



Section 2: Local Club Organization/Requirements

▪ Local Club Administration.....	23
▪ How to Start the Next Adventurer Year.....	24
▪ 2020- 2021 Department Calendar.....	25
▪ Event Flyers (Area Council, Red Zone, Leadership Convention).....	26-29
▪ Adventist Screening Verification.....	30
▪ Background Check (Administrator and Accounts).....	31-36
▪ Risk Management (Safety Procedures , Fire Drills etc).....	37-41
▪ Adventurer Insurance.....	42-43
▪ Volunteer Drivers Documents / Information.....	44-45
▪ Travel Checklist.....	46
▪ Rental Insurance Request Form.....	47
▪ Vehicle Pre-Trip Inspection Form	48
▪ 15 Passenger Vans.....	49-50
▪ Trip/Off-site Activity Planning Checklist.....	51-53
▪ NAD Adventurer Family Campout Guidelines.....	54
▪ Fire Safety Procedure / Fire Safety	55
▪ Adventurer Basic Staff Training Course.....	56
▪ Adventist Youth Ministries Training (AYMT).....	57
▪ Master Guide Information.....	58-60

CLUB ADMINISTRATION

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 Beave
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 Cluster Coordinator. 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.

SECRETARY RESPONSABILITIES (Optional/Recommended): Assist the Director/Associate Director with anything they might need. Making sure all the Club paper work is turned in on time and filled out correctly from each individual (staff and child). Submits paper work that needs to be submitted for Club of the Year on time.

UNIT COUNSELORS: Unit counselors are key members of the Adventurer staff. Each counselor is assigned a unit of four to eight Adventurers, a male counselor for boys and a female counselor for girls. Counselors work more closely with individual Adventurers than any other member of the Adventurer leadership team.

They stay with their unit through all Club meetings and activities and are familiar with each child’s parent or guardians, home situation, and social, emotional, and spiritual needs. Counselors are responsible for unit members’ attendance and completion of Adventurer curriculum requirements.

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.

STARTING NEW/NEXT ADV YEAR CLUB

HOW TO START A NEW CLUB

1. Someone expresses the desire to start an Adventurer 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. Club Director/Staff make plans to attend FL Conference PAD Staff Training in August
7. Conference representatives meet with the interested parties to help them organize.
8. The Director, Staff, and Pastor meet to organize the club's philosophy and leadership structure.
9. 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 “How to Start your next ADV Year” below for more information.
10. Adventurer Club officially begins!

HOW TO START YOUR 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.
 - Have Staff fill out the “Volunteer Ministry Information Form” the “Volunteer Driver Questionnaire Form” and complete the Adventist Screen Verification and Guidelines for Volunteers
 - Encourage all staff to attend LEADERSHIP CONVENTION.
3. **Register your Club with the Conference in the Club Management System (CMS)!**
4. **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.

CALENDAR

Local Club Calendar

Local Events to include: Include Induction, Sabbath Service, and Investiture Include “Share Your Faith” Activity, two Family Network Meetings per year, Adventurer Fun Day or Super Fun Day, Red Zone and Leadership Convention (to prepare staff for the following Club Year).

REMEMBER to take it back to your board to see if there are any conflicting events planned at your local church and to get final approval before sharing it with parents.

Conference Calendar

Below you will find the link to the Pathfinder and Adventurer Department Calendar of events. Use this to help you plan what conference events you would like your Club to participate in.

NOTE: Calendar is updates frequently with location updates etc. so be sure to check it out on our website:
www.floridacommunityconference.com/padcms

[illegible]

www.floridaconference.com/padcalendar

2021

PATHFINDER & ADVENTURER AREA COUNCIL MEETINGS

THESE MEETINGS GATHER MINISTRY LEADERS FOR A TIME OF SHARING, NETWORKING & PLANNING.

This is a mandatory Club of the Year requirement.



NORTH AREA

JAN 9 · 4-7 PM
TBA



WEST AREA

JAN 31 · 4-7 PM
TBA



CENTRAL AREA

JAN 10 · 4-7 PM
FL CONFERENCE



SOUTH AREA

JAN 30 & 31
JAN 30 ZONES A, B, & C
4-7 PM · TBA
JAN 31 ZONE D
10-1 PM · TBA

Please register to allow adequate planning for refreshments and resources.

WWW.PADCMS.ORG



Seventh-day Adventist Church
FLORIDA CONFERENCE

PATHFINDERS &
ADVENTURERS





LEADERSHIP CONVENTION

DIRECTORS/STAFF/LEADERS



Leadership Convention 2021

Theme: "I Am Loved...Everlasting"
(Jerimiah 31:3)

WHERE: Sheraton Orlando North Hotel

WHEN: July 30 – Aug. 1, 2021

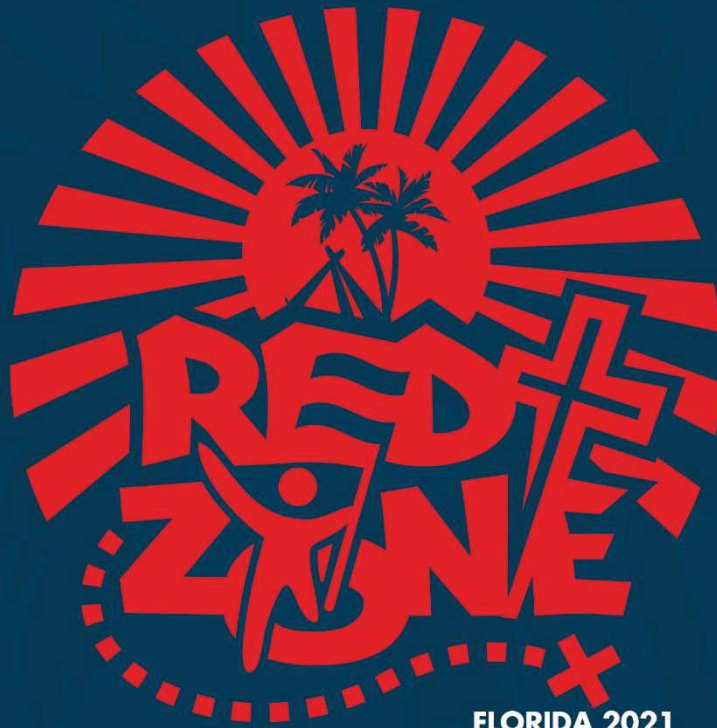
SAVE THE DATE!



**TRAIN, EQUIP & DEPLOY
AN ARMY OF YOUNG PEOPLE**

**Preparing young people
to do Ministry for Jesus!**

Save the Date: Aug. 27-29, 2021



FLORIDA 2021

SAVE THE DATE

MAY 28-30, 2021

CAMP KULAQUA

ADVENTURER
BUG RACES



EXHIBITIONS



PATHFINDER
SKILL EVENTS



DRILL
COMPETITION

DRUM
COMPETITION



AWARDS
CEREMONY



SPONSORED BY:



Seventh-day Adventist Church
FLORIDA CONFERENCE

PATHFINDERS &
ADVENTURERS

FOR MORE INFO VISIT FLORIDACONFERENCE.COM/REDZONE2021



Adventist Screening Verification

Adventist Screening Verification (ASV) is the generic name for the NAD mandated background check and online training. The company providing this service currently (2020-2021) is **Sterling Volunteers (SV)**.

The website is: www.nadadventist.org/asv

This will be the only website you need to remember going forward. Each person will create their own account. 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. Even though this is done every three years, the system does a monthly check to make sure names are still cleared.

ALL adults, anyone 18 or older, is required to complete both the online training and clear the background check BEFORE ever serving as a volunteer in your local Club or attending an event as staff.

NOTE: Please pay careful attention to the spelling of your name and the birth date that you enter. All staff names and birth dates must be identical in both ASV and the CMS in order for the two systems to “talk to each other.”

Level 2 Administrator - Each church location is supposed to have a Level 2 Administrator over the Adventist Screening Verification (ASV) program that can view the list of volunteers for their Church 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 on pages 31-32.

EVERY STAFF MEMBER **MUST HAVE COMPLETED THEIR ADVENTIST SCREENING VERIFICATION AND BE CLEARED TO BE STAFF and TO ATTEND ANY PAD EVENT!**

ANY PARENTS STAYING THE NIGHT AT AN EVENT **MUST HAVE COMPLETED THEIR ADVENTIST SCREENING VERIFICATION AND BE CLEARED TO REGISTER/ATTEND ANY PAD EVENT!**

Adventist Screening Verification - Cleared/Eligible

1. Complete online training and submit info for Background Check
2. Pass Background check to be Eligible
3. Enter date in the CMS to be confirmed by the PAD office.

**Every Church in Florida Conference is required to have a Designated Person
That oversees ALL local church volunteers.**

**This person is called a Level 2 Administrator!
Check with your Pastor to see who your Level 2 Administrator already is.**

DESIGNATED PERSON BACKGROUND SCREENING PROGRAM

NOTE: All Administrators MUST complete the training and background check before they can be made the Level 2 Administrator for their entity.

A Level 2 Administrator for the background screening program will have the ability to see when a volunteer has started and completed the required training course and background screening for their location/church. It also allows them to be sure all volunteers at their facility have complied with the requirement. They do not have access to the background information; they only see if the volunteer is "eligible" or "ineligible" for service once their background check has been run.

For a large facility, you might want to select two Level 2 Administrators to oversee the program.

CHURCH/SCHOOL NAME: _____

LEVEL 2 DESIGNATED PERSON #1: _____

ADDRESS/PHONE: _____

EMAIL ADDRESS: _____

LEVEL 2 DESIGNATED PERSON #2: _____

ADDRESS/PHONE: _____

EMAIL ADDRESS: _____

Signature of the Church Pastor: _____

DATE: _____

Please return to: Rhonda Harper at rhonda.harper@floridaconference.com
Or fax to Rhonda at 407-618-0277

Cada persona en la Conferencia de la Florida está requerida a tener una Persona Designada que se Encargue todos los voluntarios de la iglesia local.

**Esta persona es llamada Administrador Nivel 2!
Revise con su pastor para ver quien es un Administrador Nivel 2.**

PERSONA DESIGNADA PROGRAMA DE REVISION DE ANTECEDENTES

Nota: Todos los administradores DEBEN completar el entrenamiento y revisión de antecedentes antes de que puedan ser administradores de su entidad.

El administrador de nivel 2 en el programa de revisión de antecedentes tendrá la habilidad de ver cuando un voluntario ha comenzado y terminado el curso de entrenamiento requerido y revisión de antecedentes para su ubicación/iglesia. También le permite asegurarse de que todos los voluntarios en su/s instalación/es hayan cumplido con los requisitos. Ellos no tienen acceso a los antecedentes de los demás, solo podrán ver si el voluntario es elegible o inelegible para servir una vez que la revisión de antecedentes haya ocurrido.

Para una instalación grande, quizás deba usted seleccionar dos administradores de nivel 2 para que supervisen el programa.

NOMBRE DE IGLESIA/ESCUELA: _____

PERSONA DESIGNADA PARA NIVEL 2 #1: _____

DIRECCIÓN/TELÉFONO: _____

DIRECCIÓN DE CORREO ELECTRÓNICO: _____

PERSONA DESIGNADA PARA NIVEL 2 #2: _____

DIRECCIÓN/TELÉFONO: _____

DIRECCIÓN DE CORREO ELECTRÓNICO: _____

FIRMA DEL PASTOR DE LA IGLESIA: _____

FECHA: _____

Por favor envíe la planilla a Rhonda Harper rhonda.harper@floridaconference.com
O por Fax a Rhonda 407-618-0277



For Returning Users

Step 1: Go to <https://www.nadadventist.org/asv> and click on the login for existing accounts button

Step 2: Enter in the username and password created during your initial registration. If you are having trouble remembering this information, select the need login information button

A screenshot of a login form titled "LOGIN FOR EXISTING ACCOUNTS" in a red header. Below the header, there are two input fields: "Username:" with the text "sda-admin-37469" and "Password:" with masked characters. To the right of the password field is a "Sign In" button. Below the password field is a link that says "Need login information?" in red text.

Step 3: upon login, you will be directed to complete any piece of the process that is not completed. If training is still required, the training prompt will display and if the background check is required you will have a display that directs you complete the background check process

To review your program information, select the “My Report” option on the left hand side:

My Report

BACKGROUND SCREENING

Date	Type & Provider	Name Submitted	Run By	Status	Results
07/23/2019	L2 VV		REGISTRATION	Pending Submission	

TRAINING

None

If you need to update your registration information, select the Update My account information in the upper right-hand corner:

Edit My Information


User ID: [sda-admin-37469](#)

First Name:

Last Name:

Email:

Password:

Date of Birth: 

Address:

Address Cont'd:

City:

State: ▼

ZIP:

Daytime Phone:

Evening Phone:

Primary Location: ▼

Additional Locations: Bayberry Christian Adventist School

[Add/Remove locations](#)

Roles: Deacon/Deaconess
Music (Volunteer)

[Add/Remove roles](#)



Seventh-day
Adventist® Church
NORTH AMERICAN DIVISION

New Accounts

Step 1: Go to <https://www.nadadventist.org/asv> and click on the first-time registrant button

Step 2: Select the state where your program is located and then select the conference

Step 3: Create a user ID and a password you can easily remember. It's recommended to use your email address for your user name.

Sterling Volunteers

Please create a user id and password that you will use to access your account

Common names like Mary and John are not good choices as they are most likely already in use.
Common abbreviations like 'jennif' and 'injenes' are also likely to already be in use.
We suggest using your full name (without spaces) or email address as they are more likely to be unique.

Create a User ID:

Create a Password:

Your user id is case sensitive. We recommend that you use all lower case letters and avoid spaces and punctuation. Email addresses are ok. Your user id must be at least 4 characters long.
Your password must be at least 8 characters long.

[Important note about selecting passwords](#)

Already have an account?

Step 4: Please provide the information requested on the screen exactly as they appear in our legal documents. This will also need to be the same info /spelling enter in CMS/YMMS. (Note: Do not click the back button or your registration will be lost).

Step 5: Select your primary location where you work or volunteer and click continue. If you work or volunteer in another location, please select 'Yes' and then select the location.

Sterling Volunteers

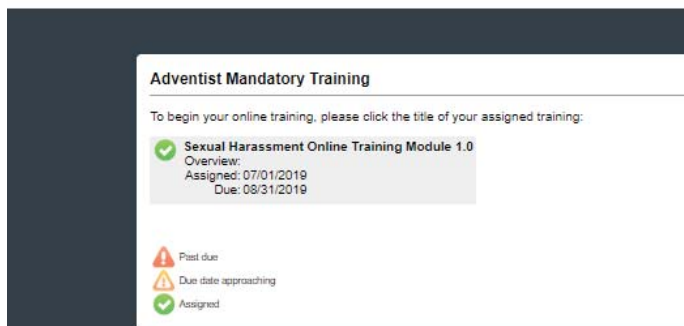
Please select the primary location where you work or volunteer.

Location:

If you are associated with multiple locations, please choose the primary (work) location first.
Then click the continue button to select additional locations such as those where you volunteer

Step 6: Select your role(s) within the organization (multiple may be selected).

Step 7: Click on the green circle to begin the online training. Upon completion, the last screen will allow you to print a certificate.



Additional Details:

Once the online training and the submission of your background check is completed, you can [login to your account](#) and click on 'My Report' to view your online training, retrieve a certificate, and view your background check completion date. You can also access 'Update My Account' to update your personal information.

Step 8: Please read the instructions regarding the details of the online training and then proceed. Select 'Click Here' to begin the online training (Note: Training can take up to one hour)

Step 9: Upon completion of your online training, you will be instructed to complete your background check. Please complete the steps within the background check process. **Please provide the information requested on the screen exactly as they appear in our legal documents. This will also need to be the same info /spelling enter in CMS/YMMS.**



RISK MANAGEMENT

I. Adventurer Leadership in Risk Management (Applies to ALL ADVENTURER FUNCTIONS)

A. Objective

It is the objective of the Adventurer directors, counselors, instructors, and all other staff to lead out in maintaining a consistently safe environment for all Club activities and properties.

B. Standards

Standards should be set by the Director and staff for each situation and adhered to by all Club members.

C. Educating Policy

Creative and innovative techniques should be used to promote interest and a positive response toward consistency in Risk Management.

II. Risk Management Practices

A. Resources

The Adventist Risk Management website is an excellent source for proper procedures in all activities.

B. Risk Inventories

Consideration should be made of all activities where there is an element of definite risk.

C. Church Standards

Activities shall conform to the Christian standards of the Seventh-day Adventist Church (Refer to the SDA Church Manual).

D. Insurance Coverage

All Adventurers and staff are covered by an excess accident insurance policy that the Conference purchases through Adventist Risk Management for all board-approved activities. Not all activities are allowed.

1. High-Risk Activities—NOT ALLOWED:
 - a. Use of aircraft
 - b. Use of trampoline or any other device to propel the body, such as Reuther board or springboard
 - c. Skateboarding
 - d. Tree climbing
 - e. Fireworks
 - f. Rock-climbing
2. Parental Permission Slip--A parental permission slip shall be obtained from each Adventurer for each activity.
3. Consent for Medical Treatment
 - a. This form shall be filled out annually and kept on file at each activity site.
 - b. The consent for treatment form shall only be resorted to when every means to contact parent or guardian has been exhausted.

III. Risk Determinants and Safety Procedures

A. Levels of Risk

The following factors shall determine the level of risk:

1. Instructor's qualifications and past experiences
2. Type of activity
3. Number of participants in class or activity
4. Location of activity
5. Quality of equipment being used
6. Allotted time for activity
7. Amount of adult assistance

B. Supervision and Staff

1. Because ADV ministry is primarily a parent ministry, parents are asked to be involved at every level of Club activity.

For Club meetings, ideally parents would be present and involved.

If parents are not involved, adults should always be accompanied by a second adult for ALL activities. One adult should NEVER be left alone with a child.

Planning ahead and getting parents involved is the best way to ensure kids are always adequately supervised.

On trips/outings ONLY Adventurers that have their parents with them should be

allowed to attend. Parents are the main supervisor for their child(ren).

2. Qualified Supervision
 - a. Each Director and counselor or other staff members should have specific knowledge of their particular area of endeavor.
 - b. The Club may bring in teachers from outside the Club when their element of expertise is needed, and at the same time, our Christian standards need to be reviewed with these people. We strongly recommend that ANY presenter you have coming to share something with your kids on a regular basis be background checked. If the presenter is coming for one Club meeting only, we do ask that the visitor be accompanied at all times while on the church property by an ASV cleared staff member.
 - c. The Club should invite adults from the local church to help meet staff ratio standards.
 - d. The Adventist Screening Verification is the mandatory background screening program for all local church volunteers ages 18 and up (Adventurer Director, counselor, teacher, adult supervisor, and Adventurers. All churches are required to participate by having all volunteers complete the online training and pass the background screening before they are allowed to volunteer. All volunteers must recertify every three years.

C. Vehicles

1. Prohibited: 15 passenger vans can NOT be used, borrowed, owned, or leased. 15 passenger vans with the backseat taken out to become a 12 seater are still not allowed. If the 12 passenger van has a wheelbase of more than 135 inches, then it is also prohibited.
2. Personal vehicles used for transportation of Adventurers and supplies shall be currently insured with a minimum of \$100,000-\$300,000, liability and Medical/Personal injury protection cannot be less than \$10,000. If an accident occurs with a personal vehicle, the owner's insurance would be responsible for the liability.

3. The number of riders shall not exceed the seating capacity of the vehicles.
4. Open trucks shall not be used for transporting Adventurers or staff.
5. The use of trailers and moving vans are prohibited from transporting Adventurers or staff.
6. Each vehicle shall have adult supervision.
7. Drivers should complete a Driver Questionnaire form and have an acceptable driving record. Drivers must be at least 21 years of age (Please see pages 41 & 42 for drivers). (Register Drivers within www.padcms.org). Must have a valid driver's license and a good driving record.

D. Annual Inspections

1. Meeting premises
 - a. The Adventurer Director should conduct an annual inspection for the physical conditions of the Adventurer meeting premises.
 - b. Reports of these inspections shall be presented to the church board with corrective action noted.
 - c. If corrective action is not assumed to ensure a safe area, the Cub director shall notify the Florida Conference Pathfinder/Adventurer Department.
2. Owned Properties--An equipment inventory should be maintained of all equipment, materials, substances, vehicles, boats, and chairs. It is possible/recommended to do this in the CMS/YMMS.
3. Documentation on File--Documentation of #1 (Meeting premises) and #2 (Owned properties) should be maintained on file at the local Club with copies submitted to the church board and made part of the board minutes. (There is also an option to input this information digitally in the CMS.)

E. Equipment Use

1. Adventurer equipment may be loaned out with care. It should be understood that the borrower will be responsible for any damage.
2. All Adventurer equipment should be inspected before and after each use by all parties involved.
3. It is suggested that a written policy governing the use of Adventurer equipment be written and then be approved by the church board to become an official church policy.

F. Adventurer Activities

1. Campsites and other activity areas should be thoroughly inspected with the following in mind and appropriate actions taken:
 - a. Fire danger
 - b. Flash floods
 - c. Landslides
 - d. Dead trees (limbs, etc.)
 - e. Rocks
 - f. Sanitation
 - g. Night-time security
 - h. Temperature conditions
2. Fire Building
 - a. Designated areas for fire building shall be marked.
 - b. A fire shall be built at least 12 feet away from tents and/or combustible materials.
 - c. Fires shall serve a specific purpose.
 - d. Fires should be built only under the close supervision of qualified staff.

- e. Wood chopping shall be performed only by staff or Parent.
- f. Power saws shall be operated only by staff over 16 years of age.
- g. A bucket of water, a shovel, and a #5 ABC fire extinguisher shall be maintained at each campsite.

3. Swimming

- a. Swimming areas shall be thoroughly inspected for broken glass, swift currents, and underwater snags.
- b. The swimming areas may be designated by the use of plastic floats and heavy twine or other clarified markers.
- c. At least one staff member with a current lifesaving certification should serve as a lifeguard for approximately every eight people that are swimming, depending on the water's turbidity.

4. Sanitation

- a. Proper food storage procedures shall be adhered to strictly.
- b. The source of freshwater shall be checked thoroughly.
- c. Food handling and preparation shall be carried out with close supervision.

5. Meals

- a. The standard of serving vegetarian meals shall be adhered to without exception on all Club activities.
- b. The consumption of caffeine drinks should not be allowed during Club functions.

6. Gas Stoves

- a. Operation shall be carried out only by staff or parent.
- b. Stove fuel shall be stored away from heat and flames.
- c. When used, combustible items should not be stored in tents.

7. Night Watch

- a. A rotation night watch shall be carried out by only staff an/or Parent (if parent has their spouse there to stay with their child/ren).
- b. The night watch shall operate with the following in mind: fire, intruders, animals, checking food storage, inclement weather.

F. First Aid

- 1. An adequate First Aid Kit shall be available at all times.
- 2. Each Club should have at least one adult with a current First Aid and CPR for every 20 members.
- 3. An annual course should be presented to the Club staff on First Aid/CPR training.

H. Fidelity Control

- 1. A proper accounting shall be made of the collection of Adventurer dues and other money.
- 2. Another counselor may make verification of money count with a procedure of rotating this assignment.
- 3. Proper deposits should be made as soon as possible.
- 4. It is recommended that the Club treasurer be discouraged from taking funds to his/her home unless there's no other reasonable alternative.

I. Risk Management Audit and Education

- 1. Each year the Club is to review with the counselors and membership the vital importance of Risk Management.
- 2. Each quarter one hour of Club meeting time should be used to review the importance of risk management. This could include:
 - a. Guest speaker

- b. Safety film
- c. Staff member presenting a safety talk
- d. Fire drills
- 3. Methods of education for Risk Management may include:
 - a. Letters to parents
 - b. Announcements in church bulletins
 - c. Announcements on bulletin boards
 - d. Special meetings
- 4. Risk Management practices should be encompassed in the Club rules and adhered to by all participating in Adventurer-sponsored activities.

IV. Losses

A. Emergency Procedures

Each Adventurer Club should have in place emergency procedures for the following that have been discussed and practiced with all staff:

- | | |
|--------------------------|--|
| <i>1. Sudden illness</i> | <i>6. Bomb threat</i> |
| <i>2. Injuries</i> | <i>7. Civil unrest</i> |
| <i>3. Fire</i> | <i>8. Inclement weather</i> |
| <i>4. Flood</i> | <i>9. Active Shooter</i> |
| <i>5. Robbery</i> | <i>10. Missing member (on campout or field trip)</i> |

B. Loss Procedure

When losses occur, be courteous and show concern, but at no time make a statement or an admission of responsibility or liability.

C. Reporting Losses

Any incident with potential for present or future personal injury, property damage or liability loss shall be reported **within 24 hours to the Florida Conference Pathfinder/Adventurer Department and Risk Management Department** or the first business day following the weekend.

D. Loss Review

The Adventurer Director, working in conjunction with the Conference Pathfinder/Adventurer Department, shall review all losses periodically to determine the corrective actions which should be taken to ensure these losses do not occur again

ADVENTURER INSURANCE

(Applies to all Adventurer Clubs)

Forms are on the website <https://adventistrisk.org/>

The Club Safety Officer: It is recommended that each Adventurer Club have an appointed Safety Officer for the duration of the Club year. The Safety Officer should be the person to oversee that all the insurance and safety issues are dealt with properly. They would also make sure each Adventurer has current medical forms on file; permission forms for off premises activities, and updated parental contact information. Some of the areas they would oversee would be as follows:

DISASTER / EMERGENCY PLAN

Each Club should have a written disaster plan in place that deals with handling and responding to emergency situations that could occur during Club meetings and events. This would include everything from training of staff in First Aid/CPR, to a hostage situation or lockdown. Each staff should know what their particular responsibility is during various scenarios, and the whole Club should practice drills of various situations so everyone knows their part and they are prepared.

GENERAL LIABILITY INSURANCE

The Adventurer Clubs are covered under the Florida Conference's General Liability Insurance Policy when registered with the Florida Pathfinder/Adventurer Department. This coverage provides \$1,000,000 of coverage for bodily injury, property damage, or personal injury to a third party for which our entities may be held legally liable.

Often when leasing or renting a non-denominational facility the contract requires that we provide them with a "Certificate of General Liability Insurance" which proves that we have insurance. There is no charge for the certificate; however, you must request the certificate from the Conference's Risk Management Department at least two weeks ahead of time to allow time for processing your request.

MEDICAL COVERAGE

Each Club has coverage for excess medical expenses that might occur to an Adventurer while participating in an authorized Board Approved Adventurer Club event within the United States. This event can be either at the church or away from the premises. This coverage provides up to \$10,000 per occurrence on an excess basis. A claim form should be completed as soon as possible after the injury takes place, and filed with the Conference's Risk Management Department.

MISSION TRIPS

If your Club is going to participate in any Mission Trips, please contact the Conference's Risk Management Department for information on insurance that is available.

Adventurer Insurance, Cont'd

(Applies to all Adventurer Clubs)

TRANSPORTATION INSURANCE

Denominationally owned vehicles must be insured through the Florida Conference's blanket policy written through Adventist Risk Management. This provides the mandatory liability limit of \$1,000,000 along with several optional coverage's available. Fifteen passenger vans are prohibited from use, this includes any 15 passenger vans that have had the back seat taken out to become a 12 seater.

The driver of any vehicle transporting Adventurers to or from an Adventurer activity must be at least 21 years of age, with an acceptable driving record of not more than two traffic citations and no at-fault accidents while driving any vehicle. All drivers must be approved by the Club Director/Staff in advance of the activity.

Drivers using their own vehicles to transport Adventurers must show proof of insurance on their vehicle with a minimum of \$100,000/ \$300,000 liability limit. All drivers must complete a Volunteer Driver Questionnaire form. Medical/Personal Injury Protection cannot be less than \$10,000. Should an accident occur when a volunteer is driving their own vehicle, their insurance is responsible. Those filling out The Volunteer Driver forms <https://floridaconference.com/adventurer-club-leader-resources/> should give a copy to be kept on file by the Director of each Club. All drivers meeting the requirements and verified by the Club Director to have met all the requirements must be entered in the CMS/YMMS and listed as a Driver.

If renting a vehicle to transport Adventurers, insurance can be purchased for the rental period from Car Rental Company or from the Conference's Risk Management Department. Arrangements must be made in advance through the Conference's Risk Management Department at the Florida Conference (407) 644-5000.

All rented vehicles must have a minimum of \$1,000,000 of liability on them.

Fifteen passenger vans are prohibited.

The Pre-Trip Inspection form should be used before each trip to ensure the vehicles are in safe operating condition. See page 48.

FIELD TRIP AND OUTING PLANNER

Many injuries and losses during field trips or outings result from failures in planning for the activity. This Planner provides a tool for helping to determine some of the equipment, supervisory, transportation and other elements that might be needed for an upcoming church or school field trip or outing. As a mind jogger it can help activity leaders establish safety elements not included on this list. School administrators and church boards can also use the Planner for approval (or disapproval) of the proposed field trip or outing

DRIVER QUESTIONNAIRE

(This must be fill out by each driver and returned back to the Local Club Director)

Instructions for Directors: ALL Adults providing transportation to Pathfinders/Adventurers, other than their own children, during the 2020-2021 Adventurer Club Year **MUST** complete, sign and return this form to their Club Director. The form will be reviewed by the Club Staff in order to determine/confirm the eligibility of a Driver for any/all Club sponsored events/outings.

SECTION A

Drivers Name _____

Are you at least 21 years of age ☐ Yes ☐ No

Are you have a current ASV Background Check? ☐ Yes ☐ No **Date Completed:** _____

Do you have a current/valid Driver's License? ☐ Yes ☐ No

Driver's License # _____ State _____ Expiration Date _____

Address _____ City _____ State _____ Zip _____

Insurance Carrier _____ Expiration Date _____

Do you have current car insurance that meets or exceeds the REQUIRED minimum levels to be a Driver?

\$100,000/300,000 - Limit of Liability ☐ Yes ☐ No

\$10,000 - Medical / PIP Limit - Personal Injury Protection ☐ Yes ☐ No

**ALL OF THE ABOVE BOXES MUST BE CHECKED "Yes" to qualify as a Driver.
If ALL of the ABOVE BOXES are checked "Yes" then please proceed to SECTION B:**

SECTION B

Driver - Have you been involved in any at-fault accidents within the last three years? ☐ Yes ☐ No

If yes, please explain: _____

Driver - Have you been cited for any moving violations with the last three years? ☐ Yes ☐ No

If yes, please explain: _____

By signing, I acknowledge that all the information I have provided is accurate and true.

By signing, I agree to immediately notify the Club Director if there are any changes to the information above. By signing, I understand that should I be involved in an accident while driving for the Adventurer Club, my personal insurance will be primary.

By signing, I agree not to carry more passengers than the official load capacity for my vehicle and ensure that all vehicle occupants will be required to wear seat belts (no double belting allowed).

By signing, I agree that at NO time will I drive, rent or use a 15 passenger van or 12 passenger van has a wheelbase of more than 135 inches.

Driver's Signature: _____ Date: _____
SIGNATURE REQUIRED

Church membership: _____

(CLUB DIRECTOR INSTRUCTIONS CONTINUE ON NEXT PAGE)

Club Director Instructions Continued:

SECTION A

It requires ALL “Yes” Boxes to be checked to qualify as a Driver.

Remember to verify every Driver’s Driver License and Insurance Policy to ensure that the information they provided on their form matches the actual documents you are looking at. You do NOT need to make a copy of it.

SECTION B

If the Driver checks “Yes” you must talk with them and then decide, with your Club staff, if you will allow them to be a Driver for the club.

You **MUST** keep the DRIVER QUESTIONNAIRE FORM for your Club records.

You must fill out the **DRIVER QUESTIONNAIRE CHECK LIST** in the CMS/YMMS (Club Management System) **AFTER** each Driver has completed **their DRIVER QUESTIONNAIRE** form. This can be completed at www.padcms.org.

Please note, to fill out the online **DRIVER QUESTIONNAIRE CHECK LIST**, you only need to enter each Driver’s name after you have VERIFIED that the Driver: Is 21 or older, has a current/valid Driver’s License, Is Adventist Screening Verification cleared, and meets the required Insurance minimums.

Reminder: These forms are to be kept at the Local Club ONLY.

TRAVEL CHECKLIST for any TRIP that involves TRANSPORTING Pathfinder/Adventurer kids.

Kids Safety (Required for both Type of Transportation below)

- ☐ I have accurate / current medical consent forms and permission slips for each child attending and a copy in each vehicle where those kids will be transported.
- ☐ I have verified the Adventist Screening Verification eligibility status for every adult (18+) that is traveling with kids.

Driver Requirements (Required for both Type of Transportation below)

- ☐ I have confirmed that every Driver has completed the Volunteer Driver Form.
- ☐ I have confirmed that every driver is at least 21 years of age and has a valid driver's license.
- ☐ I have confirmed each driver has had NO at-fault accidents and no more than 2 citations within the last three years.
- ☐ I have verified the Adventist Verification Screening eligibility status for every adult (18+) driving kids (personal or rented vehicle).

Personal Vehicle Requirements

- ☐ I have confirmed that every driver using their personal vehicle is insured with \$100,000/300,000 minimum liability coverage for their vehicle/passengers. The drivers have been informed that should there be an accident, their personal insurance is primary.
- ☐ I have confirmed that there is a working seatbelt for every person in the vehicle.
- ☐ I have confirmed that there are not any 15 passenger vans being used, at any time, for our trip. Some 12 Passenger Vans are also prohibited...see attached Article, What is a 15-Passanger Van (page 49-50).
- ☐ I have inspected the vehicle before use to make sure everything is in working order, and the tires are in good condition and properly inflated.

Rented Vehicle Requirements

- ☐ I understand that I am not allowed to rent, use, or borrow a 15 passenger van, (and some 12 passenger Vans) under any circumstance. It is never an option.
- ☐ I will plan to have sufficient drivers for the number of vehicles needed to transport/supervise the number of individuals going on the trip.
- ☐ I will make sure there is a working seatbelt for each person in the vehicle.
- ☐ I have purchased liability insurance for a minimum limit of THREE (3) million dollars for the rented vehicle offered by the rental company ... OR
- ☐ I have submitted a request to the FL Conference Risk Management Office to purchase an auto insurance binder for the rented vehicle, to make sure the vehicle is properly insured; this form must be submitted at least FIVE (5) working days in advance of the planned departure for the trip. I understand the church will receive a bill for the insurance binder. (See following page) Remember, the Conference Office is CLOSED on Fridays.

TO INSURE A RENTAL - TO REQUEST INSURANCE

Fax to: Patty Hoeffecker or Rhonda Harper
Florida Conference of SDA
Fax: 407-618-0277
Patty.hoeffecker@floridaconference.com

One form for each vehicle: PLEASE PRINT

This information needs to be gathered from the rental car company office at the time of the pick-up and faxed prior to leaving on trip.

NAME OF DRIVER _____

NAME OF MINISTRY _____

NAME OF CHURCH/SCHOOL _____

VIN NUMBER _____

MAKE OF VEHICLE _____

MODEL OF VEHICLE _____

YEAR OF VEHICLE _____

MILEAGE OF VEHICLE _____

REASON FOR RENTAL _____

NAME OF EVENT _____

LOCATION _____

DATES _____

NUMBER OF PASSENGERS VEHICLE DESIGNED FOR _____

15 PASSENGER VANS (AND SOME 12 PASSANGER VANS)
CANNOT BE USED OR RENTED



VEHICLE PRE-TRIP INSPECTION FORM*

VEHICLE:

DATE:

TIME:

LICENSE NUMBER:

MILEAGE:

OK	NEEDS REPAIR	UNDER THE HOOD
		Oil
		Oil Added <input type="text"/> Quarts
		Brake Fluid
		Power Steering
		Engine Coolant
		Transmission Fluid
		Battery (fillable types)
		Windshield Washer
		Engine Hoses (wear, leaks)
		Belts (wear, cracks, loose)
		Other: <input type="text"/>

OK	NEEDS REPAIR	EXTERIOR
		Tires (Pressure, Tread wear)
		Headlights (Dim, Bright)
		Fog and Clearance Lights
		Brake Lights (requires assistance)
		Backup Lights (requires assistance)
		Turn Signals
		Emergency Flashers
		Windshield and Wipers
		Side Mirrors (cracked, missing))
		Windows
		Body Damage

OK	NEEDS REPAIR	INTERIOR
		Engine Lights and Gauges
		Horn
		Steering (engine running)
		Rearview Mirror
		Wipers/washers Function
		Other: <input type="text"/>

OK	NEEDS REPAIR	SAFETY EQUIPMENT
		Fire Extinguisher
		Triangles
		First Aid Kit
		Web Cutter (for cutting seatbelts)
		Seat Belts (in place and function)
		Bio-hazard Kit

YES	NO	<input type="text"/>
		VEHICLE IS SAFE TO OPERATE

NOTES

DRIVER SIGNATURE:

DATE (MM/DD/YYYY):

*Buses and commercial vehicles require additional inspection points (air brake pressure, backup audible alarm, etc.)

Need to file a claim? 12501 Old Columbia Pike - Silver Spring, MD 20904
Telephone: 1-888.951.4276 | Fax: 301.680.6878
Email: claims@adventistrisk.org



What is a 15-Passenger Van?

Many churches are looking at alternatives to 15-passenger vans, but what is a 15-passenger van? Is it only a van that has 15 passengers in it? Does it have seats for only 15 passengers? Does it have room for seats for 15 passengers? Unfortunately, the term “15-passenger van” is just a descriptor, not a name, and creates confusion as we try to identify which vehicles we can or cannot use.

Vehicles identified by the North American Division of the Seventh-day Adventist® Church policy as suitable alternatives to 15-passenger vans include: *“minivans and SUVs, mini-school buses, 15-passenger buses with dual rear wheels.”* What many have discovered is that the passenger van models typically come in 8, 10, 12, and 15-passenger versions, leaving many to ask which of these configurations are safe for use?

Adventist Risk Management,® Inc. (ARM) has consistently presented that 15-passenger vans are not safe. A van that is designed by its length to be for 15 passengers meets the criteria of the ‘dangers’ of what are referred to as 15-passenger vans. ARM has often used the example of how taking the back row out of a 15-passenger van does not remove the risks associated and is not acceptable. Regardless of whether the owner or the manufacturer of a

15-passenger van takes out the last row, it is not shortening the overall length of the van and thus still has the dangerous attributes of what is known as a 15-passenger van.

A practical guide is that it should NOT be used if any of the following are present:

- it can be configured as a 15-passenger van
- it has a wheelbase over 135 inches
- it has an overall length over 225 inches

This is not to be considered an exhaustive list of all makes and models of vans as these vary by make, model, and year, however, these illustrations should serve to show how the configurations, wheelbase and overall length can be used as a general guide to determine if a van is a “15-passenger” van.



12-Passenger Vans

You could easily purchase a 12-passenger van that has the same wheelbase and all the same challenges as a 15-passenger model. These should not be used.

If you are considering a 12-passenger van please consider that even if it has a shorter wheelbase than the

15-passenger model, it is still only a small step removed and may be prone to many of the same challenges.

14-Passenger Vans

Some have asked about 14-passenger vans. These are 15-passenger vans. The number 15 refers to the total number of persons occupying the vehicle and does not distinguish between driver and passenger.

Examples of 2019 Passenger Vans*



*Specifications taken from the manufacturers' published documentation.

REPORT YOUR CLAIM RIGHT AWAY

1.888.951.4276 • CLAIMS@ADVENTISTRISK.ORG

STAY INFORMED

ADVENTISTRISK.ORG/SOLUTIONS



Adventist Risk Management® Inc. © 2019

THIS MATERIAL IS FACT BASED GENERAL INFORMATION AND SHOULD NOT, UNDER ANY CIRCUMSTANCES, BE CONSIDERED SPECIFIC LEGAL ADVICE REGARDING A PARTICULAR MATTER OR SUBJECT. PLEASE CONSULT YOUR LOCAL ATTORNEY OR RISK MANAGER IF YOU WOULD LIKE TO DISCUSS HOW A LOCAL JURISDICTION DEALS WITH ANY SPECIFIC CIRCUMSTANCES YOU MAY BE FACING.

WORKSHEET

Trip/Off-site Activity Planning Checklist



TRIP START DATE: _____ TRIP END DATE: _____

CLASS/ORGANIZATION

NUMBER OF ATTENDEES

(3rd Grade, Pathfinders, Sabbath School Class, etc.)

OUTING/DESTINATION

(Example: Museum, Sea World, Zoo, Yosemite National Park, London, etc.)

PLANNED ACTIVITIES

(List all planned activities: Museum Study, Concert, Camping, Day Hike, Rock Climbing, Bicycling, etc.)

Transportation	One or more	Notes/Details
----------------	-------------	---------------

Public Transportation

☐ Bus ☐ Train ☐ Airline

OTHER _____

Rental Vehicle(s)

☐ Car ☐ Van ☐ Bus

OTHER _____

Private (Non-owned) Vehicle (Driver's Insurance Primary)

☐ Licensed Driver ☐ Driving Record Checked

☐ Insurance Verified

NOTE:	Notes/Details
<input type="checkbox"/> Texting/Cellphone use Prohibited while driving	
<input type="checkbox"/> Riding in the Back of Open Vehicles is Prohibited (Pickup Trucks, Trailers, Flat Beds, etc.)	
<input type="checkbox"/> All Vehicles must have proper Insurance coverage for out of country travel as may be required by law	

NOTE: A "NO" response may indicate a need for additional safety/risk management measures.	Yes	No	N/A	Notes/Details
Qualified Drivers (Good driving record, Age 21+, valid and current license per type of vehicle, etc...)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Two Adults in all vehicles for driving and supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Required Seat Belt Use and Load Capacity limits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Follow-up Vehicles w/Flashing Warning Lights are used on highway events (Bike, Walkathons, Hayrides etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vehicles are Well Maintained in Safe Condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All Vehicles have completed a pre-trip/daily Safety Inspection Checklist: See Attached Checklist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Trip/Off-site Activity Planning Checklist

Administrative	Yes	No	N/A	Notes/Details
Parental/Guardian Permission Slips (Under Age 18)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Medical Release Forms (All children under Age 18)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assumption of Risk Forms (All adults over Age 18)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Activity/Site Approval by Proper Authorities (State, County, City, Fire Marshal, Park Service, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Trip Information Summary with contact information given to all Parents/Guardians	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Certificates of Insurance Obtained as Needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Accident Medical Insurance:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Miscellaneous Accident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Volunteer Labor Construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Short Term Travel Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Global Governmental Traveler's Advisory Checked (http://www.nationsonline.org/oneworld/travel_warning.htm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

NOTE: A "NO" response may indicate a need for additional safety/risk management measures.	Yes	No	N/A	Notes/Details
Adequate Number of Adult Supervision (Minimum of two required – Additional supervision based on risk)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Supervision Qualified for type of Activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
First Aid Trained adults with group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Current CPR <input type="checkbox"/> Lifeguard Certification				

EMERGENCY PLANNING (NOTE: 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.)				
Emergency Plan provided for the Activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cellular Telephones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Portable Two-way Radios	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Citizen Band and/or Marine Radio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Trip/Off-site Activity Planning Checklist

EMERGENCY PLANNING	Yes	No	N/A	Notes/Details
AM/FM or Weather Band Radio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency Contact List for all Participants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency Shelter Equipment & Supplies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency Water & Food Supplies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wool or Space Blankets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Extra Warm Clothing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
First Aid Kit & Safety Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ACTIVITY SAFETY	Yes	No	N/A	Notes/Details
Safety Equipment Available for All Participants (Life Jackets, Safety Gear, Helmets, Knee and Elbow Pads, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safety Equipment Required for All Participants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safety Equipment Checked Prior to Trip	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safety Equipment Inspected Before Each Use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All Work Projects Adhere to OSHA and International Safety Standards or Laws	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All Child Labor Laws Observed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Comments

Requested by:

Date:

Title:

North American Division Guidelines for Adventurer Family Camping

MARCH 2013

As stated in the introduction of the NAD Adventurer Club Manual on page XI, the purpose of the program is to assist parents as they strengthen their relationship with their children in spiritual growth and development.

When it comes to camping, we must be careful to not confuse Adventurer ministry with that of Pathfinders.

Given the fact that several of our conferences are engaging camping with Adventurers, in order to protect the children and staff we are implementing the following guidelines to be adhered to:

1. In the event of an Adventurer Family Camping experience a parent or legal guardian **MUST** Accompany their own child(ren) at all times. **No Exceptions.**

Note: This guideline makes a provision for Adventurers to camp, but only with their parent(s) or legal guardian.

2. Parents or legal guardians are not permitted to grant permission to Adventurer Staff to take their minor children overnight camping without a parent or legal guardian under any circumstances. **No Exceptions.**

3. Adventurer Staff are not permitted to accept permission or release forms from a parent or legal guardian to take their minor child(ren) camping overnight without the parent or legal guardian present on the camping trip. **No Exceptions.**

4. Adventurer Staff is prohibited from sharing a tent or cabin with children who are not their own. **No Exceptions.**

5. Adventurers are not permitted to sleep in tents or cabins unsupervised. Neither are they permitted to share a tent or cabin with another child, unless they are siblings and the parent(s)/guardians are present. **No Exceptions.**

6. Each conference has the responsibility of introducing, implementing, and managing these guidelines to their constituents.

We trust that these guidelines will increase safety for our Adventurer children and their parents as well as reduce the liability for the Adventurer Staff.

Blessings,

James L. Black, Sr.
NAD Adventurer Ministry Director

FIRE SAFETY PROCEDURES

IN CASE OF A 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 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_____

ADVENTURER BASIC STAFF TRAINING COURSE

Is designed to develop awareness in leaders of the basic fundamentals of the Adventurer Club and to help the Adventurer Club staff become familiar with the procedures, policies, and resources necessary to commence and maintain an Adventurer Club. For more information, the booklet can be purchased at www.FLPathfinderstore.com

Recommended ... Ask Your Cluster Coordinator to Help You Organize a Training

Section 1 History and Purpose of the Adventurer Program

Date _____

Purpose

To develop an awareness of the mission and uniqueness of the Adventurer Ministry and its relevance to today's families.

Section 2 Understanding the Adventurer

Date _____

Purpose

To help Adventurer leaders and parents meet the challenge of leading Adventurer to Christ.

Section 3 Club Leadership

Date _____

Purpose

To learn concepts and strategies to experience successful Adventurer leadership.

Section 4 Club Organization

Date _____

Purpose

To introduce the standards and requirements of the Adventurer Club organization.

Section 5 Club Programming and Planning

Date _____

Purpose

To help children build friendships with Jesus, guide them toward eternal life, and strengthen their relationship with their parents.

Section 6 Adventurer Curriculum

Date _____

Purpose

To understand the curriculum and its holistic application to the Adventurer Child.

Section 7 Adventurer Family Network Program

Date _____

Purpose

To teach successful parenting techniques and thereby receive God's promised blessing.

Section 8 Adventurer Awards

Date _____

Purpose

To help each child achieve various Adventurer Goals by participating in fun, meaningful activities.

Section 9 Club Safety, Camping and Outings

Date _____

Purpose

To encourage them to grow mentally, physically, socially and spiritually to include Jesus in every activity.

ADVENTIST YOUTH MINISTRIES TRAINING

The Adventist Youth Ministries Training (AYMT) curriculum is a comprehensive training system for Youth Ministries, including Adventurer leaders. This curriculum encourages leaders to become certified in areas where they are providing leadership, such as Counselor and Director, and also in areas where they would like to develop expertise or build on what they already know, such as becoming a better Instructor.

It is important for all church workers, both professional and volunteer, to continue to learn, to be familiar with current trends and to make training part of their life style. The purpose of AYMT is to provide the framework for that lifelong training. The AYMT framework provides for standardized departments, seminar nomenclature and descriptions. These seminars and related fieldwork are then organized into certification programs as approved by the appropriate North American Division Youth Ministries (NAD) committee with General Conference participation. The system is designed to allow flexibility in many areas, and provides opportunities for unions and conferences to develop additional certifications and seminars that meet their specific needs.

What are we seeking in staff training

- It should focus on both ministry and skill development.
- A level of completion should be obtainable in a reasonable period of time.
- It should promote continuous, long term training.
- It should allow for future expansion.
- It should include active learning activities.
- It should target specific leadership roles as well as general leadership.
- It should allow general classes to be used in curriculums in different ministries, enabling cross training, and more efficient training events.
- It should also be flexible enough for staff training in other youth ministries and to allow content change, updating and creation without requiring restructuring.

The basis of all certifications are:

- Role-specific learning
- One-year timeframes
- Required fieldwork
- 5-8 seminars per certification
- Portfolio completion as a form of evaluation and integrity review
- Mentoring
- Conference-level creation options

For more information visit www.adventurersonline.org/leaders/aymt-training/328-aymt-intro
To buy the material www.adventsource.org/search?query=aymt§ion=store



Master Guide



Background

The Master Guide curriculum is one of the leadership programs that the General Conference Pathfinder/Adventurer Department uses to train people for youth leadership. This is the highest level of leadership within the Pathfinder/Adventurer programs of the church. It centers on one's spiritual life and growth first and foremost. General leadership skills are sharpened to lead the youth in God-ordained areas. The study of God's nature and outreach ministry, service to others and a life-style that promotes healthy living increases the amount of development within the youth.

Mission

To empower leaders through effective training, equipping and deploying them for service.

Purpose

Develop Christ-like leaders to disciple children and youth.

For more information regarding the Master Guide program, please feel free to contact the following individuals.

Master Guide Committee Members by area:

Florida Conference State Director

Master Guide Director
Florida Conference State
Kathy Gibbons-Adams
masterguidewebinar@gmail.com
adamsk98@yahoo.com
305-915-5543

North Area

Ken Grant
ken@pathfinderradio.com
904-701-2301

Central Area

Lurlet Gordon
tinziela@gmail.com
407-446-5297

Don Wilson
dwilson50.1@netzero.com

863-207-1668

West Area

(vacant position)

South Area

MarciaMighty-Powell,
Marciapowell161@gmail.com
954-684-4288

Alex Ramirez,
alexramirez54@gmail.com
305-812-667

Other State Master Guide Committee Members

Calvin Brooks (Pathfinders)
roy101748@aol.com
305-773-4352

Jose Diaz (Varsity)
josnyd@yahoo.com
407-791-3018

Kim Lucas (TLT)
blubarron@gmail.com
941-356-4749

Master Guide Resources

For more information visit our website <https://floridaconference.com/pathfinders/master-guide>

Master Guide Webinars

There are ongoing webinars that focuses on the different Master Guide Requirements, which include learning styles, drilling, risk management, etc. Everyone is welcome and encouraged to participate!

If you are interested, contact Ms. Kathy Gibbons-Adams and/or Ms. Kim Lucas.

You may also email: masterguidewebinar@gmail.com for more information regarding the webinar.

In order to participate, an invite will be sent to you upon your request with the new date, time, and topic for the week.

Process for a Master Guide to Become Invested

Download the forms <https://floridaconference.com/pathfinders/master-guide>

1. Complete the MG Candidate Application Form with all your local church related signatures.
2. Forward MG Candidate Application Form to Area Administrator, MG State Director and Florida Conference Pathfinder/Adventurer Dept. office.
3. Be inducted and complete the Master Guide Registration form requirements.
4. Complete MG Investiture Application Form: include MG Requirement Application and Master Guide Card.
5. Forward MG Investiture Application to Area Administrator, MG State Director and Florida Conference Pathfinder/Adventure Dept. office.
6. Before investiture: initiate a conversation with Florida Conference Pathfinder/Adventure Dept., Area Administrator, MG Committee members. You must present your portfolio to confirm completion of requirements.
7. A Conference MG Committee person needs to be present at the investiture service or a representative for the MG Committee.
8. Clearance from the MG Director (Kathy Adams) needs to be given in order to purchase MG Insignia from the Florida Conference Pathfinder online store. Purchases of MG insignia can be made when the MG Requirements are completed.

MASTER GUIDE

Reading and Listening and other INFORMATION

WEBSITES:

1. www.clubministries.org
(NAD Club Ministries for Adventurers, Pathfinders and Master Guide)
2. www.pathfindersonline.org
(Official North American Division (NAD) website)
3. www.ellenwhiteaudio.org
(books in mp3 version in multiple languages)
4. www.ellenwhite.org
(The Ellen White G. White Estate, Inc. website: online books and may other items: type in name of book in the search box)
5. www.adventsource.org
(purchase items for Club and uniforms)
6. www.floridaconference.com
(Information source for church locations, publications, ministries, news and many other things happening in the Florida Conference)
7. <http://www.investitureachievement.com>
(Pathfinder curriculum PDF)
8. <http://guiasmayores.weebly.com>
(Master Guide Spanish)
9. <https://www.adventist.org/en/beliefs/>
(Fundamental Beliefs)
10. www.flpathfinderstore.com
Master Guide Investiture Emblems are Restricted
(They can be ordered upon clearance from Master Guide State Director and Master Guide Committee via the Florida Conference Pathfinder online store.)