presented by John Hall, Associate Executive Coordinator of the AECPA, along with the AECPA Executive members. This current revision was presented in 2019 by Genome Moore - Executive Coordinator, Probyn Rowe - Associate Exec Coordinator, Terri Buchanan - Associate Exec Coordinator and Juanita Hunter - Associate Exec Coordinator with approval by the current AECPM Executive Committee in office April 2018-March 2023.

We have taken the time to revisit each page, comparing it with our sister conferences to help us update and provide clear information for our leaders. If you have any further suggestions for improving the Director's Resource manual, please submit to allexecs@aecpathfinders.org

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The Calling by Roger Fields

I am a minister. I minister to the largest mission field in the world. I minister to children.

My calling is sure. My challenge is big. My vision is clear. My desire is strong. My influence is eternal. My impact is critical. My values are solid. My faith is tough. My mission is urgent. My purpose is unmistakable. My direction is forward. My heart is genuine. My strength is supernatural. My reward is promised. And my God is real.

In a world of cynicism, I offer hope. In a world of confusion, I offer truth. In a world of immorality, I offer values. In a world of neglect, I offer attention. In a world of abuse, I offer safety. In a world of ridicule, I offer affirmation. In a world of division, I offer reconciliation. In a world of bitterness, I offer forgiveness. In a world of sin, I offer salvation. In a world of hate, I offer God's love.

I refuse to be dismayed, disengaged, disgruntled, or distracted. Neither will I look back, stand back, fall back, or sit back. I do not need applause, flattery, adulation, prestige, stature, or veneration. I do not have time for business as usual, mediocre standards, small thinking, outdated methods, normal expectations, average results, ordinary ideas, petty disputes, or low vision. I will not give up, give in, bail out, lie down, turn over, quit or surrender.

I will pray when things look bad. I will pray when things look good. I will move forward when others stand still. I will trust in God when obstacles arise. I will work when the task is overwhelming. I will get up when I fall down.

My calling is to reach boys and girls for God. It is too serious to be taken lightly, too urgent to be postponed, too vital to be ignored, too relevant to be overlooked, too significant to be trivialized, too eternal to be fleeting, and too passionate to be quenched.

I know my mission. I know my challenge. I also know my limitations, my weaknesses, my fears, and my problems. And I know my God. Let others get the praise. Let the church get the blessing. Let God get the glory.

I am a minister. I minister to children. This is who I am. This is what I do.

AEC Youth & Children Ministries Strategic Plan 2018-2022

(Youth Director - Patrick Graham ♦ Assistant - Orien Clairmont)

The Allegheny East Conference Youth & Children Ministry (AECYCM) Department exists to train, equip and develop leaders to effectively implement ministries that will nurture, hold, train, lead and win our children and youth to Jesus Christ.

AECYCM THEME

“KONNEKTING – FULLY EMERGED”

AECYCM MISSION

To nurture and lead our children and young people to have a loving and saving relationship with Jesus Christ and help them embrace His call to discipleship.

AECYCM VISION

To provide resources, training, and mentoring opportunities for children and youth leaders to become more equipped as they serve and prepare children and young people for heaven.

AECYCM VALUES

To fulfill our mission, we value

- Protecting our children and youth
- Raising awareness of issues our children and youth face today
- Affirming, honoring, and valuing others through authentic leadership
- Creating a fun and exciting learning environment
- Trusting God for the impossible, the unknown, and the unseen
- Investing in the whole child to develop children and youth who are healthy spiritually, physically, mentally, and emotionally
- Coaching leaders to realize and fulfill their potential
- Empowering leaders, youth and children through ministry opportunities

Guided by SERVICE

S – Service – To prepare and serve others

E – Evangelism – To promote the gospel with and through our children and youth

R – Relevance – To provide relevant ministry for service.

V – Visionary – To keep our minds and thoughts open for advancing ministry

I – Innovation – To devote to discovering, developing and promoting creativity

C – Commitment – To encourage continued dedication to ministry

E – Excellence – To inspire a high quality of service to ministry

AECYCM MOTTO

It's easier to be saved than to be lost

AECYCM LEADING WITH VISA

V – Vision

I – Integrity

S – Structure

A - Accountability

FOCUS POINTS

To achieve the mission and vision of the AECYCM we will focus on the following points:

1. Evangelism

Goals:

- To have AECYCM involved in church planting with a goal of six (6) new congregations in a 3-year period.
- To train our young people to be excited to share the gospel.
- To have 30% of youth & young adults participating in giving bible studies.

Key Strategies:

To accomplish this AECYCM will:

- Populate AEC with Steps to Christ through a mass distribution by AEC youths
- Hold numerous community outreach initiatives
- Conduct how-to-give bible study classes for youth & young adults
- Provide opportunities in the churches for young people to have speaking appointments in the churches. Conduct a two-week evangelistic effort in every area

Outcomes:

- Develop the evangelism and service culture in AEC children and youths
- Increase the attendance and involvement of young people in church.
- Visibility in the community

2. Leadership Enrichment

Goals:

- To create a culture of leadership among individuals in AEC that encourages the desire to enrich skills continually.
- To develop leadership skills that guide children and youth to fulfill the AECYCM values of SERVICE

Key Strategies:

To accomplish this AECYCM will:

- Provide training for leadership enrichment
- Empower individuals in all areas of Youth & Children Ministry
- Offer support to individuals working in Youth & Children Ministry
- Provide coaching opportunities from experience leaders
- Provide resources that will assist in enrichment

Outcomes:

- Increase in leaders among AECYCM
- Have individuals ready to embrace leadership roles
- Increase leaders desire for enrichment

3. Ministry Immersion

Goals:

- To have the AECYCM entities become fully immersed in ministry.
- To improve the connection between ministries as they continue to fulfill the mission of the church.
- To have the entities of AECYCM synergize as they lead young people to Christ.

Key Strategies:

To accomplish this AECYCM will:

- Provide opportunities for departments like Community Services, Family Life, Health Ministries to collaborate with Youth & Children's Ministries to fulfill our values of SERVICE
- Ensure that YCM entities have regular meetings to collaborate their plans
- Develop activities where the children and youth become fully involved in ministry

Outcomes:

- Improve successes in SERVING
- Increase team spirit
- See children and youth more involved in church
- Better understanding of what Christ mission is all about
- Closer relationship with Christ for children and youth

4. Integrated Development

Goals:

- To continuously develop the AECYCM department to be current and relevant in ministry.
- To have equipped and qualified leaders ready to train and develop our children and youth.
- To lead in the development of children and youth facilities.

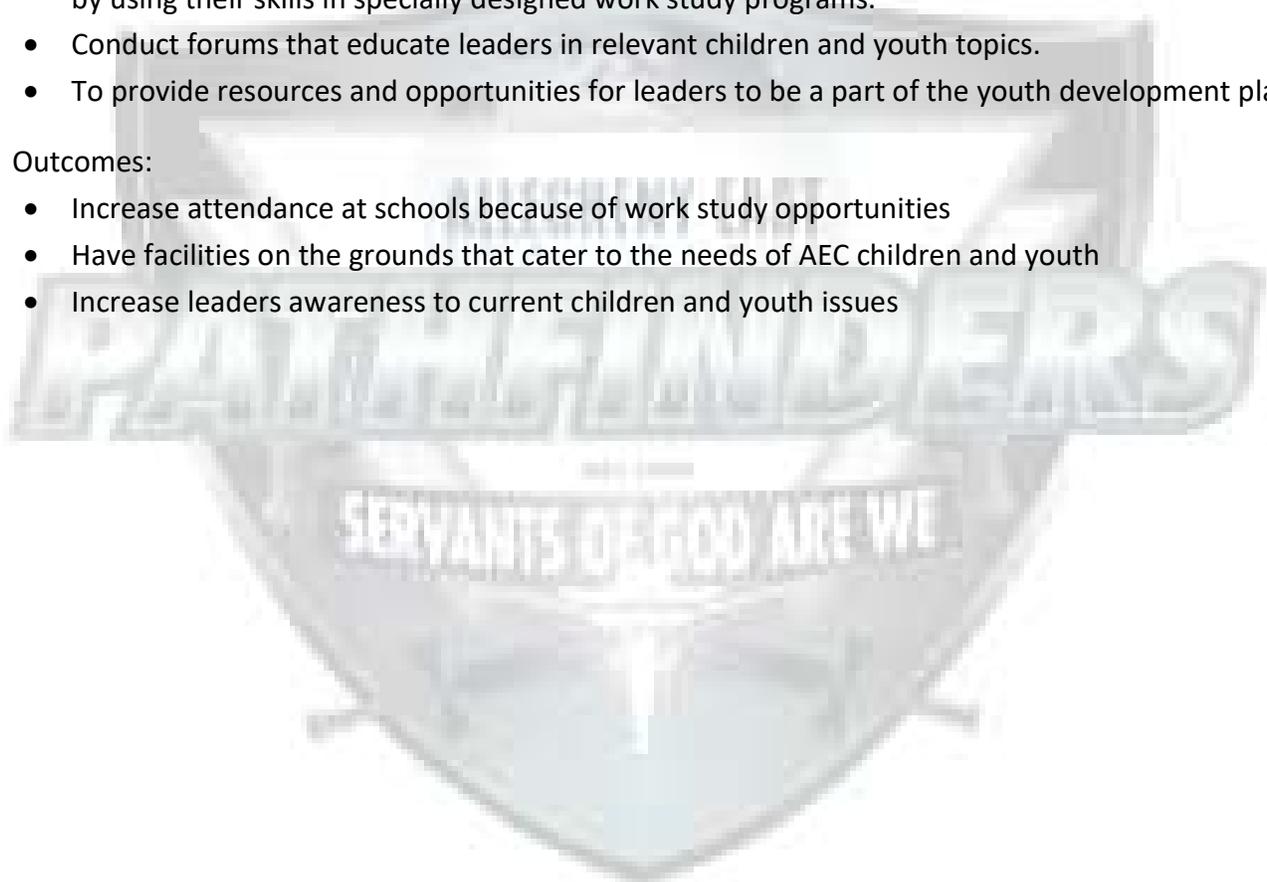
Key Strategies:

To accomplish this AECYCM will:

- Provide opportunities for young people to develop their mental, physical and emotional health by using their skills in specially designed work study programs.
- Conduct forums that educate leaders in relevant children and youth topics.
- To provide resources and opportunities for leaders to be a part of the youth development plan.

Outcomes:

- Increase attendance at schools because of work study opportunities
- Have facilities on the grounds that cater to the needs of AEC children and youth
- Increase leaders awareness to current children and youth issues



The "P's" of Quality Leadership

The leadership skills needed to develop and maintain basic leadership competence.

PERSPECTIVE

Perspective is the ability of the leader to be able to differentiate between the tactical and strategic and to understand how they are related. A leader with perspective, brings a broader, patient, more long-range view to his or her leadership responsibilities. This perspective enables a good leader to sort the important from the trivial and to stay focused on the objective.

PRINCIPLES

Principles are those values and foundations on which a leader stands. They are the core and essence of his or her belief. These principles will determine how a leader will respond in a crisis, treat individuals, execute a task, and direct his/her decision. These principles give integrity and meaning to leadership. Integrity suggests that the leader values something important and is able to communicate this value to others.

POLITICS & POWER

At its simplest level, leadership can be defined as the ability of an individual to influence another individual or group in a fashion that helps to achieve certain desired goals. Power is an essential ingredient in the leadership act. Power, defined simply, is the ability to act or produce an effect. Power and leadership go hand in hand. Therefore, a good leader should be sensitive to politics and the knowledge that he or she is dependent upon the good wishes and voluntary compliance of others in order to be effective.

PURPOSE

Refers to those qualities of leadership which breathe life and meaning into the day-by-day activities of people at work in Pathfinder clubs, church groups, and schools, etc. It helps people to interpret their contributions, their successes and failures, their efforts and energies in light of the church or club's purposes. Purpose helps ordinary events and activities to become meaningful. It represents the rallying point for bringing together all human resources into a common cause.

PLANNING

The articulation of purpose into concrete and long-term operational programs. Planning sketches out the major activities and milestones to be taken. This is where the leader implements the goals that he or she has formulated.

PERSISTENCE

Refers to the attention leaders give to important principles, issues, goals and outcomes. The desired outcome of good planning is only achieved when the leader stays with, and persists in, the implementation of the goals he or she values. Nothing should be left to chance. Good leadership demands the persistent follow through of the leader on all goals and objectives.

Merwyn Arms, 2002

NAD Pathfinder Club Ministry

The Pathfinder Club is an educational laboratory of the home, school, and church. The Objectives of a Pathfinder Club is to encourage its members to belong to the church, confess their Christian faith, and take an active part in fellowship, worship, outreach, and service. The Pathfinder Club will involve its members as full partners in all aspects of the church's ministry to its members, to the community, and to the world. The Pathfinder Club will challenge its members in the mission and ministry of Christ through the church so that God's Word becomes meaningful and fruitful in their lives.

Purpose of Pathfinders

- Lead its members into a growing, redemptive relationship with God. Build its members into responsible, mature individuals.
- Involve its members in active, selfless service.

Song, Pledges, Law, Aim, and Motto

Pathfinder Song

Oh, we are the Pathfinder strong, The servants of God are we; Faithful as we march along,
In kindness, truth and purity. A message to tell to the world, A truth that will set us free,
King Jesus the Savior's coming back
For you, and me!

Pathfinder Pledge

By the grace of God

Only as we rely on God to help us can we do His will.

I will be pure

I will fill my mind with everything that is right and true and spend my time in activities that will build a strong, clean character.

I will be kind

I will be considerate and kind, not only to my fellow man, but also to all of God's creation.

I will be true

I will be honest and upright in study, work and play and can always be counted upon to do my very best.

I will keep the Pathfinder Law

I will seek to understand the meaning of the Law and will strive to live up to its spirit, realizing that obedience to law is essential in any organization.

I will be a servant to God

I will pledge myself to serve God first, last, and best in everything I am called upon to be or do.

I will be a friend to man

I will live to bless others and do unto them as I would have them do unto me.

Pathfinder Law

Keep the Morning Watch	I will have prayer and personal Bible study each day.
Do my honest part	By the power of God I will help others, and do my duty and my honest share, wherever I may be.
Care for my body	I will be temperate in all things and strive to reach a higher standard of physical fitness.
Keep a level eye	I will not lie, cheat or deceive and will despise dirty talk or evil thinking.
Be courteous and obedient	I will be kind and thoughtful of others, reflecting the love of Jesus in all my association with others.
Walk softly in the sanctuary	In any devotional exercise I will be quiet, careful and reverent.
Keep a song in my heart	I will be cheerful and happy and let the influence of my life be as sunshine to others.
Go on God's errands	I will always be ready to share my faith and go about doing good as Jesus did.

Pathfinder Aim

The Advent Message to all the world in my generation

Pathfinder Motto

The love of Christ compels me.

AY Pledge

Loving the Lord Jesus, I promise to take an active part in work of the youth ministry, doing what I can to help others and to finish the work of the Gospel in all the world.

Pledge to the Christian Flag

I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands, one brotherhood uniting all mankind in service and love.

Pledge to the Bible

I pledge allegiance to the Bible, God's Holy Word, I will make it a lamp unto my feet and a light unto my path and will hide its words in my heart that I might not sin against God.



The Meaning of the Pathfinders Club Emblem

The Pathfinder Club is a worldwide organization sponsored by the Seventh-day Adventist Church. The badge or club emblem of the Pathfinders is intended to act as a reminder of some of the goals of a Christian.

Red (Sacrifice)

Reminds us of Christ. "For God so loved the world that He gave His only begotten Son, that whosoever believeth in Him should not perish, but have everlasting life." (John 3:16).

"Present your bodies a living sacrifice, holy, acceptable unto God" (Romans 12:1)

White (Purity)

We desire to have the purity and righteousness of Christ's life in our lives.

"He that overcometh, the same shall be clothed in white raiment." (Revelation 3:5)

Blue (Loyalty)

It is the purpose of the Pathfinder Club to help teach us to be loyal to: our God in heaven; our parents, our church.

Gold (Excellence)

Standard of measurement. The Pathfinder Club has high standards to help build strong character for the kingdom of heaven.

"I counsel thee to buy of me gold tried in the fire, that thou mayest be rich." (Revelation 3:18)

Three sides (Completeness)

Completeness of the Godhead—Father, Son, Holy

Ghost. Tripod of education:

Mental (Head) - Crafts and Honors.

Physical (Hands) - Campouts, work bees.

Spiritual (Heart) - Missionary activities, witnessing

Shield (Protection)

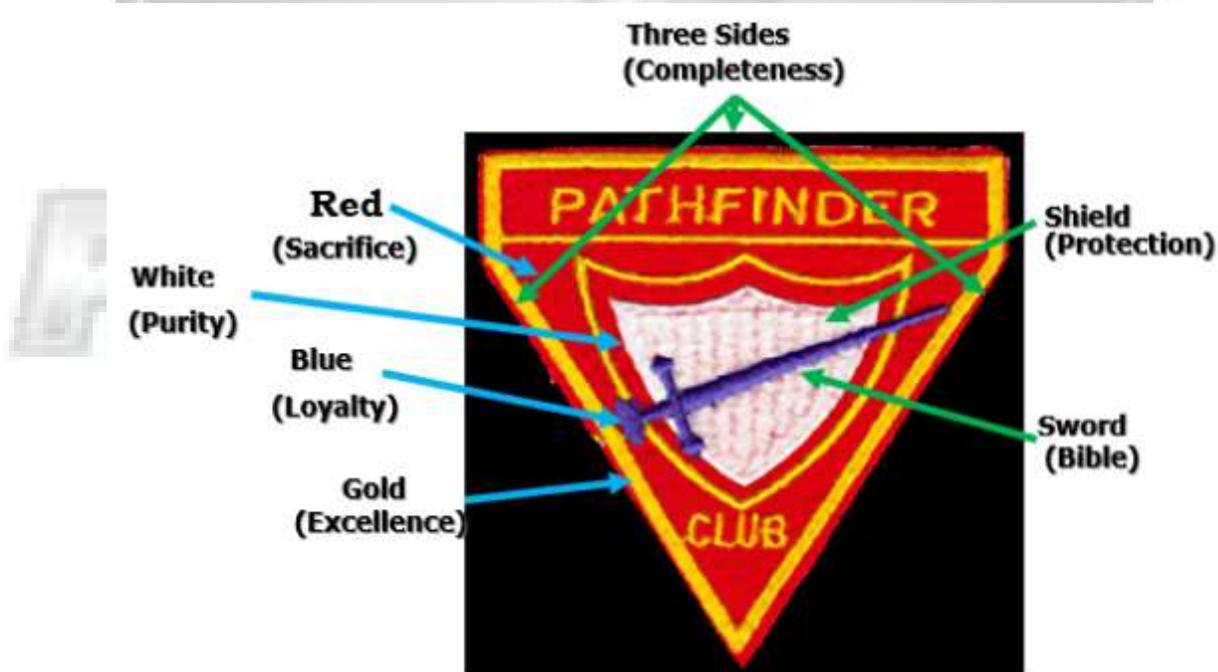
In the Scripture, God is often called the shield of His people.

"Fear not . . . I am thy shield." (Genesis 15:1)

Sword (Bible)

The sword is used in warfare. A battle is always won by offense. We are in a battle against sin, and our weapon is the Word of God.

The sword of the Spirit is the Word of God. (Ephesians 6:17)



ADMINISTRATIVE INFORMATION



AECPM Executive Committee 2018-2023

Genome Small Moore	Executive Coordinator
Probyn Rowe	Associate Executive Coordinator
Terri Buchanan	Associate Executive Coordinator
Juanita Hunter	Associate Executive Coordinator
Craig Davis	Chaplain
Eric Solomon	Parliamentarian
Joycelyn Fyfield	Treasurer
Wanda Banks-Green	Secretary
JoAnn Montalvo	Assistant Secretary
Alanna Bullock	Drill Coordinator
Andrea Elliot	Drum Coordinator

Area Coordinator	Area	Associate Area Coordinator
Truphena Choti	Baltimore	Renard Jones
Crystal Thompkins	Bay	Nellie Moore
Marion Brown	Delaware Valley	Claudine Mitchell
Regina Carter	Metro	Jonathon Walters
Anthony Francis	Northern New Jersey	Rony Desarme
Wenona Fields	Virginia	Waverly Massenburg, Jr.

AECPM Sub-Committees 2018-2023

Public Relations Team

Genny Moore (social media)
Probyn Rowe (website)

Fair Committee

Genny Moore, Chairperson
Elvis Henry, Deputy
Probyn Rowe, Campsite Director

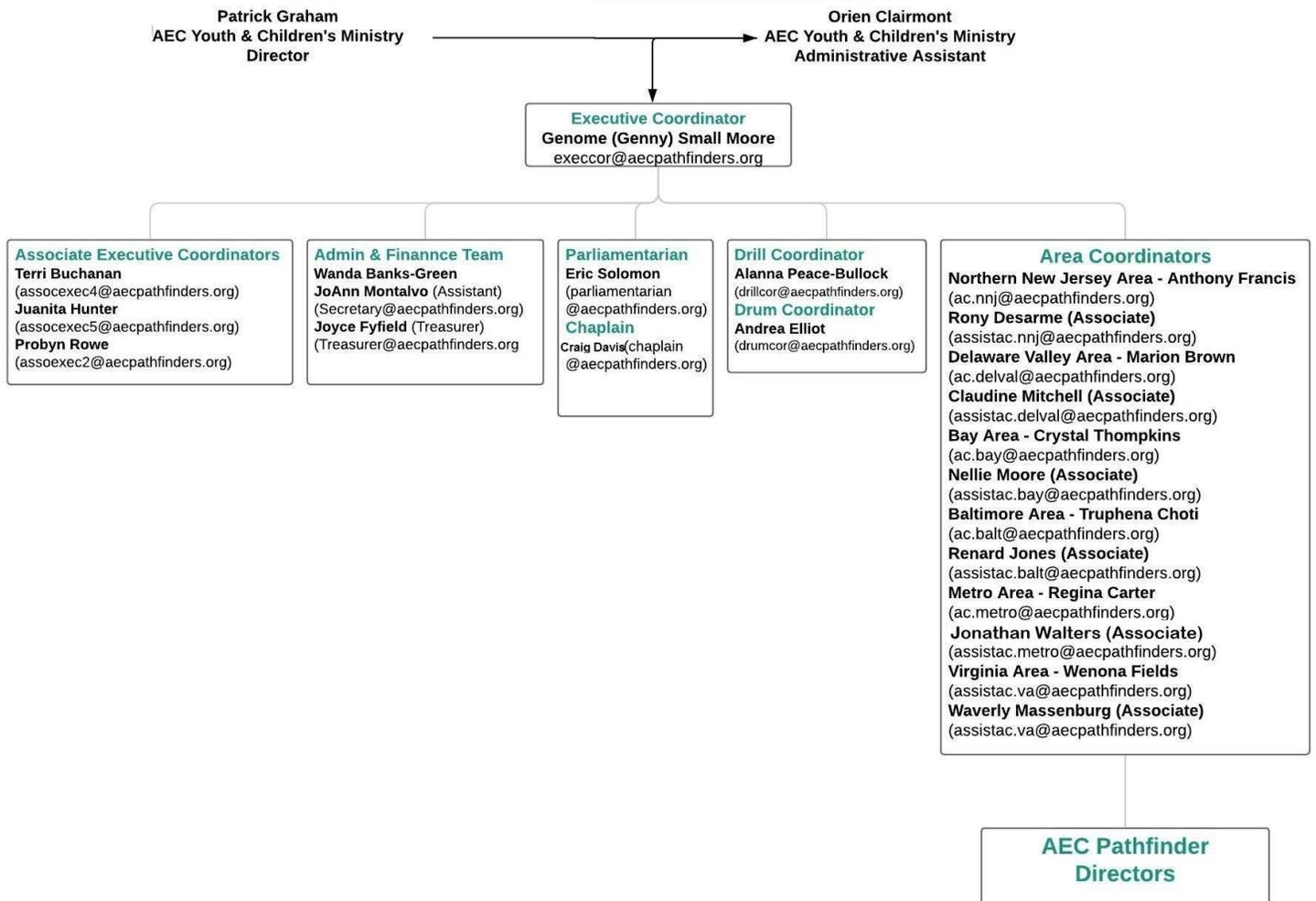
Training Committee

Crystal Thompkins, Chairperson
Juanita Hunter - Basic Staff Training (PBST)
Genny Moore - Director Certification (PDC)
Terri Buchanan - Counselor Jumpstart (PJSC)
Regina Carter – Instructor Certification (PIC)
Tommy Monk - Leadership Certification (PLC)
Probyn Rowe - Staff Leadership Certification (PSLC)

TLT Committee

- Conference Pathfinder Director – Chair (Genny Moore)
- Baltimore Area TLT Mentor Resource (Truphena Choti)
- Bay Area TLT Mentor Resource (Crystal Thompkins)
- DC Metro Area TLT Mentor Resource (Jonathan Walters)
- Del Val Area TLT Mentor Resource (Marion Brown)
- NNJ Area TLT Mentor Resource (Clint Brown)
- VA Area TLT Mentor Resource (Terri Buchanan)
- TLT Advisor & Workshop Coordinator (Sharon Howard)
- Activities Coordinator (Wenona Fields)

ALLEGHENY EAST CONFERENCE PATHFINDER ASSOCIATION
Executive Committee * 2018 - 2023



AECPM Website

The AECPM website is found at www.aecpathfinders.org.

Resources such as this document, the AECPM calendar, and event information can be found there.

Medical and Insurance

Insurance

Every Pathfinder Club in the Allegheny East Conference is covered by their local church insurance coverage. Verification of coverage and what is covered is the responsibility of the local club.

Medical Consent to Treat a Minor

In these days of lawsuits, medical consent forms are mandatory on every outing. The purpose of the form is to give parental authorization for a doctor to treat a minor. It also provides information for locating parents and the family doctor. It is mandatory that all “Authorization to Treat a Minor” forms be notarized. This is for the protection of Pathfinders and staff alike. There should be two sets of forms; one for the club director and one for the driver of the vehicle the Pathfinder is riding in. The basic idea of the form is that it gives parental authorization for a doctor to treat a minor. It also provides information on where the parents and family doctor can be located. The forms are available free at the Conference Youth Department, or you may copy of the one enclosed in our forms section of this resource manual.

The doctor. A doctor who would give medical assistance to a child without the knowledge of the parents would take a tremendous risk. If the results are serious or even fatal, the parents may sue. A signed consent form may be enough to persuade a doctor that the parents are unlikely to sue. Many Pathfinders have been given medical aid after the Pathfinder leader produced a consent form. Other times the form has not helped at all.

The child. Leaders who take a child on an outing have an obligation to provide the best medical care. Not having a form would severely reduce that chance.

The director. If a child is injured and is not able to get proper medical care because the director did not bother to require medical consent forms, the director would certainly be a handy target for a liability suit. It is mandatory that all “Authorization to Treat a Minor” forms be notarized. This is for your protection as well as for the protection of the child. Some facilities will not treat a minor without notarized authorization. ***This means that whenever you travel with a pathfinder that the director will ensure each child has a signed, notarized medical form in their possession. This document is a requirement for campsite inspections for this reason.*** It may be helpful to have a copy of the insurance card well, if parent allows.

Local Club Organization

Pathfinder Leadership

Pathfinder leaders are volunteers who are members of their church. In some cases, outside volunteers may be used for specialties such as, teaching an honor, drill, and drum corp. Those who volunteer should reflect the Christian ideals of the Seventh-day Adventist church as Pathfinder leader often play a larger part in providing a Christian role model to juniors and youth than any other person in the church.

1. **Baptized Member.** The club director and deputy directors must be members in good and regular standing of the Seventh-day Adventist church (SDA). It is highly recommended that counselors and other full-time staff also be SDA church members. You may want guest lecturers or honor teachers who are not SDA church members. This could be an excellent opportunity to show others that SDA's love God and know how to have Christian fun.
2. **Club Director.** The club director must be a member of the church or churches in which he/she is serving, must have an unreserved commitment to its objectives and a personal relationship with Christ. The Pathfinder leader may be a member of another local Adventist church only if that church's pastor or board gives a written or verbal statement, recommending the person for Pathfinder leadership.
3. **Personal Conduct.** The Pathfinder leader must carefully adhere to the standards of the church by exemplifying high standards of conduct which would preclude:
 - Use of alcoholic beverages and tobacco
 - Illegal possession and/or misuse of drugs
 - Use of profane language or printed materials
 - Immoral conduct including, but not limited to, adultery, fornication, homosexuality, child abuse.
4. **Priorities.** Many Pathfinder leaders burn out because they forget their priorities. They become so involved organizing and running things and doing things for the club they let things like family and their personal relationship with God slide. In the extreme case when they reach that somewhat fuzzy line of burnout that is different for each person, they don't want anything to do with Pathfinders or the church. The person feels cheated out of a portion of life because of all the time spent working for Pathfinders that could have been spent advancing the person's own career or personal interests. The solution; keep your priorities straight. Put God first in everything; followed by your own family and everything else in life. When you put God first, it will be easy to remind yourself that your goal for working with young people is to point every one of them to Jesus and help them along the path to that first Pathfinder Camporee in Heaven.

Volunteer Screening Information

All individuals assisting with youth in any capacity must submit Allegheny East Conference Volunteer Background Check with Sterling Volunteers. Please check with your church clerk or your pastor for more information on completing your background check.

Effective immediately, our background check process and training will be thru a new vendor, Verified Volunteers; therefore, any organization affiliated with a Seventh-day Adventist organization will not be able to access Shield the Vulnerable. You will be instructed on how to complete the required training and background check for volunteers who work with children by accessing the following website: <https://vimeo.com/channels/adventistchildprotection>

Once you have viewed the training video, please log into the Verified Volunteers' site to complete the training and background check by accessing the following website: <https://www.ncsrisk.org/adventist>

Please note for those volunteers who have completed Shield the Vulnerable, their certifications will remain in effect until notified by their administrator. Contact Kelly Strickland for more information. 610-326-4610 x330, kstrickland@aecsd.com



Risk Management and Safety Procedures

The level of risk that the Pathfinder club faces will generally be determined by the following factors:

- Instructor's qualifications and prior experience
- Amount of adult assistance and their experience level; each staff member shall have a specific knowledge of his particular area of endeavor to assure proper loss control management.
- Type of activity
- Number of participants in the class or activity
- Location of activity
- Condition of equipment being used
- Allotted time for activity

Clubs should stay up to date with the current Risk Management policies found at:

<https://adventistrisk.org/en-us/home>

<https://adventistyouthministries.org/safety-guidelines>

The Staff Member

“Mommy, where do Pathfinder staff members come from?” This is a question that strikes fear in the hearts of many club directors around the world. Recruiting staff members is often the most challenging task of the club director. Finding people who are willing to give of their time and who have the necessary skills can be difficult. Where does the director start? Usually a person will start with the person’s circle of friends. Other possibilities are parents of Pathfinders and other church members. Often a new staff member will have no previous Pathfinder experience. It is the director’s responsibility to make sure the staff members understand the purpose, goals, and procedures of the Pathfinder club. Area Coordinators, Associate Area Coordinators, Associate Executive Coordinators and the Executive Coordinator are available to assist in training new directors and staff. It is the staff member’s responsibility to ask questions. If you don’t know something, or if something is not clear, ask somebody. Good communications among the director and staff members will greatly contribute to the success of your club.

As a staff member, you will want to do your best to guide young people along the path to Jesus. You need to be on that path yourself in order to lead someone else. Dedicate yourself to the service of God and review the commitments you have made to Him and to the church. A good place to start that review is the baptismal vows.

Seventh-day Adventist Baptismal Vows:

1. I believe in God the Father, in His Son Jesus Christ, and in the Holy Spirit.
2. I accept the death of Jesus Christ on Calvary as the atoning sacrifice for my sins and believe that through faith in His shed blood I am saved from sin and its penalty.
3. I renounce the world and its sinful ways, and have accepted Jesus Christ as my personal Savior, and believe that God, for Christ's sake, has forgiven my sins and given me a new heart.
4. I accept by faith the righteousness of Christ, recognizing Him as my Intercessor in the heavenly sanctuary, and claim His promise to strengthen me by His indwelling Spirit so that I may receive power to do His will.
5. I believe that the Bible is God's inspired Word, and that it constitutes the only rule of faith and practice for the Christian.
6. Loving the Lord with all my heart, it is my purpose, by the power of the indwelling Christ, to keep God's law of Ten Commandments, including the fourth, which requires the observance of the seventh day of the week as the Sabbath of the Lord.
7. The soon coming of Jesus is the blessed hope in my heart, and I am determined to be ready to meet the Lord and to do all in my power to witness to His loving salvation and by life and word to help others to be ready for His appearing.
8. I accept the Biblical teaching of spiritual gifts and believe that the gift of prophecy is one of the identifying marks of the remnant church.
9. I believe in church organization, and it is my purpose to support the church by my tithes and offerings, and by my personal effort and influence.

10. I believe that my body is the temple of the Holy Spirit, and I will honor God by caring for it; I will abstain from the use of alcoholic beverages, narcotics, tobacco in all its forms, and from foods which God has pronounced unclean.
11. Knowing and understanding the fundamental Bible principles as taught by the Seventh-day Adventist Church, it is my purpose by the grace of God to order my life in harmony with these principles.
12. I accept the New Testament teaching of baptism by immersion, and desire to be baptized as a public expression of faith in Christ and His forgiveness of my sins.
13. I believe that the Seventh-day Adventist Church is the remnant church of Bible prophecy and that people of every nation, race, and language are invited and accepted into its fellowship. I desire to be a member in this local congregation of the world church.

Look at your motives for wanting to work with Pathfinders. If your desire is to join a paramilitary organization so you can give orders and tell kids what to do, you are in the wrong place. If you wish to have fun and to show others that being a Christian is fun, this is the place to be.

Set some goals. When you have a goal, you have a target to aim at and can measure yourself for how you are doing. Perhaps you will set a goal of becoming a Master Guide. If you are a counselor, maybe you can have the goal of having the most fun unit in the club. Choose your goals carefully and then work to achieve them.

Directors should be an adult who is vitally interested in young people and who understands the problems of junior youth. Where possible, this director should be a Master Guide and should have taken the Pathfinder Basic Staff Training. If the director is not a Master Guide, he/she should become one. Be resourceful and enthusiastic and a member in good and regular standing of the Seventh-day Adventist Church. All club activities will be under his/her supervision and he/she must organize and arrange for each club meeting. Be an example of spirituality, neatness, promptness, good sportsmanship, amiability and self-control. The director should attend all area meetings and AECPM constituency meeting. He/she also presides at club staff meetings unless he/she has appointed a deputy director to take charge. The director is a member of the church board and plans the total yearly program. Be a person who understands boys and girls, works well with the staff, carries responsibility, possesses an eagerness to recognize new ideas and shows initiative in their implementation. Set an example by wearing a neat and complete uniform regularly.

Deputy Director(s) shall accept the assignments of the director and share in the leadership responsibility of the club. Takes charge of club meetings in the absence of the director and may be asked by the director to preside at staff meetings. Should be present at AECPM constituency meetings. Should possess the same high qualities of leadership as outlined for the director. Should work closely and respectfully with the director.

Secretary maintain accurate and up-to-date records. Acquire a working knowledge of uniforms, emblems, strips, honor emblems, books, pamphlets, and other Pathfinder supplies and resources. Take notes at staff meetings, make a copy for each staff member and retain one for the permanent records of the club. Maintain a current calendar of events. Be responsible for Pathfinder library books. Send monthly report to AECPM by the 5th of the month following to reports@aecpathfinders.org. They also should cc: their Area Coordinator.

Treasurer is responsible for keeping accurate account of all club monies received as well as purchases for two years. Monitor annual budgets. Provide a financial report as required. Pay out of petty cash items approved by director. In charge of club fund raising.

Counselors are the most fun and the most important in the Pathfinder club. Of course, the club cannot operate without all the positions, but the counselor is the person who has the most direct contact with the pathfinder and is in charge of a unit consisting of 4-8 Pathfinders. They should get to know each of the Pathfinders in the unit and their parents. With an understanding of the young person's background, counseling will be easier and more effective. They will help and advise Pathfinders in their investiture achievement class and keep his/her unit up-to-date on all Pathfinder activities. Be prepared to help set up camp at Pathfinder Fairs, Camporees, outings, and other activities. A counselor should plan an activity with the unit at least once per month for fun or outreach. These are the times the pathfinder will remember in later years. Try to do a variety of things. Get the young people involved in generating ideas and planning these events. Most of all - remember to have fun!

Instructors are adults who teach craft or nature classes for Pathfinder clubs. They may also be counselors and in such instances will wear the counselor insignia. Often staff that have various skills but may be friends of staff or church members who are specialists in certain areas. It is his/her responsibility to teach the class and reveal a character in harmony with Seventh-day Adventist Christian ideals. He/she should be in uniform, as this will give moral support to the club and also identify him/her with the staff. He/she should carefully study the craft or class to be taught, assembling or designing items before introducing them to the Pathfinders. The instructor should carefully plan his/her method of instruction, keeping in mind that the class must flow smoothly and change periodically to fit the restless attitudes of youth. Participation in skills with theory intermingled, will keep the interest of the class.

Teen Leadership Training (TLT) vision encompasses a core of youth who hold meaningful and responsible leadership positions in the Pathfinder Club and conference/union Pathfinder ministry. As they learn how to give of themselves and receive from others, TLTs support the mission of the SDA church. They develop self-efficiency, self-respect, and identity through adult-teen mentoring and by developing a redemptive relationship with God. TLTs are challenged and empowered with new and increased responsibilities but are allowed to remain in the security of a place they know and love. Participating in the TLT program helps teen Pathfinders form adult-Pathfinder relationships as an expression of their developing identity as teenagers. The key to a successful TLT program is clear and ample communication. There must be effective and frequent communication between the TLT member and the Pathfinder club leadership.

The TLT program encourages its members to belong to the church and to actively participate in leadership in the church/conference Pathfinder ministry. It involves them as associates with Pathfinder adult leadership and allows them to hold responsible positions in local and conference Pathfinder programs. The TLT program challenges its members in the mission and ministry of Christ through Pathfinding, making God's Word meaningful and fruitful in their lives. It also exposes teens to skill building opportunities through positive communication and friendship networks created to

increase self-efficiency and self-esteem and to build resistance to peer pressure.

The program demands creativity. Teens are tired of doing the same old things. They want to experience achievement and responsibility through a leadership experience with their friends. Teens want opportunities to stretch their abilities through a shared service experience of Pathfinder ministry. Teen Pathfinders want to use their creative energy and commitment when they find something that involves character building and provides strength to live this life while preparing for the greater life as a son or daughter of God.

A Teen Leadership Training Manual is available at the www.Adventsource.org

Pathfinder Teen and Pathfinder Teen Staff Requirements:

- Must be in the seventh through twelfth grades.
- Must have been a member of any Pathfinder Club for at least three (3) months and have a 75% attendance record over this same period.
- Must be approved by the local Pathfinder club.
- Should possess leadership qualities and be enthusiastic and promote Pathfinder activities.
- The term of status will coincide with the Allegheny East Conference Pathfinder year and must be reconsidered and confirmed by the local Pathfinder staff each year.
- Must be a good example in conduct and dress and follow the rules of the Pathfinder Club.
- Must place the best interest of the unit first and own personal interests last.
- Must want to develop a personal relationship with Jesus Christ.
- Must be meticulous in the care of the uniform and in all details of personal neatness.

The Pathfinder organization has a chain of command. Whenever problems or opportunities present themselves, you should always start at the top of the chain of command; take it to God THEN start at the bottom and work your way upward. *Problems, especially, should be resolved at the lowest level possible.* Here is the chain of command from the top downward:

World Pathfinder Director
 North American Division Pathfinder Director
 Columbia Union Conference Pathfinder Director
 Allegheny East Conference Youth Ministries Director
 Pathfinder Executive Coordinator
 Associate Executive Coordinators
 Area Coordinators & Associate Area Coordinators
 Club Director
 Deputy Director(s)
 Unit Counselor
 Unit Captain
 Pathfinder

Club Finances & Budgeting

Operating a Pathfinder ministry is also like running a business, it takes money. The sources for potential income will vary from one club to another. Some clubs are fortunate enough to have a church that includes Pathfinders in the annual budget. Every church should support its Pathfinder club prayerfully, and financially. It does take a good public relations effort and sometimes some good selling to get your church to help finance the club. *i.e. One year the finance committee at one church decided that since the club had surplus funds left over from the previous year, they would get nothing this year. The director pointed out to the church board that the club had been letting their account build over the years in preparation for attending an international camporee a great distance from home. He also explained that the club was mainly self-financed except for AY pins and honor patches and staff leadership training. He had done his math ahead of time and told them that paying for the staff to attend the leadership weekend was like paying them less than five cents per hour for the time they put in during the year. He got the money.*

Lack of money is never a good reason for a young person to not join the Pathfinder club or miss going on outings. There is usually someone in the church who is eager to sponsor a Pathfinder. Some clubs have a sponsorship account to which donors can contribute. The funds are then appropriated by the club's leadership team.

Club Treasurer should work with Church Treasurer to make sure all money collected is deposited into the appropriate pathfinder budget line you want to keep funds in so that funds remain for that purpose only and not for other church expenses.

Money is one of those things that can cause people to become quite emotional and protective. The Pathfinder club should adhere to good accounting practices in all its accounts.

- Keep all receipts
- Keep your receipt book in order
- Track donations per specific pathfinder or specific fundraisers before turning in collected funds to church treasurer
- Pay your debts and make your collections in a timely manner
- Review monthly report from Church Treasurer to make sure all funds have been properly deposited
- Have the Pathfinder accounting books audited at least annually by the church treasurer. This will help protect the club and its members.

Below is an example of a budget vs. expenses for a club.

Budgeting

Sample Pathfinder Club Budget (25 pathfinders; 5 staff)

Club Income

Dues (\$55.00 per pathfinder)	\$1,375
Pathfinder Offerings/Donations	1,275
Club Fundraisers	1,250
Church Subsidy (50% of Est. Club expenses)	3,900
Total	<u>\$7,800</u>

Club Expenses

AECPM Annual Dues	\$ 125
AECYCM Leadership Training	550
Advent Source Supplies (Honors, Induction, Investiture)	650
Administration Expenses	250
Area Events (excluding camporees)	200
Awards	175
Camping Equipment (Tents, Stoves, Ice Chest)	200
Camp Outs (est \$5pp; 1/season)	500
Crafts	500
Emergency Funds (misc. needs, auto repair)	1,000
Fair (est \$15pp Registration Fee)	2,025
Fundraisers	500
Pathfinder Insurance	125
Travel (Field Trips, Expenses to & from Campouts)	1,000
Total	<u>\$7,800</u>

Note: This est. budget does not include a camporee.

Here are some fundraising ideas:

- **Free Car Wash**

How do you earn money doing a free car wash? Accept donations. Many times the donations are more than you would charge anyway. What if someone doesn't pay? Great! You just did an outreach activity.

- **Trash-a-thon, Bike-a-thon, Jog-a-thon**

Have each Pathfinder get pledges before your event based on pounds of trash, or miles done. Then the Pathfinders collect the money for what they did.

- **Talent /Dinner Show**

Most Pathfinders and staff have some kind of talent they can share with others. Put together a list of acts that could be performed at a program. Include everything from readings to pet tricks to music to tumbling. Put on a dinner using the Pathfinders and staff members as hosts, waiters, waitresses, and entertainers. Periodically during the dinner present one of the acts for entertainment.

- **New Year's Eve Baby Sitting**

Have a party for kids on New Year's Eve and charge the parents for babysitting. Have them bring a sleeping bag so the kids can get to sleep at a reasonable hour because Mom and Dad probably won't be back before midnight.

- **Door-to-door Car Wash**

This works well for a single Pathfinder or a small group. Just knock on doors with your bucket, rags, soap, and hose and sell the person a car wash. If you have a shop vacuum and extension cord, you could also clean the inside of the vehicle.

- **Movies**

Present a Saturday night movie with popcorn, apples, and juice.

- **Pet Wash**

Similar to car washes, but much more interesting.

- **Talent Showcase**

You may know of someone in your area or someone you can bring into your area to put on a program for the benefit of your club. For example, use a musical family from within the conference to do shows.

- **Letter Writing**

Sometimes all you have to do is ask. Have the Pathfinders send letters to people they know asking for money. This usually works best if you have a specific project.

Clubs should stay up to date with the current Risk Management policies found at:

<https://adventistrisk.org/en-us/home>

<https://adventistyouthministries.org/safety-guidelines>

Uniforms

PLEASE review the detailed information on uniforms as available at Pathfindersonline.org under Uniforms. Clubs can order uniform parts from Advent Source (www.adventsource.org) or may ask parents to order them. Local clubs should follow the NAD guidelines and note the customization for our conference below.

Below are additional uniform guidelines customized for Allegheny East Conference:

1. All attire should be neat, clean, and of a modest nature that upholds the dress standards appropriate for Adventist Youth. For example, including but not limited to:
 - Shirts or blouses should have modest necklines and should cover the midriff at all times. Skirts are preferred in the Sanctuary.
 - Pants or skirts should fit so that no undergarments are visible at any time and hemmed so as not to drag on the ground.
 - Avoid form-fitting styles, sheer fabrics and clothing imprinted with symbols, pictures, words, or statements which promote products, philosophies, and/or lifestyles or which refer to subcultures and commodities contrary to the spiritual and cultural heritage of the Seventh-day Adventist belief system.
 - Hats are not required, but berets may be worn if the entire club wears them. Club must be in uniformity.
 - Shoes- black lace up shoes are required.
 - No jewelry will be worn to any club activity, Allegheny East function, or when representing the Pathfinder Organization, e.g., no earrings, no bracelets, no necklaces, no anklets, etc. In addition, finger nails are to be clear.
 - Pathfinders are not to wear shoulder cords unless they are awarded as pathfinder of the year or in accordance NAD guidelines for drill and drum corps.
 - Staff should wear cords in accordance to the NAD Staff Position Shoulder cords
 - There should be (2) annual uniform inspections. One in the beginning of the year and the 2nd one at the end of the year at the annual Fair. At the Area Camporee in the year that the Fair does not take place. A club must receive 90% or better for it to go towards Honor and Banner club status.
 - **Staff Position Shoulder Cords (Citation Cords)**
 - The Allegheny East Conference has adopted the following cord system for designated positions in alignment with NAD. No other cords should be worn.
 - You may only wear one and it is worn on the left shoulder.
 - Tlt Cords should consist of:
 - a braided main cord, two outside shoulder loops without ornamentation, one gold tip drop (pencil device)
 - Standard TLT cords do not have outside loops or a tip drop. Master TLT cords add the loops and tip drop.
 - Pathfinder of the Year – Yellow & Black Braided
 - Color Guards, Drill & Drum team members and leaders - White
 - Deputy Director – Gold (non-metallic)*; no stars
 - Club Director - Gold (non-metallic)*; one star
 - Associate Area Coordinators - Gold & Kelly Green*; two stars
 - Area Coordinators - Gold and Scarlet*; two stars
 - Conference Associate Exec Coordinators, Conf. Exec Coordinators,

Conf. Youth Directors, & Union Directors - Gold, Scarlet & Royal Blue*

**Outside loops and tip drop are of single strand gold cord.*

Executive Coordinator & Assoc. Exec. Coordinators; two stars

Conf. Youth Directors; three stars

- Master Guides- Red

Please see Forms section to review the Uniform Inspection Form.

- Class B uniforms may vary from club to club. Each club is responsible for purchase of their tee shirt. Bottom can be determined by club. Shorts should be knee length.
- Class C uniform is your Area T-shirt. Bottoms can be determined by the club. Shorts should be knee length.
- Class D uniform is the Allegheny East Red T-shirt. Bottoms can be determined by the club. Shorts should be knee length.

Uniform Should Be Worn

- It is recommended that those having uniforms wear them on the following occasions.
 - At Pathfinder meetings
 - At special programs (Pathfinder Day, Induction, Investiture, etc.)
 - At any public gathering when any or all act as
 - Messengers
 - Ushers
 - Guards of honor
 - First-aid details
 - Color guards
 - On occasions as specified by Pathfinder staff
 - While engaging in missionary outreach activities, such as Ingathering, distributing food baskets, gifts, literature, or church announcements, and while visiting nursing homes, shut-ins and community organizations.

Uniform Should Not be Worn

- If not a member
- For work or play
- When engaged in selling for personal profit, in selling for commercial or political purposes, or in personal solicitation
- At any time or place when it's wearing discounts the organization, or casts any reflection upon the uniform, lowers its dignity and esteem, and makes it commonplace.

Neckerchief & Master Guide Neckerchief

AYMT Certification Pins are placed along edges of the neckerchief starting at the point.



Left chest pocket

Descriptions are from the wearers viewpoint. Illustrations are from the inspectors viewpoint.

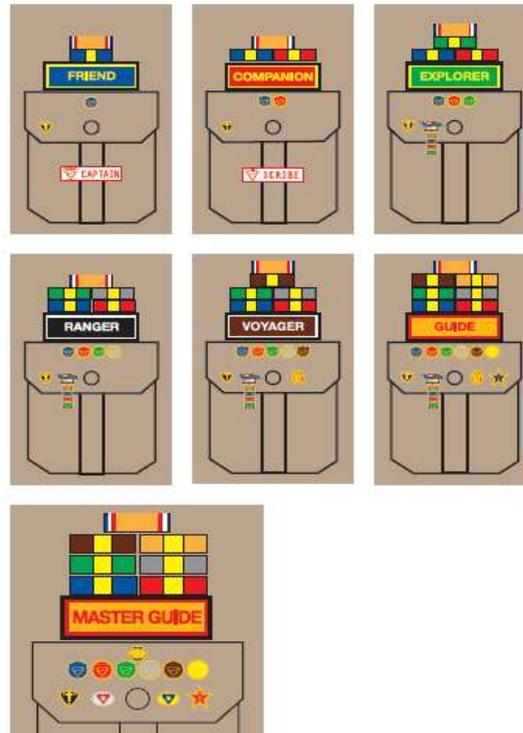
The highest earned IA Level or Master Guide Name Strip is centered above the pocket.

All earned IA Level Pins are worn centered across the top of the pocket flap. The highest class pin is to the wearer's left. If a level is skipped, fill in the space with the next higher pin. Do not leave gaps for unearned levels.

If earned, the Master Guide Pin is worn above the Investiture Achievement Level Pins, and in the center of the pocket flap.

The IA Advanced Level Ribbon Bars are worn above the class level name strip and center over the button. Bars are arranged as shown. Even if a level is skipped, no space should be left for unearned bars. Historically, ribbon holders were available to hold ribbons three wide rather than the current two wide. Continued use of those holders are permitted.

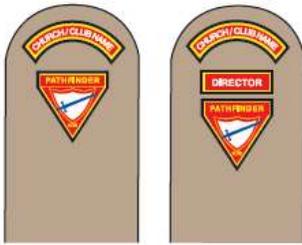
Unit Leadership Plates denoting the captain or scribe are placed on the center of the pocket.



Right chest pocket

The optional Pathfinder Name Plate is centered just above the right pocket or in the same position on the sash since the sash covers its location on the shirt.





Right sleeve

The **Club Name Crest** is to be centered 3/4" below the shoulder seam. The crest size is to be 4" wide from point to point.

The **Staff Sleeve Strip** is to be centered under the name crest and worn on the right sleeve 1/4 inch below lowest point on the **Club Name Crest**.

The **Pathfinder Triangle** is to be centered under the name crest. Worn by Pathfinders 1/4" below the lowest points on the **Club Name Crest** and by Pathfinder staff, 1/4" below the sleeve strip.

The **IA Level Chevrons** are worn starting 1/2" below the Pathfinder world. As levels are earned, prior levels are moved down, so the highest level is on top. No space should be left between chevrons. [See Example 1] Even if a level is skipped, no space should be left between chevrons. [See Example 3]

If used, the **Union Patch** is worn directly below the Conference Patch with minimal space between them. [See Example 4]

The **Master Guide Star Patch** is for the Master Guide having earned only the Master Guide without completing all of the Pathfinder class levels. It is worn on the left sleeve 1/2" below the Pathfinder world. [See Example 2, 4, 5]

The **Master Guide Combination Patch** is only for the Master Guides who have also completed all of the IA levels (Friend, Companion, Explorer, Ranger, Voyager, Guide). It is worn on the left sleeve 1/2" below the Pathfinder world. [See Example 2, 4, 5]

The **Pathfinder Leadership Award Patch** is for Pathfinder leaders who have completed the Pathfinder Leadership Award. The patch is worn in place of the **Pathfinder World Patch**. [See Example 5]

The **Pathfinder Instructors Award Patch** is for Pathfinder leaders who have completed the Pathfinder Instructors Award. The patch is worn in place of the **Pathfinder World Patch**. [See Example 5]

Example 3



Example 4



Example 5



Example 1



Example 2



Left sleeve

The **Conference Patch** is optional and is of standard size (4" wide, 2 1/2" high) worn on left sleeve, 1/4" below shoulder seam and above the Pathfinder world. [See Example 1]

The **Pathfinder World Patch** is worn 1/2" below conference patch. [See Example 1] If no **Conference Patch** is used, then the **Pathfinder World Patch** is worn 2" below the shoulder seam and centered on the sleeve. [See Example 2]

Conduct & Behavior

All new Pathfinders will be given a trial membership lasting approximately four (4) club meetings. At the next regular staff meeting, the names of the new Pathfinders will be brought forward for acceptance or rejection. Candidates may be rejected for:

- Failing to follow directions (consistently) of any staff member during club meetings and club outings.
- Causing disruption to the program that causes other Pathfinders to miss important information (stops the learning).
- Having a general attitude toward the program and/or persons involved that is negative.
- Maintaining poor attendance, meaning either irregular attendance or excessive tardiness.

At any time during the Pathfinder year, **ANY** Pathfinder who consistently displays the above behaviors and attitudes will be subject to dismissal from the club.

Parents/Guardians will be contacted for assistance with any child not in compliance with club policy and procedures and will be notified if said child's name is to be presented to the staff for rejection.

Attendance is required on two consecutive meetings prior to a weekend or special event. In the case of illness, a parent/guardian is asked to contact either the unit counselor, deputy director, or the director and permission may be granted based on the health of the Pathfinder.

Each club should desire to want only the most positive experiences for pathfinders. Parents should be encouraged to voice concerns directly to the club leadership. It should be each club's goal to bring young people to Jesus Christ and to equip them to share Him now with everyone they come in contact with on a daily basis.

To affirm good conduct and consistently positive behavior, some clubs may wish to establish a points system whereby points are awarded at all meetings and events, as follows:

Sample Point System	
Glad you came	1
In unit on time	1
Brought notebook	1
Assigned homework completed	1
Wearing appropriate uniform	1
Neat and clear	1
Respectful	1
Positive attitude	1
Finished assigned activities	1
Conducted aligned with pledge & law	1
	10

Excused Absences

As attendance at all required events is important to complete the pathfinder class curriculum, we strongly encourage regular attendance. All 10 points are lost if an absence is unexcused, so parents should be encouraged help pathfinders learn responsibility. Encourage parents to have pathfinders send an e-mail or call the staff member in charge of their pathfinder's class with an explanation for any absence.

Unexcused Absences

After three (3) unexcused absences, the pathfinder may be put on suspension until the next enrollment period. At that time, the pathfinder may be asked to reapply to the club and undergo a new probationary period. Each club will determine the criteria for an unexcused absence.

Arrival and Departure

Parents/guardians should be reminded that clubs assume that arrangements have been made for parents/guardians to take full responsibility of his/her pathfinders at the time of dismissal. Unless a parent specifically requests his or her pathfinder child remains in adult staff supervision until collected in person, parents should be encouraged to collect your child promptly, in doing so, parents respect the time of our volunteers.

Camp return times are estimated before departure. If arrival will be more than 15 minutes later than scheduled, pathfinder staff should call each family about an hour before pathfinders will need to be collected.

Prayer

Please join the Allegheny East pathfinder leadership in prayer on Monday mornings at 6:30am as we lift up our pathfinders and for youth ministries before the Lord.

Dial-in Number: (641) 715-3605

Participant Code: 234135

Reward & Recognition

Pathfinders with 90-100% of the points possible are awarded the Good Conduct which is a special award ribbon given to Pathfinders who exemplify Pathfinder ideals. Its use is determined largely by the local club staff. Some clubs give many and some very few. Suggestions for creating your club rules:

- Make it very special. If you make it available to all Pathfinders, make it hard enough that everyone has to really stretch to obtain it.
- Set up clear standards for candidacy, but leave the final decisions to the staff at a staff meeting. The standards should include:
 - a. Be an active member for one Pathfinder year.
 - b. Have and wear a complete uniform.
 - c. Have a record of faithful attendance.
 - d. Have a record of good, cheerful conduct, consistent with the AJY Pledge and Law.
 - e. Have a record of achievement and progress in AJY classes and honors.
- Ribbons should not be taken away for later misbehavior or failure to meet the above standards.

Good Conduct bar should be worn above the left pocket. No Pathfinder should wear more than one bar on their shirt or blouse. A Good Conduct bar (first year) and a star (pinned onto this bar each

year thereafter), at the annual Pathfinder Day. The goal is to nurture Christian character development. Every member is welcomed and encouraged to do their best, regardless of points. The point value is confidential and never mentioned in public.

One Pathfinder boy and one Pathfinder girl with the highest points overall will receive the Pathfinder of the Year recognition at the club's annual pathfinder day.

Please see Forms section to review the Pathfinder of the Year Form.

Club Programming and Activities

Club Meetings must take place at least twice during a month to earn points for meeting. If you are able to meet more, that is great.

Club meeting begins with all the Pathfinders falling into formation and taking record. An opening ceremony includes the flag salute (when formal), recitation of the Pathfinder pledge and law. Sing the Pathfinder song sometime during the meeting each week. Devotion and morning stretches should be included before the program begins.

The program content can vary. The club could work on AY class work or honors classes. You can have a guest speaker for worship or lecture. You could have new member enrollment or induction for a formal meeting.

Unit Meetings is an opportunity for the counselor to get to know the Pathfinders better and for the unit to grow as a team. Unit meetings usually begin with the entire club getting together for taking record and announcements. However, the units could just meet on their own for their meeting. Activities for unit meetings could include having a party, doing some outreach activity, going shopping, a visit to the library, work on an honor, and work on preparing for the Pathfinder fair, or many others. Counselors should include the Pathfinders in the planning and should encourage a variety of activities. Regardless of the activity the counselor should always have a devotional with the unit.

Activities. There are many things a club can do on an activity night. Canned food collecting, delivering food baskets, theme party, field trip to a local attraction, a game night, or one of many other things are possible activities for the club.

Honors and Investiture Classes. The AY class work is designed to help a person grow as an individual and as a Christian. You will notice the categories taught in the AY class work are the same for all of the various classes. The requirements, however, are more challenging for the classes designed for the older Pathfinders. The honor teach us things about ourselves, teach us things about the world around us, and teach us about the world to come. With so many different categories and honors, it is easy to see that there is something for everybody. Always offer honors of different skill levels to be sure there is something for your teens and for your juniors. As a teacher of the curriculum, you should include activities that will keep active hands busy, such as doing crafts, and also include activities for those who

would rather mostly learn theory. Regardless of the activity, it is most important to make the class a fun experience. Most of the students already spend much time in a school classroom, so try to make the class different from the typical classroom setting. Take a survey of the Pathfinders to see what honors they would like to learn. Take the top choices from your survey and publish the list in the church bulletin to ask for volunteers to teach the honors. You should list about twice as many honors than what you intend to teach. That way you should be able to recruit enough teachers for the number of honors you want to teach. For both the AY classes and the honor classes, it is important to be sure the classes are completed. The teacher should be committed from the start to seeing the class through to the end. Nothing will discourage a Pathfinder more quickly than to have them work on something and then not give them the opportunity to finish. They may completely lose their interest in Pathfinders because of only one of these bad experiences.

Investiture Achievement is the term used to describe the result of completing an AY class.

There are six **Standard (Advanced)** classes.

- Friend (Trail Friend)
- Companion (Trail Companion)
- Explorer (Wilderness Explorer)
- Ranger (Wilderness Ranger)
- Voyager (Frontier Voyager)
- Guide (Frontier Guide)

A pathfinder is required to fulfill about the standard requirements to complete a class. If a pathfinder completes the standard and advanced requirements, the pathfinder is invested in the standard as well as the advanced classes. Each class has 8 sections. All items are required in some sections. In other sections, some of the items are part of the advanced curriculum. Teaching an AY class includes: Preparation & Scheduling, Teaching honors, Sign off on requirements that have been met, and Test preparation.

AY/PATHFINDER CLASS CURRICULUM

AY/PATHFINDER CLASSES		Friend	Companion	Explorer	Ranger	Voyager	Guide
PERSONAL GROWTH	I Involvement II Commitment III Growth						
		THE PARTICIPANT					
SPIRITUAL DISCOVERY	I Scripture II Church Heritage III Christian Heritage						
		SPIRITUAL DEVELOPMENT AND SPIRITUAL HERITAGE					
SERVING OTHERS	I One to One II Group Witness III Community Outreach						
		THE CARING CHURCH					
MAKING FRIENDS	I Building Relationships II Christian Lifestyle III Good Citizenship						
		UNDERSTANDING OF ONESELF					
HEALTH & FITNESS	I Health Principles II First Aid/Safety III Fitness/Exercise						
		BEING HEALTHY					
YOUTH ORGANIZATION	I Leadership II Club Awareness III Pathfinder Programming						
		BEING A PATHFINDER					
NATURE STUDY	I Spiritual Lessons II Nature Appreciation III Nature Honor						
		LEARNING IN NATURE					
OUTDOOR LIVING	I Outdoor Skills II Outdoor Activity						
		LIVING SAFELY IN THE OUT-OF-DOORS					
HONOR ENRICHMENT	I Arts & Crafts & Hobbies II Household Arts III Recreational/Vocational Outdoor Industries						
		HAVING FUN WITH AY HONORS					
ADVANCED AY/PATHFINDER CLASSES		Trail Friend	Trail Companion	Wilderness Explorer	Wilderness Ranger	Frontier Voyager	Frontier Guide
* Requirements: See Class Cards or Instructor's Manual							

Pathfinder Club Formal Inspection

Each club should receive at least (1) formal inspection by their Area Coordinator or Associate Area Coordinator. The AC should announce to the club at least a week in advance. A Pathfinder director or Youth Director, however, may conduct a formal inspection at any time he/she desires.

The purpose of the inspection is not a proficient inspection of the leader; nevertheless, it will be a reflection on a director's leadership. This, in itself, should be an aid to a Pathfinder director in helping him to bring his club up to a high rating.

Please see Forms section to review the Club Inspection Form.

Below are guidelines to help you have a successful inspection:

1. **Formation.** For a formal inspection, the Pathfinder will form in ranks by the club as a whole. Instruction on this may be found in the **Pathfinder Club Drill Manual**. To prepare the club for inspection so that the inspecting party can pass between the ranks, the club will be given open ranks (**Pathfinder Club Drill Manual**).

The inspecting visitor may hold the club at attention throughout the inspection or he/she may direct the leader to given at ease to units or ranks as they wait to be inspected. These units or ranks, however, will be called back to attention by the club director when the inspecting visitor begins inspecting them.

2. **Uniforms.** Since the Pathfinders will be notified of a formal inspection a week or more in advance, it will expected that their uniforms will be cleaned, ironed or neatly pressed and that the uniform will be a complete official Pathfinder uniform. (Please see Uniform Inspection form)

3. **Personal Appearance.** This area of inspection will include the neatness and personal appearance of each Pathfinder. Overall good grooming must be practiced. Fingernails must be clear. Hair must be clean and neat. Posture will be correct when standing at the position of attention.

4. **Courtesy.** When the inspection is being made, it will be well to ask some of the Pathfinders questions to see how they answer. All questions answered by the Pathfinders should be followed by “Sir” or “Ma’am”. There will be absolutely no talking during any formation while the Pathfinders are at the position of attention or at ease. Throughout the entire inspection of the club, not just during the formation, watch for the courtesy of Pathfinders to their leaders and to one another. Are they polite and considerate of one another?

5. **Drill.** Right after the inspection in ranks before they are dismissed, have them run through a few of the simple drill movements. In many clubs, the drill area may be limited. However, the following movements should be done correctly and precisely, (please refer to the Drill Manual if needed):

- a. Dress right dress
- b. Hand salute and present arms
- c. Parade rest and stand at ease
- d. Right and left face
- e. About face

6. **Discipline.** Watch to see if the Pathfinders obey orders promptly and cheerfully. Visit their classes and watch to see if they are attentive and whether or not they listen to instructions and other information that is given. During any devotional part of the program, Pathfinders should be especially reverent.

7. **Crafts.** Visit the craft classes and watch for neatness. Do the Pathfinders put their craft tools and supplies away? Do they clean up after their class is over? Do the Pathfinders adapt themselves to the craft, or is the craft above them? Are they interested in the craft, or have they lost interest in it? Is their proficiency in the craft up to the standard it should be?

8. **Club Meeting Program.** The club program should be well planned and balanced and should go off as scheduled. The meeting should open and close on time, and all other segments should begin and stop at the appointed period.

The following should be included in every club meeting, but not be limited to:

- a. Opening prayer
- b. Flag ceremony
- c. Pathfinder Pledge and Law
- d. Director’s minute
- e. Closing prayer

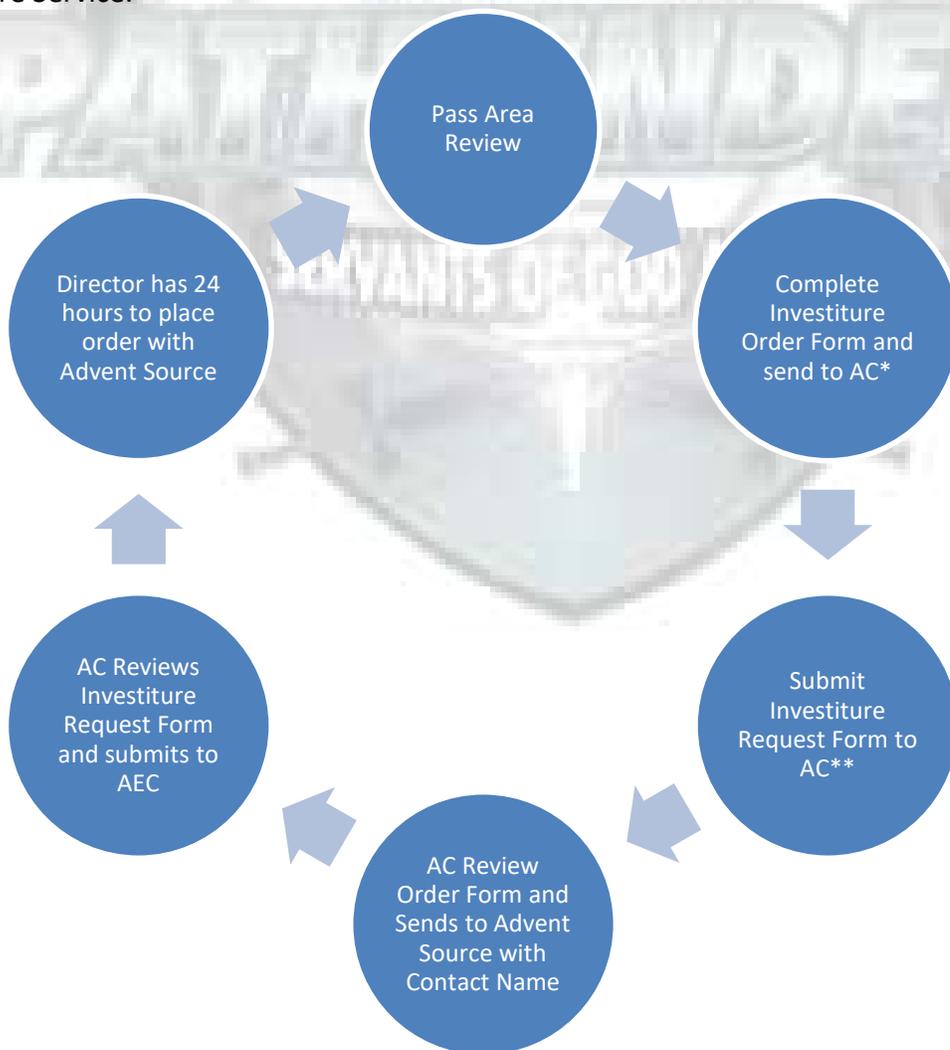
9. **Club Flag.** Each club should have a Pathfinder flag and should receive credit in the inspection for having it at the inspection.

10. **Unit Guidons.** Each unit in the club, if at all possible, should have a guidon and should receive credit in the inspection for displaying it. The unit guidons should be displayed correctly.

Investiture Achievement (IA) Review & Investiture Process

Directors should contact their Area Coordinator for the IA Review schedule for the current pathfinder year. Once your Pathfinder(s) have completed their IA books, the Director should schedule their Pathfinders to attend the next IA Area Review. Once the Pathfinder(s) pass the IA review, the Director should complete the **Investiture & Honors Supply Advent Source Form** and send it to the Area Coordinator for approval also providing the name of the person who will call Advent Source to order the supplies for their club. The Area Coordinator will check the order form to make sure it is filled out correctly. If no, the form goes back to club Director. If yes, the Area Coordinator will submit the approved form directly to Advent Source informing them of the club name and who will be calling to place the order. The Area Coordinator will notify the Director or the designated purchaser. The purchaser will have **24-hrs** to place their order. Please consider shipping time to avoid having to pay the RUSH shipping fee.

Simultaneously, the Director should submit the **Investiture Request form to their Area Coordinator at least 1 month prior to Investiture**. Please list ONLY the names of the pathfinders who passed. **The Area Coordinator will submit the approved request form to AEC at least 2 weeks prior to the club's Investiture**. The data will be entered into the IA database & the certificates will be prepared for Investiture Service.



Monthly Report

The AECPM monthly report is a requirement and has been designed to help clubs provide a well-rounded program each month. The standards on the report are the minimum. We encourage clubs to do even more. Please note it on the monthly reports. We use this information towards selecting the club of the year (Executive Coordinator Award).

This form is also used by the Youth director and his department in order justify funding for the Pathfinder ministry within the conference.

Please see Forms section to review the Monthly Report. This report is due on the 5th of the following month and submitted to AECPM at reports@aecpathfinders.org as well as your Area Coordinator. Below are guidelines to help you understand the report.

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. If you do not email it within the required month, please do not put any points on the form. No points will be counted. The information on page two will be honored; such as induction, investiture, community service, etc.
4. This form is to be completed on the honor system. The answers you submit are between you and your Maker.
5. **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, 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. Keep a tab on these points and apply them appropriately against your club calendar. You are only required to make at least 90 points per month to be an honor club.
6. **Area-sponsored** events includes: area camporees, area parades, area social events or evangelic events where more than one pathfinder club is involved as has been sanctioned by your area coordinator.
7. Please read the second page and fill in the information completely. Clubs have Induction and investiture ceremonies and Pathfinder Day event and forgot to fill out this information. Also, on this page is where you put area or conference sponsored event information. If you had a pathfinder that **was baptized** this month, please indicate that on page two in the box at the bottom of the form.

Awards & Recognition

The pathfinders and staff personnel of the Allegheny East Conference are outstanding and deserve the respect and affirmation of all. Since these serve without remuneration and often without recognition, it is the joyful responsibility of the Pathfinder leadership of this great conference to provide a wide range of awards and identifying insignia to affirm and recognize individuals and groups who have accomplished high standards of excellence in Pathfinding. Therefore the following system of awards is recommended:

Club Awards

1. Book Club Certificates
2. Bible Reading Certificates
3. Investiture Certificates for the class invested.
4. Class pins, Chevrons and Pocket Strips.
5. Good Conduct Ribbon (stars for multiple years)
6. Pathfinder of the Year (boy and girl) - **Please see form section for Pathfinder of the Year Form.**
7. Baptismal Pin / Certificate
8. Pathfinder Staff Service Award
9. Parent(s) of the year Award

AECPM Awards

1. Honor Club
2. Banner Club
3. Director's Award
4. Area Coordinator's Award
5. Executive Coordinator's Award
6. Danny Davis Award

Honor Club

The Pathfinder Executive Committee challenges **ALL Allegheny East Pathfinder Clubs** to qualify for the **Honor Club Award**.

WHAT DOES IT TAKE?

It requires the Director and Staff of a Pathfinder Club to **Plan, Organize, and Execute** a complete Pathfinder Program **AND REPORT the completed requirements on the Monthly Report Form AS THEY OCCUR.**

FAILURE TO REPORT COMPLETED REQUIREMENTS ON THE MONTHLY REPORT FORM, AND TO REPORT THEM ON TIME MEANS THEY WILL NOT BE OFFICIALLY COUNTED. NO EXCEPTIONS!!!

RULES:

1. Clubs must complete the following (Ten) 10 mandatory items to qualify as

an Honor Club: Pathfinder Honor Club of the Year Requirements Checklist

- * Monthly Reports (Mandatory) [at least 9 reports of 90 points or above]
- * AECPM Constituency Meeting¹ (Mandatory)
- * Pathfinder Day Sabbath (Mandatory)
- * Pathfinder Fair (Mandatory)
- * Camporee² (Mandatory)
- * Staff Training³ (Mandatory)
- * Investiture (Mandatory)
- * Dues Paid by Nov 30th (Mandatory)
- * Positive Campsite Inspection (Mandatory)
- * Uniform Inspection (Mandatory)

2. Must be a club registered under the Allegheny East Conference Pathfinder Ministry.

¹ If held by the AECPM.

² Such as Allegheny East, Columbia Union, BAYDA, North American Division, if none of these are held, then an area camporee will be an alternative, but will not take the place of the above mentioned camporees, unless authorized by the executive committee.

³ At least 25% of the club's staff must participate in Conference-sponsored training each pathfinder year in order to qualify.

EXPLANATION OF THE REQUIREMENTS

1. Submit at least 80% of the club's monthly reports (at least 9). Monthly reports are due by the 5th day of the following month. **ANY REPORT SUBMITTED MORE THAN 30 DAYS LATE WILL NOT BE COUNTED.** Points must be 90 or above.
2. Ensure that the director or deputy director plus two regular delegates attend the annual AECPM Constituency Meeting.
3. Conduct a Pathfinder Day / Pathfinder Sabbath program for your Club.
4. Attend and participate in at least 50% of the field events of the AEC Pathfinder Fair. At least 80% of the club's Pathfinders and staff must attend and be dressed in the uniform of the day.
5. Have your club attend at least one of the following camporees (whichever is being held): Allegheny East, Columbia Union, BAYDA¹, or North American Division.
6. Have at least 25% of the club staff attend AEC, Union, or NAD-sponsored Pathfinder staff training. If staff participates in training in another conference, documentation should be presented to the Area Coordinator, the Chairperson, and Assistant of the Training Committee who will make a determination whether the training meets the standards set by the AECPM.
7. Conduct at least one Investiture service for Pathfinders in your club with the approval of the AEC Youth Ministries Director or his/her designee, i.e. Executive Coordinator, Associate Executive Coordinator, Area Coordinator.
8. Each Club will have a Uniform Inspection by their area coordinator at their local club, a camporee, or pathfinder fair. This inspection must be documented on the appropriate form and a copy submitted reports coordinator. The information on what is required in this inspection is documented in this resource manual.
9. Pay Association dues in the amount of \$5.00 per Pathfinder on or before the October 31st or pay \$10 per pathfinder by November 30th deadline.

¹ BAYDA – Black Adventist Youth Directors Association.

Banner Club

To receive a Banner Club certificate, clubs must complete 7 out of 10 required activities. Association dues, monthly reports (at least 7 months must be 90% or more), investiture, staff training are mandated activities. Clubs may select 3 other activities from the Honor Club list.

Director's Award

Presented annually to one PATHFINDER male and one PATHFINDER female who demonstrates outstanding leadership development and who has proven himself/herself worthy of recognition for their handling of responsibility. Each Club Director should submit the bio of their pathfinders of the year to their Area Coordinator by April 15th. The Area Coordinator must review with Associate Area Coordinator to submit one boy and one girl for the executive team (Executive Coordinator and Associate Executive Coordinators) by May 15th to review and select one boy and one girl to be recognized before drill competition on Sunday Fair Day, or at a time and place to be announced if the fair does not take place that year.

Area Coordinator's Award

Presented annually to one outstanding STAFF person who demonstrates the greatest improvement in club administration as evidenced by club participation and level of ability. Directors can submit nominations to their Area leaders by April 15th. Each Area Coordinator should submit up to (2) candidates from there are to the executive team (Executive Coordinator and Associate Executive Coordinators) by May 15th to review and select one staff person to be recognized before drill competition on Sunday Fair Day, or at a time and place to be announced if the fair does not take place that year.

Executive Coordinator's Award

Presented annually to one CLUB that best exemplifies "Total Commitment to Pathfinding" by going above, and beyond, the call of duty, and demonstrates outstanding achievement in soul winning and Pathfinding in general. The executive team (Executive Coordinator and Associate Executive Coordinators) will review data collected from all clubs who receive Honor Club status for the current pathfinder year by way of monthly reports and area coordinator's reports. The club will be recognized at either Spring Training or at their Pathfinder Day if it is held within the 1st quarter of the new pathfinder year.

Danny Davis Award

The Daniel L. Davis Lifetime Service Award is awarded annually to a person who has demonstrated a sincere commitment to Pathfinder Ministry by active involvement in a significant way in some phase of Pathfinder Leadership for at least **three decades**. This award honors the recipient for rendering "a lifetime" of service to Pathfinders and youth and also honors the one for whom it named, Allegheny East's very own Pathfinder Pioneer, "Danny" Davis. The Executive Coordinator will review all recommendations/resumes throughout the year to select the appropriate person who will be recognized at a program where we know the recipient will be present.

Pathfinder Library & Resources

It is essential that the Pathfinder Club Director have the following publications:

The following are found at www.adventsource.org ((t) 800.328.0525 (phone orders)):

- a. Pathfinder Staff Manual
 - b. Pathfinder Club Director –Quick Start Guide
 - c. Pathfinder Drill Manual and/or DVD
 - d. Adventist Youth Classes Instructor's Manual
 - e. Investiture Achievement Director's Guide
 - f. Adventist Youth Honors Handbook, Honor Worksheets and Honor Poster
 - g. Pathfinder Games and Events
 - h. Pathfinder Pocket Field Guide¹
 - i. Pathfinder Bible Experience Application Guide
 - j. The Complete Wilderness Training Manual
 - k. *Seven Steps for Successful Pathfinder Leadership*
 - l. *The Happy Path and Finding the Right Path*
 - m. Master Guide Handbook
 - n. A Practical Guide for Parents and Guardians
 - o. *Messages to Young People*
 - p. *A Practical Guide for Directors & Staff* by Gregory Carmichael
 - q. *A Practical Guide for Counselors & Staff* by Gregory Carmichael
 - r. *What We Believe for Kids: Helping Children Understand the Beliefs of the SDA Church* by Jerry D. Thomas
 - s. *Step by Step: Helping Children Understand the Principles of Steps to Christ* by Jerry D. Thomas
 - t. *Teacher's Helps For Honors*
2. The following resources are found at www.pathfindersonline.org:
 - a. Adventist Youth Ministries Training (AYMT)
 - b. PBE Manual
 - c. NAD Uniform Guidelines
 - d. Honor Requirements
 - e. Pathfinder class curriculum website: <https://www.investitureachievement.com/>
 3. Pathfinder honor requirements websites:
 - a. <https://youth.adventist.org/Ministries/Pathfinders/Honors>
 - b. www.pathfindersonline.org
 4. Honor answers keys: [http://wiki.pathfindersonline.org/w/Adventist Youth Honors Answer Book](http://wiki.pathfindersonline.org/w/Adventist_Youth_Honors_Answer_Book)
 5. Uniforms & resources:
 - a. www.adventsource.org
 - b. <https://www.pathfindershirts.com/store/index.php>
 6. Facebook Groups:
 - a. Allegheny East Conference Pathfinder Ministry
 - b. Pathfinder Club Leaders Collaborate
 7. Registration for training, events, youth ministries information: <https://www.visitaec.org/youth>
 8. AECPM Calendar and other resources: www.aecpathfinders.org

Deadline Reminders

- ☒ 5th Day of the Month – Monthly Club Report Due
- ☒ February 10 – Area Coordinator’s Quarterly Report Due
- ☒ May 10 – Area Coordinator’s Quarterly Report Due
- ☒ April (2nd weekend) – AECYCM Spring Staff Training
- ☒ April 15 – Submit names for Awards:
 - Danny Davis Award
 - Area Coordinator’s Award
 - Director’s Award
 - President’s Award
 - AECPM Pathfinder of the Year
- ☒ August 10 – Area Coordinator’s Quarterly Report
- ☒ June/July – Annual Pathfinder Fair
- ☒ August 1 – Pathfinder Year Starts
- ☒ From Sept 1 to Oct 31 – AECPM Club Dues (**\$5.00 per pathfinder**) Please pay your dues as early as possible. All clubs in the AEC are to pay dues in order to receive benefits from the association.
- ☒ September-(2nd Weekend) – AECYCM Fall Staff Training
- ☒ November 10 – Area Coordinator’s Quarterly Report Due
- ☒ Nov 1 to Nov 30 – Late Dues is **\$10.00** per Pathfinder
- ☒ December 1 – Registration for current Pathfinder year is **closed** except for new clubs



Drill, Drum, and Ceremonies

Basic Drill

Basic drill is incorporated into Pathfinding in order to assist youth in learning to stand tall and straight physically and spiritually. Simple drill and marching are necessary for orderliness and for getting the Pathfinders into position for various activities. Pathfinder drill is a game to be enjoyed and should be used regularly at club meetings. It should not be prolonged to the point where youth are tired of it.

Drill instructions are taken from the 1986 drill manual of the United States Army and are modified to fit the Pathfinder Club. No attempt is being made to make soldiers of the Pathfinders. These are merely the more familiar military courtesies and drills that the youth will enjoy.

Adventsource.org sells the Pathfinder Club Drill Manual as well as a video demonstrating basic drill movements. The director and all staff should participate in drill with the club and be proficient in calling as well as correctly executing commands.



Basic Drill
Commands & Obliq

Drum Corps (Club & AECDC)

The Drum Corps in each club is a ministry tool that is useful for both in-reach and outreach. Directors and staff must minister to each Pathfinder through discipline, unity and LOTS OF LOVE. Teach them that these are the core values of Drum corps and that by loving our neighbor we get stronger and more united. When we are united with discipline and love, nothing can stand in our way to reach souls for Christ.

Once you have an established Drum corps, get them to perform as many places as possible and use it as a ministry tool. You can have the Pathfinders pass out literature and speak directly to the spectators. There are endless possibilities of using this ministry tool to reach those that we could not otherwise come in contact with. Some suggestions are to visit nursing homes and VA hospitals, participate in community parades, and visit neighborhoods where outreach is needed. It is an amazing ministry IF done the right way. Our kids love what they do and we direct it towards helping others.

The Allegheny East Conference Pathfinder Ministry has its own Drum Corps. Every club in AEC can be a part of it. Practices are scheduled for the last Sunday of the month at rotating locations. See the AECPM calendar for details at www.aecpathfinders.org

Drum Corps Resources:

Practice pads, drum sticks, drums: <http://www.music123.com/Practice-Pads-d792.music>

Marching drums here: <http://www.music123.com/Marching-Snare-Drums-d667.music?src=marching+drums>

Bass Drums : <http://www.music123.com/Marching-Bass-Drums-d666.music>

DC basics and advance techniques on all types of drumming: <http://vicfirth.com/education-resource-library/>

Parade Guidelines

Parades are a good way to use the Drum Corps and Pathfinder Ministries as outreach tools. Order and discipline are necessary in every parade formation. Below are a few handy guidelines.

1. The American Flag is always carried at the farthest right and in front of the formation.
2. Parade order when several areas are present in a parade:
 - a. The AEC Color Guard will carry colors at the front of the parade, followed by the AECPM Banner and Executive committee members.
 - b. Next comes the Clubs with their Color Guard carrying the State flag, Christian flag, and Pathfinder flag. The American Flag should only be flown at the head of the parade. After the club Color Guard comes the club banner, Pathfinders, and Drum Corps.
 - c. The Guidon bearers march to the right of their unit and in line with the front row of their unit.
 - d. The Director marches beside the formation and will call commands as necessary to direct the club in the parade.

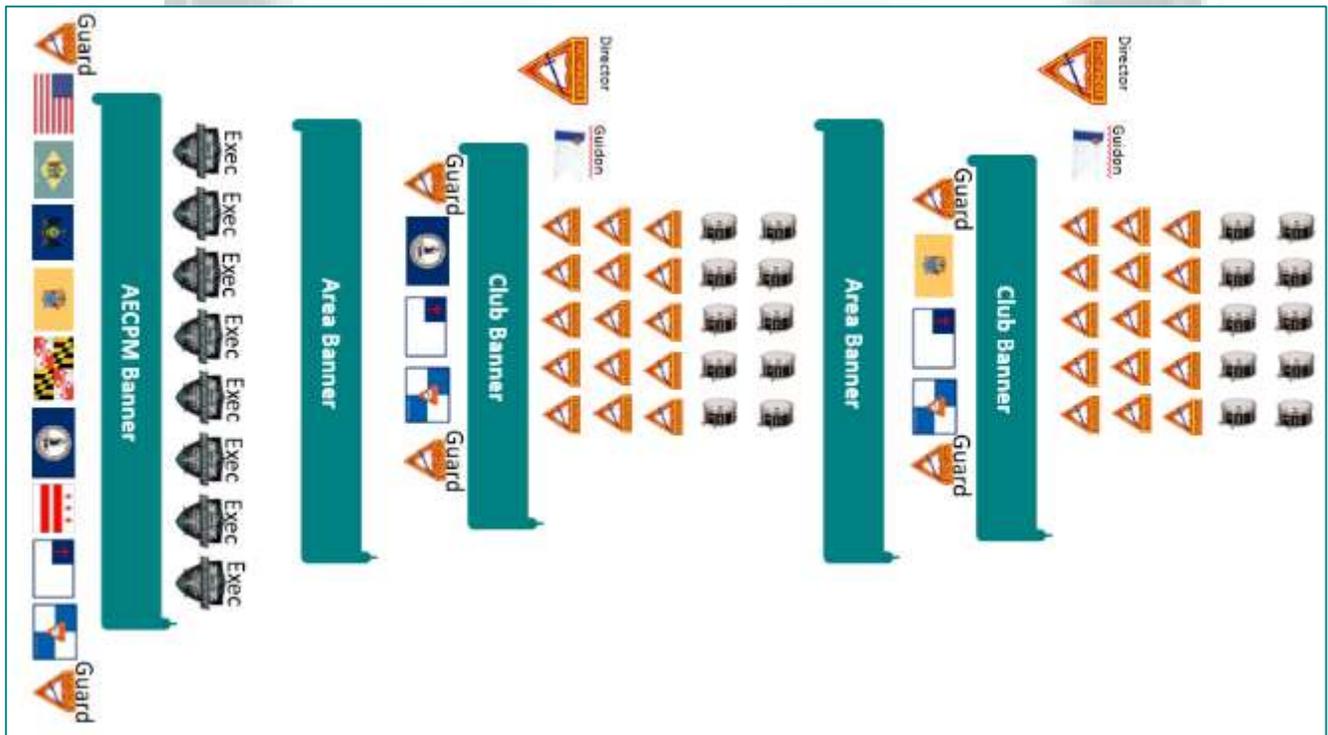


Image 1

3. Parade order when only one area is present:
 - a. The Area Color Guard will carry colors at the front of the parade
 - b. Next comes the Clubs with their Color Guard carrying the State flag, Christian flag, and Pathfinder flag. The American Flag should only be flown at the head of the parade. After the club Color Guard comes the club banner, Pathfinders, and Drum Corps.
 - c. The Guidon bearers march to the right of their unit and in line with the front row of their unit.
 - d. The Director marches beside the formation and will call commands as necessary to direct the club in the parade.

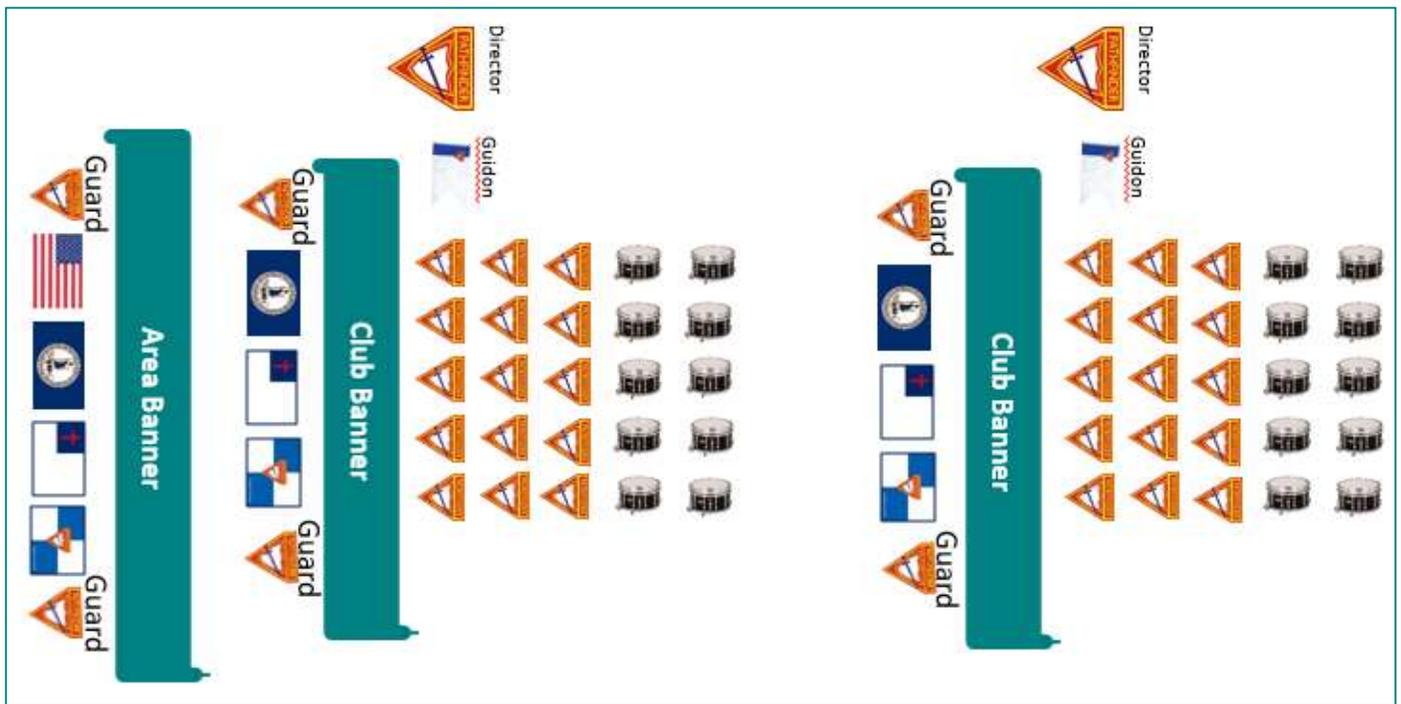


Image 2

Further guidelines:

1. Eyes Right:

- a. When marching, the club director, without turning his body, commands EYES, RIGHT and READY, FRONT.
 - i. He gives the command RIGHT when he is six steps from the front of the reviewing official or reviewing stand, and FRONT when the last rank of the club has cleared the reviewing official or reviewing stand by six steps.
 - ii. The commands EYES, RIGHT are given on the right foot. READY and FRONT are given on the left foot.
- b. At the command EYES, RIGHT:
 - i. Each Pathfinder & Staff, except the right file (column), turns head and eyes to the right at an angle of 45 degrees while marching until the command FRONT is given. *They do not salute.* At the command FRONT, heads and eyes again face front.
 - ii. The club director turns his head and eyes right and salutes. The salute is held until the command FRONT is given.
 - iii. The guidon bearers execute present guidon.
 - iv. All flags except the National flag are dipped at a 45 degree angle. The national flag is never dipped.
- c. The club director ends the salute at the command READY, FRONT. The guidons are returned to the carry.
- d. All flags are carried nearly vertically, with the staff grasped with the right hand even with the mouth and the left hand near the base of the staff (the left had securing ferrule in the sling if used). In strong winds, when using sling, staff may be grasped with left hand just below right hand.

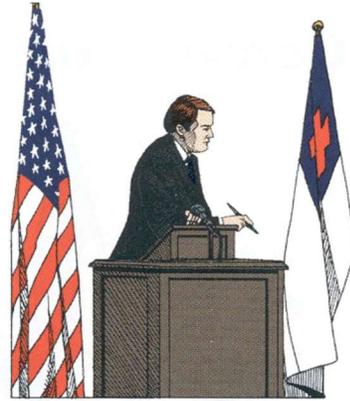
Ceremonies

The Place of Honor

To the right is the place of honor. That is the fundamental rule governing the location of the national flag in all situations when it flies from a staff.



When displayed on a stage or platform, the national flag should be to the speaker's right. Any other flag is on the speaker's left.



This is correct even if there is one or more national flags with the audience, provided the flags are all on staffs.

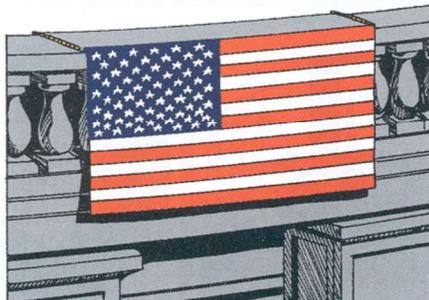
This is correct also if the audience or congregation is on the same level as the speaker.

If the national flag is *not* on a staff, display it flat against a wall with the blue union (point of honor) to the flag's own right.

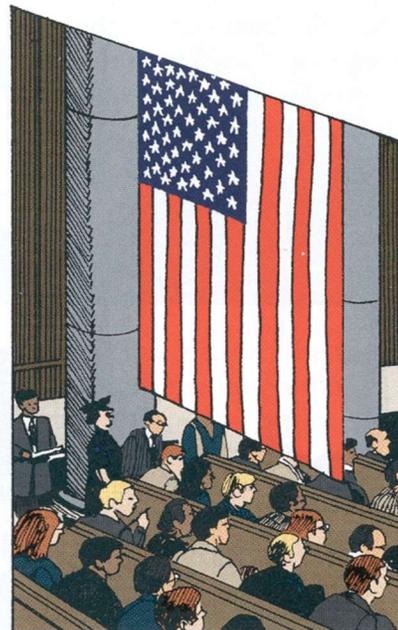
If there is a national flag held by a member of the audience, it should be on that person's right facing the speaker. Any other flag should be on the audience's left. National colors brought in with the audience but placed in front of the audience would be positioned according to

the custom of placing the flag on the speaker's right. Color guards with the national flag and an organization flag may keep both flags together at the right of the audience with the national flag on the right of any other.

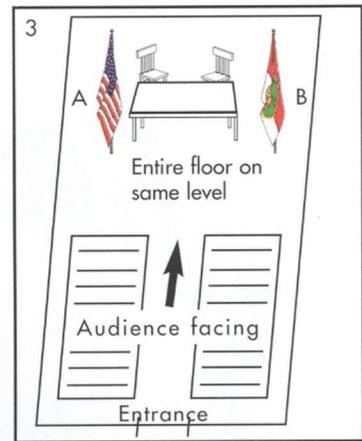
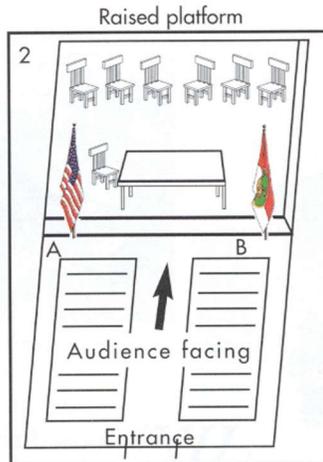
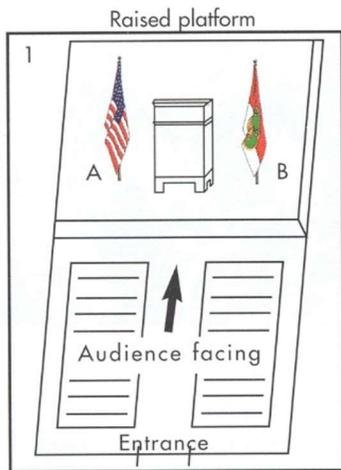
A flag hanging over an audience should face toward the main entrance to the auditorium—the point of honor on the flag's own right (to the left as seen by the people entering).



A flag hanging from a balcony (or stairway) should never be draped, but allowed to fall free. The point of honor is on its own right—always.

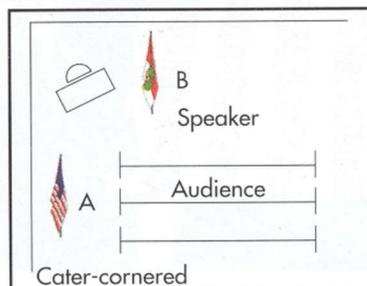
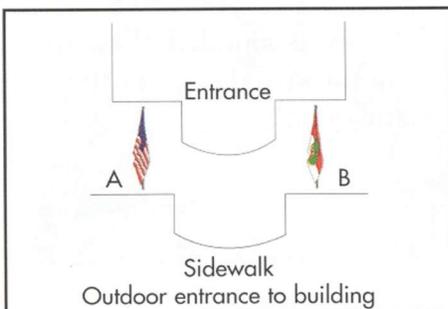
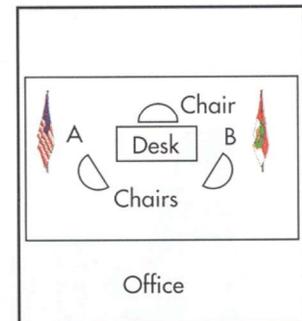
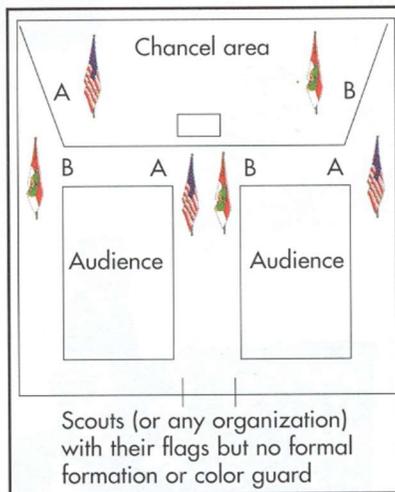
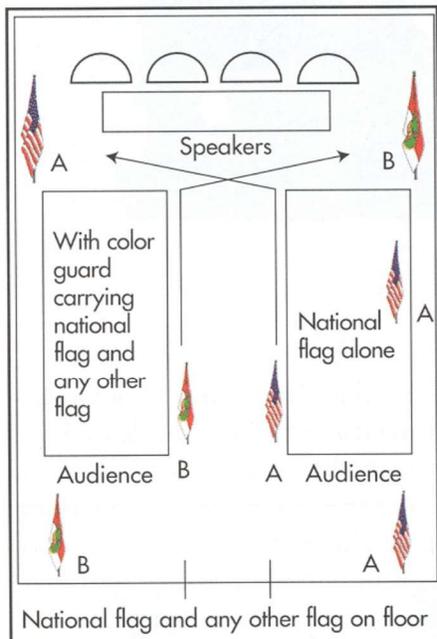
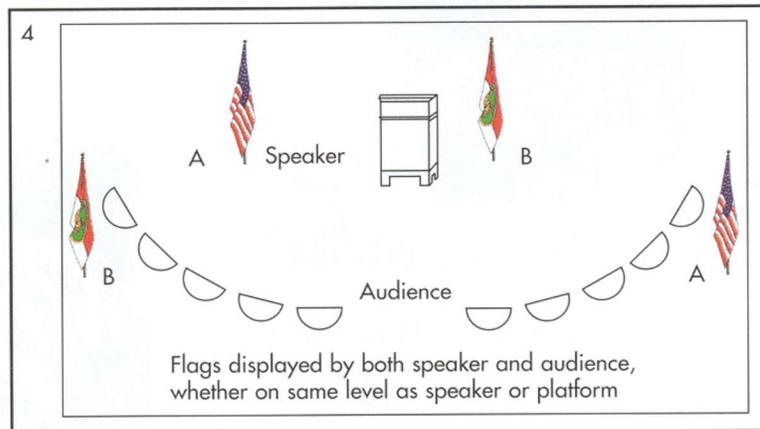


Diagrams of Flag Positions



Note: **A** stands for the national flag; **B** stands for any other flag.

Diagrams 1, 2, 3, and 4 apply to lecture halls, classrooms, club rooms, churches, auditoriums, etc.



Induction

Introduction

The Pathfinder Induction ceremony is necessary for the Pathfinder and family to experience the unique induction of the new Pathfinder into the fellowship of the Pathfinder Club, which will add quality and meaning in them becoming a Pathfinder.

Suggested induction ceremony:

(The directions are worded for an AY/Pathfinder club inducting one candidate, but they may be adapted for AY societies in any number of candidates.)

Preparation:

Materials needed:

- Table
- Pathfinder Emblem
- Pathfinder Law and Pledge
- Pathfinder Flag
- National Flag
- Candles-- one 15” white; six 10” Pathfinder/AY Class colors; eight 8” white through all and seven 8” white for Pledge.

Procedure:

Place a table at the Induction ceremony site. Center a large Pathfinder Emblem directly behind the table, with a Pathfinder Pledge banner on the right of the Emblem and a Pathfinder Law banner to the left of the Emblem. In the center of the table directly in front of the Pathfinder Emblem placed a 15 – inch candle representing the Spirit of Pathfinding. In front of the candle placed six 10-inch candles-blue, red, green, silver (black, if silver not available), burgundy, and gold, representing the six AY/ Pathfinder classes. In front of the six colored candles place a candle holder for the candidate's candle to replace during this ceremony. In front of the Pathfinder Law banner on a line with the “Spirit of Pathfinding” candle, center eight white eight – inch candles. Place seven white eight – inch candles similarly in front of the Pathfinder Pledge banner.

Display the National Flag to the right (as participants faced the audience) of the table and a Pathfinder Flag to the left of the table.

Seat the Pathfinder club by units in a “V” formation, the open end toward the table with the candles. The **candidate(s)** sits in the center of the formation. The **director** stands to the right of the table (facing the Pathfinders), and the **deputy director** stands to the left of the table (facing the Pathfinders).

Ceremony – Script:

After the **director** has given a brief scene of the program procedure to the candidates and special guests, they announce:

“I hereby declare the Induction ceremony of the Pathfinder Club now in order.” The room is darkened.

The **director** lights the “Spirit of Pathfinding” candle saying:

“For the light of our program we turned to the Spirit of Pathfinding. The candles that I now light represent this spirit. It is the spirit of adventure, fun, learning, camaraderie, awareness, and awakening, and above all, a spirit of reverence and a spirit of service to God and man. This light is of itself not complete or sufficient. To introduce the complementary lights we call on our **deputy director**, _____ (name)

While lighting each candle representing it, the deputy director defines the six Classes as follows:

Pathfinder/AY Friend Class is a course of study in learning, skills, and physical fitness that will help one to be a better neighbor now and a friend of God throughout eternity.

Pathfinder/AY Companion Class is a course of study in learning, skills and physical fitness that will give more meaning to life and companionship with Jesus Christ every hour of the day.

Pathfinder/AY Explorer Class is a course of study that will help one to find new adventure in exploring God's Word and His creative works.

Pathfinder/AY Ranger Class is a course of study that will open up new areas of discovery to the natural and spiritual world to secure true and genuine happiness.

Pathfinder/AY Voyager Class is a course of study and physical, mental, cultural, and spiritual development that challenges the teen to develop a wholesome self-concept and Christian lifestyle.

Pathfinder/AY Guide Class is a course of study that emphasizes personal growth and spiritual discoveries and prepares the Pathfinder for development of new skills in leadership and survival techniques.

Option – you may wish to have a candle represent the Master Guide Class. If so, you could say, “the Master Guide Class is a course of study that will help one to lead young people and relationship to our Lord Jesus as our Savior.

When this six AY/Pathfinder Class candles have been lighted, the **director** replaces the “Spirit of Pathfinding” candle in its original position. They then explains to a **candidate(s)** that the large candle is symbolic of the Pathfinder program, emphasizing the high ideals for which the club stands in the growth that the Pathfinder will make as a club member. The **director** then calls upon the Pathfinders to proceed with the ceremony of lighting the Pathfinder Pledge candles.

The **director** then calls for the lighting of the Pathfinder/AY Law candles. Seven highest ranking Pathfinders, previously chosen, light the Pathfinder Pledge candles. After each candle is lighted, the Pathfinder repeats to the director, “Sir/Ma'am, I represent the candidate, who pledges__ (repeats one of the following points according to the candle lighted).

1. “By grace of God”, which means I will rely on God to do His will.
2. “I will be pure”, which means I will rise above the wicked world in which I live and keep my life

clean with words and actions that will make others happy.

3. "I will be kind", which means I will be considered not only to the people around me but also to God's creation; the animals and the environment in which I live.
4. "I will be true", which means that I will be honest and study, work or play, and will always do my best.
5. "I will keep the Pathfinder/AY Law", which means I will understand the Pathfinder/AY Law and live up to it.
6. "I will be a servant of God", which means I will put God first in everything.
7. "And be a friend to man", which means I will treat others like I want to be treated.

At the completion of the lighting of the Pathfinder Pledge candles, the **deputy director** declares, "on behalf of the _____ (Club Name) Pathfinder Club I accept the candidate's vow to live by the Pathfinder Pledge."

Eight of the highest ranks Pathfinders, previously chosen, light the Pathfinder Law candles. Their selection is on the basis of AY/Pathfinder class, club office, club record, good conduct ribbon, etc. in turn, each of the eight Pathfinders marches smartly to the front, salutes the **director** with a hand salute, takes the "Spirit of Pathfinding" candle and light one of the Pathfinder Law candles. (The **director** returns each salute.)

After the Pathfinder replaces the "Spirit of Pathfinding", candle they again salutes the **director** and repeats, sir/ma'am, I represent the candidate, who hereby vows to ___ (repeats one of the following definitions according to the candle they have lighted.)

1. "Keep the morning watch", which means I will have prayer in personal Bible study each day.
2. "Do my honest part", which means I will do my share of the work and will be there when other people need help.
3. "Care for my body", which means I will not put anything harmful in my body; it will stay physically fit.
4. "Keep the level eye", which means I will not lie, cheat or talk dirty.
5. "Be courteous and obedient", which means I will think about other people's feelings and do what I am asked.
6. "Walk softly in the sanctuary", which means I will be quiet in church and during worships.
7. "Keep a song in my heart", which means I will try to always be happy, even when I don't feel like it.
8. "Go on God's errands", which means I will always be ready to tell people about Jesus.

When the Pathfinder Law candles have all been lighted, the **deputy director** declares, "on behalf of the _____ (Club Name) Pathfinder Club I accept the candidate's vow to observe the Pathfinder Law."

The **director** then asks the club members to stand, and the **candidate(s)** for membership is called forward to take position in front of the table between the **deputy director** and **director**, facing the club members and standing at attention. The **director** then asked the **candidate(s)** to affirm dedication to the high principles of the Pathfinder Club and repeat the Pathfinder Pledge and Law. (If more than one candidate is presented, the Pathfinder Pledge and Law are repeated in unison.)

Following the repeating of the Pathfinder Pledge and Law by the candidate, the **director** states:

"We hereby declare _____ (name of the candidate(s) excepted into the fellowship of the _____ Pathfinder Club of the Allegheny East Conference of Seventh-day Adventist. You are now being presented with a candle, (**deputy director** hands **candidate(s)** a 4 – inch wide candle) which you may now light from the "Spirit of Pathfinding" candle and place in the candle holder on the front center of the table. (Pathfinder lights the candle from the 15 – inch candle and places it in the candle holder)

Your life is now added to our club, and we charge you in the presence of these Pathfinders to let your light shine before others in the Spirit of Pathfinding. We shall now ask your **deputy director** to pray that God will give you strength to live up to the high ideals of our club and to be a faithful and loyal club member.”

The **deputy director** leads out in a prayer of consecration for the new member(s), while the club stands at prayer attention.

The **director** says:

“_____ (name of the new member(s), you are now a full-fledged member of the _____ Pathfinder Club.”

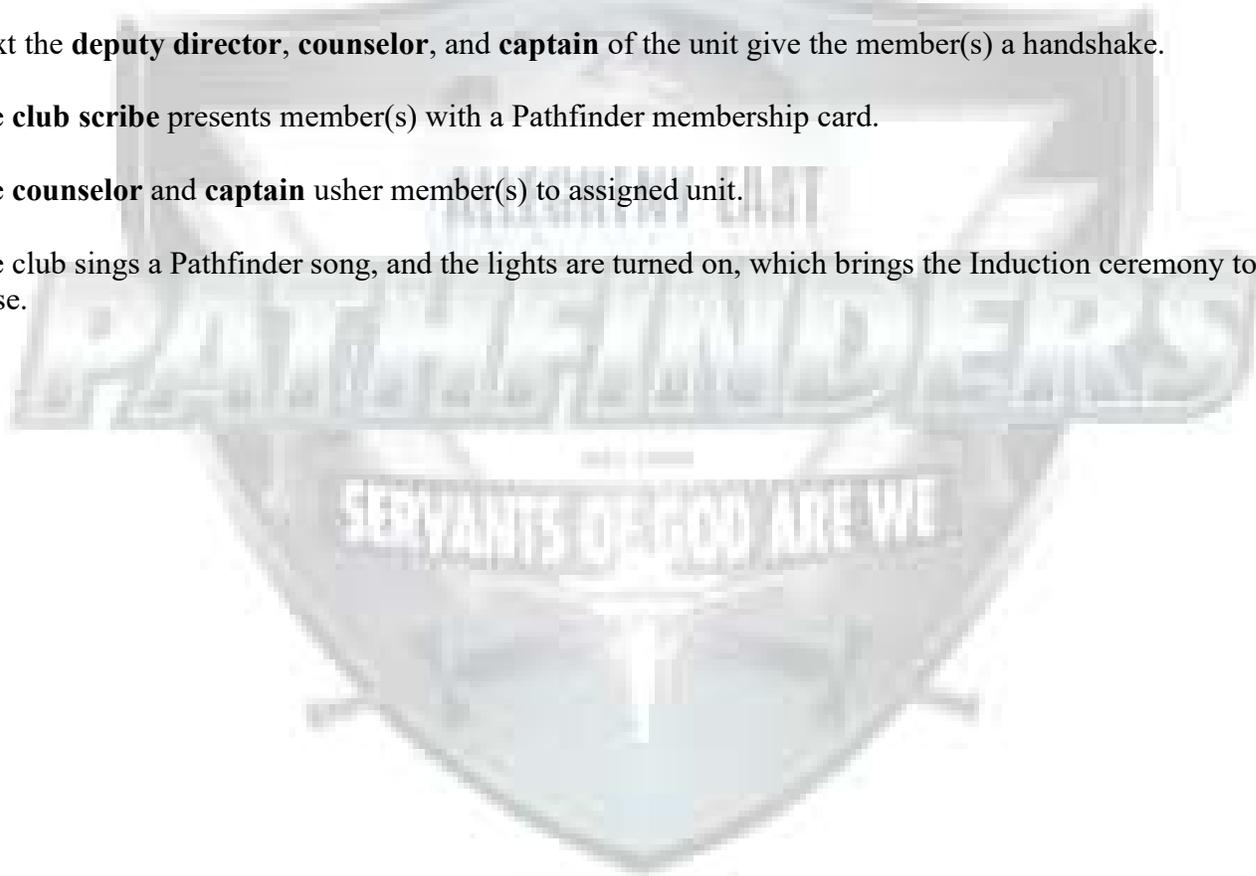
The new member then presents themselves to the **director** to receive a handshake, and receives a Pathfinder Bible (available through the NAD Pathfinder Distribution Ctr., Lincoln, NB).

Next the **deputy director**, **counselor**, and **captain** of the unit give the member(s) a handshake.

The **club scribe** presents member(s) with a Pathfinder membership card.

The **counselor** and **captain** usher member(s) to assigned unit.

The club sings a Pathfinder song, and the lights are turned on, which brings the Induction ceremony to a close.



Investitures

The Investiture service is a program honoring the person(s) studying one of the AY/Pathfinder classes. The study of the AY/Pathfinder Class requirements trains a person for future leadership.

The following outline will help with the Investiture program.

PREPARATION

Usually the Pathfinder director will notify the Conference Youth Director and/or their Pathfinder Area Coordinator that the candidates are ready for Investiture, and a date is set for the meeting. The Investiture service will be conducted by the Conference Youth Director and/or the Pathfinder Area Coordinator.

Before the Investiture all the requirements must have been completed and the permanent signed-off Pathfinder Class record card, and other documents, where applicable, should be presented to the investing official at least one week prior to the Investiture service. To maintain a high standard of achievement, spot testing of candidates is useful, especially on the case of Master Guides.

PERSONNEL WHO MAY BE INVOLVED IN THE INVESTITURE AND THEIR RESPONSIBILITIES:

AEC Representative

One of the following Must be present to Facilitate the Investiture: Area Coordinator, Associate Area Coordinator, Executive Representative, and/or Youth Director.

Responsibilities:

1. Area Coordinator must submit the approved Investiture Request Form to Executive team at least 2 weeks prior to Investiture date.
2. Area Coordinator should assist the club director in the organization of the Investiture service.
3. Executive Representative will bring the Investiture Certificates to the Investiture.
4. Highest ranking executive should read the Pathfinder Charge.

Pathfinder Director

Responsibilities:

1. Type completed Investiture Request Form and submit to Area Coordinator at least 30 days before Investiture date. No Handwritten forms should be submitted.
2. Assist with the local Pathfinder staff in organizing the Investiture program and schedule date.
3. Order Investiture materials your club needs for your Investiture program.
4. Promote the Investiture program among the parents of Pathfinders, and the sponsoring church members.

Pathfinder Counselors

Responsibilities:

- 1) Assist the Pathfinder director and Area Coordinator in planning for the Investiture program.

Program Ideas

- **Displays**
- **Skits**
- **Presenting materials learned**
- **Pathfinder Camporee activities**

Program Sites

- **Campfires**
- **Garden**
- **City or State Park**
- **Church**
- **Church school auditorium**

See the *Pathfinder staff manual* for suggested Investiture programs.





Camping

Pathfinder clubs should camp at least once per quarter. Camping gives the club an opportunity to get out of the city and into nature. Many object lessons can be learned in nature and the study of nature will show the Pathfinder God's handiwork. The director and staff should ensure that each camping experience is positive for the Pathfinders regardless of situations like severe weather, heat, or cold.

Field Trip Tips

1. Always bring Medical forms on trips, no matter how short.
2. Have a definite purpose for the trip.
3. Prepare the group for the experience:
 - a. If possible, preview the trip yourself before taking a group. Obtain pamphlets, pictures, etc.
 - b. Let the Pathfinders plan the menu and as much of the trip as possible.
 - c. Plan what honors will be taught on the trip and prepare materials needed.
 - d. Inform group about things to observe and remember.
 - e. Establish firm conduct rules for the trip. (Sometimes helpful to let the group set the rules)
 - f. Obtain parent's permission to go per child in writing and also for means of travel.
 - g. Have sufficient supervision.
4. During the trip:
 - a. Keep the group together.
 - b. Discuss what is being seen.
 - c. Take time to answer questions.
 - d. Teach honors and observe nature.
 - e. Do nature devotions and challenge the Pathfinders to find something in nature that shows them God's character.
5. After the trip, follow it up by:
 - a. Thank you letters to the facility visited.
 - b. Reports from participants (verbal expressions)
 - c. Discussion
 - d. Further study
 - e. Award honors taught
 - f. Projects related to the trip or study
 - g. Writing experience stories (for newsletters etc.)
 - h. Drawing pictures of what was seen
 - i. Make scrapbooks

Pathfinder Field Trip / Outing Planner

Class / Unit				
Number of Attendees				
Outing / Destination				
Planned Activities				
<i>(List all planned activities: museum study, concert, camping, day hike, rock climbing, bicycling, etc).</i>				
Transportation¹	Indicate Which	Notes		
Public Transportation				
Rental Vehicle				
School / Church Vehicle				
Personal/Private Auto (not recommended)				
Additional Transportation Info²	Yes	No	N/A	Notes
Qualified Drivers (Good driving record/ current MVR, 21+, valid & current license per type vehicle etc.				
Vehicle(s)–safe, well-maintained condition				
Tires–proper size & rating				
Meet safe, legal tread wear limits				
Vehicle properly insured				
Special vehicle insurance coverage (Mexico)				
Fire extinguisher				
Emergency road kit (Reflectors, etc.)				
First aid kit				
Seat belts required				
Seating & load capacity adhered to				
Transportation in back of open vehicles prohibited (pickups, flat beds, etc.)				
Follow-up vehicles provided (bike and walkathons, etc.)				
Administrative	Yes	No	N/A	Notes
Permission Slips				
Medical Release Forms				
Volunteer Forms Signed/Filed				
Activity/site approval by state, fire, etc.				
Requirements by proper authorities met				
Certificates of Insurance obtained				

Allegheny East Conference Pathfinder Ministry

Administrative (continued)	Yes	No	N/A	Notes
Accident Medical Insurance				
Miscellaneous accident				
Volunteer labor construction				
Short-term travel (if necessary)				
Traveler's Advisory Check				
Supervision	Yes	No	N/A	Notes
Adequate number of supervisors ³ (Minimum of two required— additional supervision based on risk)				
Supervision qualified for activity				
First aid trained staff				
Emergency planning ⁴				
Emergency/disaster plan prepared				
Cellular phone				
Portable two-way radios				
Citizen band and/or marine radio				
AM/FM or weather band radio				
Additional clothing requirements				
Shelter requirements				
Emergency water				
Emergency food				
Wool or space blankets				
Clothing & equipment lists distributed				
Activity Safety	Yes	No	N/A	Notes
Safety equipment available for all participants ⁵				
Safety equipment required for all participants				
Safety equipment checked prior to trip				
Safety equipment inspected before each use				
All work projects adhere to OSHA and International Standards (strongest should be used)				
All child labor laws observed				
Name			Signature	
Title			Date	

³ Supervisors / Chaperones must be 21 years or older.

⁴ In many regions, weather conditions can change dramatically in a short period of time—clear and warm to blizzard, cool to extreme heat. Check weather advisories and always plan for any potential weather extremes for the area visited.

⁵ Life jackets, safety harnesses, helmets, knee and elbow pads, etc.

Rules for Choosing a Campsite

1. Choose well-drained level ground.
2. Choose a dry area. Always check the ground carefully, for if it is the least bit damp, the warmth of a body in a sleeping bag will bring the moisture up from the ground and through the sleeping bag. Of course, a ground cloth should always be used under a sleeping bag, even if the ground is dry, for there is always a certain amount of moisture in the soil.
3. Stay away from mosquito-infested swamps, if at all possible.
4. Never camp under an overhanging ledge or cliff. There is danger of landslides or falling rocks. You may build your campfire near the face of the cliff and take advantage of the reflected heat.
5. In setting up a campsite in a wooded area, be sure the tents are not placed under trees with large dead branches that might break off in the wind.
6. Pick a warm area. Remember that water and cold air both run downhill, and that warm air runs uphill. Because of this law of cold air drainage, where would be the best place to choose a campsite—a hilltop, a hillside, or a basin? A hilltop would be warmer and drier, and it would also have strong breezes to keep away mosquitoes. A hillside would be a little cooler, but not too bad, and if very strong winds are blowing, this might be the best spot. In a basin? Never, for this is where the dampness of fog will lie, and the cold frost crystals will form. Also, in a heavy rain such a campsite would be flooded.
7. Hard, rocky, dusty terrain makes a poor campsite.
8. Pitch your tent toward the southeast so that the morning sun will help keep it dry.
9. If there is a prevailing wind, pitch the tent with the door away from the wind.
10. A plentiful wood supply is important.
11. Pick a camping area where plenty of safe drinking water is available.

Camping Essentials Checklist

The Essentials

- Bible and Lesson Quarterly
- Pathfinder Activity Diary
- Toiletries¹
- Insect Repellant
- Lip Balm
- Sunscreen
- Sunglasses (with retaining strap) *
- Canteen / Water Container
- Eating Utensils / Mess Kit / Plate / Cup
- Headlamp / Flashlight
- Extra Batteries / Bulbs
- Toilet Paper
- Brush / Comb

Clothing

- Camp Clothing ^{2 & 3}
- Class A Uniform
- Waterproof Jacket & Pants, Poncho, Raincoat
- Class B Uniform
- Warm Pajamas
- Warm Shirts, Blouses, Sweaters
- Warm, Long Pants / Jeans
- Short and Tee-shirts
- Sweats
- Extra Underwear and Socks³

Footwear

- Hiking Boots / shoes that match terrain
- Extra Laces
- Hiking Socks / Wicking Liner Socks³
- Gloves, Cap / Hat (with brim), Bandanna

Camping Gear

- Warm Sleeping Bag with Extra Blankets
- Insulation for Under Sleeping Bag⁴
- Pillow
- Towel and Washcloth
- Shower Shoes
- Bowl for Washing

Miscellaneous

- Whistle
- Compass
- Camera & Extra Film / Batteries*
- Binoculars*
- Souvenirs for Swapping*

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

* Indicates non-essential items.

^{1/} Toothbrush, toothpaste, biodegradable soap, deodorant (no perfumes).

^{2/} Select clothing that fits your destination and weather conditions.

^{3/} Select quick dry/quick wick material. Cotton is cold when wet. Polyester dries fast.

^{4/} Bed roll, air mattress, ground cloth, etc.

Things To Do When Lost

1. Sit down and think; don't panic.
2. Pray. God knows where you are.
3. Don't move from the spot until you mark it well.
4. Climb a tree and try to locate a familiar spot.
5. From your plainly marked spot take 50, 75, or 100 steps away, keeping your marker in view. Make a circle around the marked spot and see if you find a trail, road, your own tracks, a stream, or something that will help.
6. Check directions; N.S.E.W. If you have no compass, use a watch or wood signs.
7. If the time is within one hour of sundown, make ready to spend a comfortable night in the woods. Don't be afraid.
8. Build a safe fire. Have enough wood on hand to keep it going all night.
9. In the morning, if you are not SURE which direction to go, place green branches on the fire to create smoke; do not put the fire out. Three fires will be a signal for help.
10. WAIT FOR HELP TO COME. Listen for the calls of searchers.

Leave No Trace Principles

(from The Leave No Trace Organization)

1. Plan ahead and prepare.
 - Know the regulations and special concerns for the area you'll visit.
 - Prepare for extreme weather, hazards, and emergencies.
 - Schedule your trip to avoid times of high use.
 - Visit in small groups when possible. Consider splitting larger groups into smaller groups.
 - Repackage food to minimize waste.
 - Use a map and compass to eliminate the use of marking paint, rock cairns or flagging.
2. Travel and camp on durable surfaces.
 - Durable surfaces include established trails and campsites, rock, gravel, dry grasses or snow.
 - Stay on marked trails whenever possible. Short-cutting trails causes the soil to wear away or to be packed, which eventually kills trees and other vegetation. Trampled wildflowers and vegetation take years to recover. Stick to trails!
 - Protect riparian areas by camping at least 200 feet from lakes and streams.
 - Good campsites are found, not made. Altering a site is not necessary.
 - In popular areas:
 - Concentrate use on existing trails and campsites.
 - Walk single file in the middle of the trail, even when wet or muddy.
 - Keep campsites small. Focus activity in areas where vegetation is absent.
 - In pristine areas:
 - Disperse use to prevent the creation of campsites and trails.
 - Avoid places where impacts are just beginning.
3. Dispose of waste properly.
 - Pack it in, pack it out. Inspect your campsite and rest areas for trash or spilled foods. Pack out all trash, leftover food, and litter.
 - Deposit solid human waste in catholes dug 6 to 8 inches deep at least
 - 200 feet from water, camp, and trails. Cover and disguise the cathole when finished.



- Pack out toilet paper and hygiene products.
 - To wash yourself or your dishes, carry water 200 feet away from streams or lakes and use small amounts of biodegradable soap. Scatter strained dishwater.
4. Take pictures, leave only footprints. Leave what you find.
- Preserve the past: examine, but do not touch, cultural or historic structures and artifacts.
 - Leave rocks, plants and other natural objects as you find them.
 - Avoid introducing or transporting non-native species.
 - Do not build structures, furniture, or dig trenches.
5. Minimize campfire impacts
- Campfires can cause lasting impacts to the backcountry. Use a lightweight stove for cooking and enjoy a candle lantern for light.
 - Where fires are permitted, use established fire rings, fire pans, or mound fires.
 - Keep fires small. Only use sticks from the ground that can be broken by hand.
 - Burn all wood and coals to ash, put out campfires completely, then scatter cool ashes.
6. Respect Wildlife. Cut live trees only in life-saving circumstances.
- Observe wildlife from a distance. Do not follow or approach them.
 - Never feed animals. Feeding wildlife damages their health, alters natural behaviors, and exposes them to predators and other dangers.
 - Protect wildlife and your food by storing rations and trash securely.
 - Control pets at all times, or leave them at home.
 - Avoid wildlife during sensitive times: mating, nesting, raising young, or winter.
7. Be considerate of other visitors.
- Respect other visitors and protect the quality of their experience.
 - Be courteous. Yield to other users on the trail.
 - Step to the downhill side of the trail when encountering pack stock.
 - Take breaks and camp away from trails and other visitors.
 - Let nature's sounds prevail. Avoid loud voices and noises
8. There is an excellent resource website by Lisa Row that may be a benefit to campers that I will add to this section: <http://sympathink.com/how-to-survive-in-the-wild-tips-survival-guide/>

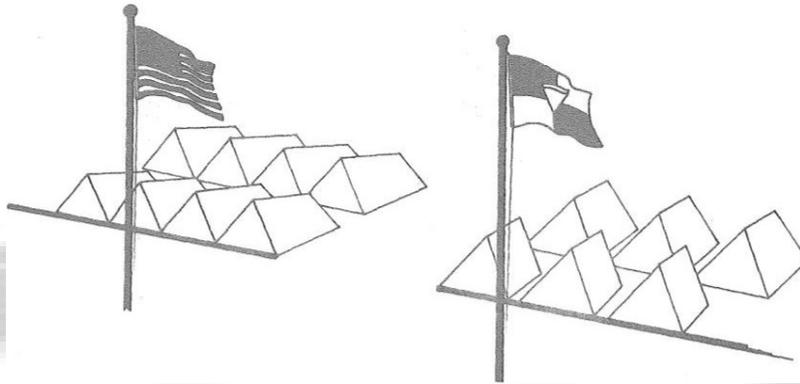
Clubs should stay up to date with the current Risk Management policies found at:

<https://adventistrisk.org/en-us/home>

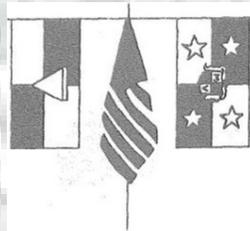
<https://adventistyouthministries.org/safety-guidelines>

Flag Etiquette

When the flag of the United States is displayed at a camporee or campout it should be placed at the right of those who are camping and not at the right of those entering the camp .



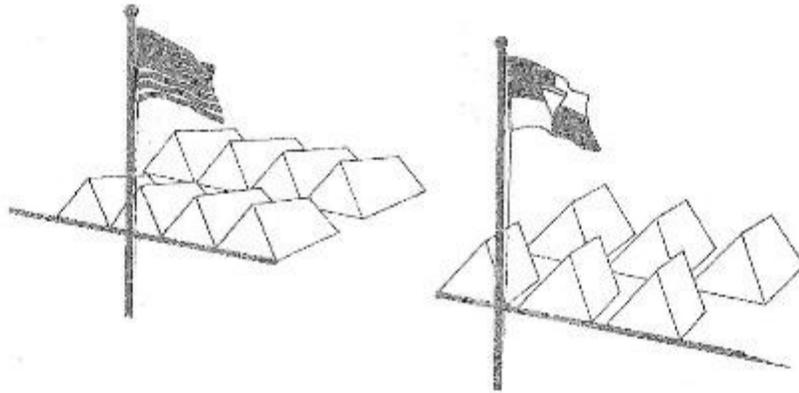
If the American flag is displayed on a cross-type pole with AY and Pathfinder flags, the United States flag should be in the middle and a bit higher than the others



When a long pole is used for two or more flags, the American flag should be displayed above the AY and Pathfinder flags.



Flag Placement - Camporee



When the flag of the United States is displayed at a camporee or campout it should be placed at the right of those who are camping and not at the right of those entering the camp.



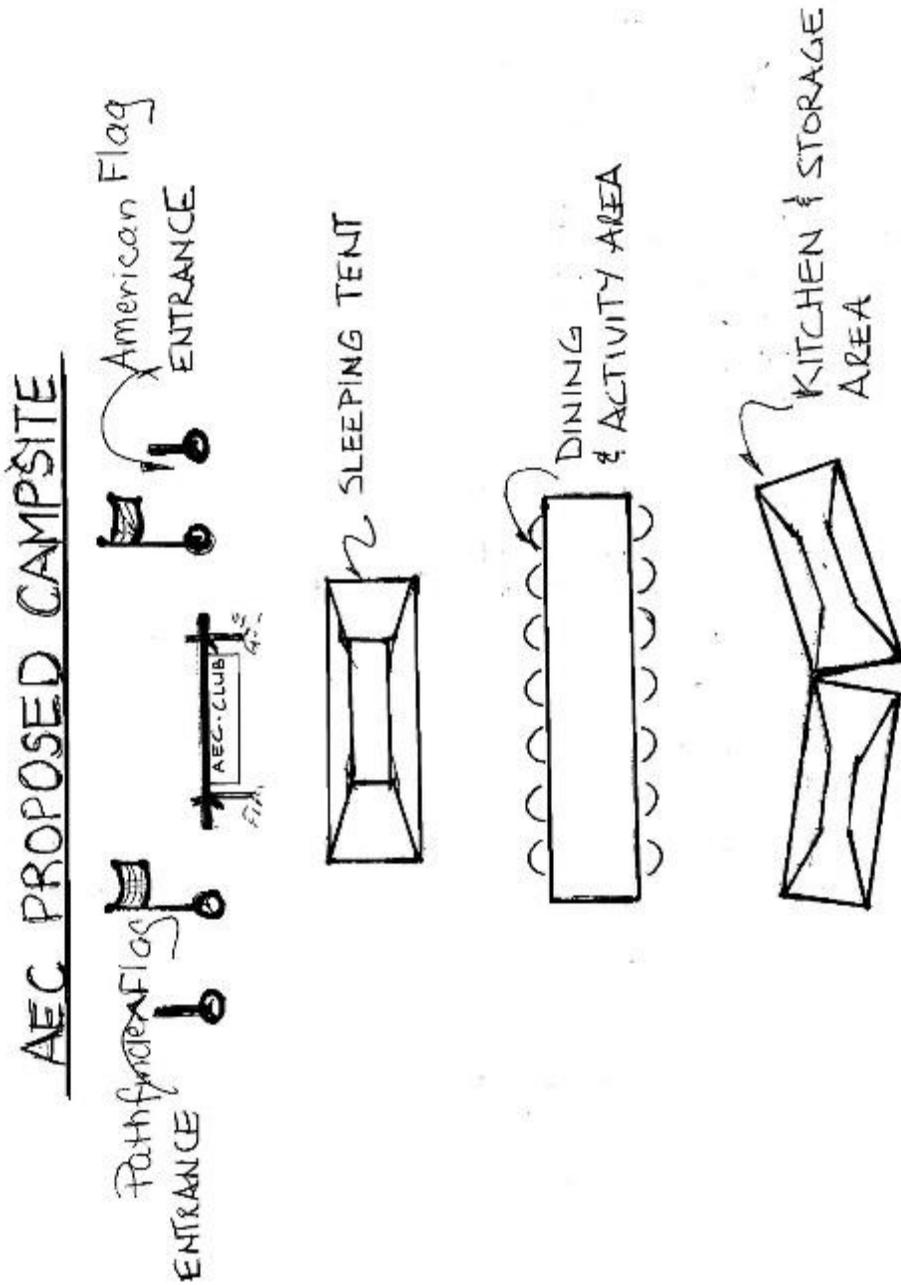
If the American flag is displayed on a cross-type pole with AY and Pathfinder flags, the United States flag should be in the middle and a bit higher than the others



When a long pole is used for two or more flags, the American flag should be displayed above the AY and Pathfinder flags.

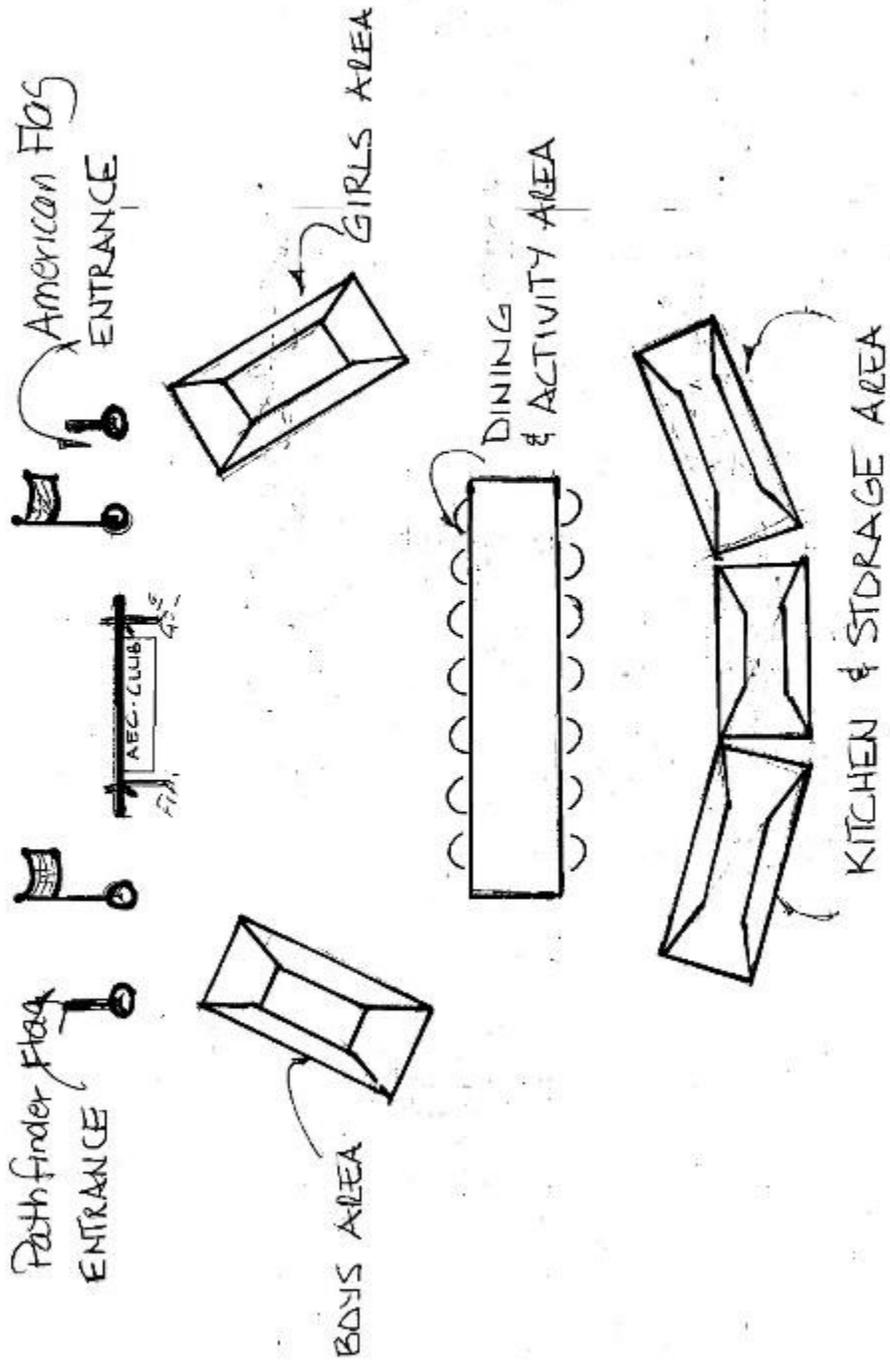
AEPCA Campsite Layout

Drawings by Douglas Robin



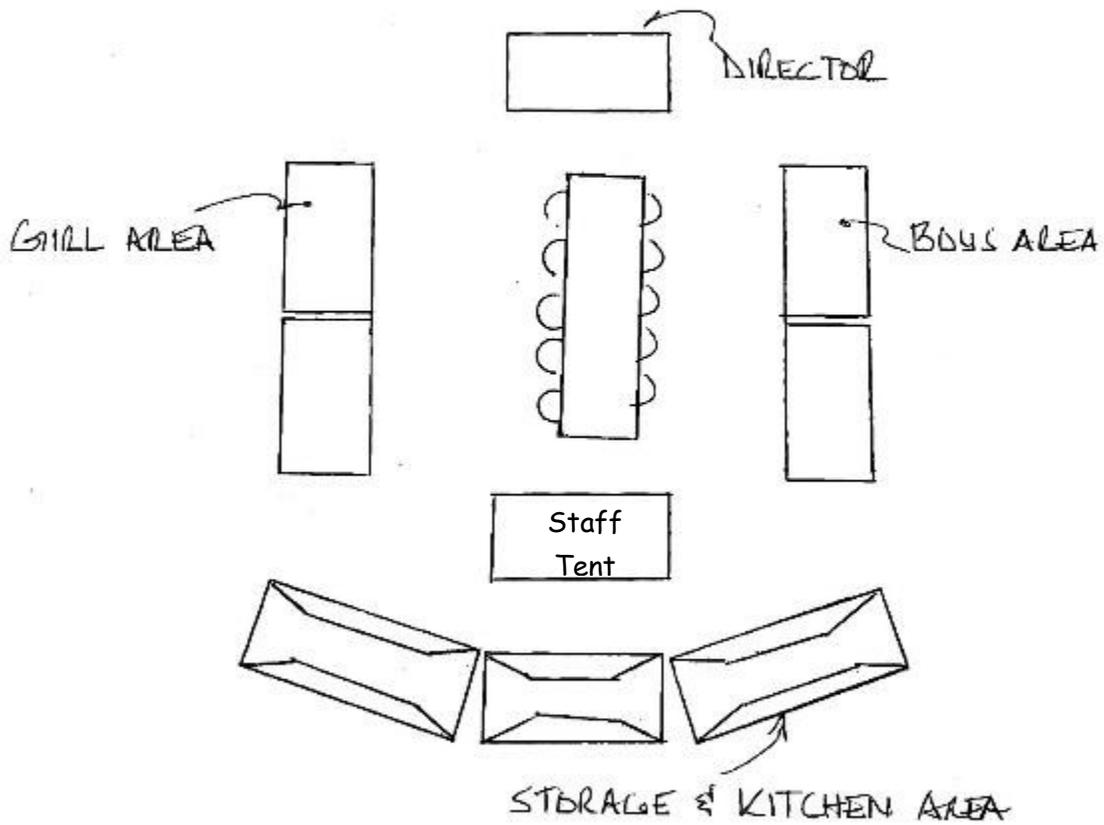
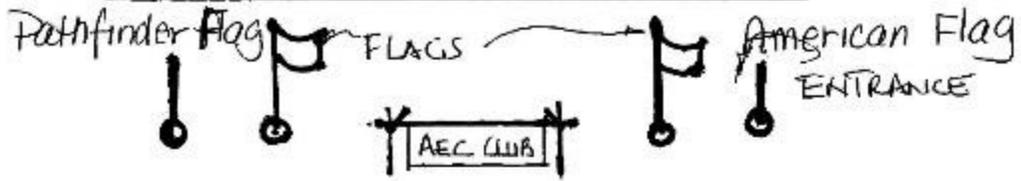
SMALL CLUBS LAYOUT - OPTION ONE (1)

AEC PROPOSED CAMPSITE



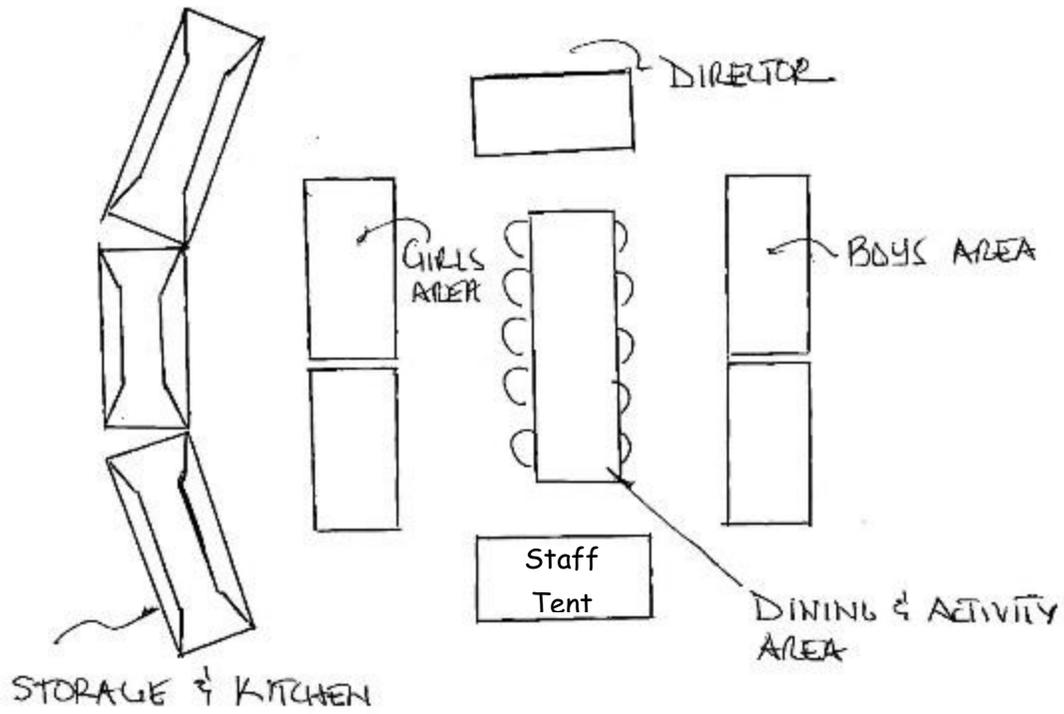
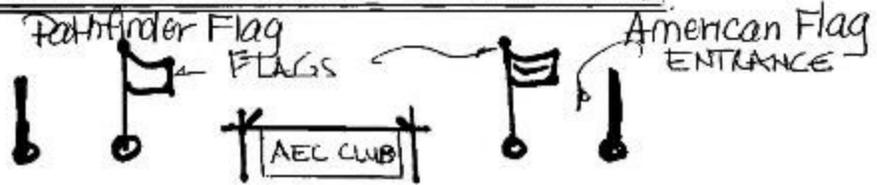
SMALL CLUBS LAYOUT - OPTION TWO (2)

AEC PROPOSED CAMPSITE



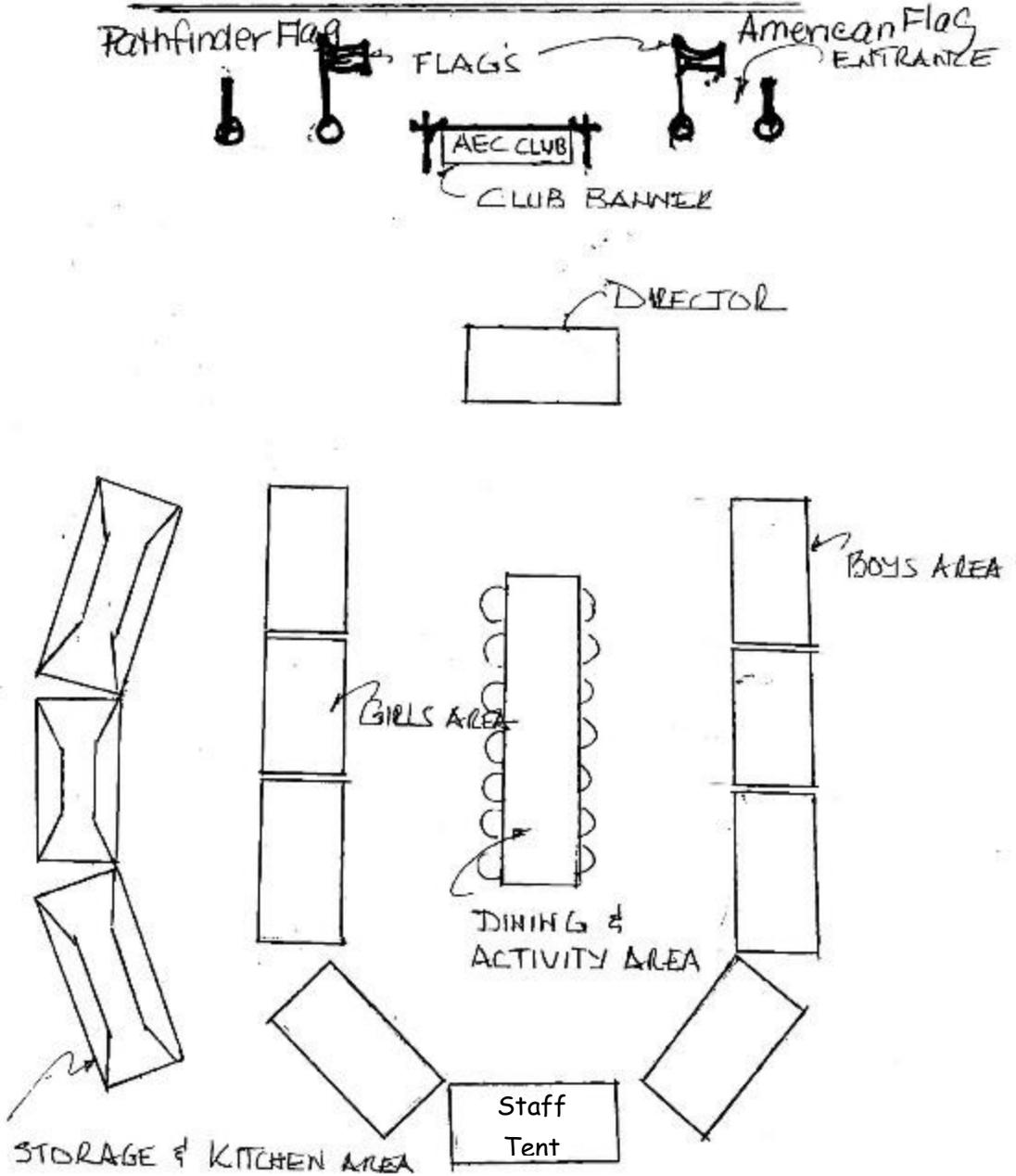
AVERAGE CLUB LAYOUT OPTION ONE (1)

AEC PROPOSED CAMPSITE



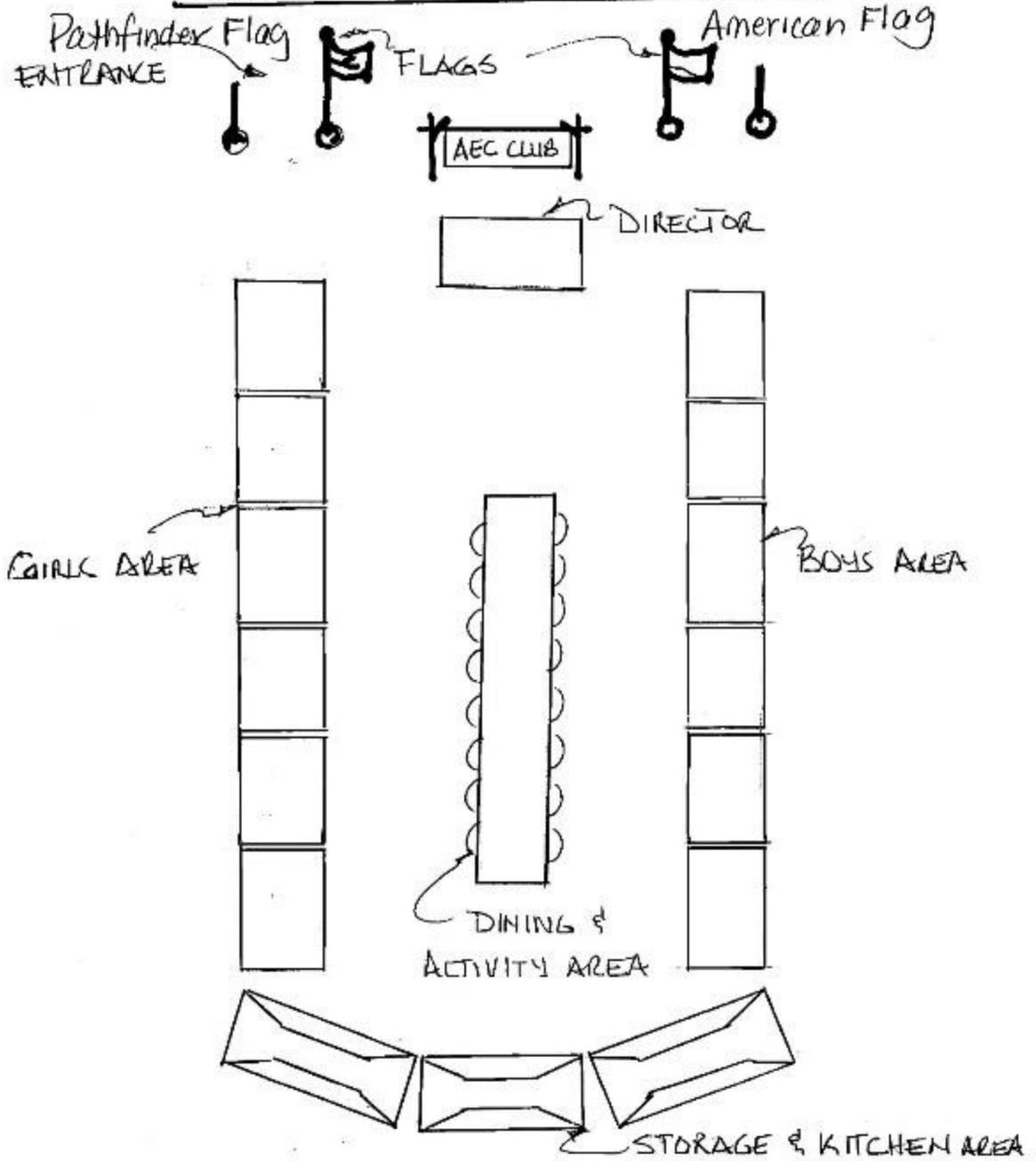
AVERAGE CLUBS LAYOUT - OPTION TWO (2)

AEC PROPOSED CAMPSITE



LARGE CLUB'S LAYOUT - OPTION ONE (1)

AEC PROPOSED CAMPSITE



LARGE CLUBS LAYOUT - OPTION TWO (2)



AECPM FORMS

Allegheny East Pathfinder Ministry

Club Registration to AECPM

The Pathfinder Club of (provide Name of Church, City, State) hereby applies for membership in the Allegheny East Conference Pathfinder Ministry. **Annual club dues are payable on or before October 31st.** Initial and Annual membership fees are based on the number of Pathfinders in the local club. The rate is **\$5.00 per Pathfinder** and does not include staff. (Nov. 1st – Nov. 30th will be \$10.00 per Pathfinder)

Please complete this form if you are a new club or re-starting a club that has been inactive for more than one pathfinder year. Your registration fee for new clubs or re-instatement start-up fee is a \$35.00.

--	--

Church Name			
Club Name			
Church Address			
City/State/Zip			
Club Director			
Address			
City		State, ZIP Code	
E-Mail			
Cell Number		Home Number	
Work Number		Fax Number	
Master Guide	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
No. of Staff Persons	(please provide total number of staff members here)		
Men		Women	
TLT ¹ Male		TLT ¹ Female	

Club Membership			
Number of Girls	Junior (Grades 5-7)	Teens (Grades 8-10)	
Number of Boys	Junior (Grades 5-7)	Teens (Grades 8-10)	
Total Membership			
Calculate Registration Costs by multiplying total number of pathfinders by \$5.00¹			\$
Total fee amount including new club or in-instatement (\$35.00) If applicable			\$
AECPM annual dues cover the period Aug 1 through Jul 31.			

All registration for the AEC Pathfinder Association must be completed online at www.visitaec.org/pathfinders.
 You have a choice to pay electronically or by check.
 If by check, please send it to the Youth Department,
 Allegheny East Conference, P.O. Box 266, Pine Forge, PA 19548

Pathfinder Health Record



(Please attach a copy of insurance card)

Name _____

Birth Date _____

Insurance No. _____

Date of last Tetanus Booster _____

Allergies to drugs or food _____

Special medications or
pertinent information _____

List any restrictions _____

	Home Phone	Cell Phone	Work Phone
Father			
Mother			
Other Adult			

Physician _____

Address _____

Phone _____

Insurance Co. _____

Policy Number _____

Authorization to Treat a Minor

I (we) the undersigned parent, parents, or legal guardian of _____

Name of Pathfinder

In case of emergency, I hereby give permission to the physician selected by the club directors to hospitalize, secure proper treatment for, and to order injection, anesthesia or surgery for my child.

As parent or legal guardian of the applicant, I am in favor of him/her attending club functions and accept the conditions names. The health history stated is correct so far as I know, and the person herein described has permission to engage in all prescribed club activities except as noted. In addition I have read and understand the Emergency Authorization statement and give my full consent to the terms found therein. Permission for photocopying of this health record is granted.

Date

Parent / Guardian signature

This form must be completed and signed annually or if any information has changed during the year.

THIS FORM MUST BE NOTARIZED



Image Release Form

For no compensation, I hereby consent and authorize the Allegheny East Conference Corporation of Seventh-day Adventists ("AECC"), or its assigns, to use my name and/or the names of my family members who are minors, as listed below, as well as my likeness, photos, videos and other information (or that of family members who are minors) for the purpose of news releases, advertising, publicity, publication or distribution in any manner whatsoever. I further consent to such use in their present form and to any changes, alterations, or additions thereto. I hereby release the Allegheny East Conference of Seventh-day Adventists from all liability in connection with such uses.

Dated this _____ day of _____, 20_____.

(Please print name)

(Please sign name)

Street Address

City, State, Postal Code

Telephone Number

Witness:

Additional Minor Family Members
To Whom This Release Applies:

(Please print name)

(Please sign name)

Permission Slip

I hereby give my permission for _____ (full name of pathfinder), who is a member of the _____ Pathfinder Club during the Aug 1, 20__ – Jul 31, 20__ year, to attend the following club activity: _____ (**fill in event name**).

I understand that when necessary, my child will be transported in club-approved vehicles driven by club staff or approved parents to and from the activity location:

(**fill in location**) during these hours, on this day: _____(fill in time and date).

I hereby confirm that all registration, health and insurance information provided during club registration this year is still valid. If not, I have written updates below. In the event of an emergency, I give _____(**Director**) or [**his/her**] staff permission to seek emergency medical treatment on behalf of my child list above.

(Note any health issues and all Allergies)

(Emergency Contact Name and Phone)

(Insurance Card Number, Name, Phone # of Holder)

Signature of Parent or Guardian

Date

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	15 - per activity 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.

AECPM Monthly Club Report – Part 2

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

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 ⁴ 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			

⁴ 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 pathfinder 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. (NOTE: We love to know when you do more. More is always welcomed. Just note it as FYI; 0 points. We will include it in our combined reporting to AEC.)
7. Outside of the bonus points, a club can receive 115 points if you do the maximum in every column. The minimum requirement is 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 submit to reports@aecpathfinders.org.
10. Area-sponsored events includes: area camporees, directors meetings, area parades, area social events or evangelic events where Pathfinders are involved, etc.
11. Any service tied to church members i.e. ushering, serving during fellowship lunch, is In-Reach. Any service intended to serve the community; non-members, is Out-Reach.

Allegheny East Conference Pathfinder Ministry
Class Review Request Form – Page 1

Church			
Club Name		Director	
Cell Phone			
Email Address			
Location of Testing		Time:	
Date: 1 st Choice		Date: 2 nd Choice	
We have prepared each Pathfinder for testing and are requesting that testing be held on the above date. We have reviewed each pathfinder's class materials and all requirements are signed off on. In addition, we have reviewed the pathfinder's uniform and ensured that each pathfinder is ready for uniform inspection.			
Director's signature:			
Class	No. to be Tested	Class	No. to be Tested
Friend		Trail Friend	
Companion		Trail Companion	
Explorer		Wilderness Explorer	
Ranger		Wilderness Ranger	
Voyager		Frontier Voyager	
Guide		Frontier Guide	
Master Guide			
Name		Title	
Signature		Date	
Area Coordinator			
Area Coordinator Signature			
Date Received			

This form should be sent to your Area Coordinator at least one (1) month prior to the intended testing date.

List pathfinders that will be tested and their appropriate class to be tested for on the following page.

If there are any special testing circumstances, please list those below:

1. Director to fill out Testing Request and send to Area Coordinator at least 30 days prior to planned test date.

AECPM Class Review Request Form – Page 2

List Names by Class

Friend (List Name)	Friend (List Name)		Trail Friend (List Name)	Trail Friend (List Name)

Companion (List Name)	Companion (List Name)		Trail Companion (List Name)	Trail Companion (List Name)

Explorer (List Name)	Explorer (List Name)		Wilderness Explorer (List Name)	Wilderness Explorer (List Name)

Ranger (List Name)	Ranger (List Name)		Wilderness Ranger (List Name)	Wilderness Ranger (List Name)

Voyager (List Name)	Voyager (List Name)		Frontier Voyager (List Name)	Frontier Voyager (List Name)

Guide (List Name)	Guide (List Name)		Frontier Guide (List Name)	Frontier Guide (List Name)

Allegheny East Conference Pathfinder Ministry
Investiture Service Request – Page 1

Church			
Club Name		Director	
Home Phone		Work Phone	
Cell Phone		Evening Phone	
Location of Investiture			
Date: 1 st Choice		Date: 2 nd Choice	
<p>We have prepared [___] persons for Investiture and are requesting that an Investiture Service to be held on the above date. We understand that Investiture procedure as outlined by the Pathfinder Staff Manual. We have noted that the Area Coordinator/Local Conference Personnel must be represented at all Investitures. We understand that if the Youth Director cannot be present on our chosen date, he will authorize a representative to conduct the Investiture.</p>			
We will invest (indicate number of candidates):			
Class	No. to be Invested	Class	No. to be Invested
Friend		Trail Friend	
Companion		Trail Companion	
Explorer		Wilderness Explorer	
Ranger		Wilderness Ranger	
Voyager		Frontier Voyager	
Guide		Frontier Guide	
Master Guide			
Clubs may obtain Investiture materials from AdventSource			
<p>This form should be sent to the Your Area Coordinator at least one (1) month prior to the intended Investiture.</p> <p>The Area Coordinator should also send a copy to the Youth Director's Office at least two (2) weeks before the Investiture. The Area Coordinator will forward this Form to the Youth Director and to the Executive Coordinators. Once cleared, the Youth Director will send confirmation to the Area and Executive Coordinators and the Investiture will be allowed to proceed.</p>			
Name		Title	
Signature		Date	
Area Coordinator			
Area Coordinator Signature			
Date Received			

1. Director to fill out Investiture Request and send to Area Coordinator at least 30 days prior to planned Investiture Date.

AECPM Investiture Service Request – Page 2

List Names by Class

Friend (List Name)	Friend (List Name)		Trail Friend (List Name)	Trail Friend (List Name)

Companion (List Name)	Companion (List Name)		Trail Companion (List Name)	Trail Companion (List Name)

Explorer (List Name)	Explorer (List Name)		Wilderness Explorer (List Name)	Wilderness Explorer (List Name)

Ranger (List Name)	Ranger (List Name)		Wilderness Ranger (List Name)	Wilderness Ranger (List Name)

Voyager (List Name)	Voyager (List Name)		Frontier Voyager (List Name)	Frontier Voyager (List Name)

Guide (List Name)	Guide (List Name)		Frontier Guide (List Name)	Frontier Guide (List Name)



Advent Source

PATHFINDER & MASTER GUIDE INVESTITURE ORDER FORM

Updated December 12, 2019

Honors patches, level insignia, Master Guide, PLA and PIA supplies are “restricted” items that require a conference authorization code. Please call your local conference youth department for this code before placing your order. You may call us at 402.486.8800 for help in coding your account or you may enter it online by signing into your account. Click on **“MY ACCOUNT” > “PASSWORD” > “AUTHORIZED USER PASS”**, and enter your conference code.

PF CLASS INSIGNIA, TLT & MISC

*\$0.10 discount per piece if ordered in packages of 50



Pins



Name Strips



Ribbon Bars



Chevrons

PINS*		QTY
002120	Friend	\$1.20
002121	Companion	\$1.20
002122	Explorer	\$1.20
002123	Ranger	\$1.20
002124	Voyager	\$1.20
002130	Guide	\$1.20

CLASS NAME STRIPS*		QTY
002140	Friend	\$1.10
002141	Companion	\$1.10
002142	Explorer	\$1.10
002143	Ranger	\$1.10
002152	Voyager	\$1.10
002150	Guide	\$1.10

CHEVRONS*		QTY
002250	Friend	\$0.95
002251	Companion	\$0.95
002252	Explorer	\$0.95
002253	Ranger	\$0.95
002264	Voyager	\$0.95
002260	Guide	\$0.95

RIBBON BARS*		QTY
002300	Trail Friend	\$1.30
002301	Trail Companion	\$1.30
002302	Wilderness Explorer	\$1.30
002303	Wilderness Ranger	\$1.30
002308	Frontier Voyager	\$1.30
002307	Frontier Guide	\$1.30

CONDUCT AWARDS		QTY
002304	Good Conduct Ribbon Bar	\$1.95
002305	Good Conduct Star	\$0.95



Conduct Bar & Star



Teen Leadership



Service Stars Pins

TEEN LEADERSHIP TRAINING		QTY
002138	Pin	\$2.95
002139	Patch	\$3.95
003028	Name Strip	\$1.50
002080	Cord	\$9.95
009518	Scarf	\$5.95
002436	Year 1 Pin	\$2.00
002437	Year 2 Pin	\$2.00
002438	Year 3 Pin	\$2.00
002439	Year 4 Pin	\$2.00

SERVICE STAR PINS		QTY
002401	Year One	\$2.50
002402	Year Two	\$2.50
002403	Year Three	\$3.00
002404	Year Four	\$3.00
002405	Year Five	\$3.50
002408	Year Six	\$3.50
002407	Year Seven	\$3.50
002408	Year Eight	\$3.50
002409	Year Nine	\$3.50
002410	Year Ten	\$3.50
002411	Year Eleven	\$4.00
002412	Year Twelve	\$4.00
002413	Year Thirteen	\$4.00
002414	Year Fourteen	\$4.00
002415	Year Fifteen	\$4.00
002420	Year Twenty	\$4.00
002425	Year Twenty-Five	\$4.00
002430	Year Thirty	\$5.00
002435	Year Thirty-Five	\$5.00
002450	Year Forty	\$5.00
002455	Year Forty-Five	\$5.00
002460	Year Fifty	\$5.00

PF, MG, PLA, PIA, & MISC

*\$0.10 discount per piece if ordered in packages of 50



PBE

MASTERGUIDE (Pathfinder)			QTY
002131	Six-Star Pin	\$1.25	
002151	Name Strip	\$1.30	
009803	Scarf w/ embroidery	\$15.95	
002200	Slide (Cloth)	\$2.25	
009889	Slide (Metal)	\$5.95	
002261	Combination Chevron	\$3.95	
002263	Star Patch	\$1.35	
001000	Crest	\$7.90	
009547	Beret Crest - not restricted	\$0.95	
003039	Level Pins & Master Guide	\$16.95	
003040	Level Bars	\$24.95	
003989	P Buttons - not restricted	\$33.95	
002241	Men's Logo Tie - not restricted	\$19.95	
008831	Belt Buckle - not restricted	\$9.95	



MASTER GUIDE ESSENTIALS

PATHFINDER BIBLE EXPERIENCE (PBE)			QTY
003780	PBE Anchor Pin	\$1.20	
003790	PBE Patch	\$2.95	
003781	Green Bar 3rd Place (25)	\$19.95	
003782	Red Bar 2nd Place (25)	\$19.95	
003783	Blue Bar 1st Place (25)	\$19.95	
003789	Year Bar (2017)	\$0.75	
003791	Year Bar (2018)	\$0.75	
<i>Call for previous Year Bars</i>			

PATHFINDER LEADERSHIP AWARD (PLA)			QTY
002188	Achievement Certificate	\$1.00	
003013	Red/Silver Patch	\$2.95	
002118	Silver Pin	\$1.95	



PLA

ADVENTIST YOUTH MINISTRY TRAINING (AYMT)			QTY
009517	Basic Staff Training Pin	\$2.15	
009518	Counselor Jump Start Pin	\$2.15	
009519	Director Pin	\$2.15	
009520	Instructor Pin	\$2.15	
009521	Leadership Pin	\$2.15	
009522	Staff Leadership	\$2.15	

PATHFINDER INSTRUCTOR AWARD (PIA)			QTY
002185	Achievement Certificate	\$1.00	
003012	Blue/Gold Patch	\$2.95	
002119	Gold Pin	\$1.95	



PIA

ADVENTIST YOUTH (Pathfinder)			QTY
002132	Adventist Youth (AY) Pin	\$0.95*	
001107	Adventist Youth (AY) Patch	\$1.50*	

ADVENTIST YOUTH MEDALLIONS			QTY
002323	Silver Medallion for Excellence	\$3.95	
002322	Gold Medallion for Excellence	\$3.95	



AYMT



ADVENTIST YOUTH



ADVENTIST YOUTH MEDALLIONS

PATHFINDER HONORS

Pathfinder honors cost \$1.20 each

•\$0.10 discount per piece if ordered in packages of 50

P cont.	QTY	R cont.	QTY	S cont.	QTY	U	QTY
006095	Physics	006230	Rock Climbing	006378	Softball	006502	Ultimate Disc
000000	Pickleball	006240	Rocks & Minerals	006373	Soils	006503	Unicycling
006100	Pigeon Raising	006250	Rowing	006380	Spiders	006505	Upholstery
006102	Pin Trading	007085	Rural Development	006384	Spinning Yarn		
006103	Pinewood Derby			006390	Springboard Diving		
006105	Pioneering			006400	Stamps		
006109	Pizza Making			006410	Stars	V	QTY
006110	Plaster Craft			006415	Stewardship	007365	Video
006118	Plastic Canvas	S	QTY	006420	String Art	006506	Viruses
006120	Plastics	006260	Sailing	006425	Subsistence Farming	006600	Visual Media Critique
007635	Plumbing	006265	Sanctuary	006430	Swimming	006507	Volleyball
006125	Postcards	006270	Sand	005110	Swimming Beginners		
006130	Pottery	006275	Scrapbooking	005780	Swimming Intermediate		
006140	Poultry	006280	Scuba Diving			W	QTY
006150	Poultry Raising	006290	Sculpturing			006508	Wakeboarding
006160	Power Boating	006310	Seeds			006512	Water Safety Instructor
006175	Prayer	007035	Serving Communities	T	QTY	006511	Water Science
006165	Preach It	006295	Sharks	006435	Taiga	006510	Water Skiing
006180	Printing	006300	Sheep Husbandry	006440	Tailoring	006509	Waterfalls
006183	Prophets and Prophecy	006320	Shells	006445	Tapa Cloth	006515	Wattles
006185	Puppetry	007640	Shoe Repair	006450	Teaching	006520	Weather
		007645	Shorthand	006460	Temperance	006530	Weaving
Q	QTY	006323	Shrubs		Temperate	006535	Welding
006190	Quilting	006325	Sign Language	006462	Deciduous Forests	006538	Whistles
		006330	Silk Screen Printing	006464	Tennis	006540	Wilderness Leadership
R	QTY	006336	Skateboarding	006466	Tents	006550	Wilderness Living
006200	Radio	005385	Skiing Cross Country	006470	Textile Painting	006555	Wind Surfing
006210	Radio Electronics	006340	Skiing Downhill	006473	Thatching	006560	Winter Camping
006211	Rainforests	006350	Skin Diving	006474	Tie-Dye	006570	Wood Carving
006212	Raptors	006360	Small Engines	006476	Tole Painting	006580	Wood Handicraft
006213	Recycling	006365	Small Fruit Growing	006475	Track & Field	006590	Woodworking
006215	Red Alert	006366	Small Group Bible Study	006478	Travel	006592	Word Processing
007065	Refugee Assistance	006367	Small Mammal Pets	006485	Tree Climbing	006595	Worms
006214	Renewable Energy	006368	Snowshoeing	006480	Trees		
006220	Reptiles	006370	Soap Craft	006487	Triathlon		
006225	Rivers & Streams	006377	Soap Making	006490	Tumbling & Balancing		
006223	Robotics	006371	Social Media	007095	Tutoring		
				006500	Typewriting		

MASTER AWARDS AND MISC.

Master Awards cost \$1.40 each

•\$0.10 discount per piece if ordered in packages of 50

MASTER AWARDS*

		QTY
004000	Aquatic	
004010	Artisan	
004020	Conservation	
004025	Family, Origins, and Heritage	
004030	Farming	
004035	Health & Science	
004040	Homemaking	
004045	Modern Technology	
004050	Naturalist	
004055	Recreation	
004057	Spiritual Growth and Ministries	
004060	Sportsman	
004070	Technician	
004080	Wilderness	
004090	Witnessing	
004095	Zoology	

MISCELLANEOUS PATCHES/PINS

QTY

007400	Advanced Honor Star Pin	\$0.50
002100	Instructor Diamond Pin	\$0.45
3015	Evangelism Patch	\$1.95

TIPS FOR LEADERS

Advanced Honor Star pin #007400

- The Advanced Honor Star pin is given upon completion of advanced honor requirements. The Advanced Honor Star should be placed on the honor already earned.

Instructor Diamond pin #002100

- Use the instructor diamond as a tool to get teens excited about teaching honors! Many of our pathfinders are talented in specialized areas and are more than able to teach one or more honors. The Instructor Diamond pin #002100, is attached to the honor patch to indicate that the wearer has taught that honor.

Allegheny East Pathfinder Ministry
Club Pathfinder of the Year Form

Name _____ Sex _____ Age _____

Club Member for [_____] years

The above name has been selected as Pathfinder of the Year for our local club. We submit the name of this individual as a candidate for Pathfinder of the Year of the local conference. This nomination is the decision of our staff, based on the statistics as given below. (Based on one Pathfinder year.)

	Points	Points Given
1. Attendance Record (Present and on time to no less than 90% of meetings)	1-10	_____
2. Uniform and Insignia (Complete, clean and pressed,	1-10	_____
3. Personal Appearance (Cleanliness, hair combed, shoes	1-10	_____
4. Conduct (Home, school, church, club) (Courteous, kind, obedient, example	1-10	_____
5. Spiritual (Reverent, baptized, studies Sabbath School lesson and attends Sabbath School and church regularly)	1-10	_____
6. Participation		
a. Local club functions (Hikes, camp outs, trips, projects)	1-10	
b. Conference-wide functions (fairs, camporees, rallies, summer camps, etc.)	1-10	
c. Church spiritual and secular activities in one of the standard Pathfinder class levels.	1-10	
7. Achievement		
a. Invested in a Pathfinder class during year	5	_____
b. Completed one of the Pathfinder advanced class	1-10	_____
c. Pathfinder honors earned (1 pt. each, completed within	1-10	_____
8. Special For outstanding accomplishment during the year at school, church, community, etc.	1-10	_____

Total Possible Points **115** _____

In the space below list outstanding characteristics of this Pathfinder,
including special points of recognition not brought out on this sheet.

Club Name _____

Director _____

Sponsoring Church _____

Pastor _____

Date _____

Allegheny East Pathfinder Ministry
Club Inspection Form

Club _____ Director _____

Inspector(s) _____ Inspection Date _____

A. Attendance (Pathfinders and Staff*)

Percentage of club in attendance
 (95%=10 75%=7 50%=5) 10 pts. _____

B. Club Formation & Drill (Pathfinder and Staff*)

Formation 5 pts. _____
 Drill 5 pts. _____

C. Club Appearance & Behavior (Pathfinder and Staff*)

Uniforms & Personal Appearance 5 pts. _____
 (Class A or B acceptable)
 Courtesy & Discipline 5 pts. _____

D. Flags and Banners on Display

American Flag 5 pts. _____
 Pathfinder Club Flag 5 pts. _____
 Club Banner 5 pts. _____
 Unit Guidons (for clubs greater than 8) 5 pts. _____

E. Club Program

Honors and AY Classes 5 pts. _____
 Club Meeting Program 5 pts. _____

F. Club Records

Yearly Club Application of file with conference 10 pts. _____
 Monthly Reports being turned in 5 pts. _____
 Pathfinder Applications and Health Records 5 pts. _____
 Staff Applications & Background Info on file with conference 5 pts. _____

G. Club Emergency Preparedness

Fire Extinguisher, First Aid Kit, Emergency
 phone # and phone available (all to be current) 5 pts. _____
 At least one regular staff member First Aid Certified 5 pts. _____
 At least one regular staff member CPR Certified 5 pts. _____

TOTAL POINTS _____

90-100 Excellent 70-79 Good 80-89 Very Good 0-69 Needs Improvement

Staff includes Directors, Deputy Directors, Counselors, and Class Instructors
 A Copy should be submitted to Director, Area Coordinator and reports@aecpathfinders.org

Allegheny East Conference Pathfinder Ministry
Club Class 'A' Uniform Inspection Form

Club Name		Date	
-----------	--	------	--

Criteria	Point Range	Possible Range	Score	Comments
A. Uniform¹		45 points		
1. Beret w/PF Triangle ²	0 or 5 Points			
2. Scarf w/ Slide	0 or 5 Points			
3. Shirt w/ PF Patches	0 or 5 Points			
4. Honor Sash	0 or 5 Points			
5. Black Pants/Skirt ³	0 or 5 Points			
6. Black Belt and PF Buckle	0 or 5 Points			
7. Black Socks/Hosiery	0 or 5 Points			
8. Black lace-up ⁴	0 or 5 Points			
9. Accessories	0 or 5 Points			

¹ One pathfinder out of uniform will result in a zero (0) score.

² Berets are not required, BUT Uniformity is expected. If one wears it, all must wear it.

³ Skirts cannot have slits or pleats and cannot be more than 2" above the knee. Best practice would be to purchase the skirt from [AdventSource](http://AdventSource.com).

⁴ Black lace-up shoes must be uniform by club either leather or patent leather.

Inspector Name		Signature	
Director Name		Signature	
Overall Recommendations			

Allegheny East Conference Pathfinder Ministry
Class 'A' Individual Uniform Inspection

Pathfinder		Inspected by	
Date		Position	
	Patches & Pins	On Uniform [Yes/No]	Need Item [Yes/No]
			Notes
UNIFORM			
Hat – REMOVE since optional			
Scarf			
Slide			
Black Honor Sash			
Pathfinder Belt			
Girls - Black Skirts ¹ /Pants			
- Black Hosiery/ Black Socks			
- Shoes ²			
Boys - Black Pants ³			
- Black Socks			
- Shoes ⁴			
SHIRT / BLOUSE			
Right Sleeve	Club Crest		
	Large Pathfinder Triangle		
	Responsibility Strip ⁵		
Left Sleeve	AEC Patch		
	World Patch		
	Class Chevron		
Left Pocket	Class Pin		
	Pathfinder Pin		
	Baptismal Pin		
	Unit Office ⁶		
Left Pocket Flap	Class Strip		
	Good Conduct Ribbon		
Overall Appearance			

- ¹ Girls Skirts: no splits, walking slits only; skirts are to be no more than 2" above the knee.
- ² Girls Shoes: flat, closed toe, lace up shoes. no open toe shoes, no heels of more than 2".
- ³ Boys Pants: no jeans / no pants with insignia.
- ⁴ Boys Shoes: no sneakers.
- ⁵ Strip: Director, Counselor, Instructor, Junior Counselor.
- ⁶ Unit Office: Captain, Scribe.

Inspector Name		Signature	
Director Name		Signature	

Allegheny East Conference Pathfinder Ministry

Camporee Inspection Form

Club Name		Date	
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	Poor	Insuf.	Good	Appro.	Exc.
Tents					
1. Properly pitched	1	2	3	4	5
2. Alignment	1	2	3	4	5
3. Adequate tents for every Pathfinder; units cannot be mixed	1	2	3	4	5
Tents (inside)					
1. Beds/Cots made neatly (if applicable)	1	2	3	4	5
2. Sleeping bags/bedrolls rolled in a uniform manner	1	2	3	4	5
3. Arrangement of backpacks	1	2	3	4	5
4. Bible, Sabbath Sch. quarterly, flashlight on a bed/bag/roll	1	2	3	4	5
Area					
1. Neatness	1	2	3	4	5
2. Fire equipment (axe, shovel, fire extinguisher)	1	2	3	4	5
3. First aid kit visible	1	2	3	4	5
4. Plastic trash bag set for trash	1	2	3	4	5
5. Properly prepared cooking/eating area	1	2	3	4	5
Flag and Guidon Display					
1. American Flag	1	2	3	4	5
2. Pathfinder Flag	1	2	3	4	5
3. Unit Guidon	1	2	3	4	5
4. Club or Church Banner	1	2	3	4	5
Campers' Respect					
1. Pathfinder courtesy	1	2	3	4	5
2. Uniform	1	2	3	4	5
3. Aligned by tents standing at attention	1	2	3	4	5
4. Counselors/Staff members in formation	1	2	3	4	5
	Poor	Insuf.	Good	Appro.	Exc.
1-Poor 2-Insufficient 3-Good 4-Appropriate 5-Excellent					
Inspector Name		Signature			
Director Name		Signature			
Comments					



**Allegheny East Conference Corporation
Youth Ministries Department
Accident/Incident Report**



Department:		Date:	
Name of Person Completing Form:			
Email Address:		Telephone #:	
Mailing Address:			
Name of Person Injured:		Age:	Sex: <input type="checkbox"/> Female <input type="checkbox"/> Male
Email Address:		Telephone #:	
Mailing Address:			
Name of Parent/Guardian (if minor)			
Email Address:		Telephone #:	
Mailing Address:			
Date of Accident:		Time of Accident:	
Accident Location:		Was a leader notified immediately? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Was injured person participating in an activity at time of injury? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, what activity?			
Describe the sequence of incident/activity in detail including what the injured person was doing at the time:			
Any equipment involved in accident? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, what kind?			
What could the injured have done to prevent injury?			
Emergency procedures followed at time of incident/accident:			
By whom?			
Witnesses Information (Signed statements can be attached)			
Name	Email Address	Telephone #	
Were parent/guardian notified? <input type="checkbox"/> Yes <input type="checkbox"/> No By <input type="checkbox"/> Writing <input type="checkbox"/> Telephone <input type="checkbox"/> Other _____			
Parent's Response			
For Youth Department Office Use Only			
Received by:		Date:	
Follow up action:			

