

# FLORIDA ADVENTURERS



I AM  
LOVED...

ADVENTURER  
STAFF HANDBOOK  
2018-2019



## Happy New Year - well, the Adventurer New Year - Adventurer Family!

**"I Am Loved..."** What a wonderful thing. To be loved by your spouse (if you're married), your children, family, friends, by your Adventurers. It's a wonderful feeling to know that you are loved. And please know - you ARE LOVED by us and all the Adventurer OAV Team! But no matter how much we feel, or don't feel loved by our earthly friends/family we ALWAYS can be safe in the knowing we are LOVED BY GOD!

We pray as you go through this Adventurer year that you will feel His love for you more and more each day and in turn will share His love to others more each day. Thank you for all you do to share God's love to your Adventurers and their families.

**PLEASE NOTE** - Club Registration needs to be into the Conference Office by September 15. Your Club Registration, Calendar, Verified Volunteers Compliance Report documentation and Drivers Questionnaire report are due by or before September 15.

Our theme for our Area Fun Days this year will help us show how God's love is worldwide. **"Discover God's Love Around the World"** Fun Days will allow each club to pick a country to represent. Your exhibit can include, but is not limited to, games played in that country, food samples (no selling of food or items in the exhibit area), crafts, posters, native costumes, etc.

Please remember not to count on your Adventurers to be a part of your exhibit - they will be "traveling the world" getting their passports stamped throughout the day.

The planned patches that can be earned on Fun Day:

Award - Acts of Kindness and Speeches of Other Countries  
Chip - Community Friends                      Star - Neighbor Friends

Adventurers should also be able to complete the requirements for Country Club and most of the International Award by touring the countries on display. Please remember - Fun Day is a day for your Adventurers to explore, make new friends and have FUN! Don't make earning any of the patches a high priority - you can do them at your Club (or ask the presenter to come do it) at a later date if there is a long line.

Dates for the Discover God's Love Around the World Fun Days Areas:

South - Oct 28, 2018                      Central - March 24, 2019  
North - March 3, 2019                      North - April 7, 2019

**MAKE PLANS TO TRAVEL!** And to have an exhibit to show God's Love Around the World!

NAD has accepted new patches for the 2018-19 year - they are:

Talent and Communion Awards - We hope you enjoy earning these new Awards with your Adventurers.

There is, in process of being developed and tested a Bible quiz program (yet to be named) for Adventurers. Florida has volunteered as a pilot Conference. If your Club is interested please contact Lisa/Brad Gary. We hope to have the pilot program out soon.

Thank you again for all you do to share God's LOVE with so many. The entire OAV Team is here to support you in any way we can - just ask! Have a wonderful year - we look forward to seeing you at Fun Day, Club events and finally at Red Zone!

I Am LOVED.....

Brad & Lisa Gary and all of the Adventurer OAV Team



# ADVENTURER

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# FLORIDA CONFERENCE LOCAL CLUB ADMINISTRATION

## Section A

- Starting Next Adventurer Year / New Club
- Club Administration
- Adventurer Club Uniform | Checklist | Sample Parent FAQ
- Adventurer Membership Application
- Medical Consent Form
- Adventurer Conduct and Participation Agreement
- Basic Adventurer Meeting
- Campout Packing Checklist
- Fire Drills & Safety Procedures

# STARTING NEXT ADV YEAR/NEW CLUB

## **NEXT ADVENTURER YEAR**

1. Recruit old and new staff.
2. Have a few staff meetings to accomplish the following:
  - PRAY, PRAY, and when you're done, have more PRAYER!
  - Review last year (the good and the bad) and set goals for the coming year.
  - Survey your staff's availability and limitations, and keep these in mind when planning out the Adventurer year. Do not bite off more than your staff can chew!
  - Decide when, how often, and for how long the club should hold meetings.
  - Plan the club calendar. Reference the following: Calendars for Conference events, Holidays, Church events, and School events; and the "Club of the Year" requirements. Make sure to include meetings, Induction, Adventurer Sabbath, Investiture, fundraisers, projects, Conference events and Family Network, etc.
  - Designate responsibilities and do any training where needed.
  - Encourage all staff to attend LEADERSHIP CONVENTION.
3. Have a club registration event with the following:
  - Snacks, drinks, and games for the kids.
  - Give out packets with (at least) the following: Club Membership Application, Medical Consent Form, Club Rules, and Club Staff List with phone numbers, requirements for Club/Conference awards.
  - Have Staff fill out the "Volunteer Staff/Volunteer Service Form" and the "Volunteer Driver Form", make copies of each for your records, and send the originals to the Conference office.
4. Register your Club with the Conference!

## **NEW CLUB**

1. Someone expresses the desire to start an ADV Club to the Pastor.
2. Pastor presents idea to the church board for approval.
3. Club Director is selected by church board or nominating committee.
4. Leadership Manuals are purchased from the Conference Office, and are reviewed by Club Director and Pastor.
5. Club Director & Pastor recruit staff.
6. Conference representatives meet with the interested parties to help them organize.
7. The Director, Staff, and Pastor meet to organize the club's philosophy and leadership structure.
8. The club is officially announced to the church by the Pastor. Parents and other interested adults are invited to planning meetings.
  - a. First meeting – What is Adventurers? How does it work?
  - b. The next few meetings – See "Next Adventurer Year" #2 above.
9. Adventurer Club officially begins!

# CLUB ADMINISTRATION

## What makes us different?

### **DIVISIONS BY GRADES**

The title “Adventurers” is a term that covers children from grades Pre-K through grades 4 worldwide. The Adventurer Club gives the adult members of the church an excellent opportunity to work with their children. Please keep in mind that the primary target in Adventurer ministry is the PARENT. The goal is to train parents how to be better parents for their children.

- Pre-K Little Lamb
- Kindergarten Edgar Beaver
- First Grade Busy Bee
- Second Grade Sunbeam
- Third Grade Builder
- Fourth Grade Help Hand

### **LEVEL STUDIES**

The number one goal of Florida Conference Adventurers is to develop disciples for Jesus. Adventurers are encouraged to complete their Level Studies to learn more about Jesus by digging deep in the Bible and in God’s book of nature.

### **PROGRAM**

The Adventurer Club staff is responsible for planning the program of the club. The director is the chairperson. Suggestions are welcomed from all sources. For best results the staff includes the parents of Adventurers in planning the club's program. It is realistic to think of the Adventurer year as paralleling the school year; however, the calendar year January to December may also be used.

### **CLUB STAFF**

**DIRECTOR:** The Adventurer Club director is responsible for leading out in providing a program for the club that reaches the objectives successfully. The Adventurer Club director presides at the staff meetings. He/she keeps in touch with the conference Adventurer volunteer director and sends in reports as required. He/she should be a person who understands kids, works well with staff, carries responsibility, possesses an eagerness to recognize new ideas, and shows initiative in implementing those ideas. Above all, the director is a sincere Seventh-day Adventist Christian whose life demonstrates what God can do. The Adventurer Club director is a member of the church board.

**ASSOCIATE DIRECTORS:** Associate director(s) accepts assignments from the director and shares in the leadership responsibilities of the club. The associate director keeps records and compiles regular reports for the conference. They can assume the responsibilities of the finance officer, secretary, and chaplain. In larger clubs an associate can be added to plan activities, nature projects, supervise crafts, and plan special events.

**CURRICULUM & AWARD INSTRUCTORS:** Instructors for Adventurer classes and awards can be drawn from the church, but specialists in certain fields may be selected from the community to conduct courses. The instructor's responsibility is to teach the class and reflect Seventh-day Adventist ideals.

### **VERIFIED VOLUNTEERS DESIGNATED PERSON**

The Verified Volunteers program is similar to STV. Once the user is on the website, they must select the Southern Union, the Florida Conference, and then their church name to begin the registration process.

The Shield the Vulnerable data has not been transferred over to the new Verified Volunteer program. All volunteers that are either new, or their three years under the Shield the Vulnerable are up (expired) must sign up under the new Verified Volunteer program. The website is: [www.ncsrisk.org/adventist](http://www.ncsrisk.org/adventist)

Each church location is to have a level 2 administrator over the Verified Volunteer program that can view the list of volunteers for their location and keep track of the information. They can see who has cleared the background screening, and remind people when they need to redo the program. The form can be found at the Director’s/Staff Packet, page 5, (English) and page 6, (Spanish).

# ADVENTURER CLUB UNIFORM

The uniform makes the organization real and visible. It becomes emblematic and representative of an ideal, a standard. One of the ways to set up a standard and bring the members of an organization up to that standard is through the uniform. It should stimulate loyalty toward that standard by building morale and binding members into closer fellowship. It also appeals to those not already members to join. The uniform becomes a builder of club spirit. All uniform items should be uniform within your club.

## **GIRLS UNIFORM**

White Shirt

Navy blue pleated jumper  
or skirt

Black shoes  
White Socks

Adventurer scarf with Slide

## **Optional**

Navy blue or black hosiery (Women)  
Navy blue tie (Men) uniform within club

Sash: Navy Blue

## **BOYS UNIFORM**

White Shirt

Navy blue pants

Black shoes  
Navy Blue Socks

Adventurer scarf with Slide

Sash: Navy Blue

## **STAFF UNIFORM**

White Shirt

M: Navy Blue Slacks  
W: Navy Blue Skirt

Black shoes  
Navy Blue Socks (Men)  
Natural/Nude Hose (Women)

Adventurer scarf with Slide  
(May wear Master Guide  
scarf/slide)

Sash: Navy Blue

For more info: Adventurer Club Director's Guide, page 73, 74

## **UNIFORM INSIGNIA**

### **Right sleeve**

Club Name Crescent  
Office Strip (Staff)

### **Right Sleeve**

Adventurer Patch

### **Left Sleeve**

Adventurer World"  
Master Guide Star/Combo (Staff)

### **Sash**

Little Lamb Stars  
Eager Beaver Chips  
Level Pins (children)  
Adv. Awards

### **Left Front Pocket / Flap**

Pocket Tab (above pocket)  
Level Pins (adults only)  
Parent Pins  
Master Guide Pin  
Baptismal Pin

The **NEW NAD Adventurer logo** must be transitioned to by 2020.

# ADVENTURER UNIFORM CHEKLIST

NAME: \_\_\_\_\_

Class Level: \_\_\_ LL \_\_\_ EB \_\_\_ BB \_\_\_ SUN \_\_\_ BUI \_\_\_ HH

## Field Uniform

Club T-Shirt \_\_\_ Have \_\_\_ Need \_\_\_ Received \_\_\_\_\_ Size

## Class A Uniform

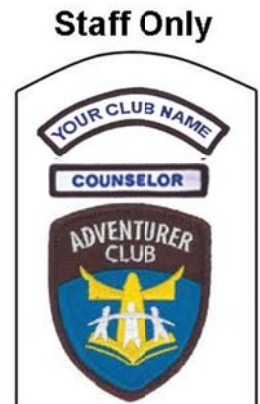


### Left Arm:

Florida Conference \_\_\_ Have \_\_\_ Need \_\_\_ Received  
 Adventurer World \_\_\_ Have \_\_\_ Need \_\_\_ Received

### Right Arm:

Club Crest Insignia: \_\_\_ Have \_\_\_ Need  
 Title Strip: **\*Staff Only** \_\_\_ Have \_\_\_ Need  
 Insignia Patch: \_\_\_ Have \_\_\_ Need



Sash: \_\_\_ Have \_\_\_ Need \_\_\_ Received

Slide: \_\_\_ Have \_\_\_ Need \_\_\_ Received

Scarf: \_\_\_ Have \_\_\_ Need \_\_\_ Received

Q: Where do I purchase these items?



**A: There are various places you can get these items.**

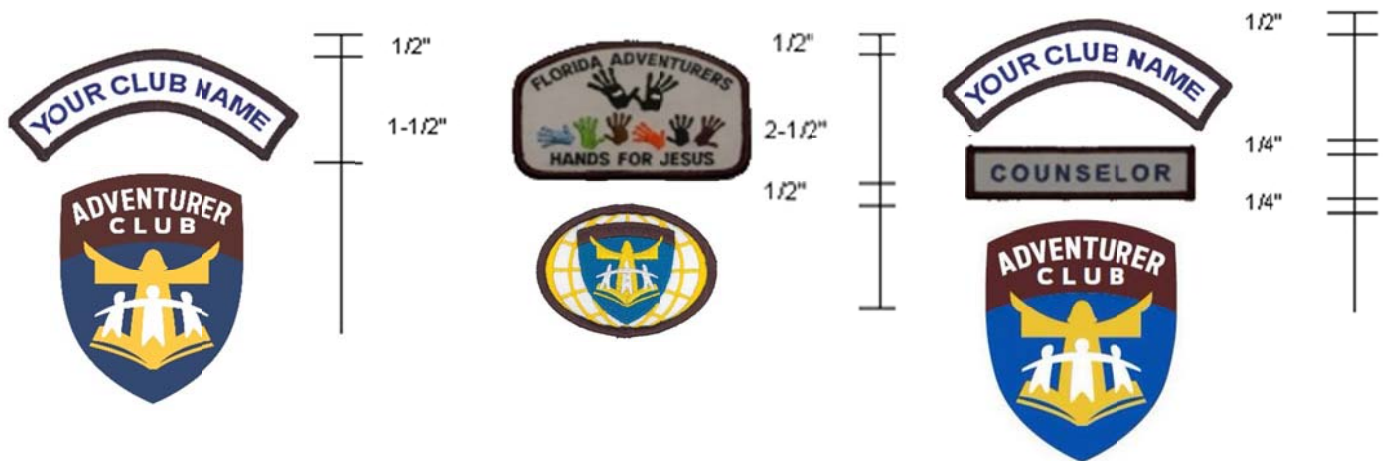
White Shirts: Any store that carries uniform shirts will carry them. Make sure there is enough sleeve to put patches on. Guidelines are below in this FAQ

Uniforms can be purchased from:

- Advent Source ([www.adventsource.org](http://www.adventsource.org))
- [www.frenchtoast.com](http://www.frenchtoast.com) (White Shirts)
- Burlington Coat Factory, Target, Ross, Etc.
- [www.pathfindershirts.com](http://www.pathfindershirts.com) Pathfinder Shirts (Located in Altamonte Springs)

**PATCH PLACEMENT**

**A: Guidelines are shown below:**



Form stays in local Church

# ADVENTURER MEMBERSHIP APPLICATION

<u>LAW</u>	
Be obedient	Be attentive
Be pure	Be helpful
Be true	Be cheerful
Be kind	Be thoughtful
Be respectful	Be reverent

<u>PLEDGE</u>
Because Jesus loves me, I will always do my best.

## APPLICANT'S COMMITMENT:

I \_\_\_\_\_ would like to join the Adventurer Club. I will attend club meetings, hikes, field trips, missionary adventures, and other club activities. I agree to be guided by the rules of the club and the Adventurer Pledge and Law.

## Personal Information

Name \_\_\_\_\_ Age \_\_\_\_\_ Birthdate \_\_\_\_\_  
 Address \_\_\_\_\_ Male \_\_\_ Female \_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Phone # \_\_\_\_\_ Grade in School \_\_\_\_\_ Baptized? Yes \_\_\_ No \_\_\_  
 Name of Church \_\_\_\_\_

I have been an Adventurer \_\_\_ Yes \_\_\_ No \_\_\_ Where \_\_\_\_\_

Check all level(s) you have been COMPLETED:

\_\_\_ Little Lamb \_\_\_ Eagar Beaver \_\_\_ Busy Bee \_\_\_ Sunbeam \_\_\_ Builder \_\_\_ Helping Hand

## Family History:

My parents are Master Guides Father Yes \_\_\_ No \_\_\_ Mother Yes \_\_\_ No \_\_\_  
 Have worked with Adventurer before? Yes \_\_\_ No \_\_\_ Yes \_\_\_ No \_\_\_

**APPROVAL OF PARENTS OR GUARDIANS:** The applicant is in Pre-K through grade 4 at the time of registration. We have read the Pledge and Law and are willing and desirous that the applicant become an Adventurer. We will assist the applicant in observing the rules of the Adventurer organization. As parents, we understand that the Adventurer Club program is an active one for the applicant. It includes many opportunities for service, adventure, and fun. We will cooperate:

1. By learning how we can assist the applicant and his/her leaders.
2. By encouraging the applicant to take an active part in all club activities.
3. By attending events to which parents are invited.
4. By assisting club leaders and by serving as leaders if called upon.

We hereby certify that \_\_\_\_\_ was born on \_\_\_\_\_

\_\_\_\_\_  
Father's Signature

E-mail address: \_\_\_\_\_  
Cell Phone #: \_\_\_\_\_

\_\_\_\_\_  
Mother's Signature

E-mail address: \_\_\_\_\_  
Cell Phone #: \_\_\_\_\_

\_\_\_\_\_  
Guardian's Signature (If applicable)

E-mail address: \_\_\_\_\_  
Cell Phone #: \_\_\_\_\_

# MEDICAL CONSENT

In these days of lawsuits, medical consent forms are a necessity on every outing. 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 consent form provides protection for the doctor, the child, and the club director.

1. 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 young people have been given medical aid at a remote hospital or office after the leader produced a consent form. Other times the form has not helped at all.)
2. 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.
3. 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, that director would certainly be a handy target for a liability suit.

## **Note:**

Medical consent forms may be dated in such a way that they are good for the whole year. This has the obvious advantage of saving a lot of work in collecting new forms for each outing. There are two disadvantages to year-long consent forms. First, a form signed several months ago will not be as impressive to a doctor as one signed yesterday. Secondly, the form won't have current information on the location of the parents. Adventurer parents **MUST** be with the Adventurers on a weekend outing. They cannot stay overnight without a parent present.

Form stays in local Church

# MEDICAL CONSENT FORM

(This form must be notarized)

Child's Name \_\_\_\_\_ Birthdate \_\_\_\_\_ Sex \_\_\_\_\_

Cell Phone # \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Medical Insurance \_\_\_\_\_ Policy # \_\_\_\_\_

Physician's Name \_\_\_\_\_ Phone \_\_\_\_\_

Father's Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Office Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Mother's Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Office Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Physician's Name \_\_\_\_\_ Phone \_\_\_\_\_

## MEDICAL HISTORY

Weight \_\_\_\_\_ Height \_\_\_\_\_ Last Tetanus shot \_\_\_\_\_

Food allergies \_\_\_\_\_

Medication allergies \_\_\_\_\_

Medications receiving now \_\_\_\_\_

Medical history (i.e., recent surgery, diabetic, chronic illness)

Person to notify in case of accident or illness if parents are not available

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Relationship to child \_\_\_\_\_

I, \_\_\_\_\_, (parent/guardian) give the following emergency medical treatment consent for the above-named child. Effective: From \_\_\_\_\_ to \_\_\_\_\_.

Emergency Surgery

First Aid

Both of the above

None of the above

(One of the types of treatment must be marked)

## **ALL MEDICAL CONSENTS MUST BE NOTARIZED**

Signature of Parent/Guardian \_\_\_\_\_

Subscribed and acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
by \_\_\_\_\_, who is personally known to me or who has  
produced \_\_\_\_\_ as identification.

(Notarial Seal)

\_\_\_\_\_  
Notary Public signature, State of Florida



## Code of Conduct and Participation Agreement

1. Adventurers should be **on time** to all club meetings and events. Chronic tardiness will be taken into account when evaluating an Adventurer's Personal Performance.
2. **Field Uniform** (club tee shirt, shorts with length to the knees or jeans, tennis shoes) will be worn at all club meetings and informal activities and functions unless specified otherwise including camp outs. Open toe shoes are not allowed at club meetings.
3. Complete **Class A or B Uniform** will be worn at all formal club activities and designated club meetings. Class A uniform consists of: white shirts with all patches and pins, slacks (boys) navy blue jumper or navy-blue dress (girls), navy blue socks (boys) white socks (girls), black dress shoes (closed toe), sash, scarf, and uniforms slide. Class B uniform is all of the above without the sash, scarf and slide.
4. **Jewelry:** We as members of the Seventh-Day Adventist Church believe that the wearing of jewelry and the display of wealth that it implies is inconsistent with the principles of Adventuring. Therefore, we request that no visible jewelry be worn to any Adventurer function. This also prevents the loss of valuable items.
5. Adventurers should attempt to **participate** in all activities for their class level and maintain good conduct.
6. Adventurers will **show respect** at all times to the Adventurer Staff, their fellow Adventurers as well as all other people. Adventurers are expected to follow directions of Adventurer staff. Adventurers will ask for God's help to do their best to live out the Adventurer Pledge and Law at all things at all times whether during club meetings or events at home, church, school or in the community.
7. During club meetings or events Adventurers will **stay together** with a counselor or instructor. If an Adventurer needs to leave the group area they must have permission from a counselor, sign out as instructed (if applicable) and travel using the buddy system.
8. On Camp-outs, Adventurers are expected to **help out** with set up, take down, kitchen patrol or any other necessary duties as scheduled; we must work as a team. Adventurers should not expect to go home until all equipment is cleaned and put away.
9. Adventurers will abide by the Camping Code of taking only pictures/memories and leaving only footprints while camping. Remember that Nature is God's First Published Book.
10. New Adventurers will be put in class level according to age and grade level. To join the Adventurers Club a child must be between Pre-K and 4<sup>th</sup> grade. If a child is moving to the church during the year they should bring their records from their previous club.

Agreed to by: \_\_\_\_\_  
Adventurer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

# BASIC ADVENTURER MEETING OUTLINE SUGGESTIONS

Theme: Nature

<u>TIME</u>	<u>ACTIVITY</u>
10 min	Opening Exercise Pledge of Allegiance Adventurer Pledge and Law Pledge to the Bible Adventurer Song Devotional Prayer
3 min	Attendance Record
17 min	Ice Breaker Activity Unit Activity
15 min	Nature Game (Chips, Stars, or Awards)
30 min	Adventurer Level Work
14 min	Closing Exercise Music Object Lesson
1 min	Prayer and Dismissal

**TOTAL: 90 MIN.**

## LAW

Be obedient	Be attentive
Be pure	Be helpful
Be true	Be cheerful
Be kind	Be thoughtful
Be respectful	Be reverent

## PLEDGE

Because Jesus loves me,  
I will always do my best.

# Campout Packing Checklist

## **Safety Reminder:**

Cooking may be done on kerosene, white gas/propane equipment only. No open fires are allowed on the Camporee grounds.

## **Club Leaders bring:**

- Tent, stakes, poles
- Tarps for under tents
- Lanterns
- Pots & pans
- Biodegradable dish soap & dish towels
- Plates, cups, bowls
- Silverware/Plastic ware
- Cooking utensils/ can opener/ cutting board
- Matches
- Propane/white gas cook stove
- Fire Extinguisher
- Tables & Tablecloth
- Screen tent or Cook tent
- Food
- Water Containers/ Coolers
- Collapsible camp chairs
- Rope & clothespins
- Hammers
- Pathfinder Flag with stand
- American Flag with stand
- Pathfinder Guidons with stands
- First Aid kit
- Club Parade Banner
- Toilet paper (just in case)
- Garbage bags
- Hand Sanitizer

## **Each Pathfinder should bring:**

- Sleeping bag, Pillow, Blanket
- Cot/sleeping pad
- Plastic bags for dirty laundry
- Old towels & washcloth
- Footwear for showers (flip flops)
- Toiletry items:
  - Shampoo, soap, toothpaste, toothbrush,
  - hairbrush, comb, deodorant, floss, hair dryer, hair bands
- Tennis shoes, hiking shoes
- Shirts, pants, shorts, underwear, socks
- Class A Dress Pathfinder Uniform
- Class B Field Uniform (Club T-shirt & pants)
- Flashlight
- Insect repellent, sun block
- Camera (optional)
- Rain coat & jacket
- Bible
- Water Bottle/Canteen

## **DO NOT BRING:**

Laser Pointers  
Firearms  
Fireworks  
Alcohol  
Illegal Drugs  
Tobacco of any kind  
Weapons

## **Note:**

Club leaders should bring a cart or wagon so you can transport your drinking water and gray water. Available at Lowes, Home Depot, Fleet Farm, Wal-Mart, and most garden centers.

# FIRE SAFETY PROCEDURES IN CASE OF FIRE:

1. **Get away!**
2. **Yell for help!**
3. **STOP-DROP-ROLL** -- If you or someone's clothes catch on fire, it must be extinguished immediately, roll on the ground to smother the flames. **DO NOT RUN!** Try not to use your hands for they will also burn.
4. **Help extinguish fire** -- By smothering it with appropriate method-such as: fire extinguisher for kitchen fire, blankets, shovel, buckets of water or sand for ground fire.
5. **Follow directions** – Always follow the instructions of the person left in charge of the campsite.

## CLASSES OF FIRE/FIRE EXTINGUISHERS

Class A = Ordinary combustibles e.g., wood, cloth, paper, rubber and many plastics

Class B = Flammable liquids e.g., oil, gasoline, lacquers, grease, solvents, and oil based paints

Class C = Electrical Fires e.g., wiring, circuit breakers, fuse boxes, energized electrical equipment and appliances

Class ABC - Fire extinguishers will extinguish all of the above.

**Extinguishers containing water are UNSUITABLE for grease or electrical fires!**

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## FLORIDA STATUTE

Requirements of Fire Extinguishers: During camping it is recommended that an Adventurer uses only a 5 lbs. capacity extinguisher. The extinguisher must be inspected and tagged yearly by the Fire Inspector or the Fire Marshall. It is also recommended that each club have their fire extinguishers inspected at the same time their church has their annual inspection. Each club must have an ABC (multi-purpose) Fire Extinguisher.

## FIRE SAFETY DRILL

**THIS FORM MUST BE POSTED IN YOUR MEETING SITE**

Review above procedures and **know how to use the fire extinguisher!**

Our club held a successful fire drill on \_\_\_\_\_. All members of the club participated.

Club/Church Director \_\_\_\_\_