

FLORIDA PATHFINDERS



PATHFINDER Staff Handbook 2018-2019

Message to Pathfinder Family 2018-2019

Dear Pathfinder Family,
I Am Loved . . . and so are you.



Over the years, we have been led by the Holy Spirit to heed the call to be true servants of God and friend to all mankind.

As family, we pray together, we stay together, and we work together. We may ask ourselves, 'WHY?' the answer? We are called by the Holy Spirit to partner with Him (God), to lead His children (Pathfinders) to be closer connected to Him.

This Pathfinder year 2018-2019 is going to be quite different, because as we get closer to the second coming of our Savior, we are faced with more challenges and therefore we must remain focused on Him.

Our children need help. Please, let us strive to continue to be an example to them. Love them, listen to them, work with them, and most of all pray with and for them.

As God continue to lead us in the different parts of His vineyard in molding young lives, let us rely on His strength by keeping on our knees with fervent prayer.

As we work together, please remember our goal and aim is to ensure through the guiding of the Holy Spirit that our children enjoy a safe and rich spiritual year. Participate in the events and programs the Conference plan and those you will plan for yourself.

God bless.

From: Calvin Brooks
State Pathfinder Administrative Director

PATHFINDER

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FLORIDA CONFERENCE LOCAL CLUB ADMINISTRATION

Section A

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

Starting Next Pathfinder Year / New Club

NEW PATHFINDER 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 Pathfinder 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, campouts, Induction, Pathfinder Sabbath, Investiture, fundraisers, projects, Conference events, 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, Code of Conduct, and Campout Packing Checklist. Create your own Club Rules and Club Staff List with phone numbers.
- Have Staff fill out the "Volunteer Ministry Information Form" the "Volunteer Driver Questionnaire Form", Verified Volunteers/Shield the Vulnerable and Guidelines for Volunteers.

4. Register your Club with the Florida Conference Pathfinder/Adventurer Dept.! By Nov.1!

(Fill out Club Registration Form on the website:

<https://floridaconference.com/pathfinders/manuals-and-forms>)

NEW CLUB

1. Someone expresses the desire to start a Pathfinder 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 Pathfinders? How does it work?
 - B. The next few meetings – See "New Pathfinder Year" numbers 2, also 3, & 4 above.
9. Pathfinder Club officially begins!

CLUB ADMINISTRATION

What makes us different?

DIVISIONS BY GRADES

In the Florida Conference, the title “Pathfinders” is a term that covers children from grades 5-10 and we offer two additional class levels just for Florida Pathfinders grades 11 and 12, Pioneer/Navigator. We use grade level to determine what Pathfinder Level a child can be a part of. The Pathfinder Levels are as follows:

- e-Tracker Pathfinders: 5th Grade - Friend 7th Grade - Explorer
6th Grade - Companion 8th Grade - Ranger
- Varsity Pathfinders: 9th Grade - Voyager *11th Grade - Pioneer
10th Grade - Guide *12th Grade – Navigator
- Teen Leadership Training (TLT) 9th-12 Grades
- Master Guide Pathfinders: 16 years old and up

*These two class levels were started by the Florida Conference and are not official NAD Pathfinder Achievement Levels

LEVEL STUDIES

The number one goal of Florida Conference Pathfinders is to develop disciples for Jesus. Pathfinders 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.

CLUB STAFF

DIRECTOR: The Pathfinder Club director is responsible for leading out in providing a program for the club that reaches the objectives successfully. The Pathfinder Club Director presides at the staff meetings. He/she keeps in touch with the conference Pathfinder/Adventurer Dept. 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 Pathfinder Club Director is a member of the church board.

DEPUTY DIRECTORS: Deputy Director(s) accepts assignments from the Director and share in the leadership responsibilities of the club. The Associate Directors keep records and compile 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 and nature projects, and plan special events.

CURRICULUM & HONOR INSTRUCTORS: Instructors for Pathfinder 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

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).

PATHFINDER 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

Tan Shirt

Black Skirt/Black Pants

Black Shoes

Black Socks

Pathfinder Scarf with Slide

Optional

Natural/Nude Hose or Black Hosiery (Women)

Black Tie (Men) Uniform within Club

Sash: Black

BOYS UNIFORM

Tan Shirt

Black Pants

Black Shoes

Black Socks

Pathfinder Scarf with Slide

Sash: Black

STAFF UNIFORM

Tan Shirt

Black Slacks (Men)

Black Skirt/Black Pants (Women)

Black Shoes

Black Socks (Men)

Natural/Nude Hose (Women)

Pathfinder Scarf with Slide

(May wear Master Guide

Scarf/Slide)

Sash: Black/Master Guide Green

UNIFORM INSIGNIA

Right sleeve

Club Name Crescent

Office Strip (Staff)

Right Sleeve

Pathfinder Patch

Left Sleeve

Pathfinder World"

Master Guide Star/Combo (Staff)

Sash

Level Pins (Pathfinder)

Level Pocket Tab

Level Chevron

Pathfinder Honors

Left Front Pocket / Flap

Pocket Tab (above pocket)

Level Pins (adults only)

Master Guide Pin

Baptismal Pin

PATHFINDER UNIFORM CHECKLIST

NAME: _____

Class Level: ____ FR ____ CO ____ EX ____ RA ____ VO ____ GU

Field Uniform

Club T-Shirt ____ Have ____ Need _____ Size

Class A Uniform

Left Arm:

Florida Conference
Pathfinder World

____ Have ____ Need
____ Have ____ Need



Right Arm:

Club Crest Insignia:
Title Strip/E-Tracker/Varsity:
Insignia Patch:

____ Have ____ Need
____ Have ____ Need
____ Have ____ Need

Sash:



____ Have ____ Need



Received At Induction:



Slide:

____ Have ____ Need

Scarf:

____ Have ____ Need



Staff:

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

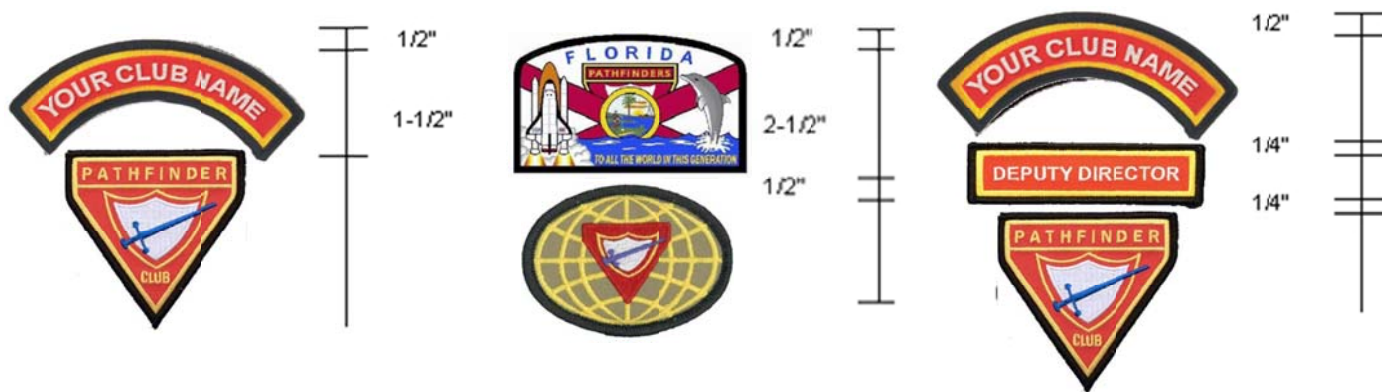
Tan Shirts: Any store that carries uniform shirts will carry them. Make sure there is enough sleeve to put patches on. Guidelines are below in this FAQ

Uniforms can be purchased from:

- Advent Source (www.adventsource.org)
- Burlington Coat Factory, Target, Ross, Etc.
- www.pathfindershirts.com Pathfinder Shirts (Located in Altamonte Springs)

PATCH PLACEMENT

A: Guidelines are shown below:



Local Club Use Only

PATHFINDER MEMBERSHIP APPLICATION

LAW

Keep the Morning Watch
Do my honest part
Care for my body
Keep a level eye
Be courteous and obedient
Walk softly in the sanctuary
Keep a song in my heart
Go on God's errands

(Please check one that applies)

I wish to: ☐ Apply for membership
☐ Renew my membership
☐ Transfer my membership
from _____

PLEDGE

By the grace of God
I will be pure, kind, and true
I will keep the Pathfinder Law
I will be a servant of God
And a friend to man

Personal Information

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

Check all level(s) you have COMPLETED:

E-TRACKER: ☐ Friend ☐ Companion ☐ Explorer ☐ Ranger
VARSITY: ☐ Voyager ☐ Guide ☐ Pioneer ☐ Navigator

APPLICANT'S COMMITMENT: I agree to be guided by the rules of the club and the Pathfinder Pledge and Law, and I will attend club meetings, campouts and other club outings and activities.

Signature of Pathfinder

Date

Family History

Father: Seventh-day Adventist? Yes ☐ No ☐ Church: _____

Has he worked with Pathfinders before? Yes ☐ No ☐ Master Guide? Yes ☐ No ☐

Mother: Seventh-day Adventist? Yes ☐ No ☐ Church: _____

Has she worked with Pathfinders before? Yes ☐ No ☐ Master Guide? Yes ☐ No ☐

PARENT OR GUARDIAN APPROVAL: We hereby signify the applicant is in at least fifth grade. We have read the Pathfinder Pledge and Law and are willing and desirous that the applicant becomes a Pathfinder. We will assist the applicant in observing the rules and guidelines of the Pathfinder organization. As parents (or guardians), we understand that the Pathfinder Club program is an active one for the applicant. It includes many opportunities for service, adventure, discipleship training, 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.

Parent/Guardian Signature: _____ Date: _____

CLUB USE ONLY

☐ Membership Application completed
☐ Health & Medical Records

☐ Uniform Arrangements made
☐ Dues Paid

Inducted into Full Membership on: _____

Signature of Club Director: _____ Date: _____

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 could certainly be a 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. They may be out of town the weekend of the particular outing on which their child is injured. Use your judgment.

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 # _____

Father's Name _____ Home Phone _____

Cell Phone _____ Office Phone _____

Address _____ City _____ State _____ Zip _____

Medical insurance _____ Policy # _____

Mother's Name _____ Home Phone _____

Cell Phone _____ Office Phone _____

Address _____ City _____ State _____ Zip _____

Medical insurance _____ Policy # _____

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 date of _____ 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

1. Pathfinders will be on time at all club meetings and events. Chronic tardiness will be taken into account when evaluating an Pathfinder's Personal Performance.
2. **Field Uniform** (club tee shirt, shorts with length to the knees or jeans, tennis shoes) will **Field** be worn at all **club meetings** and **informal activities** and functions unless specified otherwise including campouts. Open toe shoes are not allowed at club meetings. (Check your uniform list)
3. Complete **Class A or B** Uniform will be worn at all **formal club activities** and designated club meetings. Class A uniform consists of: tan shirt with all patches and pins, slacks (boys), black skirt or black pants (girls), black socks (boys) black socks or tan nylons (girls), black dress shoes (closed toe), sash, scarf, black belt/buckle and uniforms slide. Class B uniform is all of the above without the sash, scarf and slide. (Check your uniform list)
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 Pathfinding. Therefore, we request that no visible jewelry be worn to any Pathfinder function. This also prevents the loss of valuable items.
5. Pathfinder should attempt to participate in every activity and will maintain good conduct always.
6. Pathfinders will not talk back to Pathfinder Staff or any older person at any time. Profanity is a cause for suspension.
7. Pathfinders whose conduct presents a continual or special problem will be subject to suspension upon recommendation of the staff.
8. During club meetings or events, Pathfinders will stay together with counselor instructor or director to speak, leave the area, or to go on an errand. If an Pathfinder needs to leave the group area they must have permission from a counselor, sign out as instructed.
9. Pathfinders will come to attention when called to "fall in" or "line up."
10. Pathfinders will treat fellow Pathfinders with courtesy and respect. Pathfinders will be a "Servant of God" and a "Friend to man" at all times, whether during club meetings, events, at home, church, school or in the community.
11. On Camp-outs, Pathfinders will take turns doing Kitchen Patrol duty as scheduled and help with any after camping tasks. We must work as a team. Pathfinders should not expect to go home until all equipment is cleaned and put away.
12. Pathfinders will abide by the Pathfinder's Camping Code while camping.

Agreed to by: _____
Pathfinder's Signature

Date

Parent's Signature

Date

BASIC PATHFINDER MEETING OUTLINE SUGGESTIONS

(SAMPLE)

PRE-MEETING (20 minutes)

- Arrange meeting room
- Review plans and theme with staff
- Check supplies
- First Aid Kit should be available

PRE-OPENING (10 minutes)

- Personal welcome to each Pathfinder
- Something to do (Activity)

OPENING (4 minutes)

- Pledge to Flag, Pathfinder Pledge & Law, etc.
- Roll call
- Inspection
- Prayer

BUSINESS (4 minutes)

- Read briefly report of previous meeting
- Follow up from challenge
- Information about tonight's meeting given

ACTIVITIES (30-45 minutes)

- Projects directly relating to theme
- Level work

Drilling & Marching (15 minutes)

- Games, contests, etc.

CLOSING (10 minutes)

- Songs
- Story - worship
- Prayer
- Challenge - closing thought

POST MEETING

- Review of tonight's meeting with staff
- Plans for next week/meeting

LAW

Keep the Morning Watch
Do my honest part
Care for my body
Keep a level eye
Be courteous and obedient
Walk softly in the sanctuary
Keep a song in my heart
Go on God's errands

PLEDGE

By the grace of God
I will be pure, kind, and true
I will keep the Pathfinder Law
I will be a servant of God
And a friend to man

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!

FLORIDA STATUTE

Requirements of Fire Extinguishers: During camping it is recommended that a Pathfinder uses only a 5 lbs. capacity extinguisher. The extinguisher must be inspected and tagged annually 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 CAMPSITE AT EVERY CAMPOREE.

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_____