

# Potomac Pathfinder Director's Manual



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## Section I

Welcome Letter  
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Dear Pathfinder Director:

The Pathfinder Council is always looking for ways to make your job, as Director, easier. With this in mind, the concept of the Director's Manual was hatched. This manual continues to be a work in progress. Annually, new or updated material will be placed on the pathfinder web page so you may keep your manual current. You may find this manual and the updates on the web page at [www.potomacpathfinders.org](http://www.potomacpathfinders.org).

Please let us know your ideas, opinions, and suggestions. We want this manual to be easy to use and an asset to you in finding clear answers to your questions quickly. *Reporting points, guidelines for club events, Child Protection Plan, ordering Potomac T-shirts or patches, drill down guidelines, flag protocol* – these answers and more are in the following pages.

If you have a question, most likely you can find the answer in the Director's Manual or on the web page. We hope you will find that using it will make your job easier, including reporting your activities to the Conference.

Our thoughts and prayers go with you as you serve God in this very important ministry. Don't hesitate to let us know how we can assist your ministry and celebrate your successes.

Together in Service,

**Sherilyn G. O'Fallon**  
Associate Director of Youth Ministries





## Youth Ministries Event Calendars



### 2019 Calendar - Theme - Local Church

<b>January</b>		<b>July</b>	
11-13	Adventurer Leadership Train-Mt. Aetna	13	Youth Rally
18-20	AYM Leadership	14	PF Directors Meeting-South
26	PBE - Area	19-28	AYM Mission Trip
		21	PF Directors Meeting-North
<b>February</b>		<b>August</b>	
3	Ski Trip-all ages	3-10	AY Week of Evangelism
9	Youth Rally	4	Youth Fun Day-Kings Dominion
23	PBE - Conference Level-SASDAC	12-17	PF Oshkosh Camporee
		25	ADV Directors Mtg.
<b>March</b>		30-Sept.1	Young Adult Retreat-Camp Airy
1-3	PF Council Retreat		
3	PF Leadership Train -Mt. Aetna	<b>September</b>	
9-10	PF TLT Lock-in	7	PF Council Mtg.
16	PBE- Union- TA	8	PF Leadership Training
16	Global Youth Day	20-21	Public Campus Ministry
16-23	Youth Week of Prayer-Local Church		
23	Homecoming Sabbath-Local Church	<b>October</b>	
		10-13	PF Outdoor Experience -TBD
<b>April</b>		18-20	TLT Convention- Pecometh
13	PF Council	26	Youth Rally
13	Youth Sabbath Exchange	30	PF PBE Team 2020 Registration
14	Adventurer Fun Day - DC		
19-21	Teen Bible Retreat- CBR	<b>November</b>	
26-27	PBE - Division - Wisconsin	2	PF Admin Team Meeting
		3	PF Leader Train
<b>May</b>		9	Youth Sabbath Exchange
5	PF Fair	15-17	PCAYM Council Retreat
5	Adventurer Fun Day-Richmond		
11	Youth Rally	<b>December</b>	
19	PF Drill & Drum Event	1	AYM Christmas Gala
		14	Homecoming Sabbath
<b>June</b>			
2	PF TLT Fun Day		
8	Impact- Camp Meeting - Richmond		
9	AY Olympic Games		
14-15	Impact- Hispanic Camp mtg.		
15	Impact-Camp Meeting - DC		
23	ADV Council		

#### Abbreviations:

AY-Adventist Youth- AYM Adventist Youth Ministries  
PBE - Pathfinder Bible Experience  
PF- Pathfinders  
TLT- PF Leader Trn  
YA- Young Adults  
ADV - Adventurer  
POE - Pathfinder Outdoor Experience

### 2020 Calendar (tentative) Theme - Reconciliation

<b>January</b>		<b>August</b>	
17-19	AYM Leadership Conference	15-22	AY Week of Evangelism
25	PBE Area	23	ADV Directors Mtg
		<b>September</b>	
<b>February</b>		4-6	Young Adult Retreat-CBR
2	Ski Trip-all ages	12	PF Council Mtg.
8	Youth Rally	13	PF Leadership Training
29	PBE - Conference Level	18-20	Public Campus Ministry
		<b>October</b>	
<b>March</b>		8-11	PF Camporee
1	PF Leadership Train -Mt. Aetna	23-25	TLT Train
6-7	PF Council Retreat	24	Youth Rally
14-15	PF TLT Training	29	PF PBE Team 2021 Registration
21	Global Youth Day		
21	PBE- Union - New Jersey	<b>November</b>	
21-28	Youth Week of Prayer-Local Church	1	PF Leader Train
28	Homecoming Sabbath-Local Church	20-22	PCAYM Council Retreat
		21	Youth Sabbath Exchange
<b>April</b>			
5	Adventurer Fun Day - DC	<b>December</b>	
11	PF Council	6	AYM Christmas Gala
11	Youth Sabbath Exchange	12	Homecoming Sabbath
17-19	Teen Bible Retreat- CBR		
17-18	PBE - Division -Centralia WA		
26	PF Fair - SVA		
<b>May</b>			
1-2	Camp meeting-Conference wide		
3	Adventurer Fun Day-Richmond		
9	Youth Rally		
17	PF Drill & Drum Event- TA		
<b>June</b>			
7	ADV Council		
7	TLT Fun Day		
14	AY Olympic Games		
<b>July</b>			
11	Youth Rally		
12	PF Directors Meeting-South		
12-19	Mission Trip		
19	PF Directors Meeting-North		
26	POE - Rafting Trip		
26	Youth Fun Day-Kings Dominion		

Potomac Youth Dept. supports these events in our churches:

**Youth Rallies**- 2 or 3 churches plan the event in their area for youth. They have early worship on Sabbath, attend a seminar and then go out to connect with the community.  
**Youth Sabbath Exchange** - two or three churches invite the youth in their church to go to another church in their area to provide the worship service. Pastors work together to make this a positive experience for their youth.  
**Homecoming Sabbath** - church plans a homecoming service and reaches out to youth and young adults who aren't attending church.

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## Section II Forms and Worksheets

For Your Information  
*Explanation of Points Allocation*  
For Your Records  
(Updated annually and sent prior to event) Camporee Registration Form  
Camporee Points Form  
Club Charter Application  
Club Inspection Form  
Coordinator Evaluation Form  
Event Staff Volunteer & Health Form  
(Updated annually and sent prior to event) Fair Registration Form  
Fair Points Form  
Food Booth Reservation  
Induction Service Form  
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Monthly Report Form  
Pathfinder Application & Health Form  
Pathfinder Photo ID  
Parental Permission for Med Info on PF ID  
Pathfinder Permission and Emergency Treatment Release Form  
Staff Demographic & Health Record  
Pathfinder Sabbath Form  
Pathfinder Meeting Coordination Form  
(being revised 2019) Pathfinder Excellence & Service Award  
TLT Program Application  
TLT Program Recommendation





## For Your Information

### Monthly Reports:

The monthly report allows the Conference to know what your Pathfinders are doing on a monthly basis. Reports are to reach the Conference office on or before the 10<sup>th</sup> of the next month. For example, after all activities are completed for the month of April, fill out the report for April then mail, fax, e-mail or submit online ([www.pcsda.org/youth/](http://www.pcsda.org/youth/)) so it reaches the conference office by May 10<sup>th</sup>. Reports received by the 10<sup>th</sup> of the month receive two (2) bonus points. It is better to send the report in late than not at all. However, reports received after the end of the following month are not credited. Only the top 8 months will be counted. There are a total of 320 points possible for the monthly reports. (8 top months x 40 points = 320).

### Induction:

The Induction Service gives the Pathfinder Club the opportunity to welcome the new members into the club and to welcome returning members back to the club. The service also serves as a reminder that these Pathfinders are now part of a world-wide ministry to instruct young people in leadership and missionary skills. **The Induction form must reach the conference office by June 30<sup>th</sup> to receive credit in the current Pathfinder Year.**

### Pathfinder Fair:

The Pathfinder Fair gives Pathfinders an opportunity to come together and have fun while earning or teaching honors, participating in events, and demonstrating some of the skills they have learned during their Pathfinder years. **The Fair Point form will be turned in by your Coordinator.**

### Pathfinder Sabbath:

The intention of Pathfinder Sabbath is to give official recognition and encouragement to the Pathfinder Club in the local church. As well, it will acquaint the congregation with club members and activities. Pathfinder Sabbath can be held any time during the year. The form must be completed and signed by the director and one of the conference coordinators present. **This form must reach the conference office by June 30<sup>th</sup> to receive credit in the current Pathfinder Year.**

### Club Inspection:

The Club Inspection is an opportunity for the coordinators to come and see how the Pathfinder club is doing in terms of class work, honors, and programming. The uniforms will be inspected and the daily program will be observed. The club inspection can be requested anytime during the year and scheduled with your Area Coordinator. The form will be completed by the Coordinator and signed and sent in by the director. **The report must reach**

**the conference office no later than June 30<sup>th</sup> to receive credit in the current Pathfinder Year.**

**Camporee:** The Pathfinder Camporee is a 4-day weekend event, and an excellent opportunity for socializing with other clubs and Pathfinders. Pathfinders are challenged spiritually, physically, and mentally, and have the opportunity to learn about God. During the camporee your campsite will be inspected for environment, safety, and organization. **The Camporee Point form will be turned in by your Coordinator.**

**Investiture:** The Investiture Service is a program honoring the Pathfinders studying one or more of the Investiture Achievement Awards and the required work to obtain that award. An Investiture can be held anytime during the year, but most often comes toward the end of the Pathfinder year before June 30<sup>th</sup>. The form must be signed by the director and one of the conference coordinators present. **The report must reach the conference office no later than June 30<sup>th</sup> to receive credit in the current Pathfinder Year.** ([http://www.investitureachievement.com/site/1/docs/IA\\_DirectorsGuide\\_web.pdf](http://www.investitureachievement.com/site/1/docs/IA_DirectorsGuide_web.pdf))

**Leadership Training:** Leadership training is for those working with Pathfinders and recommended for all new staff as well as experienced staff working toward Master Guide and other certifications.

**Pathfinder Excellence & Service Award (2019-being revised)** During the awards ceremony at the Fair or Camporee Pathfinders and TLTs will be honored for outstanding achievements and accomplishments while in the Pathfinder Program. The PESA application and project proposal are due at the Conference office by **October 15** (at the beginning of the Pathfinder year). The Director's Recommendation and the Project Completion Reports are due at the Conference office by **July 15** (at the end of the Pathfinder year).

**Pathfinder Year:** Potomac Conference Pathfinder year **starts July 1<sup>st</sup> and ends June 30<sup>th</sup>**. These dates coincide more closely with the traditional school year. The Awards Ceremony will take place at the Potomac Conference Camporee at Camp Blue Ridge. These dates govern when all reports are due, and determine which clubs will receive yearly award plaques. Monthly reports are to be submitted **monthly. All reports must be submitted shortly after the event or points will be forfeited.** Any forms received late or submitted after June 30 may also forfeit those points.

**Pathfinder Application:** The Pathfinder Application & Health Record **must be filled out or reviewed**, signed, and dated **each year** for the applicant to be an officially recognized Potomac Conference Pathfinder. These records are to be kept on file with the club and available for view at all conference functions. Pathfinders are covered by the Potomac's General Liability Insurance through Adventist Risk Management for their activities during approved church board and conference Pathfinder functions. In order to insure

coverage for these activities the Pathfinder Application & Health Record must be filled out each year with current date, and signature. Old or outdated Application Forms should be shredded to protect privacy and identity. **All Pathfinder Applications will need a photo attached and all Pathfinders are required to carry a photo ID card with them at all conference events.**

### **Field Trips & Community Service**

Clubs are required to have 4 **Field Trips** (excluding Fair & Camporee) and participate in 4 Community Service Projects (to benefit those **outside** your church) within the Pathfinder year, however, clubs are not required to participate in these activities each month. Field Trips and Community Service projects are worth 10 points each, maximum 40 points total for the pathfinder year. The Pathfinder Staff Manual (available from AdventSource) gives excellent ideas on activities for Field Trips. Conference sponsored events do not count.

### **TLT Applications:**

Those Pathfinders that wish to take part in the Teen Leadership Training Program (TLT) must fill out an application for acceptance to the program and have it considered and signed by the local club TLT coordinator and the club director. The club then forwards the approved Application Form onto the Potomac Conference Youth Department for review. Every TLT needs an application form **each year** for the applicant to be an officially recognized as a Potomac Conference TLT. These records are to be kept on file with the club and available for view at all conference functions. **The Conference expects the TLT Application Forms to be submitted by the clubs to the Youth Department by September 4<sup>th</sup> of each year.**

### **Child Protection Program:**

Persons working with Pathfinders **MUST** register and complete the Child Protection Program. This program includes training and a background check every three years.

### **T-Shirt & Patches:**

The conference only carries items with the Potomac Pathfinder Logo. All other items must be ordered from Advent Source: 1-800-328-0525

### **Address Information:**

Potomac Conference Youth Ministries  
606 Greenville Avenue  
Staunton, VA 24401  
Phone: 540-886-0771 or 1-800-732-1844 Toll Free  
Office: [youth@pcsda.org](mailto:youth@pcsda.org)  
Website: [www.pcsda.org](http://www.pcsda.org)

Sherilyn O'Ffill  
Assoc. Director of Youth Ministries  
Email: [sherilyno@pcsda.org](mailto:sherilyno@pcsda.org)

Nancy Crickenberger  
Youth Ministries Assistant  
Email: [nancyc@pcsda.org](mailto:nancyc@pcsda.org)

**\*\*When contacting the conference office via email, please reference which Pathfinder club you are with and your position, director, deputy director, club secretary, etc.**

# Point Allocation

Club Point Standing	Point Requirement: Out of 1000
Sweepstakes	950-1000
Trophy	850-949
Honor	750-849

Allocation Area	Points
Monthly Reports (Top 8 months only)	320
Field Trips	40
Community Services	40
Induction	50
Fair	75
Pathfinder Sabbath	50
Club Inspection	50
Camporee	200
Investiture	175
TOTAL POSSIBLE POINTS	1000

## **Monthly Report Forms:**

Must be mailed and received by the Youth Dept. by the 10<sup>th</sup> of the following month to receive full points. Any reports received late (between the 11<sup>th</sup> and the end of that following month) may receive point reductions. Any forms received after the end of the following month will not be credited.

Only the points from the 8 highest months will be counted.

## **Bonus Points:**

The Area Coordinator Council may assign bonus points for participation in certain events at Camporee.

(2018)

# **FOR YOUR RECORDS**

Monthly	Points	Date Mailed
July		
August		
September		
October		
November		
December		
January		
February		
March		
April		
May		
June		
<b>TOTAL POINTS</b>		

Event Request	Date/Time	Confirmed Coordinator Attending
Induction		
Pathfinder Day		
Club Inspection		
Investiture		

## **NOTES**

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Report Form	Points	Date Mailed
Induction		
Pathfinder Fair		
Pathfinder Day		
Club Inspection		
Camporee		
Investiture		
<b>TOTAL POINTS</b>		



# Camporee Registration Form

Submit Registration Form to the Youth Department:  
 Nancy Crickenberger - [NANCYC@pcsda.org](mailto:NANCYC@pcsda.org)  
 Fax: 540-886-5734  
 606 Greenville Ave, Staunton VA 24401-4804  
 DATE OF EVENT  
 Registration Deadline:

## Pathfinder Club Demographic: (Please Print)

Club Name: \_\_\_\_\_

Church Name: \_\_\_\_\_

Club Director: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Club Deputy Dir: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Club Fees:

Pathfinders Attending: \_\_\_\_\_ X \$45.00 = \$ \_\_\_\_\_ (This number includes Teens & TLT's)

Staff Attending: \_\_\_\_\_ X \$45.00 = \$ \_\_\_\_\_

Aux Staff Attending: \_\_\_\_\_ X \$45.00 = \$ \_\_\_\_\_

Non-Pathfinder: \_\_\_\_\_ X \$37.50 = \$ \_\_\_\_\_ (NO Patch)

Total Attending: \_\_\_\_\_ Totals = \$ \_\_\_\_\_

**\*\*All adults camping have completed the Child Protection Program? Yes or No \_\_\_\_\_ (answer needs to be yes otherwise they will not be allowed to camp)**

## Payment Method:

Payment Enclosed: \$ \_\_\_\_\_ Potomac Conference Youth Dept., 606 Greenville Ave, Staunton VA 24401

Bill Church: \$ \_\_\_\_\_

Payment at Event: \$ \_\_\_\_\_ There will be a late fee of \$5 per Pathfinder after Deadline

**Cancelations made 7 business days or less prior to any conference event will not receive credit.**

## Bunk Reservations:

Clubs may reserve a bunk in a cabin at Camp Blue Ridge for your staff members, a special needs Pathfinder, or Aux staff, please contact the Conference Office. Bunks reserved on a first come first serve basis at \$15.00 per bunk/per person/per night.

**Please Note:** Clubs will be assigned a Cabin for showers only. The number of showers will be proportionate to the club compliment. One free bunk for staff supervision. Additional bunks only by making arrangements with the conference.

**Campsite Space Allocation:** (Clubs will receive space proportionate to the number of Pathfinders registered)

Desired Foot Print: \_\_\_\_\_ Total # of Tent: \_\_\_\_\_ Average Tent Size: \_\_\_\_\_ Kitchen Tent Size: \_\_\_\_\_

## Transport Vehicle Information:

Cars & Vans: \_\_\_\_\_ Gear Trailers: \_\_\_\_\_ Buses Staying: \_\_\_\_\_ Transport Golf Carts: \_\_\_\_\_

## Arrival Information:

Planned Arrival Day and Time: \_\_\_\_\_





# CAMPOREE POINTS FORM



ATTENDANCE		Points
Number of Pathfinders in attendance		
Total number of Pathfinders in club		
<b>Pathfinder Attendance</b>		
80% or more Pathfinders present – 40 points		
70% or more Pathfinders present – 30 points		
60% or more Pathfinders present – 20 points		
50% or more Pathfinders present – 10 points		
Less than 50% Pathfinders present – 0 points		
<b>Staff Attendance</b>		
Sufficient staff for 1/6 Staff to Pathfinder ratio - 10 points		
Insufficient staff for 1/6 ratio – 0 points		
<b>Total Points (Pathfinder + Staff Attendance)</b>		

EVENTS PARTICIPATION		Points
<b>Clubs will receive 30 points if they fully participate in the events during the time they are on-site</b>		30
<i>Campsites and shower houses will be inspected during each event session and clubs with multiple Pathfinders taking showers or loitering around campsite will lose 5 points per events session</i>		
<b>Clubs will receive 10 points for properly supervising their Pathfinders while on-site</b>		
<i>All Pathfinders should always be supervised by an adult (over 18). If your Pathfinders are found wandering around campus without adult staff multiple times during the weekend, you will lose these 10 points</i>		
<b>Clubs will receive 10 points for wearing Class A Uniform during the parade</b>		
<i>If the majority of your Pathfinders are in class A Uniform for the parade your club gets 10 points. Exceptions made for black dress shoes depending on conditions.</i>		
Deductions		
<b>Total Points (Participation + Supervision + Uniform - Deductions)</b>		

SACRED SERVICE PARTICIPATION		Points
<b>Clubs will receive 50 points if they fully participate (by attending) the sacred services while they are on-site</b>		50
<i>Campsites and shower houses will be inspected during each sacred service and clubs with multiple pathfinders taking showers or loitering around camp instead of attending the services will be docked 15 points per service from this total. The sacred services are the primary emphasis during the event, please have your pathfinders present to worship</i>		
Deductions		
<b>Total Points (50 minus deductions)</b>		

CAMPSITE INSPECTION		Y/N
<b>TENT AND SLEEPING AREAS</b>		
Tents in good repair		
Tents and flies properly pitched and staked		
All ropes, stakes, and tie-downs safely positioned		
Tents aligned in a semblance of order		
Tents pitched uniformly within campsite		
If possible in allocated space, separate male & female tents		
Interior of tents neat and clean		
Sleeping bags and gear uniformly organized within the tent		
Tent floor clear of debris or dirt		
Shoes neatly aligned inside the tent or outside under cover		
Bible or PDA with Bible App on Pillow		
<b>COOK TENT AND MESS AREA</b>		
Kitchen protected from elements – functional in rain/snow		
Covered dining area to seat entire club during weather		
Appropriate amount of stoves to prepare food for club		
Pots and pans clean / appropriate storage for all		
Food storage in animal and insect resistant containers		
Three bin wash station (scrub, wash, <u>rinse with bleach</u> )		
Sufficient fresh water containers ( <u>closed containers</u> )		
Sufficient grey water containers (different from fresh)		
Trash storage area neat and clean		
All table surfaces clean and washed with disinfectant		
<b>OVERALL CAMPSITE ORDER AND CLEANLINESS</b>		
Campsite and 30 feet beyond boundary free of trash		
Furniture, tables, and chairs neat and organized		
Club banner with name displayed at camp entrance		
Flags displayed in appropriate manner at camp entrance		
Camp barrier uniform, neat, and safe ( <i>barrier optional</i> )		
Physical entrance in good repair ( <i>physical entrance optional</i> )		
<b>CAMP SAFETY</b>		
Fire always attended ( <u>5 points deducted per violation</u> )		
Fire extinguishers are present in kitchen and fire pit areas		
Fire extinguishers are properly charged and certified		
Fire pit appropriately separated from tents and mess area		
Permissible number of vehicles in camp / safely parked		
Every Pathfinder and staff has a visible club photo ID		
<b>FIRST AID KITS AND MEDICAL CONSENT FORMS</b>		
First Aid kit accessible to everyone		
Signage present to let responders know location of kit		
First Aid kit sufficient to handle club size		
Appropriate ointments/bandages for cuts, burns & rashes		
Sufficient gloves to treat every person with clean gloves		
Non-latex gloves available		
Each Pathfinder has a PERMISSION SLIP on-site		
Each Pathfinder and staff has standard Potomac Conference HEALTH RECORD & MEDICAL CONSENT form on-site		
Each Pathfinder has copy of insurance card on-site		
All forms are organized & easily accessible to all staff		
Each unit has First Aid kit for time away from campsite		
Total Deductions (1/2 point for each No)		
<b>Total Points (50 minus Total Deductions)</b>		

_____ receives _____ /200 for _____ <small>Club Name</small>	<small>Sum of 4 Categories</small>	<small>Camporee Year</small>
_____ Director's Signature	_____ Coordinator's Signature	

# Pathfinder Club Charter Application



Sponsoring Church: \_\_\_\_\_

Pastor: \_\_\_\_\_

Elected Club Director: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

## The Philosophy of Pathfinding

The purpose of a Pathfinder Club is to lead its membership into a growing, redemptive relationship with Christ, and to build its membership into responsible, mature individuals and to involve its membership in active selfless service. Pathfinder leaders are Christians working hand in hand with parents, teachers, and pastors providing optimum opportunities for Christian development. The Pathfinder Club is an extension of the home, school, and church, as well an experimental laboratory where growth and learning flourish. The membership involves youth in grades 5-10 (ages 10-15) who have a desire for group activities ranging from community and world mission projects to nature, outdoor and camping activities, AY/Pathfinding class curriculum and AY Honors. Above all, Pathfinding gives youth an environment in which to expand their personal experience with Christ.

## Commitment to Pathfinding

We, the undersigned, have read, understand and are in full agreement with the above Philosophy of Pathfinding and agree to support our club through those means with which the Lord has blessed this church, including finances, staff, volunteers, securing a place to meet, transportation on outings, and other such needs as may arise in the fulfillment of this ministry, and to assist and support the work of the Pathfinder ministry in this conference and around the world.

## Signatures

Church Pastor: \_\_\_\_\_

Date: \_\_\_\_\_

Church Pastor: \_\_\_\_\_

Date: \_\_\_\_\_

Club Director: \_\_\_\_\_

Date: \_\_\_\_\_

Club Dept. Dir: \_\_\_\_\_

Date: \_\_\_\_\_

# Pathfinder Club Charter Application



Sponsoring Church: \_\_\_\_\_

Pastor: \_\_\_\_\_

Elected Club Director: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

## The Philosophy of Pathfinding

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## Signatures

Church Pastor: \_\_\_\_\_

Date: \_\_\_\_\_

Church Pastor: \_\_\_\_\_

Date: \_\_\_\_\_

Club Director: \_\_\_\_\_

Date: \_\_\_\_\_

Club Dept. Dir: \_\_\_\_\_

Date: \_\_\_\_\_



## CLUB INSPECTION FORM

ATTENDANCE	Points
Number of Pathfinders in attendance	
Total number of Pathfinders in club	
<b>Pathfinder attendance for clubs with more than 25 members</b>	
80% or more Pathfinders present or accounted for – 5 points	
70% or more Pathfinders present or accounted for – 4 points	
60% or more Pathfinders present or accounted for – 3 points	
50% or more Pathfinders present or accounted for – 2 points	
Less than 50% Pathfinders present or accounted for – 0 points	
<b>Pathfinder Attendance for clubs with up to 25 members</b>	
70% or more Pathfinders present or accounted for – 5 points	
60% or more Pathfinders present or accounted for – 4 points	
50% or more Pathfinders present or accounted for – 3 points	
40% or more Pathfinders present or accounted for – 2 points	
Less than 50% Pathfinders present or accounted for – 0 points	
<b>Staff Attendance</b>	
Sufficient staff to have a 1/6 Staff to Pathfinder ratio - 5 points	
Insufficient staff for 1/6 ratio – 0 points	
<b>Total Points (Pathfinder + Staff Attendance)</b>	

FORMATIONS AND CEREMONIES	Y/N
Director calls Pathfinders to fall into formation just once	
Pathfinders fall in at Attention smartly	
Pathfinders recite Pledge of Allegiance, saluting the flag	
Pathfinders recite the Pathfinder Pledge	
Pathfinders recite the Pathfinder Law	
Pathfinders sing the Pathfinder Song	
Pathfinders are led in opening prayer	
Pathfinders are led in an opening worship	
Announcements made at opening or closing ceremonies	
Drill and marching practice takes place	
Closing ceremonies are held and there is a closing prayer	
<b>Total Deductions (1/2 point for each No)</b>	
<b>Total Points (5 minus Total Deductions)</b>	

FLAGS AND MEETING SCHEDULE	Y/N
American flag posted	
Pathfinder flag posted	
All flags posted in proper order of respect	
All flags properly cared for and in good condition	
All flags poles the proper height (American flag highest)	
Program posted or distributed electronically to staff	
<b>Total Deductions (1/2 point for each No)</b>	
<b>Total Points (5 minus Total Deductions)</b>	

COMMENTS/SUGGESTIONS

MOVEMENT, COURTESY AND DISCIPLINE	Y/N
Timely & orderly movement from activity to activity	
Silence during formations	
Proper salutes when required	
Military courtesy when addressed by leaders	
Pathfinders are helpful throughout meeting	
Pathfinders are respectful of leaders and peers	
Pathfinders are well behaved throughout meeting	
Commands do not have to be repeated	
Pathfinders stay on task throughout meeting	
<b>Total Deductions (1/2 point for each No)</b>	
<b>Total Points (5 minus Total Deductions)</b>	

PARTICIPATION	Y/N
Pathfinders participate in opening exercises	
If late, Pathfinders do NOT enter formation until directed	
Pathfinders participate in all activities on the day's schedule	
Pathfinders display a good attitude during meeting	
Pathfinders participate during closing exercises	
Pathfinders help set-up activities when requested	
Pathfinders help clean up after activities	
Pathfinders are attentive during announcements	
<b>Total Deductions (1/2 point for each No)</b>	
<b>Total Points (10 minus Total Deductions)</b>	

UNIFORM INSPECTION	Deduction
Appropriate shirt or blouse and worn according to policy	
Black pants w/ belt loops (no jeans or spandex)	
Option for Females: *skirts w/ belt loops (club consistent)	
*Skirts no shorter than 1½ in. above knee (no jeans or spandex)	
Appropriate belt and buckle	
Black Shoes (strings also black, heels 2-inches or less, no platforms or stiletto or kitten heels)	
Black socks or female hosiery should be their skin tone	
Scarf and slide (slide right side up)	
No jewelry (including rings, chains, earrings, etc.)	
<b>Total Deductions (No more than 1/2 point per</b>	
<b>Total Points (5 minus Total Deductions)</b>	

FORMS	Y/N
Forms in a single location/organized for quick access	
Standard Health & Medical Consent form for all Pathfinders	
Every Pathfinder has a current Application form	
Every Pathfinder has a current photo ID for off-site events	
Every Pathfinder has an Insurance Card or Waiver on file	
Every TLT has a current Application form	
<b>Total Deductions (1/2 point for each No)</b>	
<b>Total Points (10 minus Total Deductions)</b>	

Club Name: \_\_\_\_\_ receives \_\_\_\_\_ /50 on \_\_\_\_\_

Director's Signature: \_\_\_\_\_ Coordinator's Signature: \_\_\_\_\_



# Coordinator Evaluation Form

Staff Name: \_\_\_\_\_

Date \_\_\_\_\_

Please indicate position of this staff member:

1. Head Area Coordinator
2. Area Coordinator
3. Specialty Coordinator

Please indicate how well you are acquainted with the performance of this staff member:

1. Not Well
2. Somewhat
3. Very Well

**Please use the rating key below to answer the following questions**

Growth in this area  
Is urgent

1

2

Satisfactory in meeting  
expectations

3

4

Outstanding in meeting  
expectations

5

Don't  
Know

X

Spirituality

Is perceived as a spiritual person with a personal dependence upon the lord.

Spirituality

Leadership Ability

Demonstrates a competent knowledge of Pathfinder practices.

Leadership Ability

Interpersonal Relationships

Shows Christian concern, warmth, and compassion to others. Conveys approachability at Pathfinder events.

Interpersonal Relationships

Credibility

Does what he/she says they will do.

Credibility

Organizational Relationships

Has a positive and supportive relationship with club directors, staff, and Pathfinders

Organizational Relationships

Relationship to staff

Is available to, and works with staff in an open and fair way.

Relationship to staff

Competency

Over-all general rating as a coordinator

Competency

*~ Please continue on the other side ~*

Areas of greatest strength:

Suggested areas of growth:

Other comments:



# Coordinator Evaluation Form

Staff Name: \_\_\_\_\_

Date \_\_\_\_\_

Please indicate position of this staff member:

1. Head Area Coordinator
2. Area Coordinator
3. Specialty Coordinator

Please indicate how well you are acquainted with the performance of this staff member:

1. Not Well
2. Somewhat
3. Very Well

**Please use the rating key below to answer the following questions**

Growth in this area  
Is urgent

1

2

Satisfactory in meeting  
expectations

3

4

Outstanding in meeting  
expectations

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Know

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Shows Christian concern, warmth, and compassion to others. Conveys approachability at Pathfinder events.

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Relationship to staff

Is available to, and works with staff in an open and fair way.

Relationship to staff

Competency

Over-all general rating as a coordinator

Competency

*~ Please continue on the other side ~*

Areas of greatest strength:

Suggested areas of growth:

Other comments:



# Event Staff: Volunteer & Health Form

## Demographic (Please Print)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_ Birthday: \_\_\_\_\_ E-Mail: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Pager: \_\_\_\_\_

Church: \_\_\_\_\_ Coordinator: \_\_\_\_\_ Club: \_\_\_\_\_

## Availability

	Expected Arrival Date & Time	Expected Departure Date & Time
<input type="checkbox"/> Leadership	_____	_____
<input type="checkbox"/> Camporee	_____	_____
<input type="checkbox"/> Fair	_____	_____
<input type="checkbox"/> Other: _____	_____	_____

## Experience and Expertise

The following information will help the event coordinators to place you to maximize your talents. Please answer each question as completely as possible giving detail and ranking your experience from lowest (1) to highest (3)

1 2 3

Honors - List honors you have taught.

\_\_\_\_\_  
\_\_\_\_\_

Games & Activities - List games or activities that you have organized.

\_\_\_\_\_  
\_\_\_\_\_

Leadership Training - List classes that you have taken, have taught or are willing to teach.

\_\_\_\_\_  
\_\_\_\_\_

AY Classwork - List classwork or activities that you have taught or organized.

\_\_\_\_\_  
\_\_\_\_\_

Other \_\_\_\_\_

## Medical History and Information

The following information is requested for your safe care during Pathfinder Events. Please answer every question and add any information that we should know concerning your care.

Y      N

      Do you have a health history of asthma, tuberculosis, epilepsy, or heart condition?  
If yes please list. \_\_\_\_\_

      Do you have physical limitations or other difficulties that may inhibit your abilities during any Pathfinder function such as phobias, arthritis, diabetes, or heart condition?  
If yes please list. \_\_\_\_\_

      Do you have any serious allergies to medications, foods, or other items?  
If yes please list and indicate type of reaction. \_\_\_\_\_

      Are you currently taking prescription medications that we need to be aware of?  
If yes please list. \_\_\_\_\_

## Insurance/Physician/ Emergency Contact Information

Primary Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Medical Insurance: \_\_\_\_\_ Number: \_\_\_\_\_

(Please provide club a copy of insurance card)

In the event that I am unable to grant permission for treatment and the emergency contact listed cannot be reached, permission is given to the physician selected by the pathfinder leadership to hospitalize, secure proper anesthesia, order injection, surgery, resuscitation, or any care deemed necessary by that leadership or physician to insure safe return to normal quality of life.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

## Please Mail Information to Potomac Conference Youth Ministries

### Address

Potomac Conference Youth Ministries  
606 Greenville Ave  
Staunton VA 24401-4804

Phone: 301-572-0714 MD & DC  
1-800-732-1844 VA



# Fair Registration DATE

## Location:

Send Registration form to the Youth Department:  
 Nancy Crickenberger – nancyc@pcsd.org  
 Fax: 540-886-5734  
 606 Greenville Ave, Staunton VA 24401

Registration Deadline:

**(CLUBS: \$3 late fee per registrant after deadline)**

**Pathfinder Club Demographic: (Please Print)**

Club Name: \_\_\_\_\_

Church Name: \_\_\_\_\_

Club Director: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Club Deputy Dir: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**TOTAL NUMBER OF PATHFINDERS IN YOUR CLUB** \_\_\_\_\_

**Club Fees:**

Pathfinders Attending: \_\_\_\_\_ x \$12.00 = \$ \_\_\_\_\_ (This number includes Teens & TLT's)  
 (ADDING PF NUMBER UPON ARRIVAL INCURRES THE LATE FEE)

Staff & Adults Attending: \_\_\_\_\_ x \$ 8.00 = \$ \_\_\_\_\_ (INCLUDE VOLUNTEERS)

Children Attending: \_\_\_\_\_ x \$ 8.00 = \$ \_\_\_\_\_ (Children will NOT be allowed to  
 (AGE 5 & UP) Participate in Pathfinder activities)

Total Attending: \_\_\_\_\_ Totals = \$ \_\_\_\_\_

**Payment Method:**

Payment Enclosed: \$ \_\_\_\_\_ Potomac Conference Youth Dept., 606 Greenville Ave, Staunton VA 24401

Bill Church: \$ \_\_\_\_\_ (YOU HAVE PERMISSION TO BILL THE CHURCH)

Payment at Event: \$ \_\_\_\_\_ CASH\_\_\_ CHECK #\_\_\_\_\_

**Cancelations less than 7 business days prior (April 16 or later) to any conference event will not receive credit or a refund. (INCLUDES CLUBS NOT SHOWING UP WITHOUT PRIOR APPROVAL BY CONFERENCE DIRECTOR)**

**Transport Vehicle Information:**

Cars & Vans: \_\_\_\_\_ Buses Staying: \_\_\_\_\_

**Specific programming for Adventurers is NOT provided.**

**Food Booth Reservations:**

Please fill out the Food Booth Reservation Form

CLUB ADULT VOLUNTEERS ATTENDING TO WORK FOR THE CONFERENCE (UP TO 2 ADULTS)- MUST BE CHILD PROTECTION COMPLIANT. INCLUDE IN ADULTS ATTENDING NUMBERS- CREDIT WILL BE GIVEN ON BILLING. MUST SIGN IN WITH VOLUNTEER COORDINATOR UPON ARRIVAL AND SIGN OUT WITH VOL. COORDINATOR.

NAMES: 1) \_\_\_\_\_ 2) \_\_\_\_\_



# FAIR POINTS FORM



		Points
<b>Attendance and Uniform</b>		
Number of Pathfinders attending the Fair		
Total number of Pathfinders in club		
<b>Attendance Points</b> If 80% to 100% of Pathfinders present or accounted for – 40 points If 70% to 79% of Pathfinders present or accounted for – 30 points If 60% to 69% of Pathfinders present or accounted for – 20 points If 50% to 59% of Pathfinders present or accounted for – 10 points If less than 50% are present or accounted for – 0 points		
If 75% or more of Pathfinders are in blue Potomac Conference T-shirt – 10 points		
<b>Participation and Supervision</b>		
If Pathfinders participate in events and don't loiter w/out purpose – 15 points <i>Note: This is subjective, but the desire is for the Pathfinders to participate and the coordinators will be giving the clubs every benefit of the doubt</i>		
If club maintains 1/6 Adult supervision to Pathfinder ratio – 10 points <i>Note: All Pathfinders should always be supervised by an adult (over 18) when on the fair grounds. If your Pathfinders are found wandering around campus without adult staff multiple times during the fair, you will lose these 10 points</i>		
<b>Total Points</b>		

_____	receives _____	/75 on _____	_____
Club Name	Total Points		Date of Service
_____		_____	
Director's Signature		Coordinator's Signature	

# Food Booth Reservation Form

E-Mail this Registration Form to the Youth Department:  
Nancy Crickenberger - [NANCYC@pcsd.org](mailto:NANCYC@pcsd.org)  
Please CC: Joel Hutchins - [THSLDU@comcast.net](mailto:THSLDU@comcast.net) Event Coordinator



## Pathfinder Club Demographic: (Please Print)

Club Name: \_\_\_\_\_

Church Name: \_\_\_\_\_

Club Director: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Club Deputy Dir: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Food Item Reservation Request

Main Item: \_\_\_\_\_

Description: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

Description: \_\_\_\_\_

Will you use:  Propane  Generator (must bring 100 foot extension cord)  Tarp System Size: \_\_\_\_\_

## Rules Agreement

Clubs are only allowed to sell the main food item indicated above and confirmed by the coordinator to avoid duplication. Clubs selling foods that have not been confirmed will be asked to refrain from selling duplicate items sold by other clubs. Clubs not completing the Fair Registration and Food Booth Reservation Form will not be allowed to sell. Please remember the SDA Vegetarian health principles when selecting **vegetarian** food item to sell. Please coordinate all food item choices through the coordinator, inter club coordination is not permitted. Any questions or concerns please feel free to contact Joel Hutchins: [THSLDU@comcast.net](mailto:THSLDU@comcast.net) or 301-802-4326

## Stipulations:

1. All Clubs may sell common items such as sodas, water, chips, candy bars, cookies and other misc common items to round out purchase packages. Please maintain the same price point for these items through out the entire day to avoid price wars.
2. All Food items sold must be **100% Vegetarian both in preparation and in product.** (i.e. Using any type of meat broth, spice, marinade or product in the preparation to flavor including spices is NOT Allowed)
3. All clubs are asked to use good food service techniques by wearing food service gloves and hair nets as well as practicing good hand washing and sanitation techniques. Water may not be available so clubs are encouraged to bring their own.
4. All Clubs are responsible for providing trash cans, bags, and picking up litter in general as well as around their food booth area and leaving the location around their food booth clean and neat.
5. **No charcoal or pellet** grills. All cutting utensils must be of the standard restaurant kitchen variety. **NO machetes or large hunting or survival knives. Fire Extinguisher** within reach is required for all propane equipment.
6. Clubs must check "In and Out" with the food booth or designated coordinator before setting up or leaving their area.

## Reservation Procedure:

Clubs will need to fill out this form requesting "one main food item" and submit to the conference office by the Event Deadline indicated on the Event Registration form. Please indicate a "2<sup>nd</sup> choice" in case your primary items is already taken. Forms received after the deadline may not be accepted. Please wait to receive reservation confirmation before purchasing any food items. Food items are reserved on a first come first serve basis with the exception of "Standing Reservations." Standing Reservations are when a club has reserved and sold an item for the previous event immediately preceding this one subsequently they will have the priority when reserving their main item in the reservation process. Secondary items cannot be reserved from year to year and are open for other clubs to reserve, however after the event registration deadline is passed and a club wishes to sell a secondary item they may with the confirmation of the food booth coordinator with that understanding that those secondary items cannot be reserved. Clubs with Standing Reservations must still fill out and submit this form to confirm their item every year. If a club has not confirmed their "Standing Reservation" after the event deadline that item may be released to another club.



# INDUCTION SERVICE FORM



		Points
<b>Holding an Induction Service</b>		
Club coordinates with church and holds an Induction Service		20
<b>Attendance and Uniform</b>		
Number of new Pathfinders being Inducted into the club		
Total number of Pathfinders in club		
If 75% or more of <u>returning Pathfinders</u> are in Class A Uniform – 10 points		
<b>Pathfinders Participate in the Service Elements</b>		
If new Pathfinders are Welcomed (Inducted) into Club – 10 points		
If Pathfinder(s) say the Pledge & Law and sing the Pathfinder Song – 10 points		
<b>Total Points</b>		

<small>Club Name</small>	receives	<small>Total Points</small>	/50 on	<small>Date of Service</small>
<small>Director's Signature</small>	<small>Coordinator's Signature</small>			



# INVESTITURE SERVICE FORM



Investiture Service	Points
<b>Holding an Investiture Service</b>	
Club coordinates with church and holds an Investiture Service	10
<b>Pathfinders Participate in the Service Elements</b>	
If Pathfinder(s) say the Pledge of Allegiance, Pledge & Law and sing the Pathfinder Song – 10 points	
If Pathfinder(s) share their experiences from the year with audience – 20 points	
If 75% or more of Pathfinders are in Class A Uniform – 10 points	
<b>Total Service Points</b>	

Investiture Completion	Points
Number of Pathfinders having completed Investiture Achievement	
Total number of Pathfinders in club	
Investiture Achievement Completion Points If 80% to 100% of Pathfinders are invested – 125 points If 70% to 79% of Pathfinders are invested – 100 points If 60% to 69% of Pathfinders are invested – 75 points If 50% to 59% of Pathfinders are invested - 50 points If 20% to 49% of Pathfinders are invested - 25 points If less than 20% are invested – 0 points	
<b>Investiture Completion Points</b>	

\_\_\_\_\_ receives \_\_\_\_\_ /175 on \_\_\_\_\_  
Club Name
Sum of Service & Completion Points
Date of Service

\_\_\_\_\_  
Director's Signature
Coordinator's Signature



# MONTHLY REPORT FORM

Club Information	
Month Covered by this Report (MM/YYYY)	
Church Name	
Club Name	
Director's Name	
Number of Pathfinders Registered in Club	
Number of TLTs Registered with the Conference	
Number of Adult Staff	
Number of Pathfinders Baptized this Month	
Points All or Nothing	Points
Meetings, Attendance and Uniforms	
If club held 2 or more meetings this month – 10 points	
If 80% of the Pathfinders attended at least 2 meetings – 10 points	
If at least 80% of the Pathfinders were in uniform for 2 meetings – 4 points	
If club maintained a ratio of one counselor for every 6 Pathfinders – 4 points	
If report turned in to Conference by the 10 <sup>th</sup> of the following month – 2 points	
Honors and Investiture Achievement Progress	
If the Club worked on Honors this month – 5 points	
Describe the Honors Efforts:	
If the Club worked on Investiture Achievement this month - 5 points	
Describe the Investiture Achievement Efforts (For points, list level and tracks being worked on):	
<b>Total Monthly Points (40 points possible)</b>	

Field Trips and Community Service	Points
Club took a field trip – 10 points for each field trip (max 40 points per year)	
Describe the Field Trip(s):	
Club performed Community Service – 10 points for each Service (max 40 points per year)	
Describe the Community Service(s) :	
<b>Total Additional Field Trip and/or Community Service Points</b>	





# MONTHLY REPORT FORM

Club Information	
Month Covered by this Report (MM/YYYY)	
Church Name	
Club Name	
Director's Name	
Number of Pathfinders Registered in Club	
Number of TLTs Registered with the Conference	
Number of Adult Staff	
Number of Pathfinders Baptized this Month	
Points All or Nothing	Points
Meetings, Attendance and Uniforms	
If club held 2 or more meetings this month – 10 points	
If 80% of the Pathfinders attended at least 2 meetings – 10 points	
If at least 80% of the Pathfinders were in uniform for 2 meetings – 4 points	
If club maintained a ratio of one counselor for every 6 Pathfinders – 4 points	
If report turned in to Conference by the 10 <sup>th</sup> of the following month – 2 points	
Honors and Investiture Achievement Progress	
If the Club worked on Honors this month – 5 points	
Describe the Honors Efforts:	
If the Club worked on Investiture Achievement this month - 5 points	
Describe the Investiture Achievement Efforts (For points, list level and tracks being worked on):	
<b>Total Monthly Points (40 points possible)</b>	

Field Trips and Community Service	Points
Club took a field trip – 10 points for each field trip (max 40 points per year)	
Describe the Field Trip(s):	
Club performed Community Service – 10 points for each Service (max 40 points per year)	
Describe the Community Service(s) :	
<b>Total Additional Field Trip and/or Community Service Points</b>	

# Pathfinder Application & Health Record

Form must be filled out or reviewed, signed, and dated each year for the applicant to be an officially recognized Potomac Conference Pathfinder

## Applicant's Demographic (Please Print)

Name: \_\_\_\_\_ Primary Contact Number: \_\_\_\_\_  
(Last) (First) (Please list a number where we can reach you 24/7)

Address: \_\_\_\_\_ DOB: \_\_\_\_\_ E-Mail: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

School: \_\_\_\_\_ Phone: \_\_\_\_\_ Grade: \_\_\_\_\_

## Parent/Guardian Demographic

Father/Guardian: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Work Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Mother/Guardian: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Work Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Father's Cell Phone: \_\_\_\_\_ Mother's Cell Phone: \_\_\_\_\_

## Pickup Authorization

Please list person(s) authorized to pick up your child from Pathfinder functions.

\_\_\_\_\_  
Parents/Guardians your child will be released from Pathfinder functions only to persons listed above. If other arrangements are necessary, a note must accompany your child and a call must be made to the Club Director prior to the Pathfinder function. No exceptions! Thank you for your cooperation.

## Parents/ Guardians

We the Parent/Guardians of the above-named Pathfinder applicant have read the Pathfinder Pledge, Law, rules and objective of this Pathfinder club and are desirous that the above named become a Pathfinder. We will assist the applicant with observance of the rules outlined, understanding and maintaining the Pathfinder Pledge and Law, as well as assisting with the objectives of this Pathfinder Club. We also waive any and all claims against the Club Leadership, Pathfinder Club, Conference, Union, or North American Division of Seventh-day Adventist, for any accidents which may arise in connection with the activities of this Pathfinder Club, as permitted by law. I/we also understand my child may be photographed or videotaped, and I/we release all rights for their picture or video to be used for printed, photographic, video graphic and web publications and advertising as permitted by law. We also understand that this document may be copied for administrative purposes with the understanding that the information will be protected under the HIPPA standard.

Parents/Guardians Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Pathfinder Application & Health Record continued.

Applicant's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

## Medical History and Information

The following information is critical for the safe care of your Pathfinder during routine Pathfinder activities and emergencies. Please answer all questions as to yes or no & if yes explain with additional information.

- | Y                        | N                        |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Does your child have any health history? (Asthma, Constipation, Epilepsy, Diabetes, etc)                |
| <input type="checkbox"/> | <input type="checkbox"/> | Does your child have any difficulties that would affect them during Pathfinder activities?              |
| <input type="checkbox"/> | <input type="checkbox"/> | Does your child have any allergies to medications? Please list with reaction.                           |
| <input type="checkbox"/> | <input type="checkbox"/> | Does your child have any allergies to foods, insects, or seasonal? Please list with reaction.           |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there any dietary considerations which should be considered when planning a menu?                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there any physical restrictions that would affect your child during Pathfinder activities?          |
| <input type="checkbox"/> | <input type="checkbox"/> | All Pathfinders are required to have up to date shot records, are there any shots that <u>are not</u> ? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is your child currently on any medications? If yes, please list with dosage.                            |

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

# Pathfinder Application & Health Record continued.

Applicant's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

## Insurance/Physician/Emergency Contact Information

Primary Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Medical Insurance: \_\_\_\_\_ Number: \_\_\_\_\_

(Please provide Pathfinder Club a copy of insurance card)

Being the Parents/Guardians of the applicant, I/we certify the above medical history and information is correct to the best of our knowledge and the applicant has permission to engage in all Pathfinder activities except those noted. I/we give permission to list the allergies, medical considerations, and medications on the applicant's ID card required by the conference and provided by the club to be worn at all Conference activities. In the event the I/we cannot be reached in an emergency, permission is given to the adult leader to whom the applicant is charged to hospitalize, secure proper anesthesia or physician, order injection, surgery, resuscitation, or any care deemed necessary by that leader or physician to insure safe return of said applicant to his/her Parents/Guardians. I/we also understand that photocopies of this document shall have the same force and effect as the original when the Club Director or Health Care Staff attests that the original form is still valid and has not been revoked by us as parent/guardian.

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

## Form Review Signature (Please review, update, and sign each subsequent year)

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

(Revised: March 2019)

# Pathfinder Application & Health Record

Form must be filled out or reviewed, signed, and dated each year for the applicant to be an officially recognized Potomac Conference Pathfinder

## Applicant's Demographic (Please Print)

Name: \_\_\_\_\_ Primary Contact Number: \_\_\_\_\_  
(Last) (First) (Please list a number where we can reach you 24/7)

Address: \_\_\_\_\_ DOB: \_\_\_\_\_ E-Mail: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

School: \_\_\_\_\_ Phone: \_\_\_\_\_ Grade: \_\_\_\_\_

## Parent/Guardian Demographic

Father/Guardian: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Work Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Mother/Guardian: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Work Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Father's Cell Phone: \_\_\_\_\_ Mother's Cell Phone: \_\_\_\_\_

## Pickup Authorization

Please list person(s) authorized to pick up your child from Pathfinder functions.

\_\_\_\_\_  
Parents/Guardians your child will be released from Pathfinder functions only to persons listed above. If other arrangements are necessary, a note must accompany your child and a call must be made to the Club Director prior to the Pathfinder function. No exceptions! Thank you for your cooperation.

## Parents/ Guardians

We the Parent/Guardians of the above-named Pathfinder applicant have read the Pathfinder Pledge, Law, rules and objective of this Pathfinder club and are desirous that the above named become a Pathfinder. We will assist the applicant with observance of the rules outlined, understanding and maintaining the Pathfinder Pledge and Law, as well as assisting with the objectives of this Pathfinder Club. We also waive any and all claims against the Club Leadership, Pathfinder Club, Conference, Union, or North American Division of Seventh-day Adventist, for any accidents which may arise in connection with the activities of this Pathfinder Club, as permitted by law. I/we also understand my child may be photographed or videotaped, and I/we release all rights for their picture or video to be used for printed, photographic, video graphic and web publications and advertising as permitted by law. We also understand that this document may be copied for administrative purposes with the understanding that the information will be protected under the HIPPA standard.

Parents/Guardians Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Pathfinder Application & Health Record continued.

Applicant's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

## Medical History and Information

The following information is critical for the safe care of your Pathfinder during routine Pathfinder activities and emergencies. Please answer all questions as to yes or no & if yes explain with additional information.

- | Y                        | N                        |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Does your child have any health history? (Asthma, Constipation, Epilepsy, Diabetes, etc)                |
| <input type="checkbox"/> | <input type="checkbox"/> | Does your child have any difficulties that would affect them during Pathfinder activities?              |
| <input type="checkbox"/> | <input type="checkbox"/> | Does your child have any allergies to medications? Please list with reaction.                           |
| <input type="checkbox"/> | <input type="checkbox"/> | Does your child have any allergies to foods, insects, or seasonal? Please list with reaction.           |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there any dietary considerations which should be considered when planning a menu?                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there any physical restrictions that would affect your child during Pathfinder activities?          |
| <input type="checkbox"/> | <input type="checkbox"/> | All Pathfinders are required to have up to date shot records, are there any shots that <u>are not</u> ? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is your child currently on any medications? If yes, please list with dosage.                            |

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

# Pathfinder Application & Health Record continued.

Applicant's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

## Insurance/Physician/Emergency Contact Information

Primary Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Medical Insurance: \_\_\_\_\_ Number: \_\_\_\_\_

(Please provide Pathfinder Club a copy of insurance card)

Being the Parents/Guardians of the applicant, I/we certify the above medical history and information is correct to the best of our knowledge and the applicant has permission to engage in all Pathfinder activities except those noted. I/we give permission to list the allergies, medical considerations, and medications on the applicant's ID card required by the conference and provided by the club to be worn at all Conference activities. In the event the I/we cannot be reached in an emergency, permission is given to the adult leader to whom the applicant is charged to hospitalize, secure proper anesthesia or physician, order injection, surgery, resuscitation, or any care deemed necessary by that leader or physician to insure safe return of said applicant to his/her Parents/Guardians. I/we also understand that photocopies of this document shall have the same force and effect as the original when the Club Director or Health Care Staff attests that the original form is still valid and has not been revoked by us as parent/guardian.

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

## Form Review Signature (Please review, update, and sign each subsequent year)

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

(Revised: March 2019)

Blank form for Pathfinder Name and Club Name.

**PATHFINDER NAME**  
**CLUB NAME**

POTOMAC CONFERENCE PATHFINDERS

Allergies

Medical Considerations

Medications

Blank form for Pathfinder Name and Club Name.

**PATHFINDER NAME**  
**CLUB NAME**

POTOMAC CONFERENCE PATHFINDERS

Allergies

Medical Considerations

Medications

First cut along all dotted lines then fold

Blank form for Pathfinder Name and Club Name.

**PATHFINDER NAME**  
**CLUB NAME**

POTOMAC CONFERENCE PATHFINDERS

Allergies

Medical Considerations

Medications

Blank form for Pathfinder Name and Club Name.

**PATHFINDER NAME**  
**CLUB NAME**

POTOMAC CONFERENCE PATHFINDERS

Allergies

Medical Considerations

Medications





## PERMISSION TO LIST MEDICAL INFORMATION ON PATHFINDER'S IDENTIFICATION CARD

Date \_\_\_\_\_

Pathfinder Club Name \_\_\_\_\_

Church \_\_\_\_\_

Pathfinder Club Director \_\_\_\_\_

I \_\_\_\_\_ (parent or guardian) give permission for the above  
(print name)

listed Pathfinder Club Director to list the allergies, medical considerations and


medications for my child \_\_\_\_\_ (Pathfinder's name) on my child's  
(print name)

Pathfinder Club identification card.

\_\_\_\_\_  
(Parent or guardian signature)

## Parental Liability Waiver for Children's Activities

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 [www.adventistrisk.org/prevention-resources/solutions-newsletter/august-2012/parental-liability-waiver-for-children%E2%80%99s-activitie](http://www.adventistrisk.org/prevention-resources/solutions-newsletter/august-2012/parental-liability-waiver-for-children%E2%80%99s-activitie)



By **Bob Kyte**, President of Adventist Risk Management®, Inc.

A local Pathfinder Club in Louisiana planned a weekend campout in the mountains. Scheduled activities included rock climbing on the cliffs near the campsite. The Pathfinder director, Jane Smith, recognized the potential risks and searched online for a "Waiver and Indemnification Agreement." Jane had the waivers signed by a parent or legal guardian of each Pathfinder who was going camping.

On Sunday, during the rock climbing activity, Nathan, a 13-year-old, falls and broke his leg. The injury resulted in surgery and several bolts being inserted in the bones in Nathan's leg. While he will be able to walk again, his future in certain sports has been compromised. Nathan's parents filed a lawsuit against the Pathfinders (naming the Conference and Jane Smith as defendants). The Louisiana lawyer hired by Adventist Risk Management to defend the case advised that the waiver would not stand up in court.

By now you are speculating on the reasons why the waiver will not stand up. No doubt some of you are thinking the outcome is just wrong. Isn't this exactly why you have waivers for your youth and children's activities in your churches and schools? Unfortunately, a number of states including Louisiana do not allow the use of waivers.

We commend Jane Smith for thinking of the possible issues that can go wrong and trying to take the steps necessary to protect the church's resources. But, a closer look at some of the legal issues involved here is necessary.

In 46 states, a waiver that is appropriately written and administered and signed by an adult may be effective in providing liability relief to the sponsoring organization for the adult signing the waiver for her own activities. We are not talking about a waiver for pre-injury relief for a child signed by a parent. There are bigger issues for enforcing a waiver when a child is the one doing the activity. There are only about ten states in the U.S. where there is legislation or case law indicating that such enforcement may stand providing the waiver is appropriately written for the circumstances. There are more than a dozen jurisdictions in which it is very unlikely that a court will enforce a waiver when signed pre-injury by a parent. The rest of the jurisdictions do not have sufficient information to make this clear one way or the other.

In the United States each state has the right to set the laws regarding waivers. Similarly, different jurisdictions outside of the U.S. have differing degrees of acceptance for waivers. Oftentimes courts have not enforced parental waivers or indemnification agreements on the basis that they violate public policy. Historically, waivers signed by a parent for a minor, or a minor who signs for herself, were viewed as unenforceable. While this has changed in some jurisdictions for parental waivers (not those signed by the minor), it is not a sure thing in most jurisdictions that courts will recognize and uphold a parental waiver.

So, should we just abandon our efforts to prepare a waiver, especially if it is for a parent to sign for a minor or for the minor to sign himself/herself? No. First, even in jurisdictions that are not “waiver friendly” the laws could change or a court could give a ruling that allows enforceability. Second, even if the waiver itself is not enforceable, if well written, the waiver may be evidence to show that the parent and even the child were made aware of the inherent risks in the activities. Here are some tips for looking at a waiver—even one prepared by your legal counsel:

- Make sure it is written in readable language and not ambiguous.
- Do not use a generic waiver for all types of activities. Clearly identify the types of activities that the minor will be engaged in. Be specific and identify the inherent risks that could be involved in the activity. Even if the waiver is unenforceable this can be used to show the court that the participant was informed of the risks and that she assumed them by joining the activity.
- Clearly identify what you are seeking to waive liability for—in some states you must include specific language such as the “negligence of the Pathfinder Club and its leadership.” For example, in New York you cannot waive negligence if the word “negligence” is not included.
- Have the waiver as a separate document. Do not bury it into other documents where it does not get the appropriate level of attention of the signer. Courts do not like buried waivers.
- An excellent waiver in one jurisdiction may be totally wrong in another. When a conference obtains legal counsel for preparing a waiver, be sure to use the waiver only in the jurisdiction it is intended for. Conferences that cross state lines need to be aware of differing requirements even within their territory.
- Courts will not enforce a waiver, especially a parental waiver for a child, if the provider of the activities is found to be involved in conduct that goes beyond ordinary negligence such as gross negligence, reckless conduct or intentional acts that cause the injury.
- Some jurisdictions that permit parental waivers will only apply the waiver to the signing parent. The non-signing parent in such jurisdictions may still file a lawsuit against the organization.

So, in addition to having a waiver in place even with the knowledge of the issues around its enforceability, what should an activity provider do for protection from liability and from subjecting resources to loss?

**[Tip – Have a well-prepared waiver in place but act as though it does not exist while carrying out the activities.]**

- Take all reasonable steps to provide a safe environment for the activity and take all reasonable steps to conduct the activity safely. Avoid allegations of negligence to the extent possible.
- Consider all circumstances carefully before involving minors in extremely dangerous activities.
- Have an orientation for all leadership and participants in the activity outlining the “dos” and “don’ts” in participating. Enforce the rules—no horseplay.
- Have adequate liability insurance coverage for activities should a mishap occur so that the organization sponsoring the event has resources to cover for injury and loss.

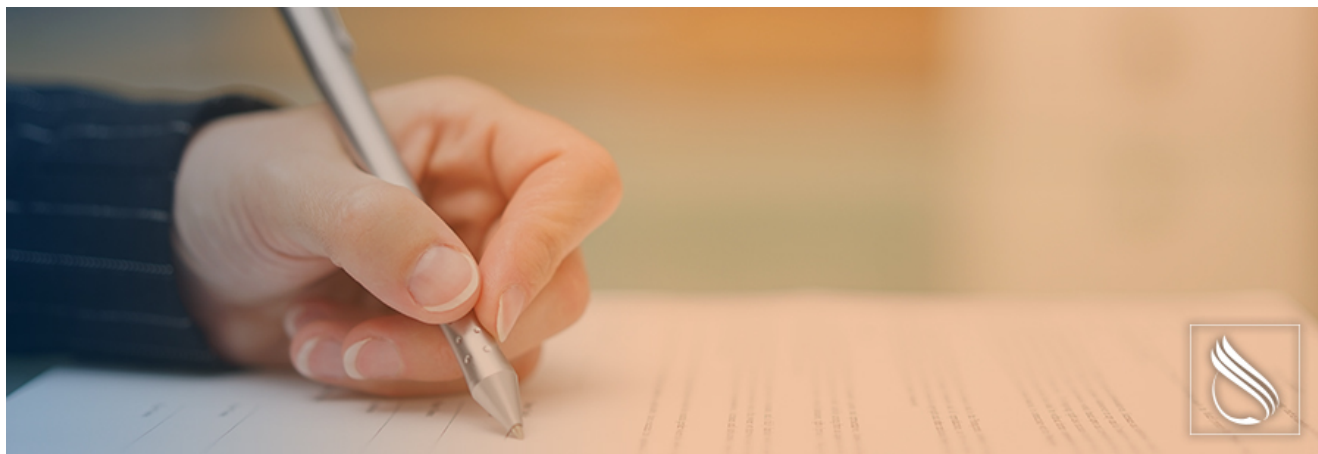
In conclusion, know your jurisdiction’s requirements and be sure your waiver complies with the law. Preparing a waiver is not something you want to save money on by doing self-help legal work. Have your organization’s legal counsel prepare the waiver for you to comply with the laws of your jurisdiction. An attorney can include the required provisions for the jurisdiction and know whether to use additional indemnifications by parents and address other legal issues that may be helpful.



By **Bob Kyte**,  
President of Adventist Risk Management® Inc



## Adventist Risk Management, Inc.



By: **Joseph Doukmetzian** - Claims Counsel

### Why Are Consent to Treatment Forms Important?

📅 Feb 07, 2018

🔗 [Camp](#), [Church](#), [Pathfinder Safety](#), [School](#), [University](#), [Administrator](#)

As church leaders, educators, and ministers, you may deal with minors on a regular basis, especially in situations where the parent or legal guardian is not accompanying the minor, and they cannot be contacted. Using consent to treatment forms allows you to do your job as a leader to make sure that every child is adequately taken care of in the event of an accident, illness, or injury.

Informed consent, as a legal construct, is a fancy way of saying that you give someone permission to do something. Issues of informed consent typically arise in a health care setting, where medical professionals are required to obtain approval from their patients before providing treatment. However, informed consent is required in many other situations, including church and school outings.

For a person to give valid informed consent, he or she must be provided with enough information to intelligently reason and plan a course of action including:

- A full disclosure of any critical facts,
- Knowledge of the risks and consequences,
- Existence of alternative methods and,
- Any other relevant details.

As informed consent requires this level of reasoning, specific groups of people cannot give valid permission such as persons with severe mental disorders, intoxicated persons, unconscious persons and, most importantly, minors.

## Importance of Consent to Treatment Forms for Ministries

Minors cannot legally provide informed consent for their own medical treatment, leaving the responsibility of consenting on their natural parent(s) or legal guardian(s).

Imagine you are a Pathfinder counselor taking your Pathfinders on a week-long trip to a local, national park for camping and education in nature. During the outing, one of your campers drinks contaminated water and becomes sick. You know that your next steps must be to notify both the Pathfinder director and the child's parents. Despite multiple calls to the child's parents, you are unable to make contact, and the child needs immediate medical care. What are you supposed to do?

The child cannot consent to medical care on their own because they are a minor. Even though you are the Pathfinder counselor, you cannot agree to medical care for the child because you are not their parent or legal guardian. If the child does not receive medical attention soon, their condition will get worse.

What could have been done to prevent this situation?

Instances like these are why consent to treatment forms are essential. As church leaders, educators, and ministers, you may deal with minors on a regular basis, especially in situations where the parent or legal guardian is not accompanying the minor, and they cannot be contacted. Using consent to treatment forms allows you to do your job as a leader to make sure that every child is adequately taken care of in the event of an accident, illness, or injury.

## When is the Form Needed?

The form should be used any time the parents or legal guardians of a minor would be potentially unable to consent to medical treatment. These instances can encompass a variety of events including, but not limited to:

- Church camping trips
- Pathfinder day trips
- Pathfinder camporees



- School field trips
- Church day-camps
- Church-owned summer camps

This list is not exhaustive but helps serve as a guide for your safety planning.

## What Should the Form Include?

The form should include two sections: an authorization and consent section and a health information section.

The health information section should include the minor's full legal name and date of birth, as well as their home address. It should also include pertinent medical information including medications the minor is taking, any allergies to food or medication, the minor's immunization records, and health insurance information. This section could also include the minor's blood type or primary care physician and dentist contact information. The parent or legal guardian should provide this information on the form and return it to the ministry leaders before the trip.

The authorization and consent section should include the names of the parent or legal guardian, the minor, and the church employee designated as the caregiver. A statement authorizing the caregiver to make health care decisions on behalf of the parent for the benefit of the minor should be part of the form. The parent or legal guardian should provide their signature as authorization.

The use of these forms is necessary because it helps you as a leader provide for the safety and health of every child in your care. With the information provided by these forms, the parents and guardians of the children in your care can rest assured knowing that their children will be well taken care of in the case of any incident.

The attorneys of Adventist Risk Management, Inc. (ARM) have created a sample form for your ministry to use as a guideline for your own "Consent to Treatment" forms for your ministry trips and outings. Download the form [here](#) to get started.

ARM strives to provide every ministry with the resources and information needed to minimize risks and create a safe environment for all. For more on keeping youth safe, see [ARM's Pathfinder Safety Resources page](#).

*This material is fact based general information provided by Adventist Risk Management®, Inc. and should not, under any circumstances, be modified or changed without prior permission. It should not 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 handles specific circumstances you may be facing.*



# PERMISSION SLIP

Pathfinder Club \_\_\_\_\_

Event \_\_\_\_\_

Where:(street address) \_\_\_\_\_

When: (Date and time span if one day event or Departure and Return date and time)

## Pathfinder Information

Pathfinder's name \_\_\_\_\_ Birth date \_\_\_\_\_  
(print name)

## Emergency Information (please print)

**Parent 1** Contact Information: \_\_\_\_\_ Relation to Pathfinder \_\_\_\_\_  
Phone Numbers: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Work) \_\_\_\_\_

**Parent 2** Contact Information: \_\_\_\_\_ Relation to Pathfinder \_\_\_\_\_  
Phone Numbers: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Work) \_\_\_\_\_

**Emergency** Contact: \_\_\_\_\_ Relation to Pathfinder \_\_\_\_\_  
Phone numbers: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Work) \_\_\_\_\_

## PERMISSION AND EMERGENCY TREATMENT RELEASE

I (we) the undersigned grant permission for the above listed pathfinder to attend this event. I (we) understand that in the event medical treatment is required, every effort will be made to contact me. However, if I cannot be reached, I give my permission to the pathfinder staff or designee to secure the services of a licensed physician to provide the care necessary, including anesthesia, for my child's well being. I also understand that I will not hold the pathfinder organization or sponsor responsible for any accident which might occur.

Parent's signature \_\_\_\_\_ Date \_\_\_\_\_

Photocopies Allowed: Photocopies of both Health Records and Health Care Release forms shall have the same force and effect as an original when the Club Director or Health Care Staff attests that the original form is still valid and has not been revoked by the parent or legal guardian of a minor.





# PATHFINDER SABBATH FORM



		Points
<b>Providing the Sabbath Service</b>		
Club coordinates with church and holds a Pathfinder Sabbath		20
<b>Attendance and Uniform</b>		
Number of Pathfinders in attendance at Pathfinder Sabbath		
Total number of Pathfinders in club		
<b>Pathfinder Attendance Points</b>		
80% or more Pathfinders present or accounted for – 15 points		
60% or more Pathfinders present or accounted for – 10 points		
40% or more Pathfinders present or accounted for – 5 points		
Less than 40% Pathfinders present – 0 points		
Pathfinders in Class A Uniform - <b>Expected</b>		
<b>Pathfinders Participate in the Service Elements</b>		
Total number of service elements provided by Pathfinders		
*Number of elements that Pathfinders could have provided <i>*Note to Coordinators &amp; Directors: Please discuss which Service Elements the church's Pastor and/or Church Board permit Pathfinders to lead.</i>		
<b>Pathfinder Participation Points</b>		
66% or more of service elements performed by Pathfinders – 15 points		
50% or more of service elements performed by Pathfinders – 10 points		
33% or more of service elements performed by Pathfinders – 5 points		
Less than 33% of service elements performed by Pathfinders – 0 points		
<b>Total Points</b>		

_____	receives	_____	/50 on	_____
Club Name		Total Points		Date of Service
_____		_____		
Director's Signature		Coordinator's Signature		

# PATHFINDER MEETING

## COORDINATION FORM

Pathfinder Club \_\_\_\_\_

Meeting Place: \_\_\_\_\_

Director: \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Assoc. Director: \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Pastor \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

### SPECIAL EVENT REQUEST

	Induction	Inspection	PF Sabbath	Investiture
Date & Time Requested				

### Meeting Schedule – Attendance Request

Please indicate dates for Area Coordinator attendance with an \*

	Date & Time Week 1	Date & Time Week 2	Date & Time Week 3	Date & Time Week 4
July				
August				
September				
October				
November				
December				
January				
February				
March				
April				
May				
June				

**Please email this form to your Area Coordinator before September 30 to avoid scheduling conflicts.**

# Staff Demographic & Health Record

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_ Birthday \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone \_\_\_\_\_ Pager \_\_\_\_\_

Club \_\_\_\_\_

## **Medical History and Information**

The following information is critical for your safe care during routine Pathfinder activities. Please make sure to answer every question as to “yes” or “no” and list any information that applies to your care.

Y N

- Do you have any health history? (Asthma, Ear Aches, Tuberculosis, Epilepsy, etc.)
- Do you currently have any physical limitations or other difficulties that may inhibit your abilities during any Pathfinder function? (Dyslexia, Phobias, Arthritis, Diabetes, etc.)
- Do you have any serious allergies to medications, foods, or other items? If “yes” please list and indicate type of reaction. (Peanut butter, bee stings, sea food, penicillin, etc.)
- Do you have dietary considerations which should be considered when planning a menu?
- Do you have any physical restrictions that would affect you during a Pathfinder function?

## **Insurance/Physician/Emergency Contact Information**

Primary Physician: \_\_\_\_\_ Phone \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Medical Insurance: \_\_\_\_\_ Number: \_\_\_\_\_

(Please provide PF Club Director with a copy of insurance card)

In the event that I am unable to grant permission for treatment, permission is given to the physician selected by the Pathfinder leadership to hospitalize, secure proper anesthesia, order injection, surgery, resuscitation, or any care deemed necessary by that leadership or physician to insure safe return to normal quality of life.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_



# TLT Program Application

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

E-mail \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State / Prov. \_\_\_\_\_ Zip \_\_\_\_\_

Age \_\_\_\_ Birth Date \_\_\_\_\_ Home Church \_\_\_\_\_ Baptized  Yes  No

School Name \_\_\_\_\_ Grade \_\_\_\_\_

School Address \_\_\_\_\_

City \_\_\_\_\_ State / Prov. \_\_\_\_\_ Zip \_\_\_\_\_

Class or classes completed:

- |                                       |  |  |   |
|---------------------------------------|--|--|---|
| <input type="checkbox"/> Friend       | <input type="checkbox"/> Trail Companion   | <input type="checkbox"/> Ranger          | <input type="checkbox"/> Wilderness Voyager |
| <input type="checkbox"/> Trail Friend | <input type="checkbox"/> Explorer          | <input type="checkbox"/> Frontier Ranger | <input type="checkbox"/> Guide              |
| <input type="checkbox"/> Companion    | <input type="checkbox"/> Frontier Explorer | <input type="checkbox"/> Voyager         | <input type="checkbox"/> Wilderness Guide   |

List your participation in Pathfinder clubs:

Club	Year	Director
_____	_____	_____
_____	_____	_____
_____	_____	_____

I, the undersigned, apply to the \_\_\_\_\_ club leadership for a position in the TLT Program. I understand that my application and future participation are evaluated on my performance in Pathfinding and my adherence to the TLT Pledge as well as the Pathfinder Pledge and Law. I agree to participate in the TLT Program as outlined in the TLT Manual and commit myself to developing my Christian leadership potential to its fullest.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Mark the two operational departments selected for the 1st year operational assignment:

- |   |                                     |                                     |
|---|-------------------------------------|-------------------------------------|
| <i>Recommended 1<sup>st</sup> year</i>  | <i>Recommended for later</i>        | <i>Recommended for later</i>        |
| <input type="checkbox"/> Administrative | <input type="checkbox"/> Teaching   | <input type="checkbox"/> Records    |
| <input type="checkbox"/> Outreach       | <input type="checkbox"/> Activities | <input type="checkbox"/> Counseling |

### Club Official Use Only

Approved for participation Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Club/TLT Director Signature \_\_\_\_\_

TLT Mentor e-mail \_\_\_\_\_ TLT Mentor Signature \_\_\_\_\_

### Conference Official Use Only

Date received \_\_\_\_/\_\_\_\_/\_\_\_\_ Conference Director Signature \_\_\_\_\_

# TLT Program Recommendation



I, \_\_\_\_\_, am applying to the \_\_\_\_\_ club leadership for a position in the TLT Program of Pathfinding. I understand that my application and future participation are evaluated on my performance in Pathfinding and my adherence to the TLT Pledge as well as the Pathfinder Pledge and Law. I agree to participate in the TLT Program as outlined in the TLT Manual and commit myself to developing my Christian leadership potential to its fullest.

Please complete this recommendation form for me and return it to the following:

Pathfinder Club Director's Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State / Prov. \_\_\_\_\_ Zip \_\_\_\_\_

Thank you for your honest evaluation. Please keep me and the Pathfinder program in your prayers.

**TLT Pledge** - Loving the Lord Jesus, I promise to take an active part in the work of the Teen Leadership Training program, doing what I can to help others and to finish the work of the gospel in all the world.

**Please answer the following questions**

How do you know the applicant and for how long? \_\_\_\_\_

\_\_\_\_\_

What qualities does the applicant bring to the program? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How does the applicant relate to people? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How does the applicant respond to stress? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Does the applicant have any potential problems that might hinder his/her participation? \_\_\_\_\_

\_\_\_\_\_

Recommender's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Print Name \_\_\_\_\_

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## **Section III**

### Child Protection Plan Adventist Risk Management Articles on Child Protection and Sexual Abuse Awareness



# Verified Volunteers Update

*Verified Volunteers* has now changed their name to *Sterling Volunteers*. The NAD has decided to select a parent name that can remain in our publications and website landing pages on a permanent basis. The name chosen for all our background screening and training needs is now *Adventist Screening Verification*.

With the name change, a new landing page on the NAD Adventist site has been created that will replace the [ncsrisk.org/Adventist](https://ncsrisk.org/Adventist) site. Applicants will still be able to access the program if they go directly to the NCS site until further notice. Moving forward please direct **all** applicants to <https://www.nadadventist.org/asv>.

We now have the ability to provide **live training sessions**. For more information regarding this program, please contact Denise Hevener at [deniseh@pcsd.org](mailto:deniseh@pcsd.org).

# Potomac Pathfinders Child Protection Confirm

\_\_\_\_\_ 2019

**THIS IS A REQUIRED FORM FOR ALL POTOMAC PATHFINDER CLUBS (this form is required each new Pathfinder year and is separate from the form the church sends to Administration)**

**COMPLETE AND RETURN BY October 15, 2019**

*July 2019-2020 Pathfinder Year* - Child Protection Program through Sterling Volunteers (SV)

I have confirmed with my church volunteer coordinator for the Child Protection program that our 2019-2020 Pathfinder staff and adults working with Pathfinders are compliant.

Church \_\_\_\_\_

Pathfinder Club Name \_\_\_\_\_

Director (print name) \_\_\_\_\_

**Pastor** (print and sign name) \_\_\_\_\_

(If your church does not currently have a pastor, please have your head elder sign the form)

**I am the Director of the Pathfinder club listed above and I confirm that all current Pathfinder Staff and adult volunteers for Pathfinders have:**

- 1) Registered, trained and authorized the background check through Sterling Volunteers or formerly Verified Volunteer Child Protection Program. (Everyone needs to redo the Child Protection Program including the background check every three years. To redo or first time to register go to <https://www.nadadventist.org/asv>)**

**I understand that all adults attending Pathfinder events or who have contact with Pathfinders during this Pathfinder year will have completed the Child Protection Program as required by the Potomac Conference Corporation of SDA.**

\_\_\_\_\_  
Club Director's signature

\_\_\_\_\_  
Date

*Verified Volunteers* has now changed their name to *Sterling Volunteers*. The NAD has decided to select a parent name that can remain in our publications and website landing pages on a permanent basis. The name chosen for all our background screening and training needs is now *Adventist Screening Verification*.

With the name change, a new landing page on the NAD Adventist site has been created that will replace the [ncsrisk.org/Adventist](http://ncsrisk.org/Adventist) site. We now have the ability to provide **live training sessions**. For more information regarding this program, please contact Denise Hevener at [deniseh@pcsda.org](mailto:deniseh@pcsda.org)

**(Please return this form to the Potomac Youth Dept.)**

Potomac Conference Corporation of Seventh-day Adventists  
606 Greenville Avenue, Staunton, VA 24401  
540-886-0771



# CHILD PROTECTION PROGRAM

## Potomac Conference Corporation of Seventh-day Adventists



### LOCAL CHURCH IMPLEMENTATION PLAN

**STEP #1** - Utilizing the Child Protection presentation and “Predator at the Door” video, present the Child Protection Program to the Local Church Board for their review and Implementation.

**STEP #2** - Organize and Appoint the Volunteer Service Committee.

**STEP #3** - Review with the Volunteer Service Committee the Model Local Church Child Protection Plan document and modify in accordance with Potomac Conference Corporation guidelines and local needs.

Potomac Conference Corporation minimum requirements are as follow:

- Two-Adult Policy – When possible, two unrelated adults, eighteen (18) years of age or older, should be present in all children’s classrooms or activities.
- Door/Window Rule – All classrooms where children and youth activities are being held, must have an unobstructed clear window. When conducting activities in rooms that do not have a window, leave door open during the activity to allow easy observation by others.
- Six-Month Policy – Require a waiting period of six months for newly baptized or transferring members who have indicated a willingness to work with children.
- Registration/Training of Volunteers with Verified Volunteers – All volunteers working with children and youth will register with Verified Volunteers and receive training through this program.
- <sup>1</sup>State Reporting Requirements – Understand your state’s mandatory reporting requirements.

**STEP #4** - Select the Child Protection Program administrator and complete Child Protection Program administrator’s orientation. Please contact Denise Hevener ( [deniseh@pcsda.org](mailto:deniseh@pcsda.org) ) Potomac Conference Vice President for Administration’s office to schedule orientation.

**STEP #5** - Announce to the Church the adoption of the new Child Protection Program and that your Church will be a Safe Place for Children and Church Leaders will be proactive in preventing Child Abuse.

**STEP #6** - Conduct a Child Protection Program Orientation Session for all Ministry Volunteers at the Church. Explain the new Child Protection Program and outline the Code of Conduct that will be expected of all adults who work with Children and Youth.

**STEP #7** – Explain the Verified Volunteers - On-line Registration process and the Training course and Background screening requirements. **Require** all Church Employees and Volunteers who work with children/youth to participate in the Child Protection Program before taking office. Encourage all Ministry Leaders to set the example by being the first to register and complete the Child Protection program. Request volunteers to retrain and rescreen every three years.

**STEP #8** - Implement the use of the Volunteer Information Form, Personal Reference Checking and Child Protection Program for all new volunteers who have completed the six-month waiting period.

**STEP #9** - Monitor the results of the your Implementation of the Child Protection Program by reviewing Verified Volunteers compliance reports and share the results with your Ministry Leaders, Pastor and the Church Board.

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<sup>1</sup> Virginia – pastors/church volunteers are strongly encouraged to report, but not mandated.

Maryland – pastors are mandated to report, except when information is provided under pastor/member confidentiality.

District of Columbia – pastors/church volunteers are strongly encouraged to report but not mandated.



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# STARTING YOUR CHILD PROTECTION PLAN

Create a proactive Child Protection Plan to prevent child abuse and to protect children and teenagers from inappropriate conduct by adults or other children. Here are four “P’s” of child abuse prevention your plan should include.

## #1 Premises Review

**Access to premises** – Carefully monitor the arrival and departure of children at your facilities. Keep all ministry activities within a specified area and do not allow children unrestricted access throughout the building or property.

**Interior & exterior lighting** – Ensure your facilities are well lit, both indoors and outdoors, during all children and youth programs to help facilitate appropriate security and supervision.

**Visual panels** – Be sure all areas have either windows or vision panels in doors to allow easy monitoring of the activities taking place in these rooms. Vision panels should be free from paper, curtains, or other materials.

**Restrooms** – Limit the number of children allowed to use restrooms at

the same time. Monitor these areas in order to minimize one-on-one situations, which can lead to foul play, inappropriate behavior or accusations and misunderstandings.

## #2 Personnel Administration

**Staff selection** – Carefully interview and select all adult staff members (employees and volunteers) after a six-month waiting period during which they are known to you or are members of your church. This time period allows you to become acquainted with the individual’s talents, personality and temperament. Conduct background screenings in accordance with denominational policies, which include background and reference checks.

**Staff training** – All staff members who work with children and teenagers should be appropriately trained in

child abuse awareness, prevention and the reporting laws of the local jurisdiction. Training should also include the expected code of conduct used in keeping with the Christ-centered mission of the ministry.

**Supervision** – Appropriate adult supervision is required at all times, including the two-adult rule, meaning more than one adult should be present at all times. If this is not possible, an adult should never be alone with one child. All staff should make this a high priority and know what is expected of them as they interact with children and teenagers.

**Dismissal of staff** – Any adult who fails to abide by the outlined code of conduct could be subject to dismissal from further participation in the ministry. This policy is to protect children and teenagers from harm, and protect staff from accusations and misunderstandings.



## #3 Protecting Children

**Discipline and touching** – Carefully monitor staff member interaction with children and teenagers for appropriate behavior in keeping with the ministry’s code of conduct.

**Out-of-program contact** – Carefully monitor any staff member who has frequent out-of-program contact with a child or teenager especially on a one-to-one basis or without the knowledge of the child’s parent or guardian.

**Sign in / sign out controls** – Maintain a record of all children who are participating in the activity and be sure they are picked up and released only to their parent or other authorized adult as designated in a parental permission slip.

**Reporting incidents** – Be observant of any signs of child abuse or incidents of inappropriate conduct by adults or other children. Promptly report all incidents of suspected child abuse to law enforcement authorities and to the local denominational administration.

**Stranger awareness** – Always be alert and observant of any strangers or unknown individuals who may be watching or lurking around the premises during children and youth ministry activities.

**Bullying awareness** – Be observant for signs of bullying or incidents of inappropriate hazing activity among children or teenagers. Adopt a zero tolerance policy and teach them to respect each other by living the Golden Rule and developing strong Christian friendships.

## #4 Program Review

**Evaluate** – Evaluate your Child Protection Program twice a year. Ask your team:

- What concerns or issues arose and how were they handled?

- Was the way the incidents were handled effective? Are there further steps that need to be taken?
- Are there any concerns or issues that the program does not cover?
- How should the program be modified to address these new concerns?

**Implement** – Modify your program to accommodate the improvements from your program evaluation. Present the changes to the church board at the next board meeting to have the changes approved. Send out a notice to all staff members and parents introducing the changes to your Child Protection Program. Incorporate the changes into your program and continue to affirm and encourage all staff in their mission to keep all children safe.

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Find more information on child abuse prevention and developing a Child Protection Program for your ministry at [AdventistRisk.org](http://AdventistRisk.org)



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# CHILD AND YOUTH CHECK-IN/CHECK-OUT POLICY

**Y**ou have probably heard, or, if you are a parent, you probably told your children, “don’t take candy from strangers.” This phrase comes from the sad story of Charley Ross. Four-year-old Charley and his five-year-old brother, Walter, were playing in the front yard in 1874 when a horse-drawn carriage pulled up and two men offered the boys a free ride, candy and fireworks.

 *Strangers are not the ones  most likely to kidnap your children.*

Charley and his brother said yes, and climbed into the strangers’ carriage. Charley’s brother was indeed dropped off at a nearby store and given money to buy fireworks, but the kidnappers drove off with Charley. Although there were ransom notes, searches, missing child posters, vast media coverage and hired detectives, Charley was never seen again, and parents today valiantly teach their children to not accept candy from strangers.

But strangers are not the ones most likely to kidnap your children.

Most abducted children are kidnapped by someone the child knows and in a place familiar to the child. One place where children are vulnerable to be approached and slip away with a familiar friend is when being dropped off or picked up at your church, school, camp, or ministry activity. Any minor is under the supervision of the minor’s parent or guardian until checked into a ministry activity, and, after being checked out of a ministry activity. While at your activity, the minor is under your supervision.



A defined check-in/check-out procedure protects children from disappearing or leaving with the wrong guardian on your watch.

A thorough check-in/check-out process should include:

## 1. Trained Staff

Any child protection measure is irrelevant if you have not properly screened and trained your volunteers and employees. Each employee should complete a background check and child protection training before working with children or youth. Each volunteer should fill out an information form, including references which are checked by you before being approved, and complete a background check and child protection training before working with children or youth.

*Learn more about Child Protection and keeping children and youth safe at [AdventistRisk.org](http://AdventistRisk.org).*

## 2. Drop-off and Pick-up Point(s)

There should be designated drop-off and pick-up point(s) where children and youth enter and exit your ministry or activity. These locations must be staffed with enough members to adequately handle the amount of children and adults. No child or youth is allowed to leave without being checked out by their authorized guardian.

## 3. Permissions, Emergency Contact Information and Authorized Audits

Before checking a child or youth into your ministry or activity, you need:

- A signed release from the guardian giving their child permission to attend.
- A signed medical release form including health and allergy information for the child, and giving you permission to provide emergency medical treatment for the child.
- Primary and secondary emergency contact information for the child.
- Names and contact information of the people authorized to pick up the child. Once checked in, only authorized people should be allowed to check the child or youth out.

## 4. Defined Check-in/Check-out Method

Your method should record the child or youth's name, time of check-in/check-out and name of person who checked them in/out. This method could be as simple as recording information on a piece of paper and giving each child a number or wristband. Only people with the matching wristband or number can check the child out. Some other methods are electronic software, smartphone applications, or pagers that can also alert guardians when their child needs to be picked up. Select the check-in/check-out method that works best for your ministry.

## 5. Emergency Response Plan

Your ministry should have a plan of how to respond, and practice what to do if a child goes missing and if someone tries to take a child by force. You can find emergency planning resources and practice tools at [AdventistRisk.org](http://AdventistRisk.org).



Adventist Risk Management, Inc. cares about keeping children, students and campers in your ministry safe. Find more child and youth resources on our website at [AdventistRisk.org](http://AdventistRisk.org).

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# GOOD TOUCH AND BAD TOUCH FOR STAFF

Children today are not safe. The sad reality is anyone could be a child predator, teachers, pastors, pathfinder leaders, or other students.

Educating adults and children around you on appropriate methods of physical contact helps protect everyone in your organization from inappropriate behavior.

Use the following guidelines to educate staff members and the information on the back of this sheet to teach children in your organization when a touch is good and when it is not. Instruct your staff on the appropriate way to report a situation if they become aware of inappropriate behavior.

## Appropriate Touch Guidelines for Staff Members

- ALWAYS ASK A CHILD FOR PERMISSION TO TOUCH THEM FOR ANY REASON.
- WHEN TOUCHING A CHILD, ONLY TOUCH AT THE SHOULDER LEVEL OR ABOVE, EXCEPT WHEN NECESSARY TO ENSURE THE SAFETY AND WELL BEING OF A CHILD.
- ONLY GIVE CHILDREN SIDE HUGS.
- DO NOT ENGAGE IN INAPPROPRIATE PHYSICAL CONTACT OF ANY KIND - INCLUDING ROUGH PHYSICAL PLAY, PHYSICAL REPRIMAND AND HORSEPLAY.





## Good Touch and Bad Touch for Children

*Note to Parents and Teachers: Use the following image to explain safe touch and inappropriate touch. Use the quiz questions at the end to ensure your child understands what to do in an unsafe situation.*

Everyone has a body, and your body belongs to you. This means no one can touch you unless you say they can. You should always ask for permission before touching someone else. Don't touch them unless they say you can.

### These are your personal zones

There are four body zones where you should not touch anyone and no one should touch you. They are your:



### Do you know the difference between safe touch and unsafe touch?

Safe touch is good for you and makes you feel happy. Unsafe touch makes you feel bad, angry, scared and embarrassed. Someone could touch you in your personal zones, show you photos or videos that make you uncomfortable, make you undress, or touch their personal zones in front of you. These types of touch are not good for you. These are unsafe touch.

**If anyone touches you in a way that makes you feel bad or in one of your four personal zones, run away from that person and tell an adult whom you trust right away.** Tell the adult exactly what happened. Remember, what people do to you is not your fault. You are responsible for what you do to other people.

### Question 1:

What are the four body zones where no one should touch you?

### Question 3:

What should you do if someone touches you in a way that isn't safe?

### Question 2:

What are some touches that make you feel good?

### Question 4:

Who are some people you trust that you would talk to if something made you uncomfortable?

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## Pathfinders Staff Members - Have you Protected Them? (Part 1)

 [www.adventistrisk.org/prevention-resources/solutions-newsletter/may-2014/pathfinders-staff-members-have-you-protected-them](http://www.adventistrisk.org/prevention-resources/solutions-newsletter/may-2014/pathfinders-staff-members-have-you-protected-them)



**No ministry leader wants to have an accusation of abuse occur on their watch.**

This affects the alleged victim, the person who is accused, the staff, and even the entire church. It's imperative to have policies to protect the children. What is often overlooked is how to protect staff from false accusations.

The implementation of a child protection plan requires that staff members are properly screened, background checks completed, and properly trained. Once these are implemented, do not become lax in the enforcement of these policies.

Staff should be trained in procedures and appropriate methods of interaction with children. This should be a regular and required component of all staff who wish to participate in the children and youth ministries of your church.

The child protection plan should be written and copies be distributed to all staff who work with children. It should include guidelines that cover staff screening procedures, activities that are held on the premises, staff interaction with youth, and



travel to and participation in off-site activities.

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### Staff Screening Procedures

Check with your local conference youth ministries department for ideas on staff screening. Items that should be included in screening are an interview process, background and reference checks, and membership in the local church for a period of at least six months.



### Onsite Activities Guidelines

Most of your activities will take place onsite. The facility where the meetings are held should have:

- Adequate lighting inside and outside the premises.
- Windows in doors of any rooms that are being used for activities. All windows should be uncovered while activities occurring.
- Adults should be assigned to monitor the facilities checking on activities in each location. These safeguards will protect both against abuse and false allegations. Staff Actions and Behavior Staff members should be trained in what is appropriate for interaction with children and teens.
- Suggestive language and teasing should be avoided.
- Never tutor or instruct a Pathfinder privately on an individual basis. Either involve other Pathfinders or have another staff member present.
- Be aware of emotional attachments that can occur. Discourage these. If it becomes a serious matter, the director should reassign the staff member to work with another group.
- Promote Pathfinders to grow emotionally. Don't encourage them to be dependent on any one staff member.

- Avoid any type of touching or play that could be misinterpreted or used as grounds for accusations. This is extremely important in activities such as playing in swimming pools and other contact sports.
- If a Pathfinder needs first aid or medical care, always have at least two adults present when treatment is being performed.
- Always have at least two adults in a vehicle when attending off-site events.
- At off-site events, adults should never be alone with a single child.
- If the club is attending an off-site or overnight activity, the church board should approve these trips in advance. Remember, adults and Pathfinders must never share a tent or a bed. All overnight activities must have the appropriate number of male and female staff members.
- Adult staff should never discuss personal problems or concerns with Pathfinders.
- Staff should be trained in the appropriate manner to comfort and reassure a Pathfinder. There are times when this is both necessary and appropriate. It should be limited to those situations.
- Physical and verbal abuse is never appropriate.
- Don't assume that once Pathfinder staff attend training there is no need to repeat it. There should be ongoing training and development in child protection, health and safety, team building, conflict resolution, and skills in working with Pathfinder ministries.



## Proper Response to Allegations

Although your club may implement all necessary precautions, it is still possible for accusations to be made. If your church does not have a written policy on how it will respond to alleged abuse, now is the time to ask the church board to formulate one. Adventist Risk Management (ARM) can provide guidance on what this policy should contain —see Model Child Protection Policies. It should contain guidance such as Biblical principles and instruction on appropriate reporting actions in accordance with the laws in your jurisdiction.

It is necessary to be sympathetic to the alleged victim, but it is also important to respect the rights of the individual of inappropriate conduct. Church leadership must take all accusations of abuse or misconduct seriously.

Dealing with abuse allegations requires that the church respond in such a manner that it maintains the integrity and dignity of the church and the individuals directly involved. The church must not forget it has a responsibility to continue to minister to the individual and the family. Church discipline may be required as part of that ministry, as well as spiritual rehabilitation.

With proper training, your Pathfinder staff will be empowered to minister to club members with appropriate methods and in a secure environment.

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**Watch this webinar for more information on planning a safe trip to Oshkosh for the Camporee.**

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**To be continued... part 2 What To Do?**

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**By Deena Bartel-Wagner,**  
Editor/Webmaster for Adventist Chaplaincy Ministries  
and the owner of Verbal Oxygen Creative Services

## Pathfinders Staff Members - What Do We Do? (Part 2)

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 [www.adventistrisk.org/prevention-resources/solutions-newsletter/june-2014/pathfinders-staff-members-what-do-we-do-\(part-2\)](http://www.adventistrisk.org/prevention-resources/solutions-newsletter/june-2014/pathfinders-staff-members-what-do-we-do-(part-2))

If an accusation of abuse is made concerning a Pathfinder staff member, here is a checklist for responding appropriately.

1. An incident report should be written, providing information of the suspected abuse or misconduct. If a Pathfinder reports abuse to you, don't over-react. Maintain calm and listen carefully.
2. The child may need to be reassured that they did the right thing. Do this without making promises and without making opinion statements about the person.
3. Don't make the child keep repeating the information. You should write down what they say, and then repeat it back to them to ensure that you have understood them correctly. Sign and date the statement.
4. It is not your responsibility to investigate or determine the veracity of the child's report.
5. Make sure the Pathfinder understands what steps will be taken next.
6. If the incident is one that requires reporting, contact the child protection authorities in accordance with the laws of your local jurisdiction.
7. Notify the Conference office immediately of the incident, so they can consult with the conference attorney and report the incident to Their insurance company. This will meet the statutory requirements of your liability policy. It will also avoid negating your legal defense and any insurance coverage due to non-reporting.
8. Remind church leadership that confidentiality is a must. The allegations should not be discussed with general church membership.
9. Avoid any public statements to the congregation, media, or from the pulpit, without legal counsel.



**By Deena Bartel-Wagner,**

Editor/Webmaster for **Adventist Chaplaincy Ministries**  
and the owner of **Verbal Oxygen Creative Services.**

She has a passion to mentor young people and has  
more than **30 years of experience as a Pathfinder leader.**  
She has served as a counselor, club director, and area  
director both in the United States and internationally.



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# SEX OFFENDERS in Church

Several weeks ago, National Public Radio's program *All Things Considered* broadcast a story about a congregation in Southern California struggling with whether to open its arms to a child molester and allow the sex offender to worship among them. The debate that followed exposed the deep divide that all churches struggle with when it comes to this sensitive subject. Churches simultaneously reach out to the perpetrator and to the survivors of abuse. Often they seem like conflicting ministries. Many pastors have sought advice on how to deal with sex offenders who have been released from prison and want to return to church. In this issue of Solutions we, too, will address this issue and offer some legal and practical advice on how to best serve and at the same time, protect.

In the Christian realm of forgiveness and the offer of a sanctuary for all sinners one would think that the welcoming hand of fellowship would be extended to all, but even the most accepting and affirming congregations struggle when a sex offender arrives at the door. We are admonished by Christ to forgive. On numerous occasions He told His disciples that: "if ye forgive men their trespasses, your heavenly Father will also forgive you: But if ye forgive not men their trespasses, neither will your Father forgive your trespasses" (Matthew 6: 14-15). The apostle Paul also counseled us to "be kind to each other, tenderhearted, forgiving one another, just as God through Christ has forgiven you" (Ephesians 4:32). How do we reconcile the words of Jesus and Paul with the reality before us as we deal

"...We have been entrusted with an overwhelming responsibility to provide for the safety of our children and young people. We must continue to be vigilant in strengthening existing safeguards and establishing new measures to ensure the safety of God's gift to us."

with these individuals? While all sinners need an opportunity to recover and lead productive lives, a balance must be drawn between recovery and living in the real world. Having safety measures and a policy to deal with sex offenders before the crisis arises is the best way to protect church members and avoid congregational turmoil. The policy should start with a clearly defined set of rules about how sex offenders should conduct themselves in church. These rules should include limited access to church property, staying away

from children, and being accompanied by escorts while on church grounds, and limits on holding church offices.

We have been entrusted with an overwhelming responsibility to provide for the safety of our children and young people. We must continue to be vigilant in strengthening existing safeguards and establishing new measures to ensure the safety of God's gift to us. ■



## Karnik Doukmetzian

*is vice president at Adventist Risk Management, Inc. The Claims and Legal Services, Underwriting, and Risk Placement departments report to him.*





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# SEX OFFENDERS The Struggle

**T**here are sex offenders in your local congregation. Some are known, but some labor with a secret sin and remain unknown. No church is immune. Every congregation must decide whether it will attempt to include known sex offenders or direct them elsewhere. This is not an easy choice to make. There are legitimate reasons for excluding the offender even though, on the surface, it appears to be contrary to Christ's teachings. Not every congregation is equally equipped to manage the issue. If, after prayerful consideration, a church determines that it cannot meet the needs of a sex offender, it should not attempt to do so. If, on the other hand, the congregation determines that it has the resources and will to manage The Struggle, the next question is – how?



The goal of this article is not to supply solutions for specific situations, but rather to provide a framework for thinking about the issue and preparing for this inevitability. It focuses on the known sex offender. The time to consider these issues is now – before a sex offender is identified in the pew. Before that day arrives, you should develop a plan for managing the issue. Such pre-planning will serve you well.

## What We Hope to Achieve

The goal we must reach is inclusion with verifiable limitations. As with most things, ideas conceived in the abstract do not always work in real life. There is no substitute for flexibility and sound judgment. Not all sex offenses are equally risky. An adult man convicted at 19 of sexual contact with his 16-year-old girlfriend presents a far different set of risks than a life-long pedophile with many victims. The former may not be an issue for the church's consideration; the latter is a high risk individual. How we manage these two

extreme situations will showcase how flexible we are and the soundness of our judgment.

With many sex offenders, strict limits are completely appropriate. Limits have little to do with forgiveness, rather, they serve to protect the congregation from the offender's potential sin and shield the offender from his or her weakness.

Sometimes, the idea of forgiveness may be used to justify a lack of vigilance in this area. Such a perversion of forgiveness is neither appropriate

nor Biblical. Scripture is filled with examples of flawed, yet godly, people who were forgiven, but suffered the consequences of their respective sin. David and Moses are two clear and familiar examples.

There is also an idea that springs from secular culture into church life, which impacts decisions on how to manage The Struggle. The idea is this: We should not judge the behavior of others. The reality is that while we cannot judge the heart of another, we do and must judge behavior.

“...We should not judge the behavior of others. The reality is that while we cannot judge the heart of another, we do and must judge behavior.”

# Process Points to Ponder

There are a number of different techniques by which to manage an offender's presence in a congregation. Some suggestions follow. This is not an exhaustive list and there are many variations of each idea. The common thread throughout is that the limits must be consistently enforced as a condition of an offender participating in worship. Deviation or violation by the offender should, in most situations, act to disqualify him or her from further worship.

## 1) CONDITIONAL MEMBERSHIP

We all hold church membership conditionally. At a minimum we must accept the fundamental beliefs of the Seventh-day Adventist faith, and be baptized or enter by profession of faith. Sex offenders who wish to worship in a given congregation will, as a consequence of their wrongdoing, have additional conditions placed upon them. Explaining that conditional membership applies to all may help persuade those who resist limits.

## 2) COVENANT

This is the heart of managing The Struggle. Before allowing offenders to attend services, ask them to commit to a covenant designed to set forth the conditions of membership or participation in services. Such a covenant should clearly state the level of participation the congregation will permit. Typically, it would prohibit contact with children. Prohibition of participation in youth or children's ministries, such as Pathfinders, Adventurers, and Children's Sabbath School, would be appropriate. It may also prohibit the offender from attending church functions such as church potlucks and other social events in which children are likely present. This should be reduced to written form, and signed and dated by the offender. Some conferences are using this technique with success.

## 3) ACCOUNTABILITY PARTNER

I call this the guardian angel solution. This person would be responsible for assisting the offender in honoring the promises made in the covenant. You may want to have two or three people involved in this to avoid burnout or lapses in supervision. The accountability partner should stay within sight of the offender at all times. Supervision must be well coordinated to avoid lapses in responsibility ("I thought it was Bob's turn"). You may wish to consider having this person report to the church board or executive committee annually or semi-annually to discuss any problems with the offender or with the process.

## 4) DISCLOSURE TO CHURCH MEMBERS

This is a delicate situation requiring a high degree of skill. Do we disclose that a sex offender is worshipping with us? If so, how and to whom? These are all tough issues to work through. First, disclosure is appropriate and necessary. It gives congregants fair warning, particularly those with children or other vulnerable family members. Second, a one time disclosure is not effective. In time, membership rolls change and those who need to know may change. Departing pastors should advise incoming pastors of the presence of a sex offender in the congregation. Third, the content of the disclosure should be factual, respectful, and true. Disclosure should avoid opinion, speculation, or pseudo-analysis. Lastly, prior to making such a disclosure, it is important to consult with local legal counsel to obtain guidance on the appropriate legal limits of such a disclosure.

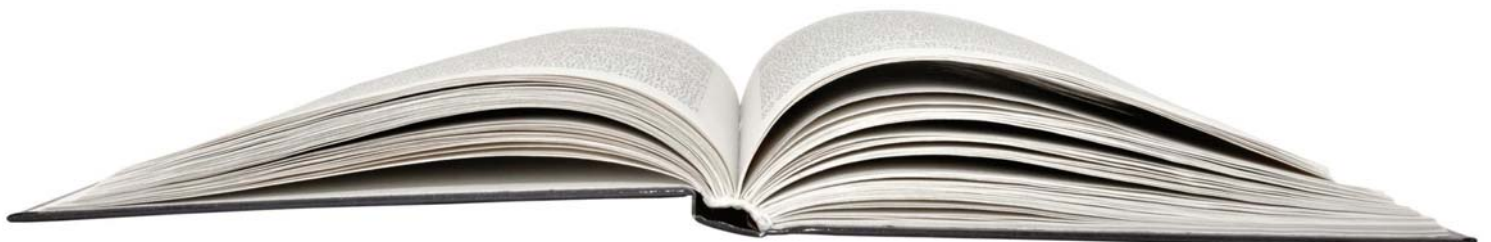
## 5) CONTACT WITH CHILDREN

Many churches have a policy or a practice of conducting criminal background checks on all people working with children. Any policy or practice should clearly state that anyone with a history of sex offense forfeits the privilege of working with young people and children, and as a condition of membership is prohibited from contact with them within or outside of church or its functions.

As with many things, success lies with the people responsible, in this case, for enforcing limits. Those responsible for enforcement, including the offender, must be committed to the idea and the process. It is important to stress that these limits are not punitive. Instead they make it possible for the offender/believer to participate in corporate worship and fellowship.

## 6) FLEXIBILITY

Within your policies, allow some flexibility and discretion. Whatever guidelines or policies you adopt, make sure you have sufficient discretion to address individual situations. Such flexibility will include some assessment of whether or not the offender is truly repentant or merely seeking an opportunity to approach the vulnerable. The truly repentant may be provided with conditional membership which includes appropriate limits and safeguards. Those offenders who seek access to the vulnerable should not be permitted access, under any circumstances, limits, or conditions. How to determine who is and is not truly repentant is a huge challenge, but the attempt must be made. Speaking to probation officers, observation, and other background data gathering may assist you in assessing the offender.





## Impact on the Congregation

My mother once told me to avoid discussing religion and politics. This is because such discussions rarely bring out the best in us. The same can be said for addressing The Struggle. You will find, within most congregations, that any attempt to deal with this problem will polarize the members. Some will line up on the law and order side and others will stand squarely under the umbrella of grace. Few are able to see that both can be achieved. Further, the uncharitable tone of many discussions on this subject conflicts with the scriptural beliefs of some believers. No matter how this issue is managed, it is likely that some will leave and worship elsewhere. That should not deter you from working hard to manage The Struggle. Simply understand that this issue brings out strong opinions and no matter how you manage it, you will have some who strongly disagree with you.

## You are Not Alone

As a local pastor or church leader, it is easy to feel overwhelmed when facing The Struggle. Please know that you are not alone. There are many resources you can call upon, including the staff at Adventist Risk Management. There is no single source of information on this topic. Some places where you can seek help include your local police department, probation officers, mental health care professionals, and social workers. Such professionals can assist you in evaluating your processes and help you assess the risk of a given individual. Beware, however, of the self-proclaimed experts in this field. With the problems of sex abuse within faith communities making national headlines in recent years, many are now profiting in the prevention field. You need to beware of such experts and stick with sources offering sound advice and proven techniques.

## Conclusion

Developing the right processes and getting people in your congregation to commit to unwavering diligence will stretch your leadership ability to its limits.

The Struggle, however, requires your best efforts. The sin of sexual abuse ripples throughout the lives of individuals and creates burdens for our churches and institutions. But this is work that must be done as it enables our objective – spreading the Gospel. If you have ideas on this subject to share, I welcome your input and frank discussion.

Please contact me at:  
**[rburrow@adventistrisk.org](mailto:rburrow@adventistrisk.org)**  
 to share your ideas or comments.

**Robert Burrow** *serves as a claim counsel for Adventist Risk Management, Inc. He handles the defense cases against church entities. He is based in the Silver Spring, Maryland office.*





...our ministry is to **protect** your ministry

# RECOGNIZING & DEALING with Sexual Predators

**W**hen church members and their children come to worship or attend other church functions, it should be with the understanding that there is no bubble that encapsulates and protects the participants from all danger. Yes, there is always the possibility of a miraculous deliverance from the evil that may have otherwise befallen someone, but the Lord has given us the ability to think and to plan on ways to protect those who need protection.

Sure, we need to continue to run fingerprint cards and do background checks on adults who minister to the children and youth of our church, but that will only screen out those who have already been caught. There may be individuals in your congregation who have never been caught by the law and have engaged in sexual abuse with children, perhaps even those whom you see from week to week in your church building.

Leaders of our local churches need to equip the adult members by educating them to recognize the symptoms of sexual abuse in the children they minister to. There are several physical symptoms that may indicate sexual abuse

in a child: difficulty walking or sitting; pain/itching in genital area; bruises/bleeding in private areas; STDs; abrupt change in personal care - child fails to bath, comb hair, brush teeth, etc. When these types of symptoms are seen, an adult should feel an obligation to act to protect the child and to clarify what is going on with the child. Local laws may require mandatory reporting of what you see to either the police or some other social services agency. Your church may also develop a protocol of other individuals you should contact with your concerns (pastor or parents/guardians of the child).

Church members also need to be able to recognize inappropriate interaction by other Sabbath School leaders or other adults with children. Some danger signs could include any of the following: adult always alone with the child; adult giving child lingering full frontal hugs instead of side hugs; expensive gift by adults to children who are not the natural objects of their affection by family line; adult always wanting to take the child places; adult and child stop talking when others are near; unusual amount of time spent together or an unusual amount of physical contact between adult and child. Again, if something suspicious is noticed, you may be under an obligation to have the professionals look into the matter for the protection of the child involved.



In a perfect world, there would be no predators in our midst. But Jesus has warned us that the devil will come among us like a roaring lion seeking whom he may devour. Can that illustration be stretched to encompass the thought that it would be very wise to prepare the paid and volunteer staffs in our local churches with the education that will allow them to more effectively recognize predators and perhaps prevent the harming of young worshippers?

From the count of actual claims being brought against churches and schools in the Seventh-day Adventist Church, there are a number of children each year who have encounters with sexual predators. Either the numbers of events occurring per year are increasing, or victims and their families are becoming more inclined to report the encounter to the authorities. There may still be some in the church that resist the thought that in most jurisdictions it is the law that sexual abuse of a minor must be reported to the local government (police or social services). Mandatory reporting by our churches happens most of the time when it should happen.

A good way to approach the mindset that seeks to prevent sexual abuse and protect the children would be by educating three different groups in a nearly simultaneous and overlapping fashion. First the local church leaders would have to be educated. This would target not only the paid leaders, but also the volunteers that deal with church management or with the children's programming. They need to recognize that there is a sexual abuse problem throughout society in general and even specifically within the Seventh-day Adventist community. Education is a resource that can be an effective measure to help the local church better protect the children.

When this administrative group buys in to the concept they can create a consciousness throughout the church that will empower the other two types of educational programs.

The second type of educational materials would be targeted to the parents of the children in the church to share with them ways to better protect their children and to help the children recognize behaviors that they should not allow. The home

should be the primary place for children to learn about the beautiful, God-given gift of sex and how it has been perverted in this sinful world. However, it is possible to provide programmed teaching packets and visual aids for the parents to use with their children in such a way that both the parents and the children learn survival skills in this area of life.

The final educational thrust would be aimed at directly helping the children themselves understand the difference between a good and bad touch. They also need to know what their best options could be when they are faced with a potential sexual abuse situation. This is a fallback way to help the children if their parents are too busy, too unengaged in the usual child rearing responsibilities or are otherwise unable to talk about this topic. Some of the same teaching packets discussed in the previous family education paragraph may be useful here also. The object is to create awareness so that children will not be tricked by a sophisticated predator. There may need to be some parental authorization for this direct training of the children.



**“Yes, we allow sex offenders membership. We just have a few conditions here that need to be met.”**

**Victor Elliott** serves Adventist Risk Management in Claims and Legal Services. He is based in Silver Spring, Maryland office.

# We Are Accountable

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 [adventistrisk.org/prevention-resources/solutions-newsletter/april-2016/we-are-accountable](http://adventistrisk.org/prevention-resources/solutions-newsletter/april-2016/we-are-accountable)

Priscilla was her name. A beautiful, young girl who everyone thought odd because she would hide under layers and layers of clothing. She wore three pairs of socks, two pairs of jeans, three t-shirts, two jackets, sunglasses, and a baseball cap. She was an outcast. It was like she had something to hide or something to hide from. Even the other kids in school didn't want to be around her.

She never spoke in class and she never sat with anyone at lunch. No one ever saw her parents pick her up. She always walked everywhere. A few times, I tried to inquire about her situation but she never acknowledged my presence. If only I knew how to talk to her, how to help her, even how to protect her.\*

## Children—God's Gift to Us

Jesus said, "Let the children come to me. Don't stop them! For the Kingdom of God belongs to those who are like these children" (Luke 18:15-17 NLT). This Bible text makes it clear that children are seen as gifts from God entrusted to parents, with communal participation in their lives. This community responsibility is not only in educating children, but also in providing a safe place for them to be. Unfortunately, unlocked doors and utopian retreats can furnish churches with the perfect cover for breaching the trust of an innocent child. The Seventh-day Adventist Church and its members must be vigilant in their effort to minimize risk and educate everyone on the signs of abuse.

Child abuse is often a patterned behavior that takes place over a period of time. The longer the abuse is perpetuated, the more severe the injury. Abuse can occur in varying ways, yet each avenue possesses similar warning signs. According to the U.S. Department of Health and Human Services, the four categories of abuse are:

1. Physical
2. Psychological
3. Sexual
4. Neglect

## How To Talk With, Help, and Protect Our Children

1. **Talking with our children:** Create an environment where children will feel comfortable approaching an adult about any kind of abuse. Take time to talk with them about appropriate and inappropriate touch. Help them learn the answers to these questions.
  - Where are your personal zones?
  - What is the difference between safe touch and unsafe touch?
  - What should you do if someone touches you in your personal zones?

These conversations help children understand what is okay. It will also help them feel comfortable approaching a trusted adult when something is wrong. Use [the Appropriate Touch info sheet](#) as a visual guide when talking to children about

safe touch and unsafe touch.

2. **Helping our children:** Even after all our efforts, child abuse may still occur at your local church or school. How can we help our children once the abuse has occurred? Linda Koh, director of the Department of Children's Ministries at the General Conference of Seventh-day Adventists says: "We need to report the incident to the appropriate authorities and agencies. If the abuse involves a church member inform the pastor and, of course, the parents. Many times in church we think 'Oh we shouldn't say anything. Don't report it.' We must report any abuse incident so we can protect the children, whether you are a member or not. If I don't take care of the children who are under the church's care, I am accountable too."
  
3. **Protecting our children:** After talking with children and helping those who have suffered abuse, it's important to also put measures in place in order to prevent abuse from occurring again. The [Seventh-day Adventist Church Manual](#) lists several policies on pages 168 and 169 that provide a measure of safety for children and efficient screening of volunteers. Such policies should include:
  - **Two-Adult Policy** - Having two adults present in children's classrooms or during activities.
  - **Open Door** – Discourage private or one-on-one contact and encourage an open-door policy in all situations. Where an open door is not possible, station a second adult at the door.
  - **Volunteer Screening** - Have all volunteers complete a volunteer information form, check their references, and, if required by law, do a background check.
  - **Six-Month Policy** - Require a waiting period of six months for newly baptized or transferring members who have indicated a willingness to work with children.
  - **Training** - Provide regular training for teachers and volunteers to help them understand and protect children during activities.
  - **Local Legal Requirements** – Local church leaders should consult with the conference to learn conference procedures and requirements, including local legal requirements for individuals working with children.

Using the tips outlined in the steps above we, as church, can talk with, help and protect children like Priscilla and make our church a safer place for children to be. For more information, visit Adventist Risk Management, Inc.'s [Child and Youth Activities page](#).

*\*Editor's Note: The story of Priscilla is an illustration created for the purpose of introducing the topic of abuse.*

by: Hunter Pettis  
**ACCOUNT EXECUTIVE**  
Adventist Risk Management, Inc.


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# When A Predator Attacks

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 [www.adventistrisk.org/prevention-resources/solutions-newsletter/2015/when-a-predator-attacks-healing-brokenness-within](http://www.adventistrisk.org/prevention-resources/solutions-newsletter/2015/when-a-predator-attacks-healing-brokenness-within)

Posted by **Arthur F. Blinci, ARM eMBA**

Nothing can tear apart a church like an allegation of child sexual abuse by an adult with one of the children in your congregation. The pastor and church leaders are immediately faced with a spiritual crisis. What is the appropriate way to handle those involved? What is the potential fall-out beyond the trauma suffered by the child? While each situation is different, having a plan of action on how your congregation can handle child abuse allegations is a critical first step in the healing process for everyone involved.

It is estimated there are over 39 million adult child abuse survivors in the United States. This number continues to grow with approximately 500,000 children sexually abused each year. Child abuse can happen in your church. No congregation is immune from this tragic evil. The Apostle Peter reminds us to be on guard at all times: “Be shepherds of God’s flock that is under your care... Be self-controlled and alert. Your enemy the devil prowls like a roaring lion looking for someone to devour” (1 Peter 5:2,8). Does your congregation know how to respond after a predator has attacked? Here are five best practices that can help guide your congregation through these types of turbulent situations.

## Finding Healing Following Child Sexual Abuse Incidents

### 1. Acknowledge Child Abuse

Church leaders and members must be willing to acknowledge that it can happen. We live in a sinful world. This is why it is critical for your congregation to have an established written child protection plan in place to protect children from harm. Adults must be educated on how to appropriately interact with children and how to recognize the warning signs of child abuse before an incident occurs. For more information on creating a plan, visit ARM’s [Child Protection Resources](#).

### 2. Report Abuse and Cooperate

It is critical for church leaders to understand the child protection [reporting laws](#) in your jurisdiction. When allegations and incidents of child abuse arise, they must be reported immediately to law enforcement authorities. It is not the congregation’s responsibility to investigate the child’s claim. This will be done by law enforcement and trained professionals. It is appropriate to fully cooperate and not obstruct the investigation. It is also very important that local conference administration is notified immediately of the situation. They must make the appropriate notifications to their insurance company and legal counsel.

### 3. Misdirected Empathy

It is very difficult for church members to accept the possibility that a trusted adult, who they personally know, could ever harm a child. For some, it can be even more inconceivable that the abuse comes from within the congregation. Remember, in many incidents there is truth in these allegations. The accused adult should immediately be relieved of his/her church duties until a full investigation can be completed. Some members may be tempted to take sides or attempt to shield the adult by obscuring the truth in order to protect the person’s or church’s reputation. This can often cause more harm to all parties involved. It is better to take action and find out the truth to protect everyone’s reputation and prevent further incidents. Remember, your first responsibility is to protect the victim from further harm.

### 4. Healing Within

During these challenging times, the pastor must take an active role in being the shepherd of the congregation. Families on both sides have been placed in turmoil and they need pastoral care and spiritual guidance. This is not the time to be

judgmental or to take sides. The congregation will need reassurance that the Lord is still in control and He will provide guidance to lead them through the challenges ahead.

#### **5. Never Risk a Second Chance**

“Persons who have violated their sacred trust should not be placed in a position that will give them access again to children,” said the late James Cress, former ministerial director for the General Conference of Seventh-day Adventists. “Some advocate mercy for those who violate children, and of course, forgiveness is available to any sinner. Scripture, however, advocates mercy for their victims and protection for those who would become their victims should they be loosed to prey again upon the innocent.” Our first duty must always be to guard our children from harm.

by: Arthur BLINCI

**Assistant to the President for Strategic Risk Management**

Adventist Risk Management, Inc.

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# Intersections in the Lives of Children

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 [www.adventistrisk.org/prevention-resources/solutions-newsletter/april-2014/intersections-in-the-lives-of-children](http://www.adventistrisk.org/prevention-resources/solutions-newsletter/april-2014/intersections-in-the-lives-of-children)

As we travel about our daily duties, we go through intersections. These can range from major freeway interchanges to neighborhood cross streets. Some may have a stop sign. Others have traffic lights to help keep us safe on our journey. These traffic controls are done for a reason. More than 50 percent of all fatal or injury auto crashes occur at intersections.[i]

Similarly, intersections occur when adults give of their time and talent in working with children, either as a church employee or a ministry volunteer. The navigation of these intersections of life is critically important. It is vital to ensure that all ministries are safe and no child is harmed by abuse. It is equally important to guard an adult's reputation, which could be harmed through false allegations of misconduct.

In the United States, **April is designated as Child Abuse Prevention month**. The national theme for 2014 is "**Making Meaningful Connections**." [ii] This is a meaningful theme for Seventh-day Adventists in our work with children and youth in ministry. Connections are formed as our life intersects with that of a child. These connections include a relationship of trust between the adult and the child. Trust that is developed between the church/school with parents, as well as your organization's reputation in the community is further connections. How these intersecting relationships are navigated is critical to the success of your ministry's mission. It is a great privilege and opportunity to lead a young person to have a personal connection with Jesus!

## APRIL CHILD ABUSE PREVENTION MONTH

This month Solutions will focus on various ways you can make child protection and abuse awareness a key element of your ministries. The Adventist Church touches the lives of children every day. Early childhood education centers and K-12 schools provide educational instruction. Youth camps, Sabbath School, Adventurer, Pathfinder, and Youth ministries help children understand the importance of their spiritual journey as they make life decisions. These are critical intersections in the life of a child. What is your church or school doing, not only to nurture its children but also to make sure that they are protected in every way possible?

### Understanding the Scope of Child Abuse in Society

Child abuse and neglect affect children of every age, race, and income level. When children are nurtured, they can grow



up to be happy and healthy adults. When they lack an attachment to a caring adult, receive inconsistent nurturing, or experience harsh discipline, the consequences can affect their lifelong health, well-being, and relationship with others.[iii] Recent medical studies have shown how critical it is for abuse victims to receive appropriate care. Without help and healing through qualified professional counseling and medical care, abuse victim can experience diseases as an adult that literally shorten their life span by as much as 20 years, when compared with individuals who are not abused.[iv]

Adults who work with children need to understand that child abuse and neglect can occur in four different forms:

- **NEGLECT** - Failure to provide for a child's basic needs.
- **PHYSICAL ABUSE** - causing physical injury to child.
- **SEXUAL ABUSE** - placing a child in a situation where they are used for sexual gratification of any type: physically, visually, or other forms of exploitation.
- **EMOTIONAL ABUSE** - Any pattern of behavior that impairs a child's emotional development or sense of self-worth.

It is critical for church/school administrators to provide child abuse and intervention training to all employees and volunteers who work with minor age children. They should be instructed in how to identify and recognize the signs that a child may be subjected to abuse or neglect.

Adults are held responsible to report suspected cases of child abuse to child protection or law enforcement authorities in the United States, Bermuda, Canada, and most other countries. It is critical for all denominational employees and adult volunteers to understand the child abuse reporting laws in their jurisdiction. Failure to report suspected cases of abuse not only keeps a child subjected to potential further harm, but it also is against the law and can result in serious liability on the church. For this reason, all suspected cases of child abuse must be taken seriously. Often a child who is trapped in abusive environment will reach out to a trusted adult e.g. their pastor, schoolteacher, Pathfinder leader or other children/youth ministries worker as a cry for help.

### Preparing Your Leaders and Volunteers

Beyond understanding the warning signs of child abuse and reporting laws, all adults need to be trained in the organization's expectations of appropriate interaction with children and youth. It is no longer safe to assume that an adult somehow knows appropriate behaviors, discipline and the steps in wholesome relationship building with children. The North American Division has established an Expected Code of Conduct [v] that will help each church/school develop its orientation programs. Often allegations arise that a denominational employee or volunteer has acted inappropriately with a child. When confronted the individual may say, "I didn't realize such actions were inappropriate." This may be due to their personal up-bringing or cultural background. When all adults receive training before they engage in ministry or supervision of children, the expectations and questions can be clarified so everyone knows what will be acceptable. This builds accountability and enhances trust, which can greatly help to minimize the organization's liability. For more helpful resources on developing your child protection programs visit these helpful websites:

## Have Courage to Take Action

Making the safety of children a priority requires a commitment on the part of denominational leaders to be pro-active in child protection. Often when an allegation of abuse arises, a fear sets in that we must do everything possible to protect the church/school from scandal or harm. Too frequently, the child is victimized a second time by the failure of the church in taking appropriate steps. Sadly, child abuse does occur in Adventist churches and schools.

Church leaders must be willing to be individuals of integrity in reporting such allegations immediately to the authorities. This provides a method for allegations to be properly investigated and for the child to receive the appropriate care to restore him/her to a safe life. The lesson learned from the 2011 child abuse scandal at Penn State University should teach all organizations a key principle. “Protecting the institution should always come second to doing what is right. {Protecting the child} Ultimately, that will be what protects the organization.” [vi] Can the same be said of the Seventh-day Adventist Church? As a leader are you willing to stand for the right like a Daniel? We need to remember this counsel: “Criminal acts against children – especially during church-sponsored activities – can destroy a child’s confidence about the church and usually, about the God of the church. What wrath must justly await those who perpetrate such actions and those who protect the perpetrators? Christ and His message awaken confidence and trust. How dare any human organization compromise that childlike faith through lack of vigilance?” [vii]

## Intersections that lead to Connections

Adults who work with children/youth have the opportunity to create a Christ-centered environment where young people are loved and valued. It is in this setting they can grow and learn to understand the importance of their own self-worth and potential as they develop their characters to be accountable to God and others. Keeping them safe from the harm of child abuse is one of your greatest challenges and responsibilities. We will never be able to rid the world of child predators – but you can make a difference in the life of a child. You can be there for them to provide guidance and direction through their intersections and help them build connections to the love of Jesus.



**By Arthur F. Blinci,**  
VP Chief Risk Management Officer at Adventist Risk Management® Inc.

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5 Scripture quotations marked NLT are taken from the Holy Bible, New Living Translation, copyright © 1996, 2004, 2007 by Tyndale House Foundation. Used by permission of Tyndale House Foundation, Inc., Carol S.

[i] US Department of Transportation – <http://www.fhwa.dot.gov/research/topics/safety/intersections/>

[ii] <https://www.childwelfare.gov/preventing/preventionmonth/>

[iii] Making Meaningful Connections - <https://www.childwelfare.gov/preventing> , page 33

[iv] END IT NOW: Understanding and Preventing Child Abuse in the Adventist Church – Loma Linda University Health; <http://vimeo.com/53897191>

[v] Youth & Children’s Ministries Volunteer Code of Conduct - [http://www.adventistrisk.org/Portals/0/prevention/childprotection/PPP\\_NAD\\_YouthChildrenMinistryVolunteerCodeofCondu](http://www.adventistrisk.org/Portals/0/prevention/childprotection/PPP_NAD_YouthChildrenMinistryVolunteerCodeofCondu)

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# How to Handle Child-on-Child Abuse Cases the Right Way

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 [adventistrisk.org/prevention-resources/solutions-newsletter/september-2015/how-to-handle-child-on-child-abuse-cases-the-right](http://adventistrisk.org/prevention-resources/solutions-newsletter/september-2015/how-to-handle-child-on-child-abuse-cases-the-right)

*Last week, Solutions featured an article on a growing trend in sexual abuse cases: child-on-child sexual abuse cases. In 2014, over half of the sexual abuse claims reported to Adventist Risk Management were of child-on-child sexual abuse. The issue of church responsibility is raised when parents entrust their children over to the care of the local church or school. In legal terms, the organization acts in loco parentis, which means to act "in the place of a parent." Leaders must carefully contemplate the matter of proper supervision. Based on case histories, it is advised to consider how and where children interact in all of their activities.*

*In this week's article, Solutions discusses the impact such cases have on both the victim and the accused, and what should be done to assist in the healing process.*

## Impact on the Victim

It is hard to think about the impact of any sexual abuse that your child or grandchild would endure whether the abuser was a peer, an older teen, or an adult. When an allegation of abuse arises in a church or school setting, the response must be timely, positive, and confidential to protect the victim and the alleged perpetrator. Like other acts of abuse, the incident should be reported to the police or designated government organizations. Don't dismiss the incident because the alleged perpetrator is another child or minor. The appropriate civil agency must be notified and allowed to investigate the matter with the full cooperation of the church or school.

Since the victim is not of age to give consent to any sexual act, it is essential to promptly notify the child's parents. While giving the child support and comfort, avoid questioning beyond the basic information needed for reporting the allegation to authorities, especially without the parent present. By cooperating with the investigating civil agency, it is best to work with them and not get ahead of their investigation by making statements that reveal identities of the victim or the perpetrator. Share information on a need-to-know basis only. For example, in a school setting, it may be mandatory the victim's and perpetrator's teacher be informed if a child is still attending classes. The teacher can then appropriately relate to the child under these circumstances. However, announcements of names and details at a staff meeting or more public forums may raise other liability issues for the organization and be detrimental to the children involved. Use legal counsel in these sensitive situations.

Be prepared to assist the alleged victim with counseling and contact your insurance company. If your insurer is Adventist Risk Management, contact your claims counsel, who will arrange for counseling and assist with payments. Keep in mind that parents may be reluctant to involve their child in such counseling. It is ultimately their decision, but be open and supportive to the child and the family. Do everything possible to avoid re-victimization through careful, sensitive handling of all communications and respecting the privacy of the child and family.

## Impact on the Perpetrator

The alleged perpetrator may find him or herself (yes they can be of either gender) in a perplexing and frightening situation. While they may or may not realize what they have allegedly done to be wrong, they are suddenly confronted with new circumstances. While the church or school should contact the appropriate authorities, the parents of the minor should also be contacted in coordination with your report to local authorities. Advise the parents of the circumstances. Again, it is best for the church and school to only communicate with minors in the presence of a parent. It is not the role of church or school to be the investigator when potentially criminal conduct is involved. However, based on the obtained information, decisions about suspension pending investigation may be appropriate. Again, legal counsel will be crucial.

Should the church or school become involved in providing counseling for this child? Each situation will vary, and such decisions are, therefore, fact specific. Contact your insurance company. If ARM is your insurer, your ARM Claims Counsel can assist with questions about insurance coverage and propriety of providing counseling for an alleged perpetrator. Remember, while an alleged victim may claim certain activities occurred, do not leap too quickly to discipline the alleged perpetrator until a thorough investigation by the police or another authority has rendered its conclusion.

## Conclusion

To determine appropriate response and discipline with the church or school, consider the specific facts and allegations of wrongdoing in these claims. The best interests of the minor must be considered for both the alleged victim and alleged perpetrator. The long-term outcome is to have all those involved survive this trauma and become well-adjusted young people. Our view must not only be the protection of the child. When an unfortunate circumstance occurs, a fair response to all involved is the most healing. We cannot and should not simply brush such incidents aside as “children will be children.” Instead, we should look for ways to assist in the healing process all parties will need.

by: bob kyte

**PRESIDENT AND CEO**

Adventist Risk Management, Inc.



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## **Section IV Insurance**

Answers to Your Insurance Questions

Summary of Coverage (go to link to see updated info)

(<https://www.adventistrisk.org/sitemedia/siteresources/pdfs/insurance%20forms/misc-accident-2016-17-appsummary-rev-6-16.pdf>)

Field Trips Information Letter

Field Trip Planner

First Aid Kit Contents

Transportation Guidelines



## **COMMONLY ASKED INSURANCE QUESTIONS INVOLVING PATHFINDERS**

**Q: What are the limits that cover Pathfinders?**

**A:** The General Liability Policy covers church activities (including Pathfinders) anywhere in the world for “at fault” injuries or damage to others for \$1 million. The enclosed medical claim form also covers medical payments for injuries on or off church property, for injuries sustained while involved with sponsored activities, or to bystanders on the site of the activities. This medical coverage is a “no Fault” basis. Fault or negligence, therefore, does not have to exist for payments to be made. Limit for this “no fault” medical payment coverage is \$10,000 per person \$25,000 per event.

**Q: How does coverage work on the average trip? When does coverage start and stop? What happens if they stop at the mall or museum on the way to or from the main activity?**

**A:** Medical and Liability coverage follows them around. It could start as early as...when the Pathfinder is picked up at home by someone who is bringing them to the meeting such as the church and ends the same way. If, however, the driver of the vehicle that picked them up from home decides to shop for his/her groceries, or they decide to go to the movies, the trip ends when the church approved and sponsored activity ends.

**Q: Driver’s questionnaire responsibility has been transferred to the individual church. What are the recommended limits that others should have on their vehicles in order to drive for Pathfinders?**

**A:** There will be a gap in coverage if they carry less than \$1 million. Risk Management recommends that they have at least \$250/500 (split limit) or a combined single limit of \$300,000. In today’s world, a CSL of \$500,000 would be much better. Most often this limit will be adequate. In theory, the driver’s policy will respond first, and then the Risk Management policy will respond on an excess coverage basis. All drivers should be at least 21 years or older.

**Q: Volunteers:**

**A:** Unfortunately for our church, sexual misconduct involving Teachers, Pathfinder Leaders, Camp Staff, Volunteers, and Church Leadership....is a disgusting...and a major loss causing activity in our church.

Volunteers must be screened the same as an employee. A background check must be completed on all volunteers and staff before being allowed to participate in church activities when working with children. The courts are not amused if an abuser is found to have a history of misconduct, and we knew, or should have known of its existence.



**Q: Safety for our Pathfinders:**

**A:** On the proceeding pages you will find information from Adventist Risk Management *Best Practices* on how to keep Pathfinders safe.

The above information would also apply to Adventurers. Parents being present during the meetings or activities will not change the Limits or pricing of the coverage.

**Other Products:**

**Property Insurance** – Property Insurance covers church owned buildings, equipment, and stock or supplies. It covers for “*all risk*” including fire, theft and vandalism. It covers “replacement” costs. In the case of building losses, the term “Replacement” should not be confused with “Market” value. Property should be insured for the amount that it would cost to replace it in the event of partial or total loss.

**Worker’s Compensation** – This coverage applies to full or part-time employees while on the job. It will also cover Volunteers or persons who receive a benefit such as housing, tuition, food or other benefits in exchange for work.

**Automobile Coverage** – This covers church owned vehicles for the same \$1 million limit as provided by the General Liability policy. It covers church auto liability and property damage to others, as well as physical damage to personal vehicles (if requested) and for vehicles less than 10 years old. Vehicles older than 10 years will require underwriting and special rate adjustments may apply.

**MISCELLANEOUS ACCIDENT PROGRAM APPLICATION**  
**Coverage for the US only**

**ORGANIZATIONAL COVERAGE SELECTED:**

<b>CHECK ELIGIBLE CLASS</b> <input checked="" type="checkbox"/>	<b>NUMBER OF DAYS/MOS.</b>	<b>NUMBER OF ENROLLED MEMBERS</b>	<b>COST OF PROGRAM PER MEMBER</b>	<b>PREMIUM DUE</b>
<input type="checkbox"/> 1 Pathfinder Clubs	_____	_____	\$3.57 / 12 months \$2.76 / 9 months \$1.83 / 6 months	_____ _____ _____
<input type="checkbox"/> 2 Day or Conference Camps	_____	_____	\$ .27 / day	_____
<input type="checkbox"/> 3 Resident or Conference Camps (Medical: Accident & Sickness) [ ] Seasonal [ ] Annual	_____	_____	\$ .49 / day	_____
<input type="checkbox"/> 4 Resident or Conference Camps (Medical: Accident Only) [ ] Seasonal [ ] Annual	_____	_____	\$ .31 / day	_____
<input type="checkbox"/> 5 Vacation Bible School	_____	_____	\$ .27 / day	_____
<input type="checkbox"/> 6 Misc. Trips and Short Term Activities	Available for purchase at <a href="http://travel.adventistrisk.org">http://travel.adventistrisk.org</a>			
<input type="checkbox"/> 7 Organized Athletic Activities (Excludes soccer, football, lacrosse, and wrestling for adults 18 and over)	_____	_____	\$3.76 / month	_____
<input type="checkbox"/> 8 Swim Club	_____	_____	\$3.57 / 12 months	_____
<input type="checkbox"/> 9 DayCare/ Nursery School/Pre-School	_____	_____	\$3.57 / 12 months	_____
<input type="checkbox"/> 10 Outdoor Sporting Activities: Snow Ski, Go-Carts, Skateboards, Para-sail, Roller Blades, Dirt Bikes, Rock Climbing/Rock Propelling	Available for purchase at <a href="http://travel.adventistrisk.org">http://travel.adventistrisk.org</a>			
<input type="checkbox"/> 11 NAD Taskforce	Available for purchase at <a href="http://travel.adventistrisk.org">http://travel.adventistrisk.org</a>			
<input type="checkbox"/> 12 Conference Wide (Requires 100% membership Enrollment as of effective date of coverage) when purchased also includes activities of Class 1,2,4,5,6	_____	_____	\$1.45/Member/Year	_____
<b>TOTAL PREMIUM DUE FOR ALL GROUPS</b>				= _____ **

**Classes 6, 10 and 11 are Now Available at the Travel Hub**  
 Miscellaneous Trips & Short Term Activities - Task Force Coverage  
<http://travel.adventistrisk.org>

**All Plan Types require a Minimum Premium of \$100 except for Vacation Bible School and Miscellaneous Trips and Short Term activities which requires a \$25 Minimum Premium.**

**This coverage is available for people living in the 50 states of the United States and traveling in the United States.**

NAME OF ORGANIZATION \_\_\_\_\_ PHONE NO.(\_\_\_\_\_) \_\_\_\_\_ E-MAIL \_\_\_\_\_  
 STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 DATES OF COVERAGE - FROM: \_\_\_\_\_ TO: \_\_\_\_\_

AUTHORIZING SIGNATURE: \_\_\_\_\_ Title \_\_\_\_\_  
 Please submit completed application and your full estimated or minimum premium payment to:  
**ADVENTIST RISK MANAGEMENT, INC.**

**Placement Services**  
**12501 Old Columbia Pike, Silver Spring, MD 20904**  
**Main (888) 951-4276 Fax (301) 680-6937**

# Miscellaneous Accident

## Summary of Coverage

Group Policyholder:  
General Conference of Seventh-day Adventist and its affiliates

Policy Number: SRG 0009139774-A

Policy Term: June 1 – May 31

Administered by:



Adventist Risk Management, Inc.

**Underwritten by:**

**National Union Fire Insurance Company of Pittsburgh an AIG Company**

## SCHEDULE OF BENEFITS AND PREMIUMS

### ELIGIBILITY & COVERAGE:

<u>CLASS:</u>	<u>CLASSIFICATION OF ELIGIBLE PERSONS:</u>
1	All Members of the Participating Organization for whom application has been made, Pathfinders Club.
2	All Members of the Participating Organization for whom application has been made, Day or Conference Camps.
3.	All Members of the Participating Organization for whom application has been made, Resident or Conference Camps (Accident & Sickness Coverage)
4.	All Members of the Participating Organization for whom application has been made, Resident or Conference Camps (Accident Only Coverage).
5.	All Members of the Participating Organization for whom application has been made, Vacation Bible School.
6.	All Members of the Participating Organization for whom application has been made, Misc. Trips & Short Term Activities (Field Trips, Picnics, etc).
7.	All Members of the Participating Organization for whom application has been made, Organized and Recreational Athletic Activities (excludes adult (age 18 and over) contact sports: soccer, football, lacrosse and wrestling).
8.	All Members of the Participating Organization for whom application has been made, Swim Club.
9.	All Members of the Participating Organization for whom application has been made, DayCare/Nursery School/Pre-School.
10.	All Members of the Participating Organization for whom application has been made, Snow Ski, Go-Carts, Skateboards, Para-sail, Roller Blades, Dirt Bikes, Rock Climbing/ Rock Propelling.
11a.	All Members of the Participating Organization for whom application has been made, Taskforce – NAD (Accident Only).
11a1.	All Members of the Participating Organization for whom application has been made, Taskforce – NAD (Accident & Sickness).
11a2.	All Members of the Participating Organization for whom application has been made, Taskforce – NAD (Accident & Sickness).
11b.	All Members of the Participating Organization for whom application has been made, Taskforce – NAD (Accident Only).
11b1.	All Members of the Participating Organization for whom application has been made, Taskforce – NAD (Accident & Sickness).

11b2. All Members of the Participating Organization for whom application has been made, Taskforce – NAD (Accident & Sickness).

12. All Members of the Participating Organization for whom application has been made, Conference – Wide Option(100% of Church Membership of Conference must participate) is comprised of coverage available under the separate options of #1, 2, 4, 5 and 6. No sickness coverage is included.

COVERED ACTIVITIES – While participating as a Member of a Participating Organization in a scheduled event of the Participating Organization; or traveling directly to and from an event as a Member of a Participating Organization.

## BENEFITS

### ACCIDENTAL DEATH & DISMEMBERMENT

Class(es) 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11a, & 11a1 - \$20,000

Class(es) 11b, 11b1, 11b2 - \$50,000

<b>Loss Of:</b>	<b>Percentage of Principal Sum</b>
Life	100%
Both Hands or Both Feet	100%
Sight of Both Eyes	100%
One Hand and One Foot	100%
One Hand and the Sight of One Eye	100%
One Foot and the Sight of One Eye	100%
One Hand or One Foot	50%
The Sight of One Eye	50%

“Loss” of a hand or foot means complete severance through or above the wrist or ankle joint. “Loss” of sight of an eye means total an irrecoverable loss of the entire sight in that eye.

If more than one Loss is sustained by an Insured as a result of the same accident, only one amount, the largest, will be paid.

### **Age Reduction Schedule**

<u>Age on Date of Accident</u>	<u>Percentage of Under-Age-70 Maximum Amount</u>
70-74	65%
75-79	45%
80-84	30%
85 and older	15%

AGGREGATE LIMIT - \$250,000

## **ACCIDENTAL MEDICAL EXPENSE**

Class(es) 1, 2, 3, 4, 5, 6, 7, 8, 9 10, 11a, 11a1, 11a2, 11b, 11b1 & 11b2,12 - \$50,000

Deductible: \$0 deductible

This is an Excess policy. However, the Company will pay the first \$100 of incurred expenses.

If an Insured suffers an Injury that, within 90 days of the date of the accident that caused the Injury, requires him or her to be treated by a Physician, the Company will pay the Usual and Customary Charges incurred for Medically Necessary Covered Accident Medical Services received due to that Injury, up to the Maximum Amount per Insured for all Injuries caused by the same accident. Benefits are payable for charges incurred within 52 weeks after the date of the accident causing the Injury.

### **Definitions**

**Ambulatory Medical Center** - as used in this Rider, means a licensed facility providing ambulatory surgical or medical treatment, other than a Hospital, clinic or Physician's office.

**Durable Medical Equipment** - as used in this Rider, refers to equipment of a type that is designed primarily for use, and used primarily, by people who are injured (for example, a wheelchair or a hospital bed). It does not include items commonly used by people who are not injured, even if the items can be used in the treatment of injury or can be used for rehabilitation or improvement of health (for example, a stationary bicycle or a spa).

**Experimental or Investigative** – as used in this Rider, means treatment, a device or prescription medication which is recommended by a Physician, but is not considered by the medical community as a whole to be safe and effective for the condition for which the treatment, device or prescription medication is being used, including any treatment, procedure, facility, equipment, drugs, drug usage, devices, or supplies not recognized as accepted medical practice, and any of those items requiring federal or other government agency approval not received at the time the services are rendered.

**Hospital** - as used in this Rider, means a facility that: (1) is operated according to law for the care and treatment of injured and sick people; (2) has organized facilities for diagnosis and surgery on its premises or in facilities available to it on a prearranged basis; (3) has 24 hour nursing service by registered nurses (R.N.'s); and (4) is supervised by one or more Physicians. A Hospital does not include: (1) a nursing, convalescent or geriatric unit of a hospital when a patient is confined mainly to receive nursing care; (2) a facility that is, other than incidentally, a rest home, nursing home, convalescent home or home for the aged; nor does it include any ward, room, wing, or other section of the hospital that is used for such purposes; or (3) any military or veterans hospital or soldiers home or any hospital contracted for or operated by any national government or government agency for the treatment of members or ex-members of the armed forces, except if there is a legal obligation to pay.

**Medically Necessary** - as used in this Rider, means a Covered Accident Medical Service that: (1) is essential for diagnosis, treatment or care of the Injury for which it is prescribed or performed; (2) meets generally accepted standards of medical practice; and (3) is ordered by a Physician and performed under his or her care, supervision or order.

**Mental Illness** – as used in this Rider, means any disturbance of emotional equilibrium, as manifested in maladaptive behavior and impaired functioning, caused by genetic, physical, chemical, biologic, psychological, or social and cultural factors. Also called emotional illness, mental/nervous disorder and psychiatric disorder.

**Pre-existing Condition** - as used in this Rider, means a condition for which an Insured received any diagnosis, medical advice or treatment or had taken any prescription medicines during the 12 months

immediately preceding the effective date of the Insured's coverage under this Policy unless the condition for which the prescribed medication is taken remains controlled without any change in the required prescription.

**Usual and Customary Charge(s)** - as used in this Rider, means a charge that: (1) is made for a Covered Accident Medical Service; (2) does not exceed the usual level of charges for similar treatment, services or supplies in the locality where the expense is incurred; and does not include charges that would not have been made if no insurance existed.

**Exclusions.** In addition to the Exclusions in the Exclusions section of the Policy and any amendment thereto, Accident Medical Expense benefits are not payable for, and Usual and Customary Charges for Covered Accident Medical Services do not include, any expense for or resulting from any of the following:

1. repair or replacement of existing artificial limbs, artificial eyes or other prosthetic appliances or rental of existing Durable Medical Equipment unless for the purpose of modifying the item because Injury has caused further impairment in the underlying bodily condition;
2. new, or repair or replacement of, dentures, bridges, dental implants, dental bands or braces or other dental appliances, crowns, caps, inlays or onlays, fillings or any other treatment of the teeth or gums, except for repair or replacement of sound natural teeth damaged or lost as a result of Injury up to the Dental Maximum shown in the Benefit Schedule;
3. new eye glasses or contact lenses or eye examinations related to the correction of vision or related to the fitting of glasses or contact lenses, unless Injury has caused impairment of sight; or repair or replacement of existing eyeglasses or contact lenses unless for the purpose of modifying the item because Injury has caused further impairment of sight;
4. new hearing aids or hearing examinations unless Injury has caused impairment of hearing; or repair or replacement of existing hearing aids unless for the purpose of modifying the item because Injury has caused further impairment of hearing;
5. rental of Durable Medical Equipment where the total rental expense exceeds the usual purchase expense for similar equipment in the locality where the expense is incurred (but if, in the Company's sole judgment, Accident Medical Expense benefits for rental of Durable Medical Equipment are expected to exceed the usual purchase expense for similar equipment in the locality where the expense is incurred, the Company may, but is not required to, choose to consider such purchase expense as a Usual and Customary Covered Accident Medical Expense in lieu of such rental expense);
6. any charge for medical care for which the Insured is not legally obligated to pay;
7. care, treatment or services provided by an Insured or by an Immediate Family Member;
8. routine physical exam and related medical services;
9. personal comfort or convenience items, such as but not limited to, Hospital telephone charges, television rental, or guest meals while confined in a Hospital or for items taken away or home from the Hospital, including but not limited to crutches, wheel chairs and walkers except Durable Medical Equipment;
10. Pre-existing Conditions;
11. an Emergency Evacuation for which any benefits are payable under the Policy's Emergency Evacuation Benefit;



12. elective treatment or surgery;
13. Experimental or Investigative treatment or procedures;
14. treatment for temporomandibular dysfunction;
15. care, treatment or services provided by persons retained or employed by the Policyholder; or for supplies, prescriptions or medicines paid for or reimbursable by the Policyholder, or for which a charge is not made;
16. Mental Illness, psychological or psychiatric counseling of any kind, mental and nervous disease or disorders and rest cures;
17. educational or vocational testing or training;
18. treatment of Osgood-Schlatter's disease;
19. detached retina unless due to an Injury;
20. plastic or cosmetic surgery;
21. charges that are payable under motor vehicle medical benefits;
22. hernia.
23. any condition for which the Insured is entitled to benefits under any Workers' Compensation Act or similar law.

### **SICKNESS MEDICAL EXPENSE**

Class(es) 3 - \$1,000

Class(es) 11a1. 11b1 - \$10,000

Class(es) 12a2. 11b2 - \$25,000

**Sickness Medical Expense Benefit.** If an Insured suffers a Sickness and requires treatment by a Physician within 30 days of the onset of the Sickness , the Company will pay the Usual and Customary Charges incurred for Medically Necessary Covered Sickness Medical Services received due to that Sickness up to the Maximum Amount per Insured. This benefit is payable only for such charges incurred within 52 weeks from the date of the onset of the Sickness.

### **Definitions**

**Alcohol and Substance Abuse** – as used in this Rider, means the overindulgence in or dependence on a stimulant, depressant or other chemical substance, leading to effects that are detrimental to the individual's physical or mental health or the welfare of others.

**Ambulatory Medical Center** – as used in this Rider, means a licensed facility providing ambulatory surgical or medical treatment, other than a Hospital, clinic or Physician's office.

**Durable Medical Equipment** - as used in this Rider, refers to equipment of a type that is designed primarily for use, and used primarily, by people who are sick (for example, a wheelchair or a hospital bed). It does not include items commonly used by people who are not sick, even if the items can be used in the treatment of a Sickness or can be used for rehabilitation or improvement of health (for example, a stationary bicycle or a spa).

**Experimental or Investigative** – as used in this Rider, means treatment, a device or prescription medication which is recommended by a Physician, but is not considered by the medical community as a whole to be safe and effective for the condition for which the treatment, device, or prescription medication is being used, including any treatment, procedure, facility equipment, drugs, drug usage, devices, or supplies not recognized as accepted medical practice, and any of those items requiring federal or other government agency approval not received at the time the services are rendered.

**Hospital** - as used in this Rider, means a facility that: (1) is operated according to law for the care and treatment of injured and sick people; (2) has organized facilities for diagnosis and surgery on its premises or in facilities available to it on a prearranged basis; (3) has 24 hour nursing service by registered nurses (RNs); and (4) is supervised by one or more Physicians. A Hospital does not include: (1) a nursing, convalescent or geriatric unit of a hospital when a patient is confined mainly to receive nursing care; (2) a facility that is, other than incidentally, a rest home, nursing home, convalescent home or home for the aged; nor does it include any ward, room, wing, or other section of the hospital that is used for such purposes; or (3) any military or veterans hospital or soldiers home or any hospital contracted for or operated by any national government or government agency for the treatment of members or ex-members of the armed forces, except if there is a legal obligation to pay.

**Medically Necessary** – as used in this Rider, means a Covered Sickness Medical Service that: (1) is essential for diagnosis, treatment or care of the Sickness for which it is prescribed or performed; (2) meets generally accepted standards of medical practice; and (3) is ordered by a Physician and performed under his or her care, supervision or order.

**Mental Illness** – as used in this Rider, means any disturbance of emotional equilibrium, as manifested in maladaptive behavior and impaired functioning, caused by genetic, physical, chemical, biologic, psychological, or social and cultural factors. Also called emotional illness, mental/nervous disorder and psychiatric disorder.

**Pre-existing Condition** - as used in this Rider, means a condition for which an Insured received any diagnosis, medical advice or treatment or had taken any prescription medicines during the 12 months immediately preceding the effective date of the Insured's term of coverage under this Policy unless the condition for which the prescribed medication is taken remains controlled without any change in the required prescription.

**Sickness** – as used in this Rider, means an illness or disease which is diagnosed or treated by a Physician after the Insured's effective date of coverage under the Policy.

**Usual and Customary Charge(s)** – as used in this Rider, means a charge that: (1) is made for a Covered Sickness Medical Service; (2) does not exceed the usual level of charges for similar treatment, services or supplies in the locality where the expense is incurred; or (3) does not include charges that would not have been made if no insurance existed.

**EXCLUSIONS** – In addition to the Exclusions in the Exclusions section of the Policy and any amendment thereto, Sickness Medical Expense benefits are not payable for, and Usual and Customary charges for treatment of Sickness do not include, any expense resulting from any of the following:

1. repair or replacement of existing artificial limbs, artificial eyes or other prosthetic appliances or rental of existing Durable Medical Equipment, unless for the purpose of modifying the item because a Sickness has caused further impairment in the underlying bodily condition;
2. new, or repair or replacement of, dentures, bridges, dental implants, dental bands or braces or other dental appliances, crowns, caps, inlays or onlays, fillings or any other treatment of the teeth or gums, except for repair or replacement of sound natural teeth damaged or lost as a result of a Sickness up to the Dental Maximum shown in the Benefit Schedule;
3. new eyeglasses or contact lenses, or eye examinations related to the correction of vision or related to the fitting of glasses or contact lenses unless for the purpose of modifying the item because a Sickness has caused further impairment of sight; or repair or replacement of existing eyeglasses or contact lenses unless for the purpose of modifying the item because a Sickness has caused further impairment of sight;
4. new hearing aids or hearing examinations unless a Sickness has caused impairment of hearing ; or repair or replacement of existing hearing aids unless for the purpose of modifying the item because a Sickness has caused impairment of hearing;
5. rental of Durable Medical Equipment where the total rental expense exceeds the usual purchase expense for similar equipment in the locality where the expense is incurred (if, in the Company's sole judgment, Sickness Medical Expense benefits for rental of Durable Medical Equipment are expected to exceed the usual purchase expense for similar equipment in the locality where the expense is incurred, the Company may, but is not required to, choose to consider such purchase expense as a Usual and Customary Covered Sickness Medical Expense in lieu of such rental expense);
6. Injury of any kind;
7. any charge for medical care for which the Insured is not legally obligated to pay;
8. care, treatment or services provided by an Insured or by an Immediate Family Member;
9. routine physical examination and related medical services;
10. personal comfort or convenience items such as, but not limited to Hospital telephone charges, television rental or guest meals while confined in a Hospital;
11. Pre-existing Conditions;
12. an Emergency Evacuation for which any benefits are payable under the Policy's Emergency Evacuation Benefit;
13. elective treatment or surgery;
14. Experimental or Investigative treatment or procedures;
15. treatment for temporomandibular joint dysfunction;
16. care, treatment or services provided by persons retained or employed by the Policyholder; or for supplies, prescriptions or medicines paid for or reimbursable by the Policyholder, or for which a charge is not made;

17. Mental Illness, psychological or psychiatric counseling of any kind, mental and nervous disease or disorders and rest cures;
18. Educational or vocational testing or training;
19. treatment of Osgood-Schlatter's disease;
20. detached retina;
21. plastic or cosmetic surgery;
22. Alcohol and Substance Abuse;
23. normal pregnancy, child birth;
24. venereal disease or syphilis;
25. hernia.
26. any condition for which the Insured is entitled to benefits under any Workers' Compensation Act or similar law.

**PARALYSIS**

If Injury to the Insured results, within 365 days of the date of the accident that caused the Injury, in any one of the types of paralysis specified below, the Company will pay the percentage of the Maximum Amount shown below for that type of paralysis.

<b>Type of Paralysis</b>	<b>Percentage of Maximum Amount</b>
Quadriplegia	100%
Triplegia	75%
Paraplegia	75%
Hemiplegia	50%

“Quadriplegia” means the complete and irreversible paralysis of both upper and lower limbs. “Triplegia” means the complete and irreversible paralysis of three limbs. “Paraplegia” means the complete and irreversible paralysis of both lower limbs. “Hemiplegia” means the complete and irreversible paralysis of the upper and lower limbs of the same side of the body. “Limb” means entire arm or leg.

**Emergency Evacuation:** \$500,000

The Company will pay, subject to the limitations set out herein, for Covered Emergency Evacuation Expenses reasonably incurred if the Insured suffers an Injury or Emergency Sickness that warrants his or her Emergency Evacuation while he or she is outside a 100 mile radius from his or her current place of primary residence, but not exceeding the Maximum Amount per Insured for all Emergency Evacuations due to all Injuries from the same accident or all Emergency Sicknesses from the same or related causes.

**Definitions**

**Covered Emergency Evacuation Expense(s)** - as used in this Rider, means an expense that: (1) is charged for a Medically Necessary Emergency Evacuation Service; (2) does not exceed the usual level of charges for

similar Transportation, treatment, services or supplies in the locality where the expense is incurred; and (3) does not include charges that would not have been made if no insurance existed.

**Emergency Evacuation** - as used in this Rider, means, if warranted by the severity of the Insured's Injury or Emergency Sickness: (1) the Insured's immediate Transportation from the place where he or she suffers an Injury or Emergency Sickness to the nearest hospital or other medical facility where appropriate medical treatment can be obtained; (2) the Insured's Transportation to his or her current place of primary residence to obtain further medical treatment in a Hospital or other medical facility or to recover after suffering an Injury or Emergency Sickness and being treated at a local hospital or other medical facility; or (3) both (1) and (2) above. An Emergency Evacuation also includes medical treatment, medical services and medical supplies necessarily received in connection with such Transportation.

**Emergency Sickness** - as used in this Rider, means an illness or disease, diagnosed by a Physician, which meets all of the following criteria: (1) there is present a severe or acute symptom requiring immediate care and the failure to obtain such care could reasonably result in serious deterioration of the Insured's condition or place his or her life in jeopardy; (2) the severe or acute symptom occurs suddenly and unexpectedly; and (3) the severe or acute symptom occurs while the Policy is in force as to the Insured suffering the symptom and while the Insured is participating in a Covered Activity.

**Medically Necessary Emergency Evacuation Service** - as used in this Rider means any Transportation, medical treatment, medical service or medical supply that: (1) is an essential part of an Emergency Evacuation due to the Injury or Emergency Sickness for which it is prescribed or performed; (2) meets generally accepted standards of medical practice; and (3) either is ordered by a Physician and performed under his or her care or supervision or order, or is required by the standard regulations of the conveyance transporting the Insured.

**Transportation** - as used in this Rider means moving the Insured during an Emergency Evacuation by a land, water or air conveyance. Conveyances include, but are not limited to, air ambulances, land ambulances and private motor vehicles.

**Repatriation of Remains:** \$500,000

If an Insured suffers loss of life due to Injury or Emergency Sickness while outside a 100 mile radius from his or her current place of primary residence], the Company will pay, subject to the limitations set out herein, for covered expenses reasonably incurred to return his or her body to his or her current place of primary residence, but not exceeding the Maximum Amount per Insured.

**Definitions**

**Emergency Sickness** - as used in this Rider, means an illness or disease, diagnosed by a Physician, which meets all of the following criteria: (1) there is a present severe or acute symptom requiring immediate care and the failure to obtain such care could reasonably result in serious deterioration of the Insured's condition or place his or her life in jeopardy; (2) the severe or acute symptom occurs suddenly and unexpectedly; and (3) the severe or acute symptom occurs while the Policy is in force as to the Insured suffering the symptom and while the Insured is participating in a Covered Activity.

## **ASSISTANCE SERVICES**

Worldwide Travel Assistance

Emergency Travel Assistance

Personal Security Services

VIP Personal Assistance Services

Medical Assistance

**Toll Free:** 877-832-3523

**International Collect:** +1 715-295-9817

## **RATES:**

Class	Rate per Person	Per:
1	\$3.57	12 Months
1	\$2.76	9 Months
1	\$1.83	6 Months
2	\$0.27	Day
3	\$0.49	Day
4	\$0.31	Day
5	\$0.27	Day
6	\$0.41	Day
7	\$3.76	Month
8	\$3.57	12 Months
9	\$3.57	12 Months
10	\$1.90	Day
11a	\$0.49	Day
11a1	\$2.09	Day
11a2	\$2.81	Day
11b	\$0.80	Day
11b1	\$2.40	Day
11b2	\$3.11	Day
12	\$1.45	12 Months

**\$100.00 Minimum Premium required by all eligible groups except #5 and #6, which require a \$25.00 Minimum Premium**



## FIELD TRIPS

Prior to embarking on any field trip using certain steps, precautions, and forms can help prevent losses and ensure proper medical treatment. The following is required as a minimum:

1. Complete a Field Trip Outing Planner form (sample enclosed).
2. Submit the completed form to the Church Board for approval.
3. Obtain a completed and signed Trip Permission Slip from each child under the age of 18.

The slip includes:

- (a) Permission and hold harmless agreement.
- (b) Medical release form necessary for allowing medical care in case of an emergency.

*In the event of a high-risk activity, contact Gencon Risk Management for advice concerning the activity and what, if any, **risk-specific** release forms are used • 1-301-680-6825.*

If you have questions regarding these requirements, please contact the Potomac Conference Youth Ministries Department.

Included in this Section:

- **Field Trip and Outing Planner**  
Many injuries and losses during field trips or outings result from failure in planning for the activity. The *Planner* is a tool to help in this planning. Use it in several ways. There is a list to help determine some of the equipment, supervision, transportation and other elements needed for a safe, sound field trip or outing. Use it as a mind-jogger/checklist. School administrators and church boards can use the *Planner* as a guide before giving approval for field trips or outings.
- **Trip Permission Slip**
- **Emergency Medical Treatment Release Form**
- **Miscellaneous Accident Program Application**
- **Miscellaneous Accident Program—Summary of Coverage**



## 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.

# FIELD TRIP/OUTING PLANNER

**Class/Organization** \_\_\_\_\_ **Number of Attendees** \_\_\_\_\_  
(3<sup>rd</sup> Grade, Pathfinders, English Dept., etc.)

**Outing/Destination** \_\_\_\_\_  
(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.)

<b>TRANSPORTATION</b>	<b>√ ONE OR MORE</b>	<b>NOTES</b>		
<b>Public Transportation</b>				
<b>Rental Vehicle</b>				
<b>School/Church Vehicle</b>				
<b>Private (Personal) Auto <i>(Not recommended)</i></b>				
<b>NOTE: A NO response may indicate a need for additional safety/risk management measures.</b>				
	<b>YES</b>	<b>NO</b>	<b>N/A</b>	
<b>Qualified Drivers</b> <small>(Good driving record/current MVR, Age 21+, valid and current license per type of vehicle, etc. See NAD Working Policy — P50 26)</small>				
<b>Vehicle(s) -- Safe Well-Maintained Condition</b>				
<b>Tires -- Proper Size and Rating</b>				
<b>Meet Safe, Legal Tread Wear Limits</b>				
<b>Vehicle Properly Insured</b>				
<b>• Special Vehicle Insurance Coverage (Mexico)</b>				
<b>Fire Extinguisher</b>				
<b>Emergency Road Kit</b> <small>(Reflectors, etc.)</small>				
<b>First Aid Kit</b>				
<b>Seat Belts Required</b>				
<b>Seating and Load Capacity Adhered To</b>				
<b>Transportation in the Back of Open Vehicles</b> <i>Prohibited</i> <small>(Pickup Trucks, Flat Beds, etc.)</small>				
<b>Follow-up Vehicles Provided</b> <small>(Bike and Walkathons, etc.)</small>				
<b>ADMINISTRATIVE</b>				
<b>Permission Slips</b>				
<b>Medical Release Forms</b> <small>(Available for all children under 18)</small>				
<b>Volunteer Forms Signed/Filed</b> <small>(Child Abuse)</small>				
<b>Activity/Site Approval by Proper Authorities</b> <small>(State, County, City, Fire Marshal, Park Service, etc.)</small>				
<b>Requirements by Proper Authorities Met</b>				
<b>Certificates of Insurance Obtained as Needed</b>				
<b>Accident Medical Insurance</b>				
<b>• Miscellaneous Accident</b>				
<b>• Volunteer Labor Construction</b> <small>(as needed)</small>				
<b>• Short Term Travel</b> <small>(If outside U.S. and Canada)</small>				
<b>Traveler s Advisory Checked</b>				

	YES	NO	N/A	NOTES
<b><i>SUPERVISION</i></b>				
<b>Adequate Number of Supervisors*</b> (Minimum of two required — Additional supervision based on risk)				<b>Number Required</b> _____
<b>Supervision Qualified for Activity</b>				
<b>First Aid Trained Staff</b>				
<b>Current CPR and Lifeguard Certification</b>				
<b><i>EMERGENCY PLANNING</i></b>				
(NOTE: In many regions, <i>weather</i> 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.)				
<b>Emergency/Disaster Plan Prepared</b>				
<b>Cellular Phone</b>				
<b>Portable Two-way Radios</b>				
<b>Citizen Band and/or Marine Radio</b>				
<b>AM/FM or Weather Band Radio</b>				
<b>Additional Clothing Requirements</b>				
<b>Shelter Requirements</b>				
<b>Emergency Water</b>				
<b>Emergency Food</b>				
<b>Wool or Space Blankets</b>				
<b>Clothing and Equipment Lists Distributed</b>				
<b><i>ACTIVITY SAFETY</i></b>				
<b>Safety Equipment Available for All Participants</b> (Life Jackets, Safety Harnesses, Helmets, Knee and Elbow Pads, etc.)				
<b>Safety Equipment Required for All Participants</b>				
<b>Safety Equipment Checked Prior to Trip</b>				
<b>Safety Equipment Inspected Before Each Use</b>				
<b>All Work Projects Adhere to OSHA and International Standards (Strongest Shall Be Used)</b>				
<b>All Child Labor Laws Observed</b>				
<b><i>ADDITIONAL NOTES AND COMMENTS:</i></b>				

\* See supervision attachment pertaining to examples of supervision requirements for various activities.

Requested by \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

**NOTE:** Safety elements included in this form are suggested as minimal considerations. Other additional measures will generally be required for every activity. The maintenance of safe premises, operations, activities and equipment are the legal responsibility of the insured. Adventist Risk Management assumes no responsibility for the management or control of the insured's premises, operations and activities or for the safety elements or procedures used by the insured. Liability on the part of Adventist Risk Management for loss is hereby disclaimed.

## Basic First Aid Kit Contents

Current first aid booklet  
Band-Aids – assorted sizes  
Gauze pads  
Tape  
Antibiotic creams  
Antibacterial wash/wipes  
Burn cream  
Tylenol/Advil  
Anti-nausea  
Anti-itch cream  
Plenty of latex/non-latex gloves  
Tweezers for splinters  
Eye wash  
Saline for flushing out wounds  
Ace bandages  
Triangle bandage  
Safety pins  
Thermometer (unbreakable)  
Feminine supplies for girls (keep separately)  
Plastic bags for disposal of medical trash  
Chemical ice/cooling pack  
Bandage scissors  
Flashlight with spare batteries  
Tourniquet – only if familiar with proper use

Don't forget to have the Pathfinders' current Health Record and Medical Consent Forms and their Medical Insurance information handy .

Remember to have a fire extinguisher near any open flame such as a cook stove or campfire.

We recommended posting clearly visible signs indicating the location of the first aid kit and the fire extinguisher in the campsite to save time in case of emergency.

## Vehicle and Pathfinder Transportation Guidelines

Club Transportation Guidelines:

All Drivers must:

- Be mature
- At least 25 years old
- Have no more than 2 traffic citations on their record, and
- No at-fault accidents on their record.

All vehicles used for transportation of youth (whether church owned or non-church owned) must:

- Have the same number of working seatbelts as people transported which implies that the seatbelts will be used (except in the case of “hayrides” where other safety procedures will be followed)
- Be currently registered and inspected in the state of residence of the owner or the state where the church facility is located, and
- Have regular professional maintenance
- Non-church owned vehicles must additionally have at least the following insurance limits: \$50,000 property damage liability and \$250,000/\$500,000 bodily injury (the NAD minimum)

Special Note -

- At no time are people to be transported in the back of open pickups or trucks.
- Never should altered, unregistered, or non-inspected vehicles be used for transportation.

### Club Transportation Guidelines

All drivers whether of church-owned or non church-owned vehicles, shall be mature, at least 25 years old, and shall have an acceptable driving record with not more than two traffic citations and no at-fault accidents while driving any vehicle. When a driver does not meet the above driving standard, he/she shall not be assigned to or be retained for a driving position. The church board in collaboration with the club director should obtain a DMV or MVA driving record to verify that each driver is eligible to drive. This verification should be reviewed annually for all drivers after their initial check.

Transporting youth in the back of open pickups or trucks is prohibited. All vehicles must have current registration and inspection in the appropriate state. Each vehicle must transport only the number of individuals corresponding to the official seating capacity of the vehicle. All counted seatbelts must be operational at the time of travel. It also implies actual use of the seatbelts during transportation. The only exception to this guideline is in the use of tractors and trailers for “hayride” type very low speed transportation and then all applicable guidelines must be followed.

Non church-owned vehicles used in club activities must be currently insured to comply with North American Division’s minimum requirements. The insurance limits for any volunteer driver transporting children for church events must not be less than \$50,000 property damage liability and \$250,000/\$500,000 bodily injury. All vehicles are to have professional maintenance on a periodic basis.

July 2016

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## **Section V**

### **General Pathfinder Information**

### **Uniform & Drill Down Information**

Meaning of the Pathfinder Club Emblem  
Pathfinder Pledge and Law  
How to Motivate Pathfinders  
Ten Commandments for Pathfinder Workers  
Youth Supervision  
Camp Safety Requirements  
Pathfinder Song  
Flag Protocol  
Uniform Information  
NAD Uniform & Potomac Addendum  
Master Guide Training Process  
Master Guide Uniform  
Drill & Marching “The Basics”  
Drill Down  
(Updated prior to event) Drill & Drum Team Information Packet



# PATHFINDER CLUB



## Meaning of the Pathfinder Club Emblem

### Red (Sacrifice)

- Reminds us of Christ. "For God so loved the world, that he gave his only begotten Son, that whosoever believeth in him should not perish, but have everlasting life." (John 3:16)
- "Present your bodies a living sacrifice, holy, acceptable unto God" (Rom. 12: 1).

### Three sides

- Completeness of the Trinity -- Father, Son, Holy Spirit.
- Tripod of education: **Mental**- Crafts and Honors; **Physical**- Campouts, work bee, health focus; **Spiritual**- Outreach and personal spiritual development.

### Gold (Excellence)

- "I counsel thee to buy of me gold tried in the fire, that thou mayest be rich" (Rev. 3:18).
- Standard of measurement. The Pathfinder Club has high standards to help build strong character for the kingdom of heaven.

### Shield (Protection)

- In the Scripture God is often called the shield of His people.(Protection) "Fear not ... I am thy shield" (Gen. 15:1)
- "Above all, taking the shield of faith, wherewith ye shall be able to quench all the fiery darts of the wicked." (Eph. 6:16)

### White (Purity)

- "He that overcometh, the same shall be clothed in white raiment" (Rev. 3:5).
- We desire to have the purity and righteousness of Christ's life in our lives.

### Blue (Loyalty)

- It is the purpose of the Pathfinder Club to help teach us to be loyal to: Our God in heaven. Our parents. Our church
- Loyalty is defined as a reflection of the character of our True Master Guide.

### Sword (Bible)

- The sword is used in warfare. A battle is always won by offense. We are in a battle against sin, and our weapon is the Word of God.
- The sword of the Spirit is the Word of God. (see Eph. 6:17)

### Inverted Triangle

- The inverted order of importance Jesus taught which is contrary to that taught by the world.
- Sacrificing of one's self by placing the needs of others ahead of our own.

**Pathfinder Club:** The Pathfinder Club is one of the organizations of the world youth ministry of the Seventh-day Adventist Church.



# PLEDGE AND LAW

## Pathfinder Pledge

**By the grace of God,**

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

**I will be pure.**

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

**I will be kind.**

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

**I will be true.**

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

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

**I will be a servant of God.**

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

**I will be a friend to man.**

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

## Pathfinder Law

**The Law is for me to:**

**Keep the Morning Watch.**

I will have prayer and personal Bible study each day.

**Do my honest part.**

By the power of God I will help others and do my duty and my honest share, wherever I may be.

**Care for my body.**

I will be temperate in all things and strive to reach a high standard of physical fitness.

**Keep a level eye.**

I will not lie, cheat or deceive, and will despise dirty talk or evil thinking.

**Be courteous and obedient.**

I will be kind and thoughtful of others, reflecting the love of Jesus in all my association with others.

**Walk softly in the sanctuary.**

In any devotional exercise I will be quiet, careful and reverent.

**Keep a song in my heart.**

I will be cheerful and happy and let the influence of my life be as sunshine to others.

**Go on God's errands.**

I will always be ready to share my faith and go about doing good as did Jesus.



# HOW TO MOTIVATE PATHFINDERS

- A. Provide a warm, supportive environment where Pathfinders feel respected and capable.
- B. Encourage adults to model an internal locus of control by taking the initiative to solve their own problems and by assuming responsibility for their own behavior.
- C. Guard against bias expectations for individuals or groups on racial, cultural, sexual, or physical stereotypes. They also should create positive self-fulfilling prophecies by believing in young adolescents' ability to become self-motivating and responsible for their actions.
- D. Teach Pathfinders how to function effectively in planning and implementing program activities, and then provide ample opportunities for them to practice these skills.
- E. Give Pathfinders as much control over their behavior as they can manage, providing enough structure to protect them from harm and to ensure success in a variety of activities.
- F. Channel peer pressure into motivation for constructive, desirable activity by planning activities that:
  - Require collaborative rather than competitive effort to accomplish goals;
  - Allow Pathfinders to help someone or make a valuable contribution to their community and then be recognized for doing so;
  - Group Pathfinders with their friends; and
  - Help Pathfinders learn from each other.
- G. Give Pathfinders opportunities to make commitments to ideas, projects, and people. Let them choose among short-term commitments, or longer commitments with honorable exits at short intervals.
- H. Offer safe opportunities for Pathfinders that allow them to test their bodies and minds, but which also protect them from their own inexperience and the collective inexperience of the peer group.
- I. Teach Pathfinders to set realistic personal and group goals slightly beyond their present performance.
- J. Teach Pathfinders to control their environment in small ways, such as moving to another section of the room when others disturb them.



# MOTIVATING PATHFINDERS – WHAT WE CAN DO.....

## 1. Build Relationships

- a. Provide environment (group or one-on-one)
- b. Be honestly supported or warmly rejected by others as person capable of directing his future behavior.
- c. They must believe that adults are important to them.
- d. Personal encouragement-caring one-on-one relationship.

## 2. Be a Model

- a. Adults as models, whom they like and respect for their behavior and attitudes
- b. Adults, with a development of logical reasoning

## 3. Be Careful of Stereotypes

- a. Assume mature behavior from early physical developers rather than from peers who have yet begun to grow.
- b. Assume that physically attractive adolescents are intelligent and responsible.
- c. Assume that unattractive or overweight are undisciplined, irresponsible or lazy
- d. Adult expectations of them, "We act like we were treated"

## 4. Provide Opportunities for Youth to Take Initiative

- a. Provide activities that teach self-motivation
- b. Let them assume responsibility for shaping their environment
- c. Provide consistent limits for acceptable behavior.
- d. Enough structure so that initiative can most likely be met.
- e. Relinquish the amount of control they can successfully handle and appreciate.

## 5. Involve Youth in Decision Making

- a. Structure ways to give increasing amounts of autonomy
  - In establishing rules,
  - In selecting and planning programs,
  - In negotiating individual and group contracts,
  - In selecting group rewards,
  - In actually conducting activities,
  - In evaluating the program
- b. Balance youth autonomy and adult control as to capabilities of the individuals
- c. Allow as much control as they can manage
- d. Provide controls that are necessary to protect youth from harm due to their own inexperience but adult-imposed controls diminish as young people gain experience and responsibility.

## 6. Make Peer Influence Positive

- a. While peers do have an increasing influence on behavior, most adolescents retain their family values
- b. Can be a motivator
  - Making rules that govern their behavior
  - Plan activities that require collaboration rather than competitive efforts
  - Set group goals & rewards that require cooperation
  - Plan activities whereby the peer group receives
  - Engage groups in role playing and simulation games

- Peer counseling
- Peer tutoring

**7. Top Young Adolescents Desire to Make Commitments**

- a. Short term goal or provide an honorable out
- b. Commitment should be of one's own choosing
- c. "Choice" contributes to sense of personal autonomy
- d. Should be truly meaningful to them or to others

**8. Provide Safe Opportunities for Risk Taking**

- a. Risk taking is a normal part of growing up
- b. Risk can help young adolescents grow, test their physical cognitive, and social skills against reality, feel good about themselves
- c. Risk provides challenge and risk taking provides help in motivating as long as the situation is not too threatening is constructed to promote self-esteem, and protects them from physical or emotional harm.



## Ten Commandments for Pathfinder Workers

By Henry T. Bergh

I.

Thou shalt love thy Pathfinder with all thy heart, with all thy soul, and with all thy strength, spending the time necessary to train him in purity, kindness and truth, helping him in his objective to be a servant of God and a friend to man.

II.

Thou shalt not forget the promises made to thy Pathfinder, nor shalt thou make excuses for neglect or say the promises were only maybe.

III.

Thou shalt deal with thy Pathfinder honestly, in all things, for by thy example will he learn more, rather than what thou shalt tell him.

IV.

Remember the Sabbath day to keep it holy, for thy Pathfinder heareth thy conversation, discerneth thy actions, listeneth to thy music, and learneth quickly from thy example, so may he perceive the Lord thy God as the one who created the heaven and earth, the sea and all that in them is.

V.

Honor thy Pathfinder as a child who can make mistakes, but is seeking guidance and direction in his preparation for life, and every time thou art out of patience with thy Pathfinder's immaturity and

blundering, thou shalt call to mind thy own mistakes in this growing-up age.

VI.

Thou shalt not fail to listen, and if he share a secret with thee, keep faith with his confidences.

VII.

Thou shalt not slander, gossip, or speak unkindly of others.

VIII.

Thou shalt be fair and consistent in discipline, remembering that eternal values are at stake, and that a hurt at the age of thy Pathfinder can cause a scar never to be outgrown.

IX.

Thou shalt bring thy Pathfinder "in contact with truer beauty, with loftier principles, and with nobler lives, leading them to behold the One 'altogether lovely'."

X.

Thou shalt not covet time for thyself, nor for thy wife, nor for thy neighbor, for as a Pathfinder worker thou must constantly be aware that every minute thou spendest with thy Pathfinder thou art having an influence upon youth that will last unto the third and fourth generation.



Adventist Risk  
Management, Inc.



# YOUTH SUPERVISION GUIDELINES

How many staff members you have supervising activities depends both on the level of risk involved with the activity and the needs of the children. Special needs children, high-energy children and younger children require more supervision.

The key is to consider each activity, outing, or field trip and provide the best-qualified personnel possible, in ample numbers, to maintain the security of youth and to keep youth safe. The number one priority in child supervision is to “never let children out of one’s sight.” Claims files are filled with tragic stories of injuries that happened when children were left unsupervised.



**QUALITY IS ESSENTIAL**  
Provide a minimum of two  
qualified supervisors for  
each situation.

**Provide a minimum of two qualified supervisors** (those with specific knowledge of the particular activity, including training, certification, degrees, etc.) Depending on the activity—museum visit, swimming, hiking, etc.—qualifications and numbers will vary.





## Give supervision 100 percent

Periods of supervisory responsibility are not a time for grading papers, making personal phone calls, conversing with associates, participating in the activity or performing other activities that may distract from the actual task of supervision.

The benefit of having two supervisors means an authorized supervisor is always present. In the event of an emergency, someone may need to go for help while the other supervisor remains behind to watch the children in their care. In addition, supervision in numbers helps to prevent child abuse or accusations of child abuse. Where programs include youth that are physically or mentally challenged, additional supervision will be required.

### Variables that increase the need for more supervision are:

- **Environmental Hazards:** geographic features such as bodies of water that children may fall in, strong currents in areas where youth are swimming, wooded areas where children may become lost, etc.
- **Experience and Qualifications of Staff Members:** maturity and judgment, experience and knowledge, training, etc.
- **Skill Level of Children:** age, number of persons, physical condition, disabilities, etc.
- **How Much Risk the Activity Involves:** ARM recommends that hazardous-risk activities, such as mountain climbing, require one adult for each 4 children. A high-risk activity, such as a field trip, requires one adult for each 8 children, while a low-risk activity, such as sitting in class, would require one adult for each 12 children.

### RECOMMENDED STAFF TO CHILD RATIOS

Hazardous Risk Activity	1:4	
High Risk Activity	1:8	
Low Risk Activity	1:12	

How many staff members you have supervising activities depends both on the level of risk involved with the activity and the needs of the children.



Water sports and swimming need additional supervision and safety measures. Make sure a lifeguard is on duty when your pool is open. The American Lifeguard Association (ALA) recommends having a minimum of two lifeguards on duty at all times. If the swimming pool population reaches 50 swimmers, the ALA suggests a lifeguard should be added for every additional 25 persons as a minimum standard, and every lifeguard chair should be occupied whenever the swimming pool is open.

Some children require more supervision than others and require staff or volunteers that have more skill in child supervision. Children who require more attention take time away from other children. More supervision will be needed in these instances.



Adventist Risk Management,<sup>®</sup> Inc. cares about keeping the children, students and campers in your ministry safe. See more child protection resources on our website at [AdventistRisk.org](http://AdventistRisk.org).

REPORT YOUR CLAIM RIGHT AWAY

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STAY INFORMED

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## PATHFINDER CAMP SAFETY REQUIREMENTS

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1. Successful completion of Camping Skills I-IV.
2. What is meant by “Pathfinders are a sacred trust” and how does camp safety support that aspect of ministry in the church?
3. Why is it important to find out what the local laws are before starting a camp fire and where would you get that information?
4. Identify 3 reasons why a camp fire should never be left unattended.
5. List 10 rules for fire safety to consider when camping.
6. Identify the temperature the following foods should be kept at and explain why this is important when camping.
  - a. Hot foods
  - b. Cold foods
7. List 5 things you can do to prevent animals from coming into your camp site.
8. What safety precautions should you consider when building a latrine?
9. Make a list of items that should be in a “first aid kit”? Inspect your Pathfinder club camping first aid kit and make recommendations of any missing items if applicable.
10. List 5 things to consider when practicing good hygiene at a camp site where there is no running water (i.e. showers, flush toilets, sinks or faucets).
11. Demonstrate 3 ways you can purify water when camping.
12. Identify 2 types of fuel used for camp cooking and explain what precautions should be used when using them.
13. Discuss 5 guidelines for personal safety and self protection when camping.
14. List 5 guidelines for safely handling camping knives, axes and hatchets.
15. Conduct 5 camp site inspections using the Pathfinder Camp Safety Inspection form.

### Skill level III



## PATHFINDER CAMP SAFETY Requirements

1. Successful completion of Camping Skills I-IV.
2. What is meant by "Pathfinders are a sacred trust" and how does camp safety support that aspect of ministry in the church?

Parents have entrusted the Pathfinder staff with the care of their children when they go out camping and to other offsite activities. The life and health of these young people can never be replaced. These young people are the future of the church. Pathfinder staff and older Pathfinders must protect the younger Pathfinders from harm and also incorporate fun and spiritual growth into the activities. The leadership should know how to maintain necessary health, safety and sanitary conditions without neglecting opportunities for fun and high adventure. "Safety Through Skill" should be our motto.

Outdoor benefits prove rather ineffectual if the Pathfinder returns home with a cold, earache, bad sunburn, poison ivy, upset stomach, cut foot, or sprained ankle. A camping experience can destroy forever a Pathfinder's interest in the outdoors, the church, or even a relationship with God just as easily and as effectively as it can foster and build them up. Look at an overnight camp not as a test of endurance but as a test of unique living situations in which campers, counselors, and staff can, through skill, knowledge, and teamwork adapt to primitive conditions sanely, safely, healthfully, and in the spirit of fun and adventure.

3. Why is it important to find out what the local laws are before starting a camp fire and where would you get that information?

Many camp sites and trails have a ban on campfires during high fire danger seasons or conditions. You can be held responsible for the suppression cost (expenses incurred by fire serves to respond to and extinguish the fire and the cost of replacing damaged property and forestry caused by fire) if your campfire starts a wild fire. Many national parks require permits and have strict regulations regarding where and what types of campfires may be used. You may obtain this information by contacting the local ranger station of the national park or area where you plan to camp.

4. Identify 3 reasons why a camp fire should never be left unattended.
  1. The campfire can reignite from just the hot embers.
  2. The direction and strength of the wind could change suddenly and cause embers to blow into areas where a forest fire could ignite.
  3. Children are fascinated and attracted to fire and will most certainly play with the smoldering coals and em-

bers if the fire is left unsupervised.

4. Children have a tendency to throw things into a fire without comprehending the potential danger of their conduct.

5. List 10 rules for fire safety to consider when camping.
  1. Keep fire site away from over-hanging branches.
  2. Use an existing pit if possible and circle it with rocks.
  3. Clear a 5 foot area around the pit, removing burnable debris down to the soil.
  4. Keep a bucket of water and a shovel nearby.
  5. Stack extra wood upwind and away from the fire.
  6. After lighting, do not discard the match until it is cold or throw the match into the fire.
  7. Never leave a campfire unattended, not even for a minute.
  8. Do not use petroleum products for fires. (e.g. gas, kerosene, or oil.) These items can cause injury to both the person lighting the fire as well as to persons and things in the immediate vicinity.
  9. When you leave, make sure the fire is completely out. Drown the fire and surrounding area with water. Stir the fire with a shovel or stick and then drown it again. Add water and stir until the area is cold to the touch.
  10. Don't bury coals. They can smolder and break out.
6. Identify the temperature the following foods should be kept at and explain why this is important when camping.

### a. Hot foods

Most bacteria do not grow rapidly at temperatures below 40 degrees F or above 140 degrees F. The temperature range in between is known as the "Danger Zone". Bacteria multiply rapidly at temperatures in the Danger Zone and can reach dangerous levels after 2 hours. When cooking over an open flame, the color of the food is not a good indication of how well it is cooked. Always cut food to inspect the center for sufficient cooking. A thermometer can be used to ensure food is heated sufficiently to destroy any bacteria.

### b. Cold foods

If you are "car camping" or while driving to your site, you don't have as many restrictions. First you will have the luxury of bringing a cooler. What kind of cooler? Foam coolers are light weight, low cost, and have a good "cold retention" power, but they are fragile and will not last through numerous outings. Plastic, fiberglass, or steel coolers are more durable and can take a lot of outdoor wear. They also have excellent "cold retention", but, once filled, larger models may weigh 30 to 40 pounds.





## PATHFINDER CAMP SAFETY Requirements

To keep foods cold, you will need a cold source. A block of ice keeps longer than ice cubes. Before leaving home, freeze clean, milk cartons filled with water to make blocks of ice or use frozen gel packs. Fill the cooler with cold or frozen foods. Pack foods in reverse order. First food packed should be the last food used. Take foods in the smallest quantity needed (e.g. a small jar of mayonnaise). At the campsite insulate the cooler with a blanket, tarp, or poncho. When the camping trip has ended discard all perishable foods if there is no longer ice in the cooler or if the gel pack is no longer frozen.

**7.** List 5 things you can do to prevent animals from coming into your camp site.

1. Do not leave any food out. Put all food in a bag and hang it up in a tree.

2. Do not leave toothpaste or lotion out as the smell will attract animals.
3. Clean up the campsite making sure there is no spilled food or scraps left around for animals to find.
4. Never put any food in your tent.
5. Secure all trash and store in a location not accessible to animals.

**8.** What safety precautions should you consider when building a latrine?

The distance from the camp. Consider privacy, safety, and convenience.

It should be at least 100 feet from any water source

Dig the latrine 10 to 12 inches deep

The latrine should be clearly identified

**9.** Make a list of items that should be in a "first aid kit"? Inspect your Pathfinder club camping first aid kit and make recommendations of any missing items if applicable.

Soft Pack bag	1
AMA First Aid Guide	1

Instruments:

Scissors	1
Tweezers, Metal	1
Medium safety pins	2
Cotton Tipped Applicators	10
Exam quality vinyl gloves	2

Bandages:

3/4"x3" Adhesive plastic bandages	50
3/4"x3" Fabric bandages	25
1"x3" Fabric bandages	10
3/8"x1-1/2" Jr. adhesive plastic bandages	10
Knuckle fabric bandages	4
Fingertip fabric bandages	4
2"x4" Elbow & knee plastic bandages	2

Dressings

2"x2" Gauze dressing pads	10
3"x3" Gauze dressing pads	4
4"x4" Gauze dressing pads	2
5"x9" Trauma pads	1
2" Conforming gauze roll bandages	1
Sterile eye pads	1

Injury

Instant cold compress	1
Butterfly wound closures, medium	3
2"x2" Moleskin squares	4
1/2"x5Yd. First aid tape roll	2
6"x3/4" Finger splint	1

Antiseptics

Antiseptic cleansing wipes (sting free)	12
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Topicals

Alcohol cleansing pads	12
Castile soap towelettes	3
Insect sting relief pads	3
Antibiotic ointment packs	3
Sun block pack	1
Lip ointment pack	2
First aid/burn cream packs	3
Burn relief gel pack	1

Medicine

Aspirin tablets	4
Ibuprofen tablets	4
Extra-strength non-aspirin tablets	4

**10.** List 5 things to consider when practicing good hygiene at a camp site where there is no running water (i.e. showers, flush toilets, sinks or faucets).

### Plan ahead

Anticipate the amount of water needed based upon location, group size, type of

physical activity, type of food/meals, weather, and other available resources

Bring portable hand sanitizers (e.g. cloth ,liquid)

Consider using disposable utensils

Plan for type of and number of appropriate attire based on activity and type of camping



## PATHFINDER CAMP SAFETY Requirements

### 11. Demonstrate 3 ways you can purify water when camping.

No matter how clear the water looks, it may not be safe to drink. Make sure by purifying it yourself.

One way to purify water is to first strain it through a clean cloth to remove any sediment, then boil it vigorously for at least one full minute. In high altitudes it is well to boil it more than a minute because water boils at a lower temperature. One of the easiest ways to purify water is to disinfect it with any of several chemicals such as iodine or chlorine tablets; tincture of iodine (3 drops per quart) which you mix well and allow to stand for 30 minutes; laundry chlorine bleach (comes in different strengths – chlorine 1%=10 drops per quart, chlorine 4-6%=2 drops per quart, chlorine 7-10%= one drop per quart) which you mix well and allow to stand for 30 minutes. For muddy or turbid water, double the amount of chemicals. A water filter/purifier which can be purchased at most camping supply stores can be a quick and easy method to purify water.

### 12. Identify 2 types of fuel used for camp cooking and explain what precautions should be used when using them.

Liquid – (commonly called “white gas” or Coleman fuel). Keep tightly sealed when not in use, away from other heat sources, and away from objects that can break the integrity of the container. Connections with grill or burners should be safely secured. All containers should be clearly identified and the fuel should be kept in its original container. Avoid spills on skin and clothing as much as possible. If spillage occurs, quickly clean it up.

Gas – (propane, butane). Transport according to manufacturer’s safety guidelines (propane in an upright position with a solid base). Keep away from heat source when not in use. Valves/connectors to grills or burners should be safely secured before cooking or during storage.

### 13. Discuss 5 guidelines for personal safety and self protection when camping.

1. Never go camping or hiking alone.
2. Always let people know the location of your planned camping trip and stick to the plan.

3. Carry a cell phone for emergency use only.
4. Always research the location where you are planning to camp including anticipated weather conditions.
5. Always bring an adequate First Aid Kit.
6. Bring 2 way radios.
7. Always stay on clearly marked trails

### 14. List 5 guidelines for safely handling camping knives, axes, and hatchets.

1. Knives should be rust free and sharp at all times (When sharpening a knife use a Carborundum sharpening stone and draw the blade over the stone with the edge foremost).
2. When whittling or cutting crude material always cut away from you.
3. Never split a piece of wood with a knife by hammering on the back of the blade (This will ruin the blade and can weaken the hinge on a pocketknife)
4. Always keep the blade away from fire (overheating affects the temper of the steel and it will not be able to hold an edge).
5. When a pocketknife is not in use, be sure it is closed and put away. When a sheath knife is not in use, put it back in the sheath which should be carried on the belt just in back of the hip joint.
6. Clear the ground the length of an ax plus your arm when chopping something.
7. On lookers must stay two ax lengths away.
8. Carry the ax with the blade out.
9. Pass the ax with its harmless end first (handle first, head down) When using an ax:  
Get a firm footing before swinging the ax;  
Spread feet apart and keep them out of the way;  
Rest when tired;  
Never let a small child use a long handle ax (they can learn proper techniques with a hatchet.)

### 15. Conduct 5 camp site inspections using the Pathfinder Camp Safety Inspection form.

See attached form that needs to be completed. A mock campsite can be set up for training purposes with multiple safety issues for the Pathfinders to identify and make recommendations for corrections.

Skill level III

# Oh, We Are the Pathfinders Strong

## *Soy Conquistador Fuerte y Fiel*

### *Nous Sommes les Explorateurs*

H. T. B.

Henry T. Bergh

capo on 1st fret

G F#G G G B7 C E7/B Am

Oh, we are the Path - find - ers strong, The ser - vants of God are we;  
*Soy Con - quis - ta - dor fuer - te y fiel, Un sier - vo de Dios yo soy;*  
*Nous som - mes les Ex - plo - ra - teurs, Les ser - vi - teurs du Sei - gneur;*

C A7 D7 G

Faith - ful as we march a - long, In kind - ness, truth and pur - i - ty.  
*Fiel - es mar - cha - re - mos ya Por la sen - da del de - ber.*  
*Bons, loy - aux et purs, mar - chant Fi - dè - les à la vé - ri - té.*

G F#G G G B7 C

A mes - sage to tell to the world, A truth that will set us free,  
*Men - sa - je ten - e - mos que dar, Ver - dad que li - ber - tá - ra,*  
*Nous vou - lons an - non - cer à tous Un mes - sage li - bé - ra - teur*

C/E Cm/Eb G C G/D D7 G

King Je - sus the Sav - iour's com - ing back for you and me.  
*Je - sús muy pron - to re - gre - sa - rá por ti, por mí.*  
*Bien - tôt des cieux re - vient le Sau - veur, Pour moi, pour vous.*

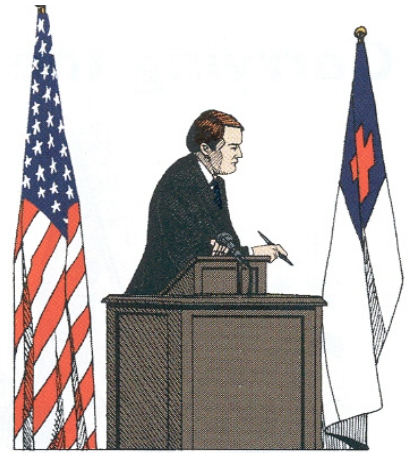


# The Place of Honor

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



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



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

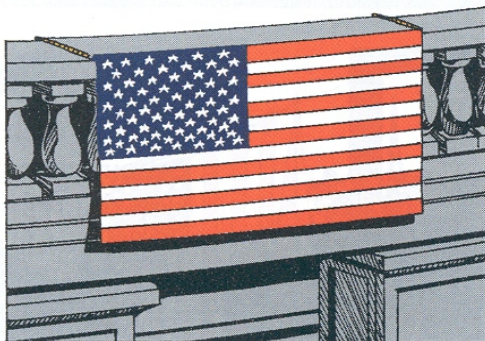
This is correct also if the audience or congregation is on the same level as the speaker.

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

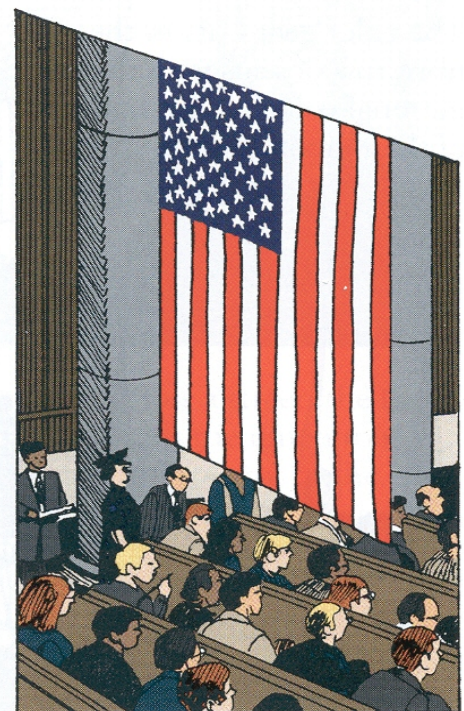
If there is a national flag held by a member of the audience, it should be on that person's right facing the speaker. Any other flag should be on the audience's left. National colors brought in with the audience but placed in front of the audience would be positioned according to

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

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

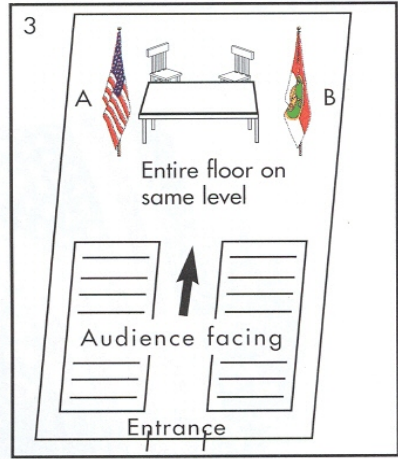
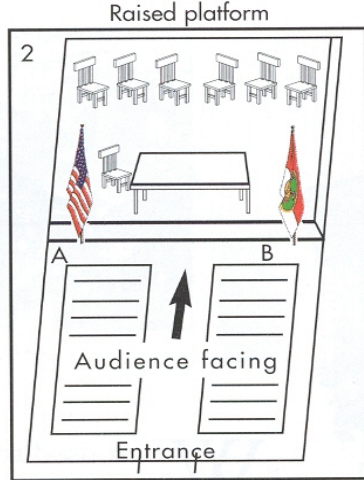
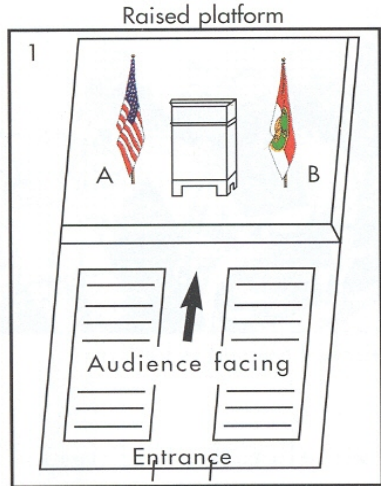


A flag hanging from a balcony (or stairway) should never be draped, but allowed to fall free. The point of honor is on its own right—always.



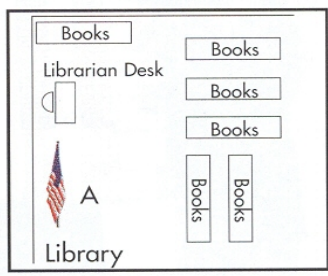
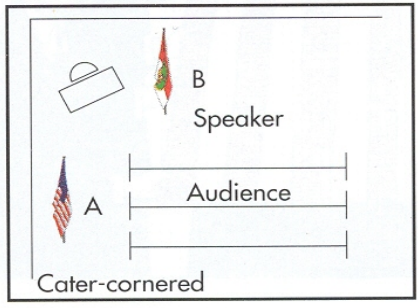
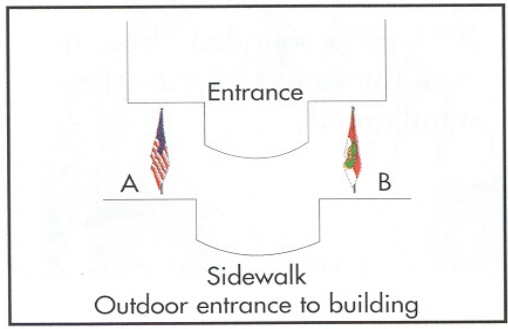
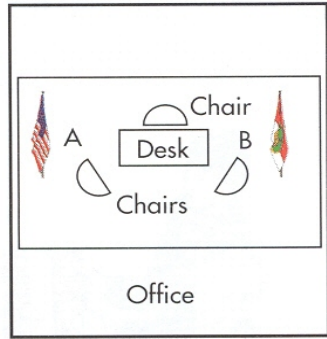
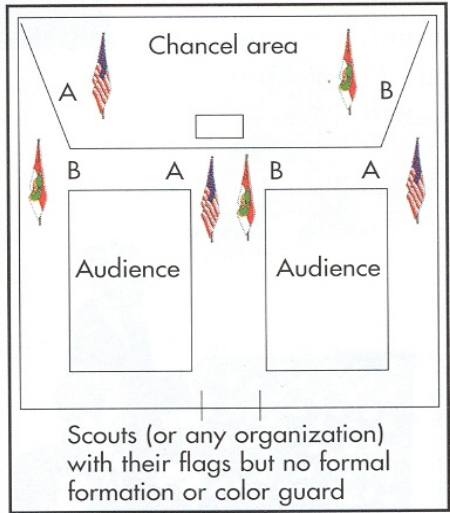
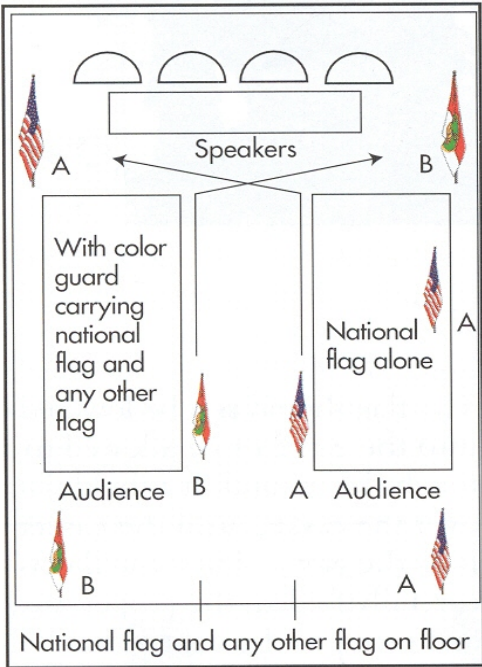
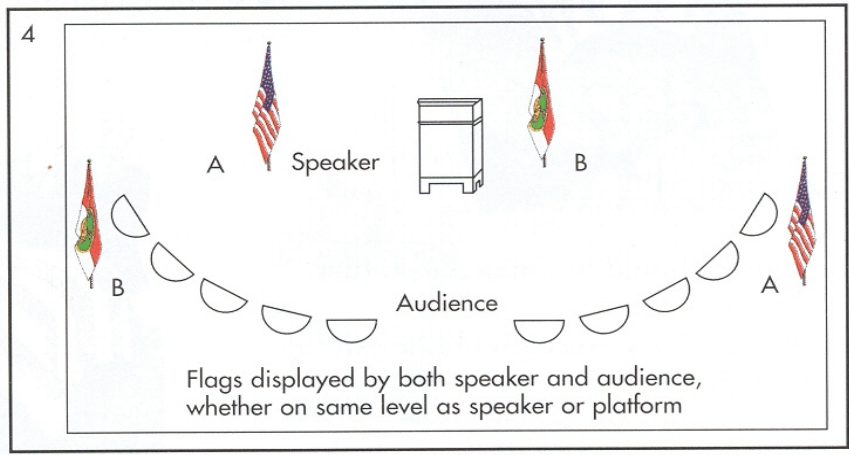


# Diagrams of Flag Positions



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

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



# Pathfinder Uniform Information



The uniform is a unique part of the Pathfinder program which makes the organization real, visible and gives the members a sense of belonging.

The **Class A or Dress Uniform** consisting of a khaki shirt/blouse, Pathfinder belt, Pathfinder scarf and black slide, black sash, and various patches and insignia (acquired from the club through AdventSource), black pants/skirts, socks and shoes (acquired from a local department or uniform store) is to be worn at designated club meetings, all special ceremonies, and any other activity designated as dress uniform.

The **Class B or Field Uniform** consisting of a blue shirt with the Potomac Pathfinder logo, (acquired from the conference), blue jeans or shorts dependent on weather, white socks, and tennis shoes is to be worn at all regular club meetings and any other outings not designated as dress uniform.

The **Class C or Club Uniform** is an optional uniform (acquired at the club) consisting of a t-shirt with club based logo worn in place of the conference Class B field uniform shirt can be worn during club meetings and conference events when the Class A or Class B uniform is not otherwise designated.

Uniforms are to be kept neat, clean, pressed, and should be uniform through out the club. The Pathfinder club is a special organization and the uniform is worn with pride and enthusiasm.

**Class A Uniform** - is to be worn during the following events:

- A. Parades, Color Guard or Honor Guard activities
- B. Induction, Investiture, and Pathfinder Sabbath Services
- C. When designated by the Conference or Club

**Class B Uniform** - is to be worn during the following events:

- A. Conference Events when not in Class A – Field or Sabbath Afternoon Activities
- B. When designated by the Conference or Club

**Class C Uniform (optional)** - is to be worn as designated by the club

- A. Events or Activities at Camporee when Class B is not specifically designated
- B. Club Recreational Events or events taking place in the community

# The Pathfinder Uniform

**T**he uniform makes the organization real and visible. It represents an ideal and 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 strengthens club spirit.

The uniform should always be clean and neat. Wearing one that fits properly will go a long way to make it look sharp. The uniform should be worn with “humble pride.” We should remember that it acts as a visual announcement of Pathfinder ministry, and should draw questions from observers concerning the meaning of each patch and symbol.

## Uniform Should Be Worn

It is recommended that those having uniforms wear them on the following occasions.

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

## Uniform Should Not be Worn

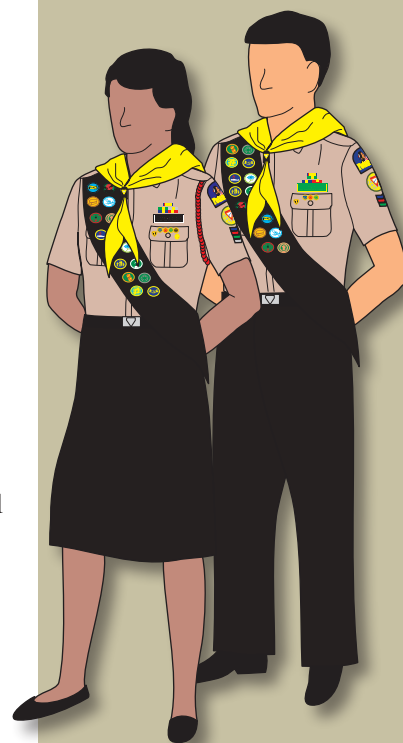
- If not a member
- For work or play
- When engaged in selling for personal profit, in selling for commercial or political purposes, or in personal solicitation
- At any time or place when its wearing discounts the organization, or casts any reflection upon the uniform, lowers its dignity and esteem,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

## Ordering Uniforms

Uniforms are ordered through *AdventSource*, 5120 Prescott Avenue, Lincoln, NE 68506. Call 800-328-0525 or visit or web site at [www.adventsource.org](http://www.adventsource.org). Investiture items including honor patches Investiture Achievement insignia, MG insignia and AYMT pins are ordered from the local conference Youth Ministries Department, unless they have made arrangements for local clubs to order directly from *AdventSource*. Check with your conference for their procedures.

## Remember

*If the staff love to wear their uniform, take pride in it and wear it with honor, then the Pathfinders will do the same.*





## Uniform History

Early history of the uniform is still being researched. Additional information will be added in later editions.

In the early years, neckerchief colors related to the class level you had achieved. So in the illustration to the left, the young lady has completed her Companion class and the young man has completed his Explorer class.

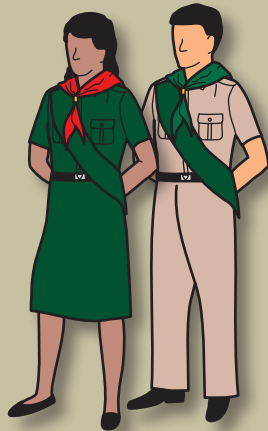
Also during those years the female teens and staff wore white blouses rather than green.

During the 1990's, a number of conferences had made requests to the division for permission to have additional styles of lower uniform. Many were requesting slacks for ladies. Others, primarily in southern climates, wanted Bermuda shorts. Still, others felt that modesty issues for female Pathfinders on campouts could be addressed by adopting skorts or culottes. In addition to these style requests, there were concerns about the cost of the uniform. Cheaper uniform pants and skirts could be found at school uniform suppliers, but it was almost impossible to find them in the proper hue of dark green. Extremes on size, either small or large, were also difficult to address.

After several years of study and discussion, the vote was taken to switch from dark green to black. Clubs were given four years to make the switch, with the entire division to be on board at the *2004 Faith on Fire Camporee* in Oshkosh.

All involved in the action recognized that it would be impractical and cost prohibitive for *AdventSource* to carry all the possible styles that conferences might choose to adopt, but the feeling was that most conferences would use slacks for males and either slacks or a-line skirts for females, and that *AdventSource* should carry those standard styles. Time has shown this to be correct.

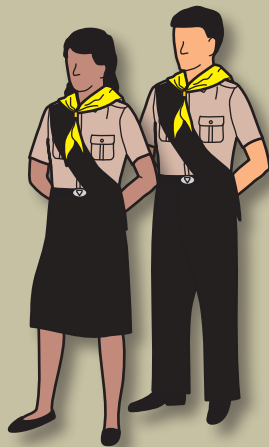
While *AdventSource* would carry slacks for males and slacks and skirts for females, this action would also make it possible for many individuals, clubs, and conferences to purchase slacks and skirts from local uniform suppliers as well as adopt other styles appropriate for and approved by their conference. Many Pathfinders already had black slacks or skirts as part of school uniforms.



1946-1981



1982-1999



2000-Present



## NAD Class A Uniform Standards <sup>1,2,3</sup>

Each division is authorized to establish uniform standards for their division based on the guidelines provide by the General Conference. Policy prohibits unauthorized changes to logos and insignia without expressed written permission. This generally does NOT include limits on translation of words or acronyms, or the modification of logos into three dimensional representations etc.

### Shirt/Blouse – Stocked by AdventSource.

- Tan long sleeve or short sleeve shirt with two pleated patch pockets with flaps on the chest and shoulder epaulets.

### Pant/Skirts etc.<sup>4</sup>

#### Females

*Standard* – Stocked by AdventSource.

- Slacks<sup>5</sup> – Black, straight leg, pleated front, belt loops, no cuff.
- Skirt – Black, A-line, pleated front, belt loops, hem should be at mid-knee or below.

*Authorized options* – Not stocked by AdventSource. Must be consistent in conference or club as noted.<sup>4</sup>

- Slacks<sup>5</sup> – Black, straight leg, flat front, belt loops, no cuff.
- Shorts – Black, Bermuda style and length, pleated front, belt loops.
- Shorts – Black, Bermuda style and length, flat front, belt loops.
- Skort – Black, belt loops, hem should be at mid-knee or below.
- Culottes – Black, belt loops, hem should be at mid-knee or below.

#### Males

*Standard* – Stocked by AdventSource.

- Slacks<sup>5</sup> – Black, straight leg, pleated front, belt loops, no cuff

*Authorized options* – Not stocked by AdventSource. Must be consistent in conference or club as noted.<sup>4</sup>

- Slacks<sup>5</sup> – Black, straight leg, flat front, belt loops, no cuff
- Shorts – Black, Bermuda style and length, pleated front, belt loops
- Shorts – Black, Bermuda style and length, flat front, belt loops

### Belts and Buckles

*Standard* – Stocked by AdventSource.

- Black web belts with Pathfinder buckle – Stocked by AdventSource. The location of the belt buckle should be adjusted so that about one inch of the tail of the web is visible once it has been passed through the buckle.

*Authorized options* – Stocked by AdventSource.\*

- Plain, all black leather belt with no ornamentation.\*
- Conferences, clubs and individuals may wear a non-standard issue Pathfinder or Master Guide logo'd Buckle.





## Neckerchief and Slide

*Standards* – Stocked by AdventSource. The sash is worn over the collar.

- Pathfinders and non-Master Guide staff - Yellow Pathfinder Neckerchief with black trim stitching and the Pathfinder World logo. The neckerchief is secured with the black fabric Pathfinder Slide.
- TLT's - Yellow Pathfinder Neckerchief with red trim stitching and the Pathfinder World logo. The neckerchief is secured with the black fabric Pathfinder Slide.
- Master Guides - Yellow Master Guide Neckerchief with red trim stitching, six color Master Guide ribbon and the Master Guide logo. The neckerchief is secured with the blue fabric Master Guide Slide.

*Authorized Options* – Not stocked by AdventSource.

- Individuals may secure their neckerchief with a non-standard issue or legacy Pathfinder or Master Guide slide.

## Necktie

### Female Staff

*Standard* – Stocked by AdventSource.

- Plain black tuxedo tie

*Authorized options* – Not stocked by AdventSource. Consistent by club.

- Ascot / cravat

### Male Staff

*Standard* – Stocked by AdventSource.

- Plain black tie

*Authorized Options* – Consistent by club. Not stocked by AdventSource.

- Ascot / cravat

### Pathfinders

- Pathfinders are not encourage to wear neckties. If a club elects to wear them, they should match the standards outlined for staff.

## Shoes

- All black dress shoes or boots with fully closed toe and heels. Heels of no more than 2 inches. If the shoes have laces, the laces must also be all black. (It is noted that style variations should be allowed by a director if financial hardship plays a significant role.)

## Hosiery

- All black socks, stockings or knee highs. No designs or patterns.

## Sash

The sash is the personal club history of the Pathfinder. It is worn over the right shoulder, under the neckerchief and preferably under the epaulet.

- Black fabric, may be wide enough for up to 3 honors and as long as the fingertips on the left hand when standing at attention.
- Only one sash is to worn as part of the uniform.

- Items to be worn on the sash include optional name plate, honors, camporee and fair patches, Pathfinder pins, Adventurer level pins (but not Adventurer Awards).

## Head wear

Optional, style determined by club and consistent within the club.

*Options* – Stocked by AdventSource.

- Pathfinder baseball cap — Worn with the bill squarely over the front of the face.
- Black beret – The slope of the beret slants down to the right and should be on an angle such that a continuation of the arm and hand would be in line with the slant while rendering a proper salute. The beret is worn so that the headband (edge binding) is straight across the forehead and level, 1 inch above the eyebrows. The emblem, known as the “flash,” is positioned level over the left eye and the excess beret material is draped over to the right ear. The adjusting ribbon should be secured with a knot and tucked inside the edge binding at the back of the beret once proper size is obtained.
- Pathfinder Triangle flashes are also available from AdventSource.

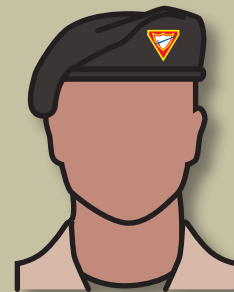
## Jacket

There is no official uniform jacket for staff.

Master Guides who are working with Pathfinders may choose to wear a black uniform jacket with their Class A Pathfinder Uniform or to go without. They may also choose to wear traditional green uniform jacket with green slacks or skirt. They may also forgo the green jacket. All standard Pathfinder Insignia should be in place on the jacket. The Master Guide Neckerchief and Slide is worn in place of the standard Pathfinder Neckerchief and Slide.

## Notes

1. Color Guards or other distinctive groups might choose to use BDU's (Battle Dress Uniform) or some other (kilt, sarong, etc.) style as approved by the appropriate leadership.
2. PBE policy states that at Union and Division level PBE events, adherence to the team's home conference Class A uniform policy satisfies the PBE uniform requirement.
3. Drill events often have their own set of uniform rules. Check with the event officials to make sure you are in compliance.
4. NAD authorizes the recognized local conference Pathfinder leadership organization to determine which authorized style of pants, skirt, etc., is approved for use in their conference. Conferences also have the right to delegate this authority to their local clubs, allowing each club to set its own policy based on their needs. It should be noted that often females are given the personal choice of slacks or skirts based on their own personal belief as to what is appropriate wear, especially in a church sanctuary.
5. Slacks have internal pockets, so this precludes jeans, cargo pants, BDU's, athletic pants, and sweatpants. In addition, modesty precludes leggings, yoga pants, and other tight fitting clothing that society might label as slacks.



**Proper Beret setting.**  
See description for details.



## Avoid Camouflage

With today's planet wide instant communications, it is critical that Pathfinders avoid the use of camouflage in their uniforms, including Drill Teams, Drum Corps and field uniforms. Government leaders in several countries have banned Pathfinder Ministries because of photographs taken in the NAD that lead them to believe we are a paramilitary organization. Camouflage clothing can be useful on camp outs and in nature observation, but special care should be taken even in these settings to avoid standing by Pathfinder flags, banners and people in Pathfinder uniform. Pathfinder insignia should never be placed on camouflage clothing.

Photo illustrations are not shown to scale or to comparative scale.



## NAD Insignia

Detailed location information for each insignia is shown in the uniform diagrams unless otherwise noted in the description.

### AYMT Certification Pins

AYMT Certification Pins indicate continuing education Certifications that have been completed by staff. Pins are typically issued at an Investiture service (though Certifications are NOT Investiture levels) or at a staff recognition service.

### Baptismal Pin

The baptismal pin is given to Pathfinders who have been baptized by immersion into the Seventh-day Adventist church. In special instances when health is compromised by immersion, the Pathfinder may receive this pin when joining the church through Profession of Faith. A special ceremony is suggested to present these pins each time a Pathfinder joins the church. Baptized staff and Pathfinders may wear the pin. It is worn in position A on the left pocket flap.

### Club Name Crest

The Club Name Crest identifies the local church/club of the wearer. Crests are custom made for each club using their church and/or club name limited by the number of characters that fit on the crest.

### Conference Patch

The Conference Patch is optional and is of standard size (4" wide, 2 1/2" high). The patch is designed by the conference and identifies the conference of the wearer. In some cases the Conference Patch may include an integrated Union Patch.

### Good Conduct Award

The Good Conduct Award Ribbon Bar is awarded to Pathfinders recognized by the staff for their conduct. Criteria are outlined in the *Pathfinder Staff Manual*. Bronze stars are available for each additional year the Pathfinder achieves the Good Conduct Award. Up to five of these stars are attached to the award bar. Staff should not wear the Good Conduct Award Ribbon Bar on their uniform, but may wear it on their sash if they earned it as a Pathfinder.

### Honors Token

Honor Tokens indicate honors earned by the wearer, and are worn on the Sash.

### Honors Token Stars

Small metal star pins are added to honor tokens to indicate advanced honors earned by the wearer.

### Investiture Achievement Level Pin

There is a distinctive colored pin for each level of Investiture Achievement: Friend, Companion, Explorer, Ranger, Voyager, and Guide, plus one for Master Guide. The IA Level Pin is typically issue at Investiture upon completion of a level. All earned IA Level Pins are worn on the uniform shirt.



### Investiture Achievement Level Chevron

There is a distinctive colored sleeve chevron for each level of Investiture Achievement: Friend, Companion, Explorer, Ranger, Voyager, and Guide. This insignia is typically issued at Investiture upon completion of a level. All earned IA Level Chevrons are worn on the uniform shirt.

### Investiture Achievement Level Name Strip

There is a distinctive colored name strip for each level of Investiture Achievement: Friend, Companion, Explorer, Ranger, Voyager, and Guide, plus one for Master Guide. This insignia is typically issued at Investiture upon completion of a level. The IA Level Name Strip for highest level currently earned is worn on the uniform shirt.

### Investiture Achievement Advanced Level Ribbon Bar

There is a distinctive colored ribbon bar for each level of advanced Investiture Achievement: Trail Friend, Trail Companion, Wilderness Explorer, Wilderness Ranger, Frontier Voyager, and Frontier Guide. This insignia is typically issued at Investiture upon completion of a level. All earned IA Advanced Level Ribbon Bars are worn on the uniform shirt.

### Master Guide Patch

An optional patch that could be given at the Investiture of a Master Guide, or purchased later. The patch is typically worn on the Sash or sewn over the printed Master Guide logo on the Master Guide Neckerchief.

### Master Guide Pin

Upon investiture as a Master Guide, a Master Guide Pin will be issued for placement on the uniform.

### Master Guide Star Patch and Star with Chevrons Patch

Upon investiture as a Master Guide, a Master Guide Star patch will be issued for placement on the uniform sleeve. If the Master Guide has also completed all six IA levels, they will instead be issued a combination Master Guide Star/IA Chevron patch. Master Guides who have not completed all six IA levels do NOT wear any IA Chevrons on their sleeve until they have earned all six.

### NAD Pathfinder Logo Patch

This is an optional patch and may be worn on the sash.

### NAD Pathfinder Logo Pin

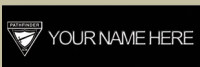
This is an optional pin and may be worn on the sash.

### Pathfinder Bible Experience Pin and Bars

The pin is issued to each Pathfinder who is part of a team that participates in the Pathfinder Bible Experience. Attached to the PBE Base Pin will be a Year Bar. Under the Year Bar hang Placement Bars, blue for 1st place, red for 2nd place, and green for 3rd place. As the team advances to higher levels of participation, they add Placement Bars. In practice that means that they add Placement Bars until they get a red or green one. They add that one and proceed no further. The participant could have up to four placement bars per year, with the first three being blue and the fourth being any of the three colors. It is worn in position B on the left pocket flap.

A team member will obtain a new PBE Pin each year with the Year Bar and Placement Bar(s) underneath for each year they participate. Previous year's PBE Pin and bars should be transferred to their Honor Sash.





### **Pathfinder Instructors Award Patch**

The patch indicates Pathfinder leaders who have completed the Pathfinder Instructors Award, a continuing education curriculum for invested Master Guides and those who have completed the Pathfinder Leadership Award.

### **Pathfinder Instructors Award Pin**

The pin indicates Pathfinder leaders who have completed the Pathfinder Instructors Award, a continuing education curriculum for invested Master Guides and those who have completed the Pathfinder Leadership Award. It is worn in position C on the left pocket flap.

### **Pathfinder Leadership Award Patch**

The patch indicates Pathfinder leaders who have completed the Pathfinder Leadership Award, a continuing education curriculum for invested Master Guides.

### **Pathfinder Leadership Award Pin**

The pin indicates Pathfinder leaders who have completed the Pathfinder Leadership Award, a continuing education curriculum for invested Master Guides. It is worn in position B on the left pocket flap.

### **Pathfinder Name Plate**

The Pathfinder Name Plate is optional and is custom made to show the wearers name. For security reasons it should only be worn by staff.

### **Pathfinder Triangle Patch**

The Pathfinder Triangle Patch is the official logo of Pathfinder Ministry.

### **Pathfinder Triangle Pin**

This is a small enameled pin showing the Pathfinder triangle. It may be worn as a tie tack or on the sash.

### **Pathfinder World Patch**

The Pathfinder World Patch displays the Pathfinder Logo on a background of a world map representing the world wide reach of Pathfinder ministry.

### **Staff Position Shoulder Cords (Citation Cords)**

Shoulder cords are an optional insignia except for TLT's.

If you wear cords:

- You may only wear one and it is worn on the left shoulder.
- It should consist of:
  - a braided main cord
  - two outside shoulder loops without ornamentation
  - one gold tip drop (pencil device)
- Standard TLT cords do not have outside loops or a tip drop. Master TLT cords add the loops and tip drop.

If the conference adopts cords, ranks are represented by the following colors:

- Drill & Drum team members and leaders - White
- Club Director - Gold (non-metallic)\*
- Assistant & Associate Coordinators - Gold & Kelly Green\*
- Coordinators - Gold and Scarlet\*
- Conference Exec. Coordinators, Conf. Directors, and Union Directors - Gold, Scarlet & Royal Blue\*

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

### Staff Leadership Stars

Staff Leadership Stars are pinned on the epaulets of both shoulders, with the outside star being about 1" from the shoulder seam.

- One star – Club Director
- Two stars – Area and Specialty Coordinator
- Three stars – Conference Director
- Four stars – Union Director or Coordinator/Division Coordinator
- Five stars – NAD Director and Associates

### Staff Service Star Pins

Staff Service Stars indicate the number of years a staff member has served in Pathfinder Ministry. Numbers 1-15, 20, 25, 30, 35, 40, 45 and 50 are available. Service Star Pins for numbers 5, 10, 15, 20, 25, 30, 35, 40, 45 and 50 are to be presented by the conference. It is worn in position D on the left pocket flap.

### Staff Sleeve Strip

The Staff Sleeve Strip identifies the role of the wearer in Pathfinder ministry including but not limited to: director, deputy director, instructor, counselor, pastor, associate director, area coordinator and teen leadership training participant. Only one Staff Sleeve Strip may be worn at a time.

### TLT Patch

This optional patch shows the TLT logo and is worn on the Honor Sash.

### TLT Pin

This is a small enameled pin showing the TLT logo. It is worn in position C on the left pocket flap. This pin is worn by all current TLT's.

### TLT Master Patch

This optional patch shows the Master TLT logo and is worn on the Honor Sash. This patch is worn only by those who have completed all four levels of TLT as a teen.

### TLT Master Pin

This is a small enameled pin showing the Master TLT logo. It is worn in position C on the left pocket flap. This pin is worn only by those who have completed all four levels of TLT as a teen.

### TLT Level Star

TLT Level Stars show how many of the four levels of the TLT curriculum have been completed. Only the highest level star earned is worn. Staff should not wear the TLT Level stars on their uniform, but may wear it on their sash if they completed the levels as Pathfinders. It is worn in position D on the left pocket flap.

### TLT Shoulder Cord

The TLT Shoulder Cord is worn to indicate current participation in the TLT program. It is issued upon enrollment in the program, typically at the yearly induction service. TLT Directors and TLT Mentors are authorized to wear the TLT Shoulder Cord if they so choose.

### Union Patch

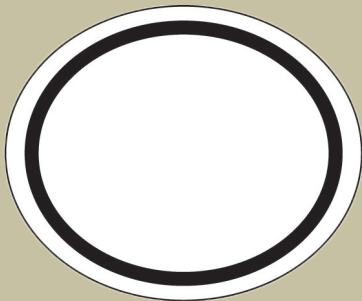
The Union Patch is optional and is of standard size (4" wide, 1" high.) The patch is designed by the union and identifies the union of the wearer. In some conferences the Union Patch is integrated into the Conference Patch.



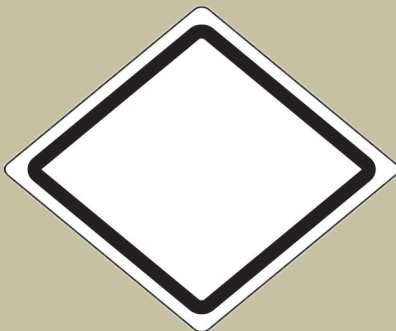


## Honor Token Shapes

Since 1996, it has been NAD policy that only NAD/GC approved honors use the oval token shape. All club, conference, and union honor tokens are to be a diamond shape of the same width and height of the standard oval. Background colors should match the NAD/GC standard for the category.



Division and GC token size and style.



Club, Conference and Union token size and style.

## Unit Leadership Plate

Unit Captains and Unit Scribes have name plates that identify their role within the unit. These name plates are pins to facilitate ease of rotation between members of the unit based on the clubs election or appointment rotation or routine.

## Conference authorized insignia etc.

Conferences may issue Drill Awards, Drum Corp Awards, or any number of other insignia. In general, Conferences are authorized to make additions to the current list of insignia, but not to alter NAD approved insignia or standard placement.

## Class B, Class C ...

NAD only defines a Class A Uniform. Many conferences establish other levels of uniform dress. Check with your local conference and inquire about their additional uniform classes. These may include the following or variations of the following:

### Modified Class A

Standard Class A, minus the sash. This allows for less constriction during activities.

### Class B

Class A Uniform shirt, with the neckerchief and slide, but worn with jeans or other nonuniform pants, shorts etc.

### Class C or Field Uniform

A conference or club specified T-shirt worn with jeans or other non-uniform pants, shorts etc.



# Insignia Placement Diagrams

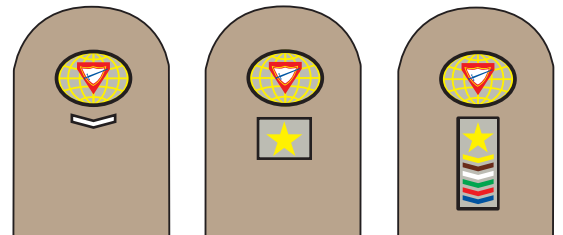


**Example 1**

## Left sleeve

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

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



**Example 2**

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

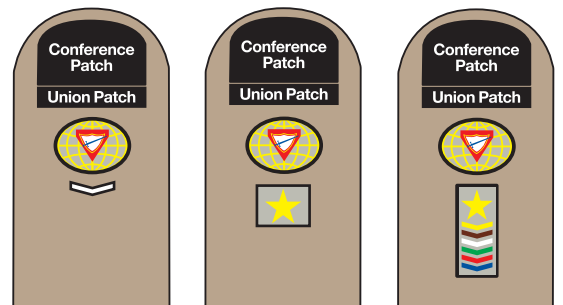
If used, the **Union Patch** is worn directly below the Conference Patch with minimal space between them. [See Example 4]



**Example 3**

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

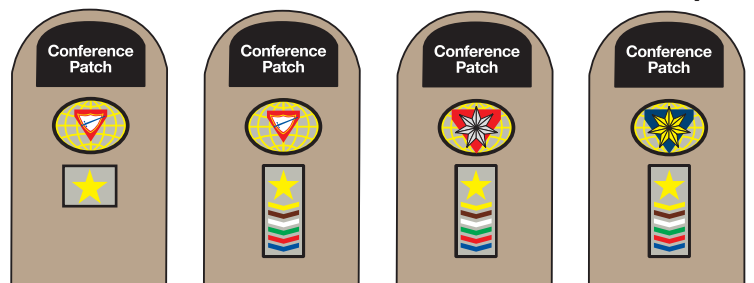
The **Master Guide Combination Patch** is only for the Master Guides who have also completed all of the IA levels (Friend, Companion, Explorer, Ranger, Voyager, Guide). It is worn on the left sleeve 1/2" below the Pathfinder world. [See Example 2, 4, 5]



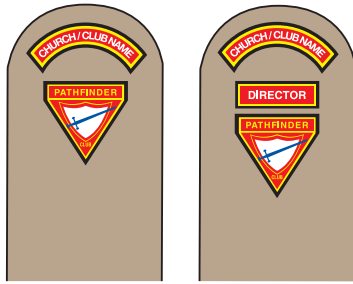
**Example 4**

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

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



**Example 5**



### Right sleeve

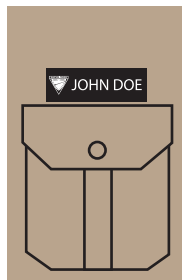
The **Club Name Crest** is to be centered 3/4" below the shoulder seam. The crest size is to be 4" wide from point to point.

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

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

### Neckerchief & Master Guide Neckerchief

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



### Right chest pocket

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

## Left chest pocket

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

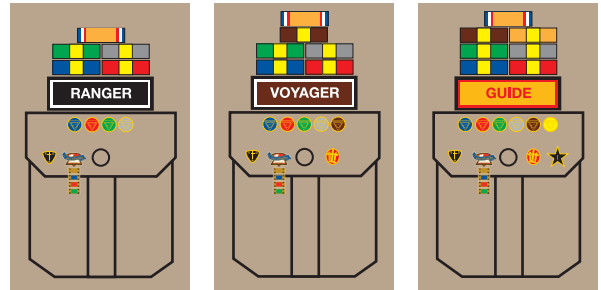
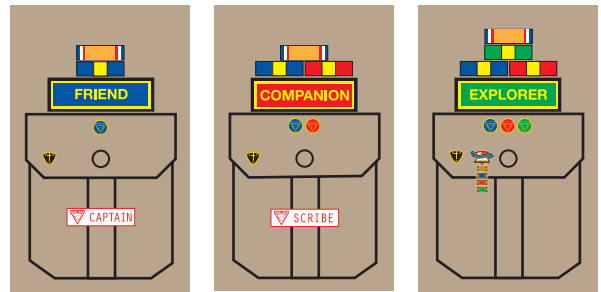
The highest earned **IA Level** or **Master Guide Name Strip** is centered above the pocket.

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

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

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

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



## Pocket flap locations

There are four designated locations for other pins on the pocket flap. Two on the left side of the button and two on the right side of the button. They are identified as locations A, B, C, & D. Only one pin should be worn in each position at a given time. Normally the "highest" level pin (typically the most recently earned) is worn.

Position A: **Baptismal Pin**

Position B: **Pathfinder Bible Experience Pin** or **PLA Pin**

Position C: **TLT Pin**, **Master TLT Pin** or **PIA Pin**.

Position D: **TLT Level Pin** or the **Staff Service Star**.



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## Potomac Conference Addendum to the North American Division Uniform Guidelines

The Potomac Conference Pathfinder Council is adopting the uniform addendum set forth by the North American Division in general. However, there are several deviations or clarifications to this standard that will be discussed in this Addendum. The Potomac Conference Pathfinder Council, as the advising body to the Pathfinder director is responsible for setting a uniform standard that will be utilized by the clubs in the Potomac Conference and by Potomac Conference Pathfinder Coordinators and Staff to determine if a club is properly in or out of uniform. These standards are discussed in committee and then passed by the Pathfinder Council-at-Large to provide a written guidance to the club director and leaders on what uniform compliance entails. These standards should be the guideline for club uniform adherence and should be the standard by which clubs are judged at individual club inspections, at drill competitions, and virtually any time a Pathfinder or Staff member with the Potomac Conference logo on their sleeve wears their uniform in public.

This Addendum is referring to the NAD Pathfinder Uniform Addendum published in 2016. It will provide page, paragraph, and title of the sections that it is intended to amend or replace. The Potomac Conference reserves the right to reconsider this addendum as necessary, however it will not change the uniform standard in mid-year. Hence, whatever standard is established and distributed to the directors at the beginning of the Pathfinder year (July 1), will be the standard for the Potomac Conference until the 30<sup>th</sup> of June the following year. Clarifications may be sent out mid-year, but they are not intended to change the standard, only to more fully explain the intent.

Note: Throughout this addendum there are a couple of overall assumptions, they are listed up-front to keep from repeating them in many different Item paragraphs. These are:

- If this addendum refers to the term Pathfinder without adding the term and adult staff, The Potomac Conference is expecting that both Pathfinders and club staff will adhere to the same standard.
- The Potomac Conference expects that Pathfinders and/or adult staff will not wear or use any Master Guide specific uniform components, insignias, and or badging unless they have earned their Master Guide.

Item 1: Page 1, Paragraph 4, titled: **Ordering Uniforms** - The NAD Pathfinder Manual refers to the company AdventSource at 5120 Prescott Avenue, Lincoln NE as the source for uniforms. The Potomac Conference does not restrict the purchase of uniform parts to any single company or entity, but supports all vendors who have uniform parts, supplies and/or accoutrements that the club may need or desire as part of their uniform.

Item 2: Page 1, Paragraph 4, titled: **Ordering Uniforms** - The statement: *“Investiture items including honor patches Investiture Achievement insignia, MG insignia and AYMT pins are ordered from the local conference Youth Ministries Department, unless they have made arrangements for local clubs to order directly from AdventSource. Check with your conference for their procedures.”* The Potomac Conference allows all clubs to order any investiture supplies up-to-and-including Guide level Investiture Achievement supplies directly from the vendor. However, the Potomac Conference will be the only source of supply for the Pioneer, Navigator, Master Guide, Pathfinder Leadership Award (PLA), and Pathfinder Instructor Award (PIA) insignia, pins, and patches. In the case of the Pioneer and Navigator, the Potomac Conference has worked out an arrangement with the Florida Conference to distribute these Investiture Supplies. In the case of Master Guide, PLA, and PIA, the Conference Pathfinder Director is the certifying agent for completion of these achievements. As such, no person should be invested without following the conference policy of submitting their binder for review and meeting with the appropriate certifying body appointed by the Pathfinder Director. At such time as the Conference Pathfinder Director certifies the candidate as complete, the local club can then purchase the necessary investiture materials from the Conference Youth Department.

- Item 3: Page 2, Paragraph 7, under the section titled **Uniform History** – The Potomac Conference encourages clubs to choose to have the female members wear either skirts or pants (*for the purposes of this document all references to either pants or slacks will be called pants as a gender unspecific reference*). The Potomac Conference would prefer that all club members be dressed uniformly. Thus if the females are going to wear pants, we recommend that all wear pants. However, in the situation involving wearing the uniform in church, there are those that are adamant that wearing pants in the church is disrespectful. We cannot and will not ask someone to violate their feelings on this subject to achieve uniformity. **All coordinators will be instructed to handle these situations without demerit when considering points for uniforms.**
- Item 4: Page 3, Paragraph 3, titled: **Pants and Skirts, etc.** – Please disregard this section; The Potomac Conference replaces this section with the following:
- All male Pathfinders and adult staff will wear black pants with belt loops. The pants should fit appropriately and modestly with regard to tightness and the length of the pants should be such that the bottom of the pant legs is at the shoes. The material for these pants should be a poly-cotton material similar to Levi Dockers, i.e. no denim or stretch fabrics. They can be either flat front or pleated.
  - All female Pathfinders and adult staff will wear either black pants with belt loops or a black skirt with belt loops. The pants should fit appropriately and modestly with regard to tightness and the length of the pants should be such that the bottom of the pant legs is at the shoes. Similarly, if skirts are worn, they should fit appropriately and modestly with regard to tightness and the length of the skirts is no shorter than 1½ inches above the knee and no longer than mid-calf level. The materials for these pants or skirts should be a poly-cotton material similar to Levi Dockers, i.e. no denim or stretch fabrics.
  - The Potomac Conference does not allow for shorts, skorts or Culottes as part of the Class A uniform.
- Item 5: Page 3, Paragraph 7, titled: **Belts and Buckles** - The Potomac conference requests that all Pathfinders wear the web belts with the associated Pathfinder buckle. For adult staff members, they can either wear the web belt, or a black leather belt with either a plain buckle or a Pathfinder themed buckle.
- Item 6: Page 4, Paragraph 1, titled: **Neckerchief and Slide** - the Potomac Conference adopts this paragraph as written with the following two additions.
- The TLTs are allowed to purchase and wear the red scarf and black TLT slide from Pathfinder Shirts. It is known as the Chesapeake TLT scarf in their catalog. TLTs may also choose to wear a red ascot in lieu of a scarf.
  - We ask that a club have their TLTs wear a consistent scarf. Either the red scarf, or the yellow TLT scarf, or the standard Pathfinder scarf should be worn by all TLTs in the club that have not attained a Master Guide. Once your TLTs earn their Master Guide, they should always wear a MG scarf.
  - Those Master Guides that have earned all eight classes may choose to wear a Master Guide scarf with the eight-color ribbon and the Master Guide logo.
- Item7: Page 4, Paragraph 6, titled: **Shoes** - The term all black dress shoes or boots will be modified to say that Potomac conference accepts as uniform any shoe that is all black in color that can also be cleaned and/or polished. This would include: dress shoes, boots, walking shoes, or all back athletic footwear with leather or faux leather uppers. We retain the clause that if shoe strings are present they need to be all black. Accept the clause that heels should be no more than 2 inches, and further stipulate that no kitten or stiletto heels are appropriate.

- Item 8: Page 4, Paragraph 7, titled: **Hosiery** – The Potomac Conference replaces this entire section with the following:
- For both Pathfinders and adult staff, the standard is for males to wear black socks with their uniform, if females are wearing socks, they should also be black in color
  - For both Pathfinders and adults staff, if females are wearing hosiery, we expect it to be their skin color.
  - For both Pathfinders and adult staff, it is not required for females to wear socks or hosiery with their dress shoes.
- Item9: Page 4, Paragraph 8, titled: **Sash** - The Potomac Conference modifies the statement “under the neckerchief and preferably under the epaulet” to read, the sash should be worn over the epaulet but under the scarf. Furthermore, we stipulate that we agree that Pathfinders should not wear a sash any wider than a can hold three honor across; however we allow adult staff to wear wider sashes. The Potomac Conference also specifies that only one sash is to be worn as part of the uniform; we do not support double sashes crossing both sides of the body. On the following page, Page 9, Paragraph 1; we add an additional statement. The previous items are suggestions; additional items can be worn on the sash as long as they are consistent with the goals and purpose of the Pathfinder ministry.
- Item10: Page 5, Paragraph 2, subsection 2, titled: **Black beret** – The Potomac Conference does not limit the beret color to black. The Potomac Conference does not require headwear of any kind for Pathfinders or adult staff, however if the clubs wish to purchase headwear they can purchase berets of any color. We do however ask for club consistency in the color of the headwear to promote uniformity.
- Item 11: Page 5, Paragraph 3, titled **Jacket** – The Potomac Conference adds the following words. No Pathfinder or adult staff member who has not earned Master Guide should wear the Master Guide Uniform Jacket (either black or green).
- Item 12: Page 5, Paragraph 4, titled: **Notes**, subsection 1 - The Potomac Conference does not permit the use of Battle Dress Uniform (BDUs) pants of any color as part of the Class A uniform. This is all encompassing, and also pertains to “special uniforms” that may be designated for: TLTs, Drill Teams, Drum Corps, PBE Teams, or any other specialty unit. We will consider any team wearing BDUs, black or otherwise, out of uniform. It is up to the club’s discretion how these may be used for Class B or other club events.
- Item 13: Page 6, Paragraph 6, titled: **Good Conduct Award** – The Potomac Conference holds two discrepancies with this paragraph, they are:
- First, the Potomac Conference will not limit the number of stars a Pathfinder may earn to add to their Good Conduct Award. As we allow Pathfinders to be part of the club through high school there is a potential for a Pathfinder to earn the Good Conduct Award 8 times.
  - Second, while we agree that adult staff cannot earn the Good Conduct Award as adults, if they earned the award as a Pathfinder, we support them proudly wearing this award on their uniform in the proper place of respect as highest of the Advanced Class or Investiture Achievement ribbon bars.
- Item 14: Page 6, Paragraph 9, titled: **Investiture Achievement Level Pin** - The Potomac Conference supports the earning of the Pioneer and Navigator levels of achievement and as such these pins should be worn on the uniform. There are two acceptable orders for pin placement and either is acceptable from left to right on the left side pocket (right side pocket if you are viewing the uniform as an inspector), these are:
- Friend, Companion, Explorer, Ranger, Voyager, Pioneer, Navigator, Guide
  - Friend, Companion, Explorer, Ranger, Voyager, Guide, Pioneer, Navigator
- Item 15: Page 7, Paragraph 1, titled: **Investiture Achievement Level Chevrons** - The Potomac Conference



supports the earning of the Pioneer and Navigator levels of achievement and as such these chevrons should be worn on the uniform as well. There are two acceptable orders for chevron placement and either is acceptable, from bottom to top these are:

- Friend, Companion, Explorer, Ranger, Voyager, Pioneer, Navigator, Guide
- Friend, Companion, Explorer, Ranger, Voyager, Guide, Pioneer, Navigator

Item 16: Page 7, Paragraph 2, titled: **Investiture Level Name Strip** - The Potomac Conference supports the earning of the Pioneer and Navigator levels of achievement and as such if one of these is your highest level currently earned, that is the Level name strip that should be worn on the uniform shirt.

Item 17: Page 7, Paragraph 3, titled: **Investiture Achievement Level Ribbon Bar** - The Potomac Conference supports the earning of the Pioneer and Navigator levels of achievement and as such the associated ribbon bars, if earned, should be worn on the uniform as well. There are two acceptable orders for ribbon bar placement and either is acceptable, these are:

- Friend, Companion, Explorer, Ranger, Voyager, Pioneer, Navigator, Guide
- Friend, Companion, Explorer, Ranger, Voyager, Guide, Pioneer, Navigator

Item 18: Page 7, Paragraph 6, titled: **Master Guide Star Patch and Star with Chevrons Patch** - The Potomac Conference supports the earning of the Pioneer and Navigator levels of achievement and as such if you have earned all eight classes and can find a Star Patch with eight chevrons you may wear that patch.

Item 19: Page 7, Paragraph 9, titled: **Pathfinder Bible Experience Pin and Bars** - The Potomac Conference, consistent with the North American Division PBE Manual, has its own methodology for determining which teams move on from Area and Conference competitions. This section is largely incorrect for our conference. Please take away two requirements from this section, these are:

- The Potomac Conference will issue a new Pin for every year of competition, hence the bars hanging below the year pin should be for a single year
- The Potomac Conference modifies the statement about the latest year PBE pin should be worn on the uniform shirt, and all other years should be moved to the sash; to the following: The Pathfinder can select either the latest year PBE pin or a PBE pin they are most proud of to wear on the shirt pocket, and the rest of the PBE pins should be moved to the sash.

Item 20: Page 8, Paragraph 9, titled: **Staff Position Shoulder Cords (Citation Cords)** - The Potomac Conference replaces this entire Paragraph with the following guidelines. The Conference standard for Shoulder cords is as follows:

1. The Potomac Conference restricts shoulder cords to be a single braided shoulder cord worn under the arm. No outside the shoulder loops or tip drops are permitted.
2. All members of the Teen Leadership Training (TLT) program should be issued the red shoulder cord with black speckles as part of their uniform
3. All Pathfinders and adult staff are limited to wearing a single cord. This cord is worn on the left shoulder.
4. Membership Cords may be awarded for membership in specialty components of the Pathfinder club including but not limited to: drill team, drum corps, PBE team, and praise team.
5. Position Cords depicting an office at either the club or conference level may be worn by the person holding that position. These cords are worn while holding that office, once the person is no longer holding the office these cords should not be worn.
6. The Potomac Conference current color scheme for Position Cords is as follows:
  - a. Conference Directors – Black
  - b. Conference Administrative Council Members – Yellow and Black
  - c. Conference Area Coordinators – Yellow and Red
  - d. Conference Specialty Coordinators – Yellow
  - e. Club Directors – Red

- f. Club Deputy Directors – Blue
- g. Club Drill Captains – White
- h. TLTs – Red with Black speckles

- Item 21: Page 9, Paragraph 3, titled: **Staff Sleeve Strip** - The Potomac Conference adheres to this section and we ask that clubs discontinue the use of these strips as a way of denoting membership in a specialty component of the club.
- Item 22: Page 9, Paragraph 10, titled: **Union Patch** - The Potomac Conference does not support the use of a union patch on the uniform.
- Item 23: Page 13, Paragraph 7, titled: Pocket flap locations – The Potomac Conference awards a variety of medals for recognition of achievement in competition or completion. These awards have generally been worn on the left side pocket flap. The Potomac Conference medals are in categories including but are not limited to: drill down medals, event medals (archery, soap box derby, rain gutter regatta, etc.), PBE pins, AY Silver and AY Gold. The North American Division has created a specific location for PBE pins to be worn, for all other medals we expect that they will be worn below the third row titled A B C D on the bottom figure on page 13 of the addendum. The Potomac Conference requests that the Pathfinder only wear one pin of each category on their pocket and place rest of the pins in that category on the sash. The pin in each category selected for placement on the pocket is at the discretion of the Pathfinder.
- Item 24: While the North American Division Uniform Addendum does not address makeup or jewelry, the Potomac Conference expects that the Pathfinders will wear no excessive makeup and no jewelry when wearing the Class A uniform. The Pathfinders and adult staff members are permitted to wear modest makeup, consistent with their skin tone. For adult staff only, jewelry that is traditionally associated with commemorating their marriage is acceptable.





# CLUB INSPECTION FORM



ATTENDANCE		Points
Number of Pathfinders in attendance		
Total number of Pathfinders in club		
<b>Pathfinder Attendance</b>		
80% or more Pathfinders present or accounted for – 5 points		
70% or more Pathfinders present or accounted for – 4 points		
60% or more Pathfinders present or accounted for – 3 points		
50% or more Pathfinders present or accounted for – 2 points		
Less than 50% Pathfinders present or accounted for – 0 points		
<b>Staff Attendance</b>		
Sufficient staff to have a 1/6 Staff to Pathfinder ratio - 5 points		
Insufficient staff for 1/6 ratio – 0 points		
<b>Total Points (Pathfinder + Staff Attendance)</b>		

FORMATIONS AND CEREMONIES	Y/N
Director calls Pathfinders to fall into formation just once	
Pathfinders fall in at Attention smartly	
Pathfinders recite Pledge of Allegiance, saluting the flag	
Pathfinders recite the Pathfinder Pledge	
Pathfinders recite the Pathfinder Law	
Pathfinders sing the Pathfinder Song	
Pathfinders are led in opening prayer	
Pathfinders are led in an opening worship	
Announcements made at opening or closing ceremonies	
Closing ceremonies are held and there is a closing prayer	
Total Deductions (1/2 point for each No)	
Total Points (10 minus Total Deductions)	

FLAGS AND MEETING SCHEDULE	Y/N
American flag posted	
Pathfinder flag posted	
All flags posted in proper order of respect	
All flags properly cared for and in good condition	
All flags poles the proper height (American flag highest)	
Consistent finials (either have them or don't)	
Program posted or distributed electronically to staff	
Total Deductions (1/2 point for each No)	
Total Points (10 minus Total Deductions)	

UNIFORM INSPECTION	Deductions
Appropriate shirt or blouse	
black pants w/ belt loops (no jeans or spandex)	
Option for Females: *skirts w/ belt loops (club consistent)	
*Skirts no shorter than 1½ in. above knee (no jeans or spandex)	
Appropriate belt and buckle	
Black Shoes (strings also black, heels 2 inches or less, no platforms or stiletto or kitten heels)	
Black socks or female hosiery should be their skin tone	
All insignias present & in the correct positions	
Scarf and slide (slide right side up)	
No excessive makeup (makeup complementary to skin tone)	
No jewelry (including rings, chains, earrings, etc.)	
Total Deductions (No more than 1 point per category)	
Total Points (10 minus Total Deductions)	

MOVEMENT, COURTESY AND DISCIPLINE	Y/N
Timely & orderly movement from activity to activity	
Silence during formations	
Proper salutes when required	
Military courtesy when addressed by leaders	
Pathfinders are helpful throughout meeting	
Pathfinders are respectful of leaders and peers	
Pathfinders are well behaved throughout meeting	
Commands do not have to be repeated	
Pathfinders stay on task throughout meeting	
Total Deductions (1/2 point for each No)	
Total Points (10 minus Total Deductions)	

PARTICIPATION	Y/N
Pathfinders participate in opening exercises	
If late, Pathfinders do NOT enter formation until directed	
Pathfinders participate in all activities on the day's schedule	
Pathfinders display a good attitude during meeting	
Pathfinders participate during closing exercises	
Pathfinders help set-up activities when requested	
Pathfinders help clean up after activities	
Pathfinders are attentive during announcements	
Total Deductions (1/2 point for each No)	
Total Points (10 minus Total Deductions)	

DRILLING AND MARCHING	Y/N
Formation: Fall In / Dress Right Dress / Ready Front	
Formation: Cover / Recover / Fall Out / Dismissed	
Stationary: Parade Rest / Stand at Ease / At Ease / Rest	
Stationary: Parade Rest / Prayer Attention / Amen	
Facing Movements: Left Face / Right Face / About Face	
Salutes: Present Arms / Order Arms	
Movement: Open Ranks / Close Ranks March	
Movement: Forward / L or R Flank / L or R Column March	
Movement: Staying in step & in formation while marching	
Movement: Ability to halt correctly within 2 steps	
Total Deductions (1/2 point for each No)	
Total Points (10 minus Total Deductions)	

FORMS	Y/N
Forms in a single location/organized for quick access	
Standard Health & Medical Consent form for all Pathfinders	
Every Pathfinder has a current Application form	
Every Pathfinder has a current photo ID for off-site events	
Every Pathfinder has an Insurance Card or Waiver on file	
Every TLT has a current Application form	
Total Deductions (1/2 point for each No)	
Total Points (5 minus Total Deductions)	

receives \_\_\_\_\_ /75 on \_\_\_\_\_

\_\_\_\_\_ Club Name                      Sum of 8 Categories                      Date Inspected

\_\_\_\_\_ Director's Signature                      Coordinator's Signature

## Master Guide Training and Investiture Process

**DIRECTORS:** If you have anyone currently working toward their Master Guide investiture, please let your area coordinator know their name(s) and how far along in the process they are. Many of you have staff that you are working with which is how Master Guide is supposed to be completed – in the local context. Thank you for training the next group of leaders.

**COORDINATORS:** Assist the Conference Pathfinder Director in identifying the Master Guide candidates within your clubs and assisting the club directors or other Master Guide mentor/trainers with resources and/or teaching classes as needed and able.

**REVIEW MEETING:** A review meeting will happen with the Conference Pathfinder Director, their trainer/mentor, and 1-2 others to affirm completion of requirements. This is so that consistency can be created across the Conference regarding Master Guide completion standards. (This has been happening for a while but apparently many of you did not know about it.) Please contact the Conference Pathfinder Director at least 6 weeks before any Master Guide candidate is planning to be invested so that an official review can be scheduled with time for the candidate to complete anything which isn't complete. Each candidate will need to bring their binder to show the review group. NOTE: the binder may either be a physical binder or an electronic binder as long as it is accessible during the review.

**TIME LIMIT FOR REQUIREMENT COMPLETION:** All requirements need to be completed no more than 4 years before investiture with Master Guide. This means that if the reading was completed 15-20 years ago in school, it will need to be re-read now as MG is being completed. The same thing goes for the study and summary of the 28 Fundamental Beliefs or the Adventist Heritage Honor. The requirements need to be completed within the last 4 years.

**REQUIREMENT SET TO BE USED:** The requirements to be used by a candidate are the current NAD requirements (card) that are in effect when he/she begins work on Master Guide.

# OFFICIAL NAD MASTER GUIDE UNIFORMS

For Use with **All** ministries:

Green Pants/Skirt (Traditional color)

Tan Shirt

Green Jacket (optional)

MG scarf and slide

For Use in **Pathfinder** Ministry:

Black Pants/Skirt

Tan Shirt

Black Jacket (optional)

MG scarf and slide

For Use in **Adventurer** Ministry:

Navy Pants/Skirt

White Shirt

Navy Jacket (optional)

MG scarf and slide

For Use in **AY** Ministry:

Grey Pants/Skirt

White Shirt

Maroon Jacket (optional)

MG scarf and slide

Master Guide Uniform Order Form

Name \_\_\_\_\_ Height \_\_\_\_\_ Gender: Male Female

Address \_\_\_\_\_

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

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

Email \_\_\_\_\_

Payment Method: Check \_\_\_\_\_ Money order \_\_\_\_\_ Payment plan \_\_\_\_\_

**Men**

Trousers: Waist \_\_\_\_\_ seat \_\_\_\_\_ Outseam \_\_\_\_\_ Inseam \_\_\_\_\_

Coat Sleeve \_\_\_\_\_ Chest \_\_\_\_\_

**Women**

Pants/Skirt Waist \_\_\_\_\_ Hips \_\_\_\_\_ Skirt Length \_\_\_\_\_

Coat Sleeve \_\_\_\_\_ Chest \_\_\_\_\_

I, \_\_\_\_\_ do hereby agree that upon signing this contract,  
(Please print clearly)

I am to pay the amount of \$ 250.00 + tax, in full and understand that once paid, I will receive my uniform within 8 weeks of the paid in full date.

Check Box to Enroll in Payment Plan Option

Payment Plan Enrollment Terms:

- \$50 non-refundable deposit due.
- A monthly payment of must be received every month and balance due must be paid in full within 5 months of signed date.
- Uniform will not be released until paid in full.

Signature \_\_\_\_\_

Date \_\_\_\_\_

MGPF Apparel Official Use Only:



Master Guide Uniforms & Pathfinder Apparel LLC.

Johnathan Rivera  
President

550 Bilper Ave #5109  
Lindenwold NJ 08021  
Phone: 609-332-6287

www.mgpfapparel.com  
mgpfapparel@gmail.com



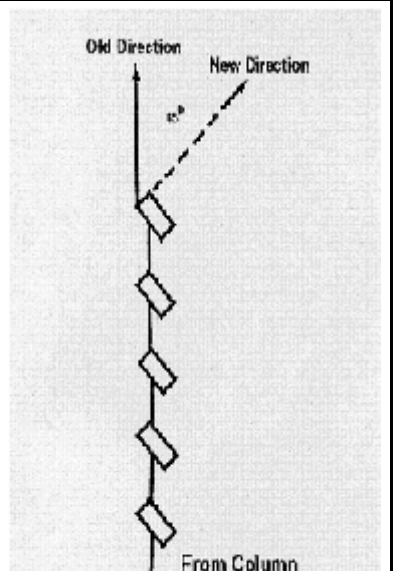
# Drill & Marching “The Basics”

- Fall In:** The 1<sup>st</sup> Pathfinder, “marker,” to Fall In, positions themselves so that the unit, when formed, will be three steps in front of and centered on drill instructor. The marker immediately raises their left arm laterally at shoulder level, fingers extended and joined, palm down, with head and eyes to the front. The 2<sup>nd</sup> Pathfinder takes his position immediately to the left of the marker and on line, their right shoulder touching the marker’s fingertips; they turn their head and eyes to the right for alignment and raise their left arm laterally. As soon as the proper interval has been obtained, the marker drops his left arm quietly to his side assuming attention. The 2<sup>nd</sup> Pathfinder turns their head and eyes to the front when they are aligned, dropping their arm as soon as proper interval has been obtained and assumes attention. Other Pathfinders of the detail form in a similar manner. The left flank Pathfinder does not raise their arm. (At Close Interval “Fall In” may also be commanded see Close Interval Dress Right Dress below)
- Fall Out:** Pathfinders execute an about face, take one step in the new direction and leave their position in formation but remain in the immediate area.
- Dismissed:** To formally dismiss the detail, with the Pathfinders at Attention the command is **Dismissed**, the Pathfinders execute **Present Arms, Orders Arms** after the drill instructor returns the salute, then execute an **About Face**, take one step in the new direction and then leave the area. The above commands may be combined and understood to be executed automatically by the Pathfinders when the command **Dismissed** is given.
- By the Numbers:** After initiating this command all subsequent commands are **By the Numbers** until the command **Without Numbers** is given. The first count of the movement is executed on the command of execution. The second count is executed on the command, **Two of Ready Two**.
- As you Were:** The Pathfinder Leader gives **As you Were** to revoke a preparatory command that has been given. If an improperly given command is not revoked, the Pathfinders execute the movement in the best manner possible. (For a “drill down” only an improperly given stationary command by the drill instructor, **Should Not** be executed and the detail should **Stand Fast** responding with “**As you Were, Sir or Command Sir,**” i.e. if the detail is at **Present Arms** and the drill instructor commands **Ready Front** the detail should remain at **Present Arms** and state “**As you Were, Sir.**” Movement commands should be executed in the best means possible.)
- Dress right Dress:** To align the unit at normal interval, the commands are **Dress right Dress; Ready Front**, each Pathfinder except the right flank Pathfinder turns their head and eyes to the right and aligns himself on the right flank Pathfinder, simultaneously, except the left flank Pathfinder extends their left arm, and each Pathfinder positions themselves by short right or left steps until their right shoulder touches the fingertips of the Pathfinder on their right. On the command **Front of Ready Front**, the Pathfinders lower their arms smartly & quietly to their side and turns their heads and eyes to the front resuming the position of attention. (**Close interval Dress right Dress** may also be given where the Pathfinder on the right places the heel of their left hand on their left hip even with the top of the belt line, finger and thumb joined and extended downward, and their elbow in line with their body and touched by the arm of the Pathfinder on their left)
- Cover:** To align the unit in column the command is **Cover**. On this command, each Pathfinder, except the leading Pathfinder, raises their left arm horizontally to the front, fingers extended and joined, palms down, and obtains an arm’s length plus approximately 6 inches from the finger tips to the back of the Pathfinder to their front. At the same time, each Pathfinder aligns directly behind the Pathfinder to their front. To resume the position of attention, the command **Recover** is given, On this command each Pathfinder lowers their arm smartly & quietly to their side.
- Attention:** Standing, with the right foot in place, bring the left heel smartly to the right heel so that the heels are on the same line with the toes pointing out equally, forming an angle of 45 degrees. Keep legs straight without locking knees. Hold body erect, with hips level, chest lifted and arched, and shoulders square and even. The arms should hang straight, without stiffness, along sides with the back of the hands outward; curl your fingers so that the tips of the thumbs are alongside and touching the first joint of forefingers. Keep thumbs straight and along the seams of trousers or skirt, with all fingertips touching the legs. Keep head erect and hold squarely to the front, with chin drawn in so that the axis of head and neck is vertical. Look straight to the front. Rest the weight of body equally on the heels and balls of feet. Remain silent except when replying to a question or when directed otherwise. (Note when the command **Fall In** is given each Pathfinder assumes the position of attention, and when at **Stand At Ease, At Ease, or Rest**, Pathfinders assume **Parade Rest** when the preparatory command for **Attention** is given.
- Parade Rest:** On the command **Rest of Parade Rest**, (given at attention only) Pathfinders move their left foot smartly 8 inches to the left of their right foot. They keep their legs straight without locking the knees so that the weight rests equally on the heels and the balls of their feet. Simultaneously, place their hands at the small of the back, centered on the belt. Keep the fingers of both hands extended and joined, interlocking the thumbs so that the palm of the right hand is outward. Hold the head and eyes as at attention. Remain silent and do not move. The commands for **Attention, Stand at Ease, At Ease or Rest** and the directive for **Prayer Attention** may be given from this position.
- Prayer Attention:** Executed only from **Parade Rest**, the Pathfinder bows their head for prayer. (Male members remove their cover with their right hand and place it behind their back and otherwise assume the position of **Parade Rest**, on conclusion of prayer, without command, replace their cover with both hands and otherwise assume the position of **Parade Rest**, Female members are not required to remove their cover.
- Stand at Ease:** On the command **Ease of Stand at Ease** execute **Parade Rest** but turn the head and eyes directly toward the commander. The commands for **Attention, At Ease or Rest** may be given from this position. If given from **Parade Rest** smartly turn the head and eyes toward the commander. While at **Stand at Ease** maintain eye contact with the commander until given another command.
- At Ease:** On the command **At Ease** Pathfinders may move, but remain silent and standing keeping the right foot in place keeping detail alignment. The commands **Attention or Rest** may be given from this position.
- Rest:** On the command **Rest**, Pathfinders may talk and move, but remain standing keeping the right foot in place keeping detail alignment. The commands **Attention** and **At Ease** may be given from this position.
- Present Arms:** **Present Arms** is a one-count movement given only at the position of attention. On the command of execution, **Arms**, raise the right hand until the tip of the forefinger touches the forehead just above the right corner of the right eye. (When wearing head dress having a brim, bill, or visor, touch protruding edge of headdress above right eye.) The outer edge of the hand is barely canted downward so that neither the palm nor the back of the hand is visible from the front. The upper arm is horizontal with the elbow inclined slightly forward and the hand and wrist straight.

<b>Order Arms:</b>	<b>Order Arms</b> from <b>Present Arms</b> is a one-count movement. On the command of execution, <b>Arms</b> , return hand smartly & quietly to side, resuming the position of attention.
<b>Hand Salute:</b>	The hand salute is executed like <b>Present Arms</b> and <b>Order Arms</b> as a two count movement. This movement is used when reporting or when rendering courtesy, turn the head and eyes toward the person addressed when saluting and <b>Present Arms</b> , upon acknowledgment by a salute by commander, terminate the salute with <b>Order Arms</b> without command.
<b>Right -Left Face:</b>	To face to the flank the command is <b>Right or Left Face</b> . This is a two count movement. On the command <b>Face</b> , slightly raise left heel and right toe for <b>Right Face</b> or right heel and left toe for <b>Left Face</b> , and turn 90 degrees to the direction commanded assisted by a slight pressure on the ball of the trailing foot. Keep legs straight without stiffness. On the second count, place trailing foot smartly beside your leading foot, resuming the position of attention. Hold arms at attention when executing this movement.
<b>About Face:</b>	To face to the rear the command is <b>About Face</b> . This is a two count movement. On the command <b>Face</b> , move the toe of right foot to a position touching the ground approximately one-half the length of foot to the rear and slightly to the left of left heel. Rest most of weight on the heel of the left foot and allow right knee to bend naturally. On the second count, turn to the right 180 degrees on left heel and then ball of right foot, bringing feet back to the position of attention. Hold arms at attention when executing this movement.
<b>Open Ranks March:</b>	When in line at any of the prescribed intervals the club opens ranks for personal inspection or other purposes on the command <b>Open Ranks March</b> . On the command <b>March</b> , the front rank takes two steps forward, the second rank takes one step, and the third rank stands fast. If there are more than three ranks, the fourth rank takes two steps backward, the fifth rank takes four steps backward, the sixth rank takes six steps backward, continue similarly for additional ranks.
<b>Close Ranks March:</b>	To close ranks march (only after the detail has opened ranks) the command is <b>Close Ranks March</b> . On the command <b>March</b> , the front rank takes four steps backward, the second rank takes two steps backward, the third rank stands fast, and the fourth rank takes one step forward, the fifth rank takes two steps forward, and the sixth rank takes three steps forward, continue similarly for additional ranks.
<b># Step to the ( ) March:</b>	For short distances only the commander may designate the number of steps (forward, backward, or sideward by giving the appropriate commands, i.e. <b>1,2,3, etc steps to the (right, left, forward, backward) March</b> . On the command of execution, <b>March</b> , step off with the left foot except for right step march, and execute <b>halt</b> automatically after completing the number of steps designated.
<b>Right - Left Step March:</b>	To march with a 12-inch step to the left or right, the command is <b>Right or Left Step March</b> . The command is given only at the halt. On the preparatory command <b>Right Step</b> shift the weight of the body without noticeable movement onto the Left foot. On the command of execution <b>March</b> , bend the right knee slightly and raise the right foot only high enough to allow freedom of movement. Place the right foot 12 inches to the right of the left foot, and then move the left foot (keeping the left leg straight) alongside the right foot as in the position of attention (use opposite feet for <b>Left Step March</b> .) Continue this movement, keeping the arms at the sides as in the position of attention. To halt, the command is <b>Ready Halt</b> . This movement is executed in two counts. The preparatory command <b>Ready</b> is given when the heels are together; the command of execution <b>Halt</b> is given the next time the heels are together. On the command of execution <b>Halt</b> , take one more step with the lead foot and then place the trailing foot alongside the lead foot, resuming the position of attention.
<b>Forward March:</b>	Being at the halt and <b>Attention</b> , to march forward with a 24-inch step in the cadence of quick time, the command is <b>Forward March</b> . On the preparatory command <b>Forward</b> , shift the weight of body to right leg without noticeable movement. On the command <b>March</b> , step off smartly with left foot and march straight forward with 24-inch steps, keeping head and eyes fixed to the front. Swing arms easily in their natural arcs with the right arm 9 inches straight to the front and left 6 inches to the rear of the seams of trousers or skirt. Do not allow arms to bend at the elbow; keep fingers curled as in the position of attention, and just clearing trousers or skirt when swinging.
<b>Backward March:</b>	Being at the halt and <b>Attention</b> , to march backward with a 12-inch step in the cadence of quick time only, the command is <b>Backward March</b> for short distances only. On the preparatory command <b>Backward</b> shift the weight of the body to the right leg without noticeable movement. On the command <b>March</b> , with the left foot take 12-inch steps backward allowing the arms to swing easily in their natural arcs with the right arm 6 inches straight to the rear of the seams of the trousers or skirt and the left 9 inches to the front. Do not allow arms to bend at the elbow; keep fingers curled as in the position of attention, and just clearing trousers or skirt when swinging.
<b>Halt:</b>	To halt from forward march, the command is <b>Pathfinders Halt</b> , <b>Pathfinders</b> being the preparatory command. Please note there may be several suitable preparatory commands i.e. Ready, Unit, Detail, Color Guard, etc. The command is given as either foot strikes the ground. This movement is executed in two counts. On the command of execution, <b>Halt</b> , take one more step and then bring trailing foot alongside leading foot, resuming the position of attention.
<b>Half step March:</b>	To march forward with a 12-inch step from the halt, the command is <b>Half step March</b> . On the preparatory command <b>Half step</b> shift weight to the right leg without noticeable movement. On the command of execution, <b>March</b> , step forward 12 inches with left foot and continue marching with 12-inch steps. Allow arms to swing as with a 24-inch step. To alter the march to a 12-inch step while marching with a 24-inch step in quick time, the command is <b>Half step March</b> . This command may be given as either foot strikes the ground. On the command of execution <b>March</b> , take one more 24-inch step and then begin marching with a 12-inch step. Allow arms to swing as with a 24-inch step. To resume marching with a 24-inch step, the command is <b>Forward March</b> , given as either foot strikes the ground. On the command of execution <b>March</b> , take one more 12-inch step and then begin marching with 24-inch step. The halt is the same as with quick time. The unit may be marched for short distances from a close interval line formation while marching at half step, <b>Mark Time March, Forward March, Extend March, and Halt</b> are the only commands that may be given.
<b>Extend March:</b>	To obtain correct distance while marching with less than correct distance, the command is <b>Extend March</b> . The leading Pathfinder takes one more 12-inch step then 24-inch steps. Others begin 24-inch steps when at the correct distance.
<b>Mark time March:</b>	To march in place at quick time, the command <b>Mark time March</b> is given as either foot strikes the ground while marching at quick time or at half step. ( <b>Not given when at halt nor at double time</b> ) When marching at quick time or half step and the command <b>Mark time March</b> is given, take one more step after the command of execution, plant the trailing foot alongside your stationary foot and march in place. Raise each foot alternately, approximately two inches off the ground, executing the movement in quick time. Allow arms to swing naturally. Adjust alignment while marching. The command <b>Forward March</b> is given to resume marching with the 24-inch step. Take one more step in place and then step off with a full step. The command is given as either foot strikes the ground. The halt is the same as with quick time.

<b>Close Interval March:</b>	When in a column at normal interval, at a halt or while marching at quick time, to obtain close interval between files the command is <b>Close Interval March</b> . At the halt, on the command <b>March</b> , the right flank unit stands fast. The other units obtain close interval by taking 1,2,3, etc right steps respectively, and <b>Cover</b> with their unit captains. To change interval in column when marching, the preparatory command, <b>Close Interval</b> , is given as the right foot strikes the ground and the command of execution, <b>March</b> , is given the next time the right foot strikes the ground. On the command of execution, the base unit (right file) takes one more 24-inch step, then assumes the half step. All other units take one more step, simultaneously, execute a column half right, and march until close interval is obtained. Then execute a column half left and assume the half step when abreast of the corresponding unit's base unit. On the command <b>Forward March</b> all pathfinders resume marching with a 24-inch step. To resume normal interval while marching the command is <b>Normal Interval March</b> given on the left foot, executed like close interval, but in the opposite direction.
<b>Change step March:</b>	The command <b>Change step March</b> is given as the right foot strikes the ground while marching at quick time. At the command of execution take one more step with left foot, then in one count place right toe near the heel of left foot and step off again with left foot. This movement is executed automatically when a Pathfinder finds themselves out of step with other members of the formation or "Marker Position"
<b>At ease March:</b>	The command <b>At ease March</b> is given as either foot strikes the ground. On the command of execution, <b>March</b> the Pathfinders are no longer required to maintain cadence; however, silence and the approximate interval and distance are retained. <b>Quick time March/ Forward March, or Route step March</b> are the only commands that can be given while marching <b>at ease</b> .
<b>Route step March:</b>	<b>Route Step March</b> is executed exactly the same as <b>At Ease March</b> except that Pathfinders may talk. Note: to change the direction of march while marching at <b>Route Step</b> or <b>At ease March</b> , the commander informally directs the lead element to turn in the desired direction. Before precision movements may be executed, the Pathfinders must resume marching in cadence. The Pathfinders automatically resume marching at attention on the command <b>Quick time March/Forward March</b> , as the commander reestablishes the cadence by counting off for eight steps.
<b>Double time March:</b>	The command <b>Double time March</b> is given from a halt, or as either foot strikes the ground while marching at <b>Quick Time</b> . When the preparatory command for <b>Double time</b> is given from a halt, shift the weight of the body to the right leg without noticeable movement. On the command <b>March</b> raise forearms to a horizontal position, with fingers and thumbs closed, knuckles out and simultaneously step off with left foot. Continue to march with 24-inch steps at the cadence of double time. Let arms swing naturally, straight to the front and rear, but keep forearms horizontal. When marching at quick time, and the command <b>Double time March</b> is given take one more quick time step and step off with y trailing foot in double time as above. To resume <b>Quick time</b> from double time, the command is <b>Quick time March</b> given as either foot strikes the ground. On the command of execution take two more double time steps, then resume quick time, lowering arms to sides. To halt from marching at <b>Double time</b> , at the command of execution, <b>Halt</b> take two more double time steps, (lower hands to the side) and one 24-inch step at quick time, bring trailing foot alongside leading foot, resuming the position of attention. Note: <b>Halt, quick time, column half right (left) and column right (left)</b> are the only movements which can be executed while double timing.
<b>Rear March:</b>	To march in the opposite direction, the command is <b>Rear March</b> (not given from the halt, and it is frequently smoother to use the preparatory command " <b>To the Rear</b> ") The preparatory command <b>Rear</b> is given as the right foot strikes the ground. On the command of execution <b>March</b> given when the right foot strikes the ground next, all Pathfinders take one more step with the left foot, pivot on the balls of both feet, turning 180 degrees to the right, and steps off in the new direction. Do not allow the arms to swing outward while turning.
<b>Incline R - L:</b>	To avoid an obstacle in the path of march the commander commands <b>Incline "Around" or "to the Left or Right."</b> The lead Pathfinders incline around the obstacle and reestablishes the original direction. All other Pathfinders follow the lead Pathfinders in formation.
<b>R - L Flank March:</b>	When it is desired to move to the flank for a short distance when marching at <b>Quick time</b> , the command is <b>Right or Left flank March</b> . The preparatory command and the command of execution end when the foot in the indicated direction of march strikes the ground. The interval between the preparatory command and the command of execution is one step. On the command <b>March</b> , each Pathfinder takes one more step, turns in the indicated direction of march on the ball of their leading foot, and steps off in the new direction with that foot creating a "sharp" turn. When marching in the new direction, the Pathfinders glance out the corner of their eyes and dress to the right.. Command is not given from a halt.
<b>Column R-L March:</b>	See pages 19, 25 through 27 of the Pathfinder Drill Manual or pages 5-7, 6-9,7-10 of the 1986 FM 22-5
<b>Count Off</b>	Counting off is executed from right to left in line or rank and from front to rear in file or column. The command is <b>Count Off</b> , when in line at the command of execution, all Pathfinders except the one on the right flank turn their heads and eyes to the right, and the right flank Pathfinder counts off <b>One</b> . After the Pathfinder on the right counts off his number, the Pathfinder to his left counts off the next highest number, at the same time turning his head and eyes to the front. The numbers are counted in the cadence of quick time from Pathfinder to Pathfinder. All movements are made in a precise manner. When in column, at the command of execution, each Pathfinder in succession (starting with the leading Pathfinder) turns his head to the right and counts off his number sharply over his right shoulder. They then turn their head back to the front. The last Pathfinder in column keeps his head and eyes to the front.
<b>Eyes Right:</b>	At the halt, all Pathfinders, on the command <b>Eyes Right</b> , turn head and eyes to the right 45 degrees. Their head and eyes follow the reviewing official until they are looking directly to the front. Only the club director renders the hand salute. When marching, the club commander, without turning their body, commands <b>Eyes Right; Ready Front</b> . They give the command <b>Right</b> when they are six steps from the reviewing official or reviewing stand, and <b>Front</b> when the last rank of the club has cleared the reviewing official or reviewing stand by six steps. When the command <b>Right</b> is given, each Pathfinder except the right file, turns head and eyes to the right at an angle of 45 degrees while marching until the command <b>Front</b> is given. On the command <b>Front</b> , heads and eyes again face front. The commands " <b>Eyes</b> " and " <b>Right</b> " are given on the right foot. " <b>Ready</b> " and " <b>Front</b> " are given on the left foot. On the command <b>Eyes Right</b> the club commander turns their head and eyes right and renders <b>Present Arms</b> . The club commander ends the salute on the command <b>Front</b> .
<b>Drill Down Notes:</b>	For a " <b>Drill Down</b> " only an improperly given stationary command by the drill instructor, <b>Should Not</b> be executed and the detail should <b>Stand Fast</b> responding with, " <b>As you Were, Sir,</b> " or " <b>Command Sir,</b> " i.e. if the detail is at <b>Present Arms</b> and the drill instructor commands <b>Ready Front</b> the detail should remain at <b>Present Arms</b> and state <b>As you Were, Sir</b> . Movement commands should be executed in the best means possible
<b>Please Note:</b>	This command reference is excerpted from the Pathfinder Drill Manual and the FM 22-5 United States Army drill manual (from which the Pathfinder drill manual was based) with wording modifications permitting ease of use, understanding and organization. These informational sheets should be used only as a quick reference and only base all technical questions related to drilling etiquette strictly on the Pathfinder drill manual or the FM 22-5, further visual reference is available via video from Advent Source, "Pathfinder Club Drill: The Basics" If there are any further questions or if errors are found please contact <b>Joel Hutchins at <a href="mailto:THSLDU@comcast.net">THSLDU@comcast.net</a></b> or through the Potomac Conference, Columbia Union, NAD.

**Oblique:** The oblique command is a 45 degree flanking movement and its primary purpose is to change the line of march for a short distance but not the direction. The command is given **Right/Left Oblique, MARCH** where **Right** or **Left** is the preparatory command and **MARCH** is the command of execution. The command is given while marching at attention in **Any Formation; Close or Normal Interval; only in the Cadence of Quick Time.**



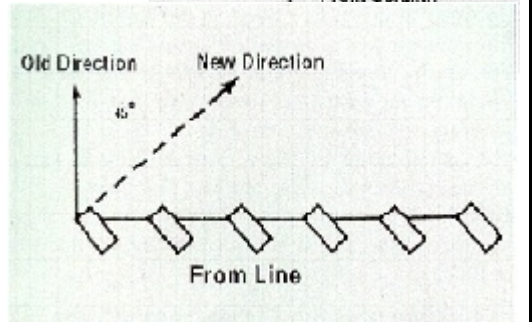
**Right Oblique:** The command **Right Oblique, MARCH** is given while marching at quick time. The preparatory command and command of execution will be given as the right foot strikes the ground, as this involves a movement to the right. On the command of execution take an additional step with the left foot and then face 45 degrees to the right by pivoting on the ball of the left foot and taking a normal step with the right foot in the direction of the oblique in a similar fashion as a flanking movement.

**Left Oblique:** This movement is executed in the same manner to the left by switching the foot assignments above.

**Variation:** Drill Teams may choose to execute the oblique movement and forward march (see below) in a sharper manner by pivoting on the balls of both feet and stepping off in the oblique with the leading foot instead of the trailing foot. Uniformity between flanking movements and the oblique should be maintained, i.e. if a drill team steps off with the leading foot for a flanking movement to maintain sharpness they must also do the same with the oblique movement.

**Alignment:** To maintain alignment while in the Oblique, the base is the extreme right or left file designated by the command. Members of the formation will keep their shoulders parallel to the base and regulate their steps so that the ranks remain parallel to the original front.

**Other Commands:** Five movements may be executed while in the Oblique and are as follows:



**Half Step:** The purpose of this command is to slow the forward movement but not the cadence. The command is given **Half Step, MARCH** as either foot strikes the ground. Execute the command as if you were marching forward at attention. The only command that may be given while in **Half Step March**, is **Resume, MARCH**. This command may be given as either foot strikes the ground. On the command of execution, **MARCH**, take one additional half step then continue in the oblique direction with a full step.

**Mark Time:** The purpose of this command is to stop the forward movement but not the cadence. The command is given **Mark Time, MARCH** as either foot strikes the ground. On the command of execution, **MARCH**, take one more step in the direction of the oblique and then bring the trailing foot along side the leading foot marching in place in the direction of the oblique. The only command that may be given while in **Mark Time**, is **Resume, MARCH**. Execute the command as if you were resuming **Forward March**, from **Mark Time**.

**In Place Halt:** The purpose of this command is to halt in the direction of the oblique and is given **In Place, HALT**, where "**In Place**" is the preparatory command and "**HALT**" is the command of execution. This command may be given as either foot strikes the ground. Execute this command as you would if marching forward except continue facing in the direction of the oblique. The only command that may be given from **In Place HALT** is **Resume MARCH**. On the command **MARCH**, step off with your left foot in the direction of the oblique.

**Halt:** The purpose of this command is to halt the unit facing forward. The command is given **HALT** as either the left foot or right foot strikes the ground depending on the direction of the oblique and is preceded by a preparatory command fitting the group that is being commanded such as "**Drill Team**," or "**Pathfinders**." If in the **Right Oblique** the preparatory and command of execution will be given as the **Left** foot strikes the ground and if in the **Left Oblique** both commands will be given as the **Right** foot strikes the ground. When the command of execution is given take one additional step and pivot on the ball of the leading foot turning in the original forward direction and bring the trailing foot along side smartly assuming the position of attention.

**Forward March:** The purpose of this command given while in the oblique is to return the units direction of march to the original front. The command is given **Forward MARCH**, as either the left foot or the right foot strikes the ground depending on the direction of the oblique. If in the **Right Oblique** the preparatory and command of execution will be given as the **Left** foot strikes the ground and if in the **Left Oblique** both commands will be given as the **Right** foot strikes the ground. On the command of execution take one additional step in the oblique and then pivot on the ball of the leading foot turning 45 degrees toward the original forward direction allowing arms to swing naturally close to the body.

**Command Voice:** Drill commands are best given when the person has an excellent command voice. A command voice is characterized by DLIPS: **D**istinctness, **L**oudness, **I**nflection, **P**rojection, and **S**nap.

**Distinctness** - This depends on the correct use of the tongue, lips, and teeth to form the separate sounds of a word and to group those sounds to force words. Distinct commands are effective; indistinct commands cause confusion. Emphasize clear enunciation.

**Loudness** - This is the volume used in giving a command. It should be adjusted to the distance and number of individuals in the formation. The commander takes a position in front of, and centered on, the unit and facing the unit so his or her voice reaches all individuals. Speak loudly enough for all to hear, but do not strain the vocal cords.

**Inflection** - This is the change in pitch of the voice. Pronounce the preparatory command with a rising inflection near or at the end of its completion, usually the last syllable. When beginning a preparatory command, the most desirable pitch of voice is near the level of the natural speaking voice. A common fault is to start the preparatory command so high that, after employing a rising inflection, the passage to a higher pitch for the command of execution is impossible without undue strain. A properly delivered command of execution has no inflection. However, it should be given at a higher pitch than the preparatory command.

**Projection** - This is the ability of your voice to reach whatever distance is desired without undue strain. To project the command, focus your voice on the person farthest away. Counting in a full, firm voice and giving commands at a uniform cadence while prolonging the syllables are good exercises. Erect posture, proper breathing, a relaxed throat, and an open mouth help project the voice.

**Snap** - This is the conciseness of the command.

# Potomac Conference Drill Down



## General Information

All Pathfinders that would like to participate in the Drill Down are welcome to participate in their age category. Drill Downs may occur at the Conference Camporee or Fair or both, time schedule and space permitting.

## Drill Down Categories

Junior Girls	Pathfinder Girls Ages	10-12
Junior Boys	Pathfinder Boys Ages	10-12
Teen Girls	Pathfinder Girls Ages	13-15
Teen Boys	Pathfinder Boys Ages	13-15
TLT	TLT's Ages	14-18 or Grades 9-12
Master Guide	Anyone 16 & Older who is a Master Guide or is working on Master Guide	
Exceptions	Please bring unique circumstance with persons that wish to compete in the drill down that do not fit into one of these categories to the conference before the Drill Down via e-mail	

### Important Note

TLT's must be in an active TLT program and registered with the conference not just an older teen to be eligible for the TLT Drill Down. TLT application forms can be found online for free or in the TLT Manual which can be purchased from Advent Source. Mail or fax a copy of the TLT applications Potomac Conference office. TLT's that are 14 or 15 can choose the Teen Category or the TLT category but not both. MG Candidates who are also TLT's may choose the TLT category or the MG category but not both.

Master Guides should also be recognized by the conference and on the Conference list of Master Guides. Master Guide Candidates should be recognized by their Master Guide Mentors.

## Demonstration Area

The Drill Down demonstration area will be roughly 50 feet by 50 feet provided weather and availability of space. All Pathfinders should practice in a 25 by 25 foot area just in case.,

## Judges

Judges will be knowledgeable of the NAD Pathfinder Club Drill Manual and will be experienced as Drill Instructors. The ruling by the judges will be FINAL unless an error is immediately agreed upon by all judges....

## Preliminary and Final Drill Down

The Drill Down will be conducted in 2 phases, a preliminary and final Drill Down (there may be several preliminary Drill Downs depending on the numbers of participants.) The preliminary Drill Down will drill down the number of participants to roughly 25. Once a category has completed its preliminary Drill Down phase then those Finalist will move into the final Drill Down. The final Drill Down will drill down those participants to 1<sup>st</sup> 2<sup>nd</sup> and 3<sup>rd</sup> places in each category. The Final Drill Down will be Drilled Down using a card system which will allow one additional mistake per Pathfinder.

## Command Clarification

Drill commands can be found in the NAD Pathfinder Drill Manual or the "Pathfinder Club Drill: The Basics" video/DVD available through Advent Source or added and clarified in this information packet. A Quick reference guide is also available in the Potomac Conference Directors Packet and further clarification can be obtained from the FM 22-5 Army Drill Manual, however all judging criteria is based on the NAD Pathfinder Club Drill Manual and this information packet. Any specific questions or clarifications can be directed to your Area Coordinator or Joel Hutchins: Drill & Ceremonies Coordinator at 301-802-4326 or THSLDU@comcast.net.

## Required Drill Commands

The commands listed below could be called during the Drill Down. The command categories listed indicate the **Minimum** required command knowledge by age group **but is not limited to** the commands listed, however all commands given in the Drill Down will come from the NAD Pathfinder Club Drill Manual or this information packet. The Teen, TLT, and Master Guide categories must also know the commands in the previous category, as well it is expected that the Teen, TLT's and Master Guides have **Perfect Posture and Feet Placement** during the Drill Down. Frequently, due to the increased skill and expertise of the Pathfinders in Potomac Conference who have participated in numerous Drill Downs the Drill Instructor may need to use more difficult commands or command combinations to effectively drill down the Pathfinders. If the participants skill level is extreme a **blind fold or "Simon Says"** drill may be needed. It would behoove any participant who desires to do well in Potomac Conference Drill Downs to **know all** the commands or combinations including **guidon drill** and their proper execution contained in the NAD Pathfinder Drill Manual.

<u>Junior Drill Down Commands</u>	<u>Page</u>
About Face.....	8
Stand At Ease.....	8
Attention.....	6
Cover/Recover.....	19
Dismissed.....	17
Dress Right Dress/Ready Front.....	23
Fall In/Out.....	16
Hand Salute.....	10
Left & Right Face.....	8
Parade Rest.....	8
Present Arms/Order Arms.....	9
Column Left March.....	19
Column Right March.....	19
Forward March.....	11
Halt.....	11
Left & Right Flank March.....	20
Rear March.....	19
Hand Salute.....	10
Prayer Attention.....	7

<u>Teen Drill Down Commands</u>	<u>Page</u>
By the Numbers/Without Numbers.....	3
At Ease.....	8
Rest.....	8
Backward March.....	13
At Close Interval Dress Right Dress/Ready Front.....	19
Count Off.....	20
Half Step March.....	11
Left Step March.....	13
Right Step March.....	13
Column Half Left March.....	19
Column Half Right March.....	19
Eyes Right/Ready Front.....	23
Open Ranks March/Close Ranks March.....	24
Mark Time March.....	12
Left & Right Oblique & Assoc. Commands.....	Info Page

<u>TLT &amp; MG Drill Down Commands.....</u>	<u>Page</u>
Left/Right Step March.....	13
# Steps Forward/Backward Left or Right March.....	10
Close Interval March/Normal Interval March.....	24
Count Cadence Count.....	10
At Your Command.....	3
In Cadence.....	4
Change Step March.....	13
Counter Column March/Colors Reverse.....	32
Extend March.....	12
Incline Around.....	20
File from the L/R March.....	25
Guidon Drill Commands.....	27-31

### Specific Command Detail/Clarification

**Dismissed:** The command is given "Dismissed," the Pathfinders will automatically execute *Present Arms*, the drill instructor will return the salute, at which time the Pathfinders will automatically execute *Order Arms* and *About Face* then take one step in the new direction. Note: This is slightly different than the Pathfinder Manual, however is more efficient, sharp, and precise.

**Rear March:** For purposes of rhythm it is acceptable to give the command as "To the Rear March"

**Hand Salute:** "The hand salute is executed like present and order arms turning head and eyes toward the person addressed as you salute, and normally terminated upon acknowledgment without command" on a 2 count cadence, normally executed automatically for respect for higher ranking officers. The "hand salute is not normally accepted as a "command," however to have the participant demonstrate an ability to execute the movement with sharpness the command "Hand Salute" is necessary.

**Attention:** On the preparatory command for attention, immediately assume parade rest when at the position of at ease, stand at ease, or rest. For purposes of the Potomac Conference Drill Downs the preparatory command for attention will be "Pathfinders" for all age categories.

**In Sequence** In sequence commands will be executed from rank to rank or column to column as directed by the Drill Instructor and will be executed in the specified order given. Such as file "In Sequence" 3-2-4-1, March (Page 25)

**Squad Commands** Squad commands will be executed by the squads in order from 1<sup>st</sup> squad onward. 1<sup>st</sup> squad is the column or file on the far right of the formation.

**Definitions:** **Any Definition** such as "Flank, File, Cadence, or Quick Time" which can be found in the Drill Manual is fair game in a Drill Down. Also the ability to state the number of counts in a movement or being able to describe which foot a movement is executed on and the ability to determine the number of steps required for any rank in "Open/Close Ranks" is also fair game.

**Guidon Drill:** All Guidon Drill Commands are fair game.

**Open Ranks:** Maintain **Rank & Position** even if a participant is drilled out until asked to cover down.

## Oblique

The oblique command is a 45 degree flanking movement and its primary purpose is to change the line of march for a short distance. The command is given **Right/Left Oblique, MARCH** where **Right** or **Left** is the preparatory command and **MARCH** is the command of execution. The command is given while marching at attention in **Any Formation; Close or Normal Interval**; only in the **Cadence of Quick Time**.

**Right Oblique:** The command **Right Oblique, MARCH** is given while marching at quick time. The preparatory command and command of execution will be given as the right foot strikes the ground, as this involves a movement to the right. On the command of execution take an additional step with the left foot and then face 45 degrees to the right by pivoting on the ball of the left foot and taking a normal step with the right foot in the direction of the oblique in a similar fashion as a flanking movement.

**Left Oblique:** This movement is executed in the same manner to the left by substituting the words Left for Right above.

**Alignment:** To maintain alignment while in the Oblique, the base is the extreme right or left file designated by the command. Members of the formation will keep their shoulders parallel to the base and regulate their steps so that the ranks remain parallel to the original front.

**Other Commands:** Five movements may be executed while in the Oblique as follows:

**Half Step:** The purpose of this command is to slow the forward movement but not the cadence. The command is given **Half Step, MARCH** as either foot strikes the ground. Execute the command as if you were marching forward at attention. The only command that may be given while in **Half Step March**, is **Resume, MARCH**. This command may be given as either foot strikes the ground. On the command of execution, **MARCH**, take one additional half step then continue in the oblique direction with a full step.

**Mark Time:** The purpose of this command is to stop the forward movement but not the cadence. The command is given **Mark Time, MARCH** as either foot strikes the ground. On the command of execution, **MARCH**, take one more step in the direction of the oblique and then bring the trailing foot along side the leading foot marching in place in the direction of the oblique. The only command that may be given while in **Mark Time**, is **Resume, MARCH**. Execute the command as if you were resuming **Forward March**, from **Mark Time**.

**In Place Halt:** The purpose of this command is to halt in the direction of the oblique and is given **In Place, HALT**, where “**In Place**” is the preparatory command and “**HALT**” is the command of execution. This command may be given as either foot strikes the ground. Execute this command as you would if marching forward except continue facing in the direction of the oblique. The only command that may be given from **In Place HALT** is **Resume MARCH**. On the command **MARCH**, step off with your left foot in the direction of the oblique.

**Halt:** The purpose of this command is to halt the unit facing forward. The command is given **HALT** as either the left foot or right foot strikes the ground depending on the direction of the oblique and is preceded by a preparatory command fitting the group that is being commanded such as “**Drill Team,**” or “**Pathfinders.**” If in the **Right Oblique** the preparatory and command of execution will be given as the **Left** foot strikes the ground and if in the **Left Oblique** both commands will be given as the **Right** foot strikes the ground. When the command of execution is given take one additional step and pivot on the ball of the leading foot turning in the original forward direction and bring the trailing foot along side smartly assuming the position of attention.

**Forward March:** The purpose of this command given while in the oblique is to return the units direction of march to the original front. The command is given **Forward MARCH**, as either the left foot or the right foot strikes the ground depending on the direction of the oblique. If in the **Right Oblique** the preparatory and command of execution will be given as the **Left** foot strikes the ground and if in the **Left Oblique** both commands will be given as the **Right** foot strikes the ground. On the command of execution take one additional step in the oblique and then pivot on the ball of the leading foot turning 45 degrees toward the original forward direction allowing arms to swing naturally close to the body.



# Drill Team

# Information Packet



# SECTION 1: TEAMS

**Drill Teams:** Drill Teams must consist of at least 4 members, this can include the Drill Instructor if necessary. A Drill Team is defined as a group of Pathfinders/TLT's aged 10 through 18 or MG Candidates up to 18. All team members must be registered members of the Pathfinder club they represent and must be in the 5<sup>th</sup> through 12<sup>th</sup> grades.

**Drill Instructors:** Drill Instructors can be any Pathfinder, TLT, or Staff Member. (Teams with Drill Instructors 18 or Under will receive a 5 point bonus) Drill Instructor's 19 and older cannot be part of the Drill Team formation they must call commands as the march along side the team.

**Team Categories:** (Each team may only enter ONE of the following categories)

**Basic**  
**Advanced**  
**Fancy - Freestyle**

**Additional Teams:** Pathfinder clubs having enough Pathfinders to form more than one Drill Team can only enter a team in a category once i.e. a club cannot have two Basic Teams, etc. Each team must consist of completely different members with exception to the Drill Team Leader, i.e. a Pathfinder in the Basic Team cannot be in the Advanced or Freestyle Team. A Drill Leader, however, can command drill for all teams or they could actually be the Drill Leader for one team and a team member of another team, i.e. The Drill Leader for the Advanced team could be a member of the Freestyle team which has a different Drill Leader. Drill Leaders from a more advanced team cannot be a member of a less advanced team. i.e. a Drill Leader for the Advanced Team cannot be a member of the Basic Team or a Drill Leader for the Fancy Team cannot be a member of the Advanced or Basic Team.

Clubs with more than one Team may only participate in each category once, i.e. a club could not enter two Basic Teams or two Advanced Teams or two Freestyle Teams but could enter a Basic and Advanced or Freestyle team with totally different Pathfinders in each with exception to the Drill Leader.

Teams must be from a club that is recognized by the conference they represent as an "official" Pathfinder club in that conference, however teams do not have to audition, be ranked, or seek permission by that conference to register as long as they are "officially recognized" in that conference as an official Pathfinder Club.

## SECTION 2: UNIFORM

Drill Team members including the Drill Leader should ALL wear the NAD (North American Division) Class "A" Uniform consisting of the following:

Khaki Pathfinder Shirt, including Union (if required), Conference, and Club patches along with Class Insignia  
Black Pants or Skirt with belt loops for black Pathfinder belt (No Spandex, Cargo Pants, or Military style BDU's,)  
Black Pathfinder belt and Pathfinder Buckle  
Black Dress Shoes or Boots  
Yellow Neckerchief with Slide or Ascot (not both)  
**No Sash**

### North American Division (NAD) Class "A" Uniform Detail

As defined by the Uniform Addendum available at [pathfindersonline.org](http://pathfindersonline.org) and the Potomac Conference Addendum to the NAD Uniform Addendum and as follows:

Pins, chevrons, Union (if required), Conference, Club identification and other Pathfinder patches are required to be in its designated place and in good order according to the afore mentioned Addendums. Black Pathfinder belt, and polishable dress shoes or boots are to be worn. (No sandals, tennis shoes, Velcro shoes, platform shoes or shoes/boots with heels in excess of **1 inch** will be allowed). **Accessories such as gloves, gauntlets, berets, ascots, spats, sunglasses, and cords may be added to the Class "A" uniform.** Pant legs **should not** be tucked or bloused inside the boots but left to hang naturally. The Pathfinder scarf **is not worn** when the ascot is used. **No additional uniform items such as capes or similar accessories will be allowed for the presentation.** Honor sashes are not to be worn. Uniform items that your team wears that are not listed above may not be recognized and points may be deducted unless a special exception is granted by the Event Coordinator. Exceptions may be granted if the item in question is presented to the Event Coordinator before the Registration Deadline.

### North American Division (NAD) Uniform Addendum

The NAD Uniform addendum to the Staff manual currently available online at "[www.pathfindersonline.org](http://www.pathfindersonline.org)" has been adopted by Potomac conference with additional items specified by the Potomac Conference Uniform Addendum. We recognize that some clubs will take some time to adopt all of the current specifications and until that time we will continue to judge the Uniform using the Class "A" uniform Detail in the same fashion as past competitions with an emphasis on uniformity, consistency and sharpness.

## SECTION 3: UNIFORM INSPECTION PROCEDURE

The NAD Class "A" Pathfinder Uniform as specified in the uniform section is required. The Team Demonstrating must report to the staging area at least 15 minutes before their scheduled competition time. The Team Leader, when instructed, will command their team to "**Fall In**" and then to "**Open Ranks**", enabling the judge to effectively view the team's uniforms. **Teams must successfully demonstrate All Drill Commands asked to be demonstrated by the Judge!** If teams are unable to perform any commands given points may be deducted. Once the inspection is complete, the team leader calls their team to "Close Ranks" to prepare for the demonstration. The uniform inspection is not part of the timed event.

## SECTION 4: AREA

The planned area for the demonstration is on a hard surface and will have a rough dimension of 100 by 100 feet. However, teams should plan their routine in a smaller area in case space is not available as planned. There will be a space outside of this area for teams to line up for the uniform and equipment inspection. Please be aware that there may not be any covered areas for the teams to seek shelter during any inclement weather, bringing appropriate rain gear for the teams and any equipment is extremely important. Teams are responsible for their own equipment, please do not leave equipment unattended.

## SECTION 5: MANUAL

The 1989 NAD edition of the Pathfinder Drill Manual is the official drill manual for this event with exception to the Oblique Movements detailed in this information packet.

## SECTION 6: DEMONSTRATION PROCEDURE

After the Uniform Inspection, the Drill Team will approach the entrance line to the demonstration area.

The **First Whistle** will blow to signal the Drill Team leader to enter the demonstration area smartly and with the most direct rout possible approach the Head Judge and assume the position of attention approximately two steps in front of the judge. The Drill Team leader will then perform the following:

Render a Hand Salute and state:

In a loud and clear voice!

“Sir/Ma’am, the [Drill Team Name], from [Church Name] in the [Conference], from the [Union], requests permission to take the floor, Sir/Ma’am. ”

Render a Hand Salute and then execute an About FACE and prepare to command the team for the demonstration.

The Time will start when “Fall IN” is given by the Drill Leader.

A **Second Whistle/Warning** will sound indicating teams have 1 minute left before they exceed the allotted time and incur an overtime penalty.

The Time will stop when “Dismissed” is given by the Drill Leader and the team is **Completely** off the demonstration area.

Teams do not need to request permission to leave the drill floor after before "Dismissed" is given, leave promptly after dismissing the team to avoid an overtime penalty.

No other whistles will sound, it is the responsibility of the team leader to be aware of their time and insure they are off the demonstration area to avoid an overtime penalty. Teams need to leave the demonstration area quickly and smartly in an orderly fashion. Any lingering or delay could still cause an overtime penalty.

**Note: The Drill Team may perform various movements. However, no sensual movements, sensual gyrations, or Greek stepping will be tolerated. Any team that exhibits any movements that would not Glorify HIS Name will be asked to leave the drill area immediately and will be disqualified! Feet must remain grounded, No Acrobatics!**

## SECTION 7: TIME

Basic Teams:	3 minutes to perform
Advanced Teams:	4 minutes to perform
Freestyle Teams:	8 minutes to perform

**Time starts** when the command "Fall In" is given.

**Time stops** when the command "Dismissed" is given.

After "Dismissed" is given, leave the drill floor immediately or an overtime penalty may still be assessed.

## SECTION 8: FLAGS, GUIDONS, & MUSIC

**Basic, Advanced & Freestyle Teams:** No Flags, Banners, or Music may be used.

**Freestyle Teams:** Hand held sticks with ribbons or material are allowed. However, NOTHING should be used or carried that symbolizes a weapon. If there are any other special circumstances that are not covered here that might warrant an exception please make the Event Coordinator aware before the registration deadline for a possible exception.

## SECTION 9: POINTS & SCORING

Uniform	Uniformity & Compliance with NAD Class A Uniform & Potomac Conference Addendum
Knowledge	There will be a knowledge component for team members. (see section 11)
Drill Captain	Command Voice & Ability to Command Team effectively
Creativity	Team's performance of commands in a smooth-flowing rhythmic manner
Precision	Team's ability to perform commands uniformly with precision & sharpness
Routine	Team's performance of commands, use of space, and timing of movements

Bonus Points 5 Points awarded to Drill Teams with a leader 18 & under

**Fancy Teams Only** 2 Points awarded to Drill Teams that maintain their angle of march after the column half left i.e. they do not command column half right before the other commands in the list.  
1 point for teams successfully demonstrating a fancy salute with at least 4 movement counts  
1 point for successfully demonstrating multi-component movements (at least 4 combination basic commands) when given as a single unique verbal command not in the Drill Manual.

Point Deductions 10 Points deducted if Basic or Advanced teams demonstrate Freestyle movements  
5 Points deducted for every 1-30 seconds over the time limit  
2 Points deducted each time any member of the team leaves the defined demonstration area  
1 Point deducted for teams not following standard Pathfinder Drill manual basic command rules  
1 Point deducted for Drill Leaders that do not follow the required demonstration procedure  
1 Point deducted for each piece of equipment or uniform item that falls or drops  
1 Point deduction for any team member that breaks formation (goes the wrong direction)

Disqualification will occur if inappropriate movements are performed or inappropriate behavior is displayed by the **team, their club members, or family present !!**

All scoring and decisions by the floor judges are final and are not to be argued or debated with them. Inappropriate or unchristian like behavior directed toward the judges or staff will result in disqualification.

Awards will be given to all teams that meet the following standard scoring brackets:

1 <sup>st</sup> Place	90-100	Points	90%	Receiving at least 90% of the total points available
2 <sup>nd</sup> Place	80-89	Points	80%	Receiving at least 80% of the total points available
3 <sup>rd</sup> Place	70-79	Points	70%	Receiving at least 70% of the total points available

# SECTION 10: REQUIRED COMMANDS

The Basic & Advanced commands must follow the rules set forth by the 1989 NAD Pathfinder Club Drill Manual. The "Obliques" and related commands should follow the supporting documentation in this information packet.

**Basic:** Basic Teams demonstrate the Basic commands listed below in any effective order.

Fall In	Close Ranks March
Dress Right Dress/Ready Front	Count Off
Cover/Recover	Hand Salute
Open Ranks March	Forward March
Present Arms/Order Arms	Half Step March
By the Numbers	Column Half Left March
Left Face	Column Left March
Right Face	Column Right March
Without Numbers	Right Flank March
Parade Rest	Left Flank March
Stand At Ease	Rear March
At Ease	Mark Time March
Rest	Halt
Attention	Dismissed
About Face	

**Advanced:** Advanced Teams demonstrate the Basic and Advanced commands listed below in any effective order.

Fall In	Resume March
Close Interval Dress Rt Dress/Ready Front	Forward March
Dress Right Dress/Ready Front	Left Oblique March
Cover/Recover	Forward March
Open Ranks March	Close Interval/Normal Interval March (while moving fwd)
Present Arms/Order Arms	Eyes Right/Ready Front
By the Numbers	Count Cadence Count
Left Face	Half Step March
Right Face	Column Half Left March
Without Numbers	Column Left March
Parade Rest	Column Right March
Stand At Ease	Right Flank March
At Ease	Left Flank March
Rest	Rear March
Attention	Incline Around Left/Right or "Incline to the L/R" March
About Face	Mark Time March
Close Ranks March	Backward March (Must be given from the Halt)
Count Off	Halt
Hand Salute	Left Step March
Forward March	Right Step March
Right Oblique	Dismissed
In Place Halt	

**Freestyle:** Freestyle Teams demonstrate all of the Basic commands **In the Order Listed** before the Freestyle routine. Attempting to demonstrate missed commands will incur an out of order penalty.

Fall In	Forward March
Dress Right Dress/Ready Front	Right Oblique
Cover/Recover	In Place Halt
Open Ranks March	Resume March
Present Arms/Order Arms	Forward March
By the Numbers	Left Oblique March
Left Face	Forward March
Right Face	Half Step March
Without Numbers	Column Half Left March
Parade Rest	Column Left March
Stand At Ease	Column Right March
At Ease	Right Flank March
Rest	Left Flank March
Attention	Rear March
About Face	Mark Time March
Close Ranks March	Halt
Count Off	+++ Freestyle Routine Starts Here +++
Hand Salute	Dismissed

# SECTION 11: REQUIRED KNOWLEDGE

During the Uniform inspection each Pathfinder "might" be asked a random question from the list below. If they are unable to answer the first question asked they may be asked a second question. It is our desire that every Drill Team member know this information from memory.

**Each Pathfinder is responsible for being able to answer any of the questions:**

**1. What is your favorite Bible verse (Please have them recite the verse?)**

**2. What are the 6 Class Levels (8 if that applies to your club)?**

Answer: Friend, Companion, Explorer, Ranger, Voyager, (Pioneer, Navigator,) Guide

**3. Be able recite the pledge:**

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

**4. Be able to state any of the Pathfinder Laws ("what is the 5th Law?") by number or recite the Pathfinder Law as a whole:**

Answer: The Pathfinder Law is for me to:

- 1) Keep the morning watch
- 2) Do my honest part
- 3) Care for my body
- 4) Keep a level eye
- 5) Be courteous and obedient
- 6) Walk softly in the sanctuary
- 7) Keep a song in my heart
- 8) Go on God's errands.

**5. Be able to recite the pledge of allegiance (rendering proper salute):**

Answer: I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

**6. Be able to recite the words to the Pathfinder Song?**

Answer: Oh we are the Pathfinder strong  
The servants of God are we.  
Faithful as we march along,  
In kindness\* truth and purity.  
A message to tell to the world,  
A truth that will set us free,  
King Jesus the Saviour's coming back  
for you and me.

\* Allow both versions

**7. Be able to explain aspects of the Pathfinder Emblem such as Colors and Symbols.**

Answer: **Red:** Sacrifice that reminds us of Christ  
**White:** Purity and righteousness of Christ's life in our lives  
**Blue:** Loyalty to our God in heaven, Parents, and our Church  
**Gold:** Excellence which the Pathfinder Club has a high standard of to help build strong character

**3 Sides:** Completeness of the Godhead (Father, Son, Holy Spirit)  
Tripod of Education Mental, Physical, Spiritual

**Shield:** Protection "Fear not I am the shield"

**Sword:** Bible "The sword of the Spirit is the Word of God"



## SECTION 12: COMMAND DETAIL & CLARIFICATION

**Forward March vs Half Step March:** Recognizing that Pathfinders are not adults and their step length can be shorter either naturally or by design as the “style of march” of a particular drill team, teams must successfully demonstrate the difference between these two commands. If the step length in “Forward March” at quick time is so short that a differentiation between it and “Half Step March” cannot be determined teams will not receive credit for either command.

**Mark Time March:** Mark Time March is “not given when at halt nor at double time”

**Hand Salute:** “The hand salute is executed like Present ARMS and Order ARMS turning head and eyes toward the person addressed as you salute, and normally terminated upon acknowledgment without command” on a 2 count cadence. This command is normally executed automatically to render respect to a higher ranking officer. The “Hand Salute” is not normally commanded, however to have the Drill Team demonstrate its ability to execute this movement in unison with precision and sharpness, the command “hand Salute” is required for this competition.

**Guidons:** If Guidons are used by the Drill Team, all of the commands performed by the Guidon bearer should be performed automatically. For example: If “Present ARMS” is given, the correct movement for the Guidon should be executed. **If the Guidon Bearer does not execute the appropriate command and movement, points will not be awarded for that command as if the entire team did not execute the command.**

**Oblique:** The oblique command is a 45 degree flanking movement and its primary purpose is to change the line of march for a short distance but not the direction. The command is given **Right/Left Oblique, MARCH** where **Right** or **Left** is the preparatory command and **MARCH** is the command of execution. The command is given while marching at attention in **Any Formation; Close or Normal Interval;** in the **Cadence of Quick Time.**

**Right Oblique:** The command **Right Oblique, MARCH** is given while marching at quick time. The preparatory command and command of execution will be given as the right foot strikes the ground, as this involves a movement to the right. On the command of execution take an additional step with the left foot and then face 45 degrees to the right by pivoting on the ball of the left foot and taking a normal step with the right foot in the direction of the oblique in a similar fashion as a flanking movement.

**Left Oblique:** This movement is executed in the same manner to the left by switching the required foot assignments.

**Variation:** Drill Teams may choose to execute the oblique movement and forward march (see below) in a sharper manner by pivoting on the balls of both feet and stepping off in the oblique with the leading foot instead of the trailing foot. Uniformity between flanking movements and the oblique should be maintained, i.e. if a drill team steps off with the leading foot for a flanking movement to maintain sharpness they must also do the same with the oblique movement.

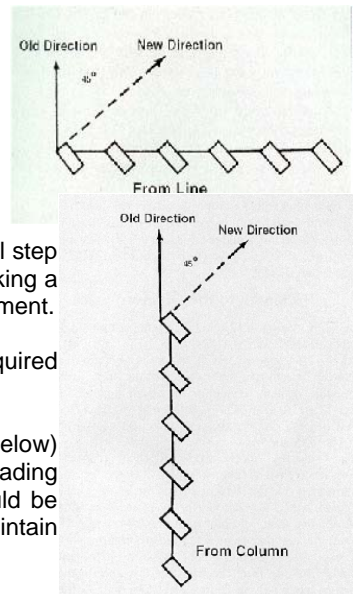
**Alignment:** To maintain alignment while in the Oblique, the base is the extreme right or left file designated by the command. Members of the formation will keep their shoulders parallel to the base and regulate their steps so that the ranks remain parallel to the original front.

**Other Commands:** These movements may be executed while in the Oblique as follows:

**In Place Halt:** The purpose of this command is to halt in the direction of the oblique and is given **In Place, HALT**, where “**In Place**” is the preparatory command and “**HALT**” is the command of execution. This command may be given as either foot strikes the ground. Execute this command as you would if marching forward except continue facing in the direction of the oblique. The only command that may be given from **In Place HALT** is **Resume MARCH**. On the command **MARCH**, step off with your left foot in the direction of the oblique.

**Halt:** The purpose of this command is to halt the unit facing forward. The command is given **HALT** as either the left foot or right foot strikes the ground depending on the direction of the oblique and is preceded by a preparatory command fitting the group that is being commanded such as “**Drill Team,**” or “**Pathfinders.**” If in the **Right Oblique** the preparatory and command of execution will be given as the **Left** foot strikes the ground and if in the **Left Oblique** both commands will be given as the **Right** foot strikes the ground. When the command of execution is given take one additional step and pivot on the ball of the leading foot turning in the original forward direction and bring the trailing foot along side smartly assuming attention.

**Forward March:** The purpose of this command given while in the oblique is to return the units direction of march to the original front. The command is given **Forward MARCH**, as either the left foot or the right foot strikes the ground depending on the direction of the oblique. If in the **Right Oblique** the preparatory and command of execution will be given as the **Left** foot strikes the ground and if in the **Left Oblique** both commands will be given as the **Right** foot strikes the ground. On the command of execution take one additional step in the oblique and then pivot on the ball of the leading foot turning 45 degrees toward the original forward direction allowing arms to swing naturally close to the body.



## SECTION 13: SCHEDULE

All teams will need to arrive by 8:00 AM for opening exercises. The schedule will be determined after the registration deadline. All Basic and Advanced teams may be required to attend a drill clinic prior to their performance in order to receive their trophy.

## SECTION 14: CONTACT INFORMATION

Contact the Event Coordinator for General, Registration or Scheduling questions as well for any questions related to the Drill Team rules or information packet.

**Joel Hutchins** Event Coordinator

[THSLDU@comcast.net](mailto:THSLDU@comcast.net) E-Mail  
301-802-4326 Cell Phone

Contact Nancy Crickenberger in the Youth Department at the Potomac Conference Office for any questions related to registration fees or billing.

**Nancy Crickenberger** Youth Department Office Assistant

[NANCYC@pcsda.org](mailto:NANCYC@pcsda.org) E-Mail  
703-886-0771 Ext 232 Phone  
703-886-5734 Ext 232 Phone

## SECTION 16: REGISTRATION INFORMATION & DEADLINE

**Deadline: March 31<sup>st</sup>**

Registration forms **Must Be Received** by the deadline

Please **E-mail** the registration from to:

Nancy Crickenberger [NANCYC@pcsda.org](mailto:NANCYC@pcsda.org) - Youth Department  
And CC: [THSLDU@comcast.net](mailto:THSLDU@comcast.net) - Joel Hutchins Event Coordinator

**Note:** Please fill out Registration forms by hand and scan to PDF or use the fillable form provided and send via E-mail. Unfortunately **Signatures of the Director and Drill Team Leaders are once again required !!** due to the fact that we found last year many Drill Team leaders who clearly did not read or understand the rules.

Electronic signatures will be accepted but they must be true "Electronic" signatures not just the names typed into the fillable form.

Adobe PDF "Reader" is free and available on the internet. If you are having difficulty opening the file, be sure you have the latest version of Adobe Reader.

Drill Teams must be from clubs who have achieved "official status" by the conference office which means the club must have confirmation of a signed charter and church board minutes acknowledging the formation of the club.

Drill Team Registration will be confirmed only after confirmation of payment.

All Registration forms must be e-mailed to Nancy Crickenberger [NANCYC@pcsda.org](mailto:NANCYC@pcsda.org)  
And Joel Hutchins - [THSLDU@comcast.net](mailto:THSLDU@comcast.net)

We apologize but there will not be an option to Mail or Fax registration forms, however if this presents a significant issue please contact the Event Coordinator.

If your club is unable to "Bill the Church" after e-mailing the form please include a copy of the form in the Envelope with the check or money order payable to the Potomac Conference and address it to:

Potomac Conference Youth Ministries  
606 Greenville Avenue  
Staunton, VA 24401 - 4804

# Registration – Deadline March 31

E-Mail this Registration Form to the Youth Department:  
Nancy Crickenberger - [NANCYC@pcsd.org](mailto:NANCYC@pcsd.org)  
Please CC: Joel Hutchins - [THSLDU@comcast.net](mailto:THSLDU@comcast.net) Event Coordinator



## Pathfinder Club Demographic: (Please Print)

Club Name: \_\_\_\_\_

Church Name: \_\_\_\_\_

## Club Staff Contact Info: (Please Print)

Club Director: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Club Deputy Dir: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Drill Team Leader Signature & Contact Info: (If Leader is a minor use the Director's phone number and E-Mail)

Basic: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Advanced: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Freestyle: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Conference Staff Contact Info: (Please Print)

Area Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Rules and Regulation Agreement

By completing and signing the registration form the Director indicates the team Leaders have read, understand, and accept the rules and regulations in the information packet and will abide by them when presenting the team(s). Registration forms must be signed by the Director before it will be accepted. Only forms completed and received by the deadline will be accepted. Confirmation receipt of the registration form will be sent to the Director's E-mail. If E-mail confirmation is not received within 2 weeks please contact the Event Coordinator.

## Signatures:

Club Director: \_\_\_\_\_ Date: \_\_\_\_\_

## Payment & Team Registration Information: (Please Indicate Team Type by check mark and size)

Basic Team Registration Fee **\$30** Team Size: \_\_\_\_\_

Advanced Team Registration Fee **\$30** Team Size: \_\_\_\_\_

Fancy Team Registration Fee **\$30** Team Size: \_\_\_\_\_

Total Registration Fee \$ \_\_\_\_\_

### Fee Summary

1 Team = \$30

2 Teams = \$60

3 Teams = \$90

Bill Church by deadline

Payment will be mailed by deadline

**!! No Refunds will be granted after the deadline !!**

# Drum Corps Information Packet



## SECTION 1: TEAM

The minimum number of members per Drum Corps is 8, consisting of the following instruments.

- 3 Snare Drums
- 2 Pair of Cymbals
- 2 Bass
- 1 Multi-tom (Septs, Quints, Quads, or Trios)

A Drum Corps is defined as a group of Pathfinders/TLT's aged 10 through 18. All Drum Corps members must be registered members of the Pathfinder Club that they represent and must be in the 5<sup>th</sup> through 12<sup>th</sup> grades.

Drum Corps must be from clubs that are recognized by the conference they represent as an "official" Pathfinder club in that conference, however teams do not have to audition, be ranked, or seek permission by that conference to register as long as they are an "official club" in that conference.

## SECTION 2: UNIFORM

Drum Corps members including the Drum Leader should ALL wear the NAD (North American Division) Class "A" Uniform consisting of the following:

- Khaki Pathfinder Shirt, including Union (if required), Conference, and Club patches along with Class Insignia
- Black Pants or Skirt with belt loops for black Pathfinder belt (No Spandex, Cargo Pants, or Military style BDU's,)
- Black Pathfinder belt and Pathfinder Buckle
- Black Dress Shoes or Boots
- Yellow Neckerchief with Slide or Ascot (not both)
- No Sash**

### North American Division (NAD) Class "A" Uniform Detail

As defined by the Uniform Addendum available at [pathfindersonline.org](http://pathfindersonline.org) and the Potomac Conference Addendum to the NAD Uniform Addendum and as follows:

Pins, chevrons, Union (if required), Conference, Club identification and other Pathfinder patches are required to be in it's designated place and in good order according to the afore mentioned Addendums. Black Pathfinder belt, and polishable dress shoes or boots are to be worn. (No sandals, tennis shoes, Velcro shoes, platform shoes or shoes/boots with heels in excess of **1 inch** will be allowed). **Accessories such as gloves, gauntlets, berets, ascots, spats, sunglasses, and cords may be added to the Class "A" uniform.** Pant legs **should not** be tucked or bloused inside the boots but left to hang naturally. The Pathfinder scarf **is not worn** when the ascot is used. **No additional uniform items such as capes or similar accessories will be allowed for the presentation.** Honor sashes are not to be worn. Uniform items that your team wears that are not listed above may not be recognized and points may be deducted unless a special exception is granted by the Event Coordinator. Exceptions may be granted if the item in question is presented to the Event Coordinator before the Registration Deadline.

### North American Division (NAD) Uniform Addendum

The NAD Uniform addendum to the Staff manual currently available online at "[www.pathfindersonline.org](http://www.pathfindersonline.org)" has been adopted by Potomac conference with additional items specified by the Potomac Conference Uniform Addendum. We recognize that some clubs will take some time to adopt all of the current specifications and until that time we will continue to judge the Uniform using the Class "A" uniform Detail in the same fashion as past competitions with an emphasis on uniformity, consistency and sharpness.

## SECTION 3: UNIFORM INSPECTION PROCEDURE

The NAD Class "A" Pathfinder Uniform as specified in the uniform sections is required. The Team Demonstrating must report to the staging area at least 15 minutes before their scheduled competition time. The Team Leader, when instructed, will command their team to “**Fall In**” and then to “**Open Ranks**,” enabling the judge to effectively view the team’s uniforms. **Teams must successfully demonstrate All Drill Commands asked to be demonstrated by the Judge!** If teams are unable to perform any commands given points may be deducted. Once the inspection is complete, the team leader calls their team to “Close Ranks” to prepare for the demonstration. The uniform inspection is not part of the timed event.

## SECTION 4: AREA

The planned area for the demonstration is on a hard surface and will have a rough dimension of 100 by 100 feet. However, teams should plan their routine in a smaller area in case space is not available as planned. Teams are strongly encouraged to remain within the center of the demonstration area. This will allow the audience to share an equal view of each team during their demonstration. There will be a space outside of this area for teams to line up for the uniform and equipment inspection. Please be aware that there will not be any covered areas for the teams to seek shelter during any inclement weather, bringing appropriate rain gear for the teams and any equipment is extremely important. Teams are responsible for their own equipment, please do not leave equipment unattended.

## SECTION 5: DEMONSTRATION PROCEDURE

After the Uniform Inspection, the Drum Corps will approach the entrance line to the demonstration area.

The **First Whistle** will blow to signal the Drum Corps to enter the demonstration area in marching formation. The Drum Corps will be expected to execute proper commands that will lead the team to the center of the demonstration area and face the judges table.

**Due to time constraints, drum corps will not be permitted to enter or exit the demonstration area with a cadence.**

The Drum Corps leader will then approach the Head Judge and assume the position of attention approximately two steps in front of the judge. The Drum Corps leader will then perform the following:

Render a Hand Salute and state:

In a loud and clear voice!

“Sir/Ma’am, the [Drum Corps Name], from [Church Name] in the [Conference], in the [Union], requests permission to take the floor, Sir/Ma’am.”

Render a Hand Salute and then execute an About FACE and return to the team to command the demonstration.

The Time will start when the Drum Corps begins their cadence.

A **Second Whistle/Warning** will sound indicating teams have 1 minute left before they exceed the allotted time and incur an overtime penalty.

The Time will stop the Corps is **Completely** off the demonstration area and Corps has ceased playing.

Corps do not need to request permission to leave the floor after before "Dismissed" is given, leave promptly after dismissing the team to avoid an overtime penalty.

No other whistles will sound, it is the responsibility of the leader to be aware of their time and insure they are off the demonstration area to avoid an overtime penalty. Due to time constraints, cadences played to march a team off of the exhibition floor after the command “dismissed is given” will lead to additional time being added and penalty.



## SECTION 6: TIME

Each Drum Corps will be allowed **8 minutes** to perform. A second whistle will blow at the 7 minute mark to indicate that a team has 1 minute before they officially go over the allotted time. For every 1-30 seconds over the allotted 8 minutes, **5 points** will be deducted from the total score. The Corps is expected to exit the exhibition floor swiftly. Due to time constraints, cadences played to march a team off of the exhibition floor will lead to additional time being added to the performance time. Time does not stop until Corps is completely off the floor and silent.

## SECTION 7: RUDIMENTS

Drum Corps are strongly encouraged to utilize a variety of rudiments in their cadence, however for this section individual team members will be called on by instrument to demonstrate the following rudiments prior to the demonstration:

Five Stroke Roll  
Single Flamacue

Single Paradiddle  
Double Stroke Roll

Points will be deducted for any team member who cannot successfully demonstrate each of these rudiments correctly.

## SECTION 8: MOVEMENT

Drum Corps are strongly encouraged to utilize a variety of movements with their cadence, however for this competition the team will be called upon to successfully demonstrate the following movements prior to the demonstration taking into consideration the proper demonstration of the movement with Drum Corps equipment. Please refer to the **Drum Corps Ministry Manual** for further clarification, which can be obtained from *AdventSource*.

Attention  
Parade Rest  
Right & Left Face (5 count)

Stand at Ease  
Present Arms/Order Arms  
About Face (9 count)

Note: The Drum Corps may demonstrate various styles of movements. However: No sensual movements, sensual gyrations, or Greek stepping will be tolerated. Any team that exhibits any movement that would not Glorify His Name will be asked to leave the demonstration area immediately!

Corps members are also to be asked to keep their feet **on the ground** at all times without exception! The intent is to maintain safety for all Pathfinders by prohibiting any acrobatic routines, tumbling, cartwheels, or team members acrobatic formations on top of another's shoulders. The raising of one leg at a time is acceptable for short periods of time to enhance the cymbal or drum movements.



## SECTION 9: POINTS

The following criteria will be used in the scoring process:

Entry:	The line up and entrance of the Drum Corps onto the floor in a uniform fashion
Uniform/Equipment:	Uniformity & Compliance with NAD Class A Uniform & Potomac Conference Addendum
Complexity:	Based on the intricacy and relative difficulty and complication of the cadence.
Showmanship:	Proper playing techniques as well as the teams visual and presentation appeal.
Precision:	The precision and timing of each section within the cadence and ability to maintain those.
Creativity:	The creative aspect of including the required movements and rudiments in the demo.
Rudiments:	Corps ability to demonstrate and include the rudiments in the cadence.

Bonus Points                      5 points will be awarded to the Drum Corps teams with a leader 18 and Under

Point Deductions                      10 Points will be deducted for teams that do not keep their feet on the ground!  
5 Points will be deducted for every 1-30 seconds over the 8 minute time limit  
1 Point deducted for Drum Leaders that do not follow the required demonstration procedure  
1 Point deducted for every piece of equipment dropped  
1 Point deducted for each instance the Drum Corps leaves the demonstration area

Disqualification will occur if inappropriate movements are performed or inappropriate behavior is displayed by the **team, their club members, or family present !!**

## SECTION 10: SCORING

The scoring of the judges will be tallied and averaged to calculate the final score. All scoring and decisions by the judges are final and are not to be argued or debated. Inappropriate or unchristian like behavior directed toward the judges or staff will result in disqualification. This exhibition is a ministry of the Lord and all behavior should Glorify His Name.

Awards will be given to all teams that meet the standard of the following scoring brackets:

1 <sup>st</sup> Place	90-100	Points	90%	Receiving at least 90% of the total points available
2 <sup>nd</sup> Place	80-89	Points	80%	Receiving at least 80% of the total points available
3 <sup>rd</sup> Place	70-79	Points	70%	Receiving at least 70% of the total points available

## SECTION 12: REQUIRED KNOWLEDGE

During the Uniform inspection each Pathfinder "might" be asked a random question from the list below. If they are unable to answer the first question asked they may be asked a second question. It is our desire that every Drill Team member know this information from memory.

**Each Pathfinder is responsible for being able to answer any of the questions:**

**1. What is your favorite Bible verse (Please have them recite the verse?)**

**2. What are the 6 Class Levels (8 if that applies to your club)?**

Answer: Friend, Companion, Explorer, Ranger, Voyager, (Pioneer, Navigator,) Guide

**3. Be able recite the pledge:**

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

**4. Be able to state any of the Pathfinder Laws ("what is the 5th Law?") by number or recite the Pathfinder Law as a whole:**

Answer: The Pathfinder Law is for me to:

- 1) Keep the morning watch
- 2) Do my honest part
- 3) Care for my body
- 4) Keep a level eye
- 5) Be courteous and obedient
- 6) Walk softly in the sanctuary
- 7) Keep a song in my heart
- 8) Go on God's errands.

**5. Be able to recite the pledge of allegiance (rendering proper salute):**

Answer: I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

**6. Be able to recite the words to the Pathfinder Song?**

Answer: Oh we are the Pathfinder strong  
The servants of God are we.  
Faithful as we march along,  
In kindness\* truth and purity.  
A message to tell to the world,  
A truth that will set us free,  
King Jesus the Saviour's coming back  
for you and me.

\* Allow both versions

**7. Be able to explain aspects of the Pathfinder Emblem such as Colors and Symbols.**

Answer: **Red:** Sacrifice that reminds us of Christ  
**White:** Purity and righteousness of Christ's life in our lives  
**Blue:** Loyalty to our God in heaven, Parents, and our Church  
**Gold:** Excellence which the Pathfinder Club has a high standard of to help build strong character

**3 Sides:** Completeness of the Godhead (Father, Son, Holy Spirit)  
Tripod of Education Mental, Physical, Spiritual

**Shield:** Protection "Fear not I am the shield"

**Sword:** Bible "The sword of the Spirit is the Word of God"

## SECTION 13: SCHEDULE & LOCATION

All teams will need to arrive by 8:00 AM for opening exercises.

## SECTION 14: CONTACT INFORMATION

Contact the Drum Corps Coordinator for specific questions related to the Drum Corps competition and the rules.

Contact the Event Coordinator for General, Registration or Scheduling questions, and if unable to contact the Drum Corps Coordinator.

Event Coordinator: Drum Corps & Drill Team

**Joel Hutchins**

[THSLDU@comcast.net](mailto:THSLDU@comcast.net)

301-802-4326

E-Mail

Cell Phone

## SECTION 15: REGISTRATION INFORMATION & DEADLINE

**Deadline: March 31<sup>st</sup>**

Registration forms **Must Be Received** by the deadline

Please **E-mail** the registration from to:

Nancy Crickenberger [NANCYC@pcsda.org](mailto:NANCYC@pcsda.org) - Youth Department

And CC: [THSLDU@comcast.net](mailto:THSLDU@comcast.net) - Joel Hutchins Event Coordinator

**Note:** Please fill out Registration forms by hand and scan to PDF or use the fillable form provided and send via E-mail. Unfortunately **Signatures of the Director and Drill Team Leaders are once again required !!** due to the fact that we found last year many Drill Team leaders who clearly did not read or understand the rules.

Electronic signatures will be accepted but they must be true "Electronic" signatures not just the names typed into the fillable form.

Adobe PDF "Reader" is free and available on the internet. If you are having difficulty opening the file, be sure you have the latest version of Adobe Reader.

Drum Corps must be from clubs who have achieved "official status" by the conference office which means the club must have confirmation of a signed charter and church board minutes acknowledging the formation of the club.

Drum Corps Registration will be confirmed only after confirmation of payment.

All Registration forms must be e-mailed to Nancy Crickenberger [NANCYC@pcsda.org](mailto:NANCYC@pcsda.org)

And Joel Hutchins - [THSLDU@comcast.net](mailto:THSLDU@comcast.net)

We apologize but there will not be an option to Mail or Fax registration forms, however if this presents a significant issue please contact the Event Coordinator.

If your club is unable to "Bill the Church" after e-mailing the form please include a copy of the form in the Envelope with the check or money order payable to the Potomac Conference and address it to:

Potomac Conference Youth Ministries  
606 Greenville Avenue  
Staunton, VA 24401 - 4804



**Registration – Deadline March 31**

E-Mail this Registration Form to the Youth Department:  
 Nancy Crickenberger - [NANCYC@pcsd.org](mailto:NANCYC@pcsd.org)  
 Please CC: Joel Hutchins - [THSLDU@comcast.net](mailto:THSLDU@comcast.net) Event Coordinator

**Pathfinder Club Demographic: (Please Print)**

Club Name: \_\_\_\_\_

Church Name: \_\_\_\_\_

**Club Staff Contact Info: (Please Print)**

Club Director: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Club Deputy Dir: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Drum Corps Leader Contact Info: (If Corps Leader is a minor please use the Director’s phone number and E-Mail)**

Corps Leader: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Conference Staff Contact Info: (Please Print)**

Area Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Rules and Regulation Agreement**

By completing and signing the registration form the Director indicates the team Leaders have read, understand, and accept the rules and regulations in the information packet and will abide by them when presenting the team(s). Registration forms must be signed by the Director before it will be accepted. Only forms completed and received by the deadline will be accepted. Confirmation receipt of the registration form will be sent to the Director’s E-mail. If E-mail confirmation is not received within 2 weeks please contact the Event Coordinator.

**Signatures:**

Club Director: \_\_\_\_\_ Date: \_\_\_\_\_

**Payment & Corps Registration Information: (Please Indicate Corps size and instrument compliment below)**

Drum Corps Registration Fee **\$30**

Corps Size: \_\_\_\_\_

Snares: \_\_\_\_\_

Cymbals: \_\_\_\_\_

Bass: \_\_\_\_\_

Multi-tom: \_\_\_\_\_

Total Registration Fee \$ \_\_\_\_\_

- Bill Church by deadline
- Payment will be mailed by deadline

**!! No Refunds will be granted after the deadline !!**

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## **Section VI**

### **Resources**

Potomac Conference T-Shirt Order Form  
AdventSource Password  
Investiture Supplies from AdventSource  
Investiture Supplies for Navigator and Pioneer  
Flag Order Form  
Resource Page  
Additional Resource Information





## Potomac Conference Pathfinder and Adventurer Clubs

### Ordering Investiture Items

You may order all your supplies from AdventSource by phone or on the AdventSource website:

**Phone:** 1-800-328-0525. To order Investiture supplies by phone you will need to provide the Potomac Conference authorized password (call the conference office for the password) and give the Resource Consultant this password.

**Online:** go to [www.adventsource.org](http://www.adventsource.org) and log into your personal account. Once you are logged in, click on "Password," which will appear in the upper right section of your screen. Enter your Conference password into the authorized password box. Once you have entered your conference provided password, you can view and purchase restricted items by entering either the catalog number or the name of the item in the search box.

Please do not give the Potomac password to anyone else. If asked, please refer them to the Potomac Conference office.





# Advent Source

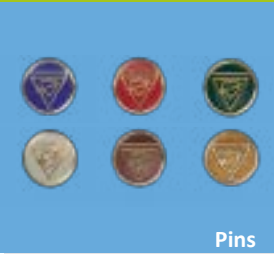
## PATHFINDER & MASTER GUIDE INVESTITURE ORDER FORM

Updated May 10, 2018

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

# PF CLASS INSIGNIA, TLT & MISC

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



Pins

## PINS\*

## QTY

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



Name Strips

## CLASS NAME STRIPS\*

## QTY

002140	Friend	\$0.90	
002141	Companion	\$0.90	
002142	Explorer	\$0.90	
002143	Ranger	\$0.90	
002152	Voyager	\$0.90	
002150	Guide	\$0.90	

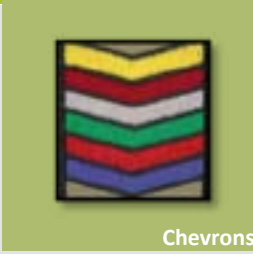


Ribbon Bars

## RIBBON BARS\*

## QTY

002300	Trail Friend	\$1.30	
002301	Trail Companion	\$1.30	
002302	Wilderness Explorer	\$1.30	
002303	Wilderness Ranger	\$1.30	
002306	Frontier Voyager	\$1.30	
002307	Frontier Guide	\$1.30	



Chevrons

## CHEVRONS\*

## QTY

002250	Friend	\$0.75	
002251	Companion	\$0.75	
002252	Explorer	\$0.75	
002253	Ranger	\$0.75	
002264	Voyager	\$0.75	
002260	Guide	\$0.75	

## CONDUCT AWARDS

## QTY

002304	Good Conduct Ribbon Bar	\$1.95	
002305	Good Conduct Star	\$0.95	



Conduct Bar & Star



Teen Leadership



Service Stars Pins

## TEEN LEADERSHIP TRAINING

## QTY

002138	Pin	\$2.95	
002139	Patch	\$3.95	
003028	Name Strip	\$1.50	
002060	Cord	\$9.95	
009516	Scarf	\$5.95	
002436	Year 1 Pin	\$2.00	
002437	Year 2 Pin	\$2.00	
002438	Year 3 Pin	\$2.00	
002439	Year 4 Pin	\$2.00	

## SERVICE STAR PINS

## QTY

002401	Year One	\$2.50	
002402	Year Two	\$2.50	
002403	Year Three	\$3.00	
002404	Year Four	\$3.00	
002405	Year Five	\$3.50	
002406	Year Six	\$3.50	
002407	Year Seven	\$3.50	
002408	Year Eight	\$3.50	
002409	Year Nine	\$3.50	
002410	Year Ten	\$3.50	
002411	Year Eleven	\$4.00	

## QTY

002412	Year Twelve	\$4.00	
002413	Year Thirteen	\$4.00	
002414	Year Fourteen	\$4.00	
002415	Year Fifteen	\$4.00	
002420	Year Twenty	\$4.00	
002425	Year Twenty-Five	\$4.00	
002430	Year Thirty	\$5.00	
002435	Year Thirty-Five	\$5.00	
002450	Year Forty	\$5.00	
002455	Year Forty-Five	\$5.00	
002460	Year Fifty	\$5.00	

# PF, MG, PLA, PIA, & MISC

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



PBE



MASTER GUIDE ESSENTIALS



PLA



PIA



AYMT



ADVENTIST YOUTH



ADVENTIST YOUTH MEDALLIONS

## MASTERGUIDE (Pathfinder)

QTY

002131	Six-Star Pin	\$1.25
002151	Name Strip	\$1.30
009603	Scarf w/ embroidery	\$15.95
002200	Slide (Cloth)	\$2.25
009689	Slide (Metal)	\$5.95
002261	Combination Chevron	\$3.95
002263	Star Patch	\$1.35
001000	Crest	\$7.90
009547	Beret Crest - not restricted	\$0.95
003039	Level Pins & Master Guide	\$16.95
003040	Level Bars	\$24.95
003969	P Buttons - not restricted	\$33.95
002241	Men's Logo Tie - not restricted	\$19.95
008631	Belt Buckle - not restricted	\$9.95

## PATHFINDER BIBLE EXPERIENCE (PBE)

QTY

003780	PBE Anchor Pin	\$1.20
003790	PBE Patch	\$2.95
003781	Green Bar 3rd Place (25)	\$19.95
003782	Red Bar 2nd Place (25)	\$19.95
003783	Blue Bar 1st Place (25)	\$19.95
003789	Year Bar (2017)	\$0.75
003791	Year Bar (2018)	\$0.75

Call for previous Year Bars

## PATHFINDER LEADERSHIP AWARD (PLA)

QTY

002168	Achievement Certificate	\$1.00
003013	Red/Silver Patch	\$2.95
002118	Silver Pin	\$1.95

## ADVENTIST YOUTH MINISTRY TRAINING (AYMT)

QTY

009517	Basic Staff Training Pin	\$2.15
009518	Counselor Jump Start Pin	\$2.15
009519	Director Pin	\$2.15
009520	Instructor Pin	\$2.15
009521	Leadership Pin	\$2.15
009522	Staff Leadership	\$2.15

## PATHFINDER INSTRUCTOR AWARD (PIA)

QTY

002165	Achievement Certificate	\$1.00
003012	Blue/Gold Patch	\$2.95
002119	Gold Pin	\$1.95

## ADVENTIST YOUTH (Pathfinder)

QTY

002132	Adventist Youth (AY) Pin	\$0.95*
001107	Adventist Youth (AY) Patch	\$1.50*

## ADVENTIST YOUTH MEDALLIONS

QTY

002323	Silver Medallion for Excellence	\$3.95
002322	Gold Medallion for Excellence	\$3.95





# PATHFINDER HONORS

Pathfinder honors cost \$0.90 each

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

## F cont.

QTY

## H

QTY

## L

QTY

## M

QTY

005550	Fire Building & Camp Cookery	
005551	Fire Safety	
005080	First Aid Basics	
005560	First Aid II	
005570	Fishes	
000000	Flag Football	
005575	Flags	
005580	Flower Arrangement	
005590	Flower Culture	
005600	Flowers	
000000	Folk Art	
006170	Food Canning	
005605	Food Drying	
005606	Food Freezing	
000000	Foreign Mission Trips	
005608	Forestry	
005610	Fossils	
005620	Fruit Growing	
005630	Fungi	

005690	Health & Healing	
005693	Heart & Circulation	
005695	Herbs	
005697	Heredity	
005700	Hiking	
005710	Home Nursing	
005720	Horse Husbandry	
005730	Horsemanship	
005735	Hot Air Balloons	
007615	House Painting - Exterior	
007620	House Painting - Interior	
005750	House Plants	
005740	Housekeeping	
005755	Hymns	

005840	Language Study	
005850	Lapidary	
000000	Lashing	
005860	Laundrying	
005870	Leather Craft	
005872	Lego Design	
005878	Letterboxing	
005880	Lettering & Poster Making	
005890	Lichens, Liverworts, & Mosses	
005895	Lighthouses	
005910	Literature Evangelism	
005440	Livestock	

005995	Mountain Biking	
005993	Mountains	
006000	Music	

## N

QTY

005760	Native American Lore	
006005	Native Bush Construction	
006010	Navigation	
006020	Needle Craft	
006025	Nutrition	

## G

QTY

## I

QTY

005640	Gardening	
005643	Genealogy	
005645	Geocaching	
005646	Geological Geocaching	
005650	Geology	
005653	Gift Wrapping	
005660	Glass Craft	
005665	Glass Etching	
005670	Glass Painting	
005675	Goat Husbandry	
005676	God's Messenger	
005677	Gold Prospecting	
005678	Golf	
005680	Grasses	
005659	Guitar	

007025	Identifying Community Needs	
005770	Insects	
005783	Internet	
005785	Island Fishing	

## J

QTY

005790	Journalism	
000000	Judges of Israel	
005800	Junior Witness	
005810	Junior Youth Leadership	

## K

QTY

005813	Kanzashi	
005835	Kayaking	
005814	Kings of Israel	
005815	Kites	
005820	Knitting	
005830	Knot Tying	

## M

QTY

005920	Macramé	
005930	Mammals	
005938	Maori Lore	
005936	Maple Sugar	
005940	Marine Algae	
005950	Marine Invertebrates	
005955	Marine Mammals	
005956	Marsupials	
007625	Masonry	
005957	Mat Making	
005959	Media Broadcast Ministry	
005960	Metal Craft	
005962	Meteorites	
005965	Microscopic Life	
005966	Midnight Sun	
005964	Missionary Life	
005968	Mobile Technology	
005970	Model Boats	
005967	Model Cars	
005969	Model Railroading	
005980	Model Rocketry	
005990	Moths and Butterflies	

## O

QTY

006045	Odonates	
006030	Optics	
006040	Orchids	
006050	Orienteering	
006053	Origami	
006055	Outdoor Leadership	

## P

QTY

005450	Painting	
006056	Palm Trees	
006065	Paper Maché	
006067	Paper Quilling	
007630	Paperhanging	
006071	Parade Float	
006057	Parrots & Cockatoos	
000000	Patriarchs and Prophets	
006061	Patriarchs of the Bible	
006068	Peacemaker	
006070	Personal Evangelism	
006080	Photography	
006090	Physical Fitness	



# MASTER AWARDS AND MISC.

Master Awards cost \$0.95 each

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

## MASTER AWARDS\*

QTY

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

## MISCELLANEOUS PATCHES/PINS

QTY

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

### TIPS FOR LEADERS

#### Advanced Honor Star pin #007400

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

#### Instructor Diamond pin #002100

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





## **INVESTITURE SUPPLIES FOR NAVIGATOR AND PIONEER**

TO ORDER INVESTITURE SUPPLIES FOR NAVIGATOR AND PIONEER

1. Contact the Florida Conference Pathfinder store online through [flpathfinderstore.com](http://flpathfinderstore.com),
2. Set up an account
3. Place your order and purchase the pins, chevrons, name strips, etc.

### **ITEMS WHICH YOU WILL NOT BE ABLE TO PURCHASE GOING FORWARD**

There were items you were able to purchase in the past which you will not be able to purchase from any location. These include:

1. Master Guide scarf with 8 stripes
2. Master Guide star & chevron patch with 8 chevrons

The Master Guide insignia and investiture materials are governed by the General Conference and North American Division. No one is allowed to edit these items without approval by the division and GC. Until or unless the GC and/or NAD adopt the additional levels, we will need to use the Master Guide insignia produced by the NAD.

## **FLAGS AND ACCESSORIES**

The following is a list of places where flags and accessories can be purchased:

Bald Eagle Flag Store  
4028 Plank Rd. Rt 3 West  
Fredericksburg VA 22405  
540-374-3480  
[www.baldeagleindustries.com](http://www.baldeagleindustries.com)  
Penny and Bill Smith, owners

CRW Flags Inc.  
7306 E. Furnace Branch Rd.  
Glen Burnie MD 21060  
[www.crwflags.com](http://www.crwflags.com)  
410-766-6106

Glendale  
Paradestore.com  
800-653-5515  
Fax 800-555-9269

ANNIN & COMPANY  
One Annin Drive, Roseland, NJ 07068

ORDER FORM

To be valid, this flag order must be accompanied by your official numbered Conference Purchase Order signed by the treasurer or other authorized officer. The matching Purchase Order Number and all the other information requested at the bottom of this form must be completed before we can accept the order. Please use a separate order form for each club or church. Allow 60-90 days for delivery. You will be charged postage and insurance in addition to the prices listed. ALL PRICES SUBJECT TO CHANGE! NOTE: All orders are to be a minimum of \$25.00 net.

- ( ) 091900 3x5' CHRISTIAN FLAG only, nylon fringed for indoor display and parade use ..... \$25.80
  - ( ) 327700 14x22" GUIDON, nylon, embroidered Pathfinder emblem on ONE side.  
No lettering on background ..... 14.85
  - ( ) 327750 additional lettering on background - ONE side only, per letter ..... 4.70
- Type all lettering in ALL CAPS -- 14 letters Max. per line -- Max. 2 lines
- 

- ( ) 337300 3x5' PATHFINDER indoor Flag, nylon, fringed - screen dyed Pathfinder emblems  
reading correctly BOTH sides of flag. No lettering on background ..... 63.85
  - ( ) 337300L additional lettering reading correctly ONE side only, 61.95 plus 4.70 per letter
  - ( ) 337300L & 337750 additional lettering reading correctly BOTH sides, ..... 61.95 plus 7.00 per letter
- Type additional lettering in ALL CAPS - 15 letters maximum per line
- 

- ( ) 337350 3 x 5' PATHFINDER outdoor Flag with heading and grommets ..... 20.45
  - ( ) 337400 4 x 6' PATHFINDER outdoor Flag with heading and grommets ..... 27.60
  - ( ) 337200 2 1/4'x6' PATHFINDER LEAD BANNER, nylon, screen dyed nylon Pathfinder  
emblem. ONE side only. No letter..... 75.20
  - ( ) 337250 above lead banner complete with lettering SPONSORED BY THE  
SEVENTH-DAY ADVENT IST CHURCH ..... 159.55
  - ( ) 337700 additional lettering reading correctly ONE side only, per letter ..... 4.70
  - ( ) 337750 additional letter reading correctly BOTH sides, per letter ..... 7.00
- Type all lettering in ALL CAPS - 23 letters Maximum per line
- 

- ( ) 594651 CROSSBAR AND BALL ENDS for Pathfinder Lead Banner ..... 33.40
- ( ) 337260 18x19" PATHFINDER WALL BANNER, nylon, screen dyed nylon Pathfinder emblem  
and complete accessories ..... 23.40

- ( ) 021500 U.S. FLAG 3 x 5', embroidered stars, nylon, fringed for indoor display and parade use..... 33.75
- ( ) 002460 3 x 5' U.S. outdoor heading and grommets ..... 19.65
- ( ) 002220 4 x 6' U.S. outdoor heading and grommets ..... 27.90
  
- ( ) 337500 Adventist Youth Flag, 3x5' nylon, official Adventist Youth flag, indoor gold fringed - sewn background w/3 color AY logo ..... 66.20
- ( ) 337550 3 x 5' Adventist Youth Flag outdoor with heading & grommets ..... 24.70

COMPLETE OUTFITS: 3x5' Flag, 8' pole, stand, tassel and ornament.

CHRISTIAN OUTFIT - (755D) using cross.

- ( ) 101185 using Oak Pole ..... 100.45
- ( ) 101190 using Aluminum Pole..... 108.00
- ( ) 101195 using Gold Aluminum Pole..... 108.95

U.S. OUTFIT - (750D) - using eagle

- ( ) 031446 using Oak Pole ..... 101.85
- ( ) 031447 using Aluminum Pole..... 108.95
- ( ) 031449 using Gold Aluminum Pole..... 109.95

ACCESSORIES ONLY: 8' pole, stand, tassel and ornament.

ACCESSORIES FOR PATHFINDER FLAG using guiding star

- ( ) 597015 using Oak Pole ..... 75.65
- ( ) 597020 using Aluminum Pole..... 86.65
- ( ) 597025 using Gold Aluminum Pole..... 87.55

ACCESSORIES for U.S. FLAG - using eagle

- ( ) 597000 using Oak Pole ..... 67.50
- ( ) 597005 using Aluminum Pole..... 71.20
- ( ) 597010 using Gold Aluminum Pole..... 75.67

ADVENTURER FLAGS:

- ( ) 337605 3x5 Adventurer indoorFlag, nylon, fringed, reading bot sides of flag ..... 63.85
- ( ) 337600 3 x 5' Adventurer indoorFlag, nylon, screen dyed, PH and Maroon, fringed for indooruse ..... 33.30
- ( ) 337650 3 x 5' Adventurer outdoorFlag, nylon, screen dyed, single, with heading and grommets for outdoor use ..... 24.15

ORDERED BY:

SHIP ORDER TO:

Conference/Union/Division

Name

P.O.#

Authorized Officer

City, State, Zip Code

Name and Phone Number of person to contact during business hours for clarification of any questions regarding order.

Name \_\_\_\_\_ Phone #( ) \_\_\_\_\_

# U.S. FLAGS *All-Purpose Outdoors*

## SELECTING THE RIGHT FLAG CAN BE EASY!

### 1. Proper Fabric Selection

**Nylon flags**—Our Dura-Lite is truly a "best buy," as it offers the highest durability and, due to its light weight, flies beautifully.

**Polyester flags**—Slightly more expensive, our Champion flag is also heavier. A good choice for high-wind areas.

**Lightweight flags**—When flags are used for only 2-3 days a year, extremely lightweight materials are the economical choice. Try either our Poly-Lite (polyester) or our Ny-Lite (nylon).

### 2. Proper Flag Size

Size is based upon the height of the flagpole and number of flags flown on that pole.

**One flag on a pole**—For roof-mounted flags, the width of the flag should be  $\frac{1}{2}$  the length of the pole. On outrigger poles, the flag should be  $\frac{3}{4}$  to  $\frac{1}{2}$  the length of the pole.

**Multiple flags on a pole**—The top flag should not be larger than indicated in the chart below. Generally, the flags below the top flag are one size smaller.

**Freestanding flagpoles**—The length of a standard-sized flag should be  $\frac{1}{4}$  the height of the flagpole.

**Oversized flags**—Use one size larger than chart below.

Here's a helpful chart to determine the relationship of the flag size to flagpole height.

Pole	Flag Size	Pole	Flag Size	Pole	Flag Size
15'	3' x 5'	35'	5' x 8'	65'	10' x 15'
20'	3' x 5'	40'	6' x 10'	70'	12' x 18'
25'	4' x 6'	45'	6' x 10'	80'	12' x 18'
30'	5' x 8'	50'	8' x 12'	90'	15' x 25'
		60'	10' x 15'	100'	15' x 25'



★ ★ ★ ★  
**CALL TOLL-FREE**  
**1-800-628-3524**

9AM-5PM, Monday-Friday  
 Eastern Time

★ ★ ★

### Top 5 Reasons to Order from **Carrot-Top**

1. Knowledgeable, friendly service.
2. Top-quality U.S. flags and custom orders, all made in the USA!
3. **FREE SHIPPING!** on orders over \$50 within the continental U.S. (excluding flagpoles).
4. Most orders shipped in 24 hours!
5. Your satisfaction is always delivered!

### How to Treat Your Flag with Proper Respect

**Time**—Fly your flag from sunrise to sunset, especially on national and state holidays, as well as days proclaimed by the President.

- On Memorial Day, fly the U.S. flag at half-staff until noon.
- If illuminated during darkness, fly your flag 24 hours a day.
- Public gathering places should display the flag daily.

**Handling**—Hoist the flag briskly. Lower it ceremoniously.

**Display**—When shown with other flags, the U.S. flag should receive the position of honor (the U.S. flag's right—the viewer's left).

- When shown with two or more nations' flags, all flags should be of equal size and flown from separate same-height staffs. International usage forbids displaying one nation's flag above another's in time of peace.
- When flown from a staff in a church or public auditorium, the U.S. flag should be in the position of honor (the speaker's right; the audience's left). Any other flag should be to the left.
- When flat against a wall, the U.S. flag should be placed above and behind the speaker. If horizontal or vertical, the union of the flag should be in the upper left hand corner as the audience faces the flag.
- When shown with other flags—from states, localities, or permanent societies, the U.S. flag should be the highest and in the center.

Care instructions included with every flag.



# RESOURCE PAGE

Updated 7/2018

Camping Gear	Phone Number	Web Site
Sportsman's Guide	1-800-888-3006	www.sportsmanguide.com
Campmor	1-800-525-4784	www.campmor.com
Cabela's	1-800-237-4444	www.cabelas.com
Mountain Gear	1-800-829-2009	www.mountaingear.com
Sierra	1-800-713-4534	www.sierratradingpost.com
REI	1-800-426-4840	www.rei.com
Camping World	1-800-626-3636	www.campingworld.com
LL Bean	1-800-441-5713	www.llbean.com
Camp Chef	1-866-674-0538	www.campchef.com
Cheaper Than Dirt	1-800-421-8047	www.cheaperthandirt.net

Flags, Drill Team, Parade	Phone Number	Web Site
Quartermaster	1-800-834-7744	www.qmuniforms.com
Carrot-Top Industries	1-800-628-3524	www.carrot-top.com
Uncommon USA	1-877-734-2458	www.uncommonusa.com
Glendale	1-800-653-5515	www.paradestore.com
Bald Eagle Flag Store	1-540-374-3480	www.baldeagleindustries.com
CRW Flags Inc.	1-410-766-6106	www.crwflags.com

Tarp Systems	Phone Number	Web Site
Shelter Systems	1-706-778-8485	www.shelter-systems.com
Cover It		www.coverit.com

Miscellaneous	Company	Phone	Web Site
First Aid	Masune	1-800-831-0894	www.masune.com
Tables & Chairs	Adirondack	1-800-221-2444	www.adirondackdirect.com
Food & Supplies	Costco	Local #s on web	www.costco.com
Crafts	Oriental Traders	1-800-875-8480	www.orientaltrading.com
Kites	Into the Wind	1-800-541-0314	www.intothewind.com
Tools & Generators	Harbor Freight Tools	1-800-423-2567	www.harborfreight.com
Binoculars & Telescopes	B&H Photo	1-800-221-5743	www.bhphotovideo.com
Anything	Home Improvements	1-800-642-2112	www.improvementscatalog.com
Trailers	Wells Cargo	1-800-348-7553	www.wellscargo.com
	Pace	1-877-475-5665	www.paceamerican.com
Customized Stuff	Amsterdam Printing	1-800-833-6231	www.amsterdamprinting.com
	Atlas Pen & Pencil	1-800-642-8885	www.atlasschoolstore.com
	Windjammer Promotion	1-508-850-7629	www.windjammerpromptions.com
	4imprint	1-877-446-7746	www.4imprint.com
T-shirt Printing/Patches	JT's Printwear	1-877-387-9500	www.jtsdirect.com
	Pathfinder Shirts	1-407-865-6530	www.pathfindershirts.com
	AdventSource	1-800-328-0525	www.adventsource.org
	Stadri Emblems Inc.	1-800-679-7909	www.stadriemblems.com
Game Props & Supplies	S & S Discount Sports	1-800-288-9941	www.swww.com







**THE FOLLOWING IS A RESOURCE FOR PATHFINDER  
UNIFORM ACCESSORIES SUCH AS HATS, ASCOTS, PINS,  
BELTS, CLUB CRESTS (FOR UNIFORM SLEEVE), ETC.**

**ANYTHING THAT IS NOT AN INVESTITURE ITEM MAY BE  
ORDERED FROM PATHFINDER SHIRTS. They also offer lots of  
custom items such as t-shirts.**

Contact information for Pathfinder Shirts:

[mail@pathfindershirts.com](mailto:mail@pathfindershirts.com)

[www.PathfinderShirts.com](http://www.PathfinderShirts.com)

407-865-6530- Customer service/order desk

407-786-0400- Fax

July 2018

# Camping Gear List

## Clothing:

- Jeans (2) (wear one pack other)
- Sweat pants (nothing tight)
- Shirts (2) & Turtle Neck
- Light Sweater (wool is good)
- Jacket/Windbreaker & Poncho
- Hat (Must have One)
- Socks (4 pair)
- Underwear (4 pair)
- Sneakers or Boots
- Belt
- Shower Shoes
- Gloves/Mittens for Cool Weather
- Field Uniform

Layering of clothing is essential for warmth, functionality, and dryness. Cotton close to skin and wool and a windbreaker on the outside with a hat will keep you dry and very warm..

## Sleeping Gear:

- Sleeping bag/Pillow
- Ground pad
- Light Blanket

## General:

- Canteen
- Toothbrush & paste
- Soap/Shampoo
- Comb or Brush
- Towel/Washcloth
- Watch/Sunglasses/Pocket Knife
- Flashlight (small i.e. Maglite)
- Toilet Paper (1/4 of roll)
- Sun screen/Insect Repellant
- Chap Stick
- Bible/Lesson Study
- Camera/Binoculars (optional)

All items must fit in 2 soft sided round duffle bags no bigger than 16x32in with a zipper and identified. All liquid items must be in plastic bottles and Ziploced.

# Camping Gear List

## Clothing:

- Jeans (2) (wear one pack other)
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- Shirts (2) & Turtle Neck
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- Camera/Binoculars (optional)

All items must fit in 2 soft sided round duffle bags no bigger than 16x32in with a zipper and identified. All liquid items must be in plastic bottles and Ziploced.

## Youth Group Camping and Day-Use Pass Policies

The Maryland Park Service offers Youth Group passes to non-commercial youth organizations. The biennial pass entitles the youth group free day use admittance to Maryland State Parks, **excluding weekends and holidays from Memorial Day through Labor Day**. The pass entitles youth groups to free camping in those parks that have designated "Youth Group" areas subject to site availability.

Youth Group passes are \$50 and must be renewed every two years from the date issues. Pass applications are available by calling the Maryland Park Service headquarters at 1-800-830-3974.

A youth group camping reservation is required by calling the Maryland Park Service Park Reservation Service at 1-888-432-2267, or the state park office directly, as indicated by the list at the bottom of this web page. [Youth group reservations accepted through the Reservation Service can also be made on-line at http://reservations.dnr.state.md.us](http://reservations.dnr.state.md.us). The pass alone does not guarantee entry. The Maryland Park Service reserves the right to restrict the maximum and minimum number of vehicles and individuals admitted under one youth groups pass per visit.

**A valid Maryland DNR Youth Group Pass is required to reserve a designated Youth Group camping area. Nightly service charges apply.**

A minimum ratio of one adult supervisor for every five youth is required while using the Maryland State Park youth group pass. This requirement may be waived by the facility manager.

Minimum age of group member is six years old. Maximum age of group member is 18 years old. Family members, not part of the leadership of the group that are accompanying a youth group, may be subject to additional service charges.

Service charges for special facilities such as shelters, boat concessions, reservations and special events are not covered by the youth pass. The pass is non-transferrable and cannot be used by any group other than to whom it was issued. The pass must be presented upon arrival of the group.

A bus reservation for day use trips can be made through the reservation service.

### YOUTH GROUP CAMPING AREAS

#### *Eastern Region*

- Assateague State Park, ([reserved through the Reservation Service](#))
- Pocomoke River State Park, ([reserved through the Reservation Service](#))
- Tuckahoe State Park, (reserved through the park office, call 410-820-1668)
- Wye Island NRMA, (reserved through the NRMA office, call 410-827-7577)

#### *Central Region*

- Elk Neck State Park, ([reserved through the Reservation Service](#))
- Gunpowder Falls State Park, (reserved through the park office, call 410-592-2897)
- Patapsco Valley State Park, ([reserved through the Reservation Service](#))

#### *Southern Region*

- Calvert Cliffs State Park, ([reserved through the Reservation Service](#))
- Cedarville State Forest, ([reserved through the Reservation Service](#))
- Point Lookout State Park, ([reserved through the Reservation Service](#))
- Sandy Point State Park, ([reserved through the Reservation Service](#))
- Smallwood State Park, ([reserved through the Reservation Service](#))

#### *Western Region*

- Big Run State Park, (reserved through the park office, call 301-895-5453)
- Fort Frederick State Park, ([reserved through the Reservation Service](#))
- Green Ridge State Forest, (reserved through the forest office, call 301-478-3124)
- Potomac-Garrett State Forest, (reserved through the forest office, call 301-334-2038)
- Rocky Gap State Park, ([reserved through the Reservation Service](#))
- Swallow Falls State Park, ([reserved through the Reservation Service](#))
- Washington Monument, ([reserved through the Reservation Service](#))



# Youth Group Pass Application

MARYLAND PARK SERVICE  
410-260-8186

To qualify for a youth group pass you must have this application completed with the following attachments: **a copy of your tax exempt number use card and a copy of your organization's bylaws or charter that states that your organization is a youth group. Your group must be a non-commercial operation. You must also attach your \$50 check made payable to the Department of Natural Resources.**

Please review the [Youth Group Camping Pass and Policies](#) page before you mail your application.

**A valid Maryland DNR Youth Group Pass is required to reserve a designated Youth Group camping area. Nightly service charges apply.**

Please type or print clearly

Date: \_\_\_\_\_

\_\_\_\_\_  
Youth Group Name

\_\_\_\_\_  
Sponsoring Organization (example: BS of America, GS Council)

\_\_\_\_\_  
Sponsoring Organization's Officer

\_\_\_\_\_  
Officer's Signature

\_\_\_\_\_  
Sponsoring Organization's Address

\_\_\_\_\_  
Day Phone Number, including area code

\_\_\_\_\_  
Name and address to forward pass to

Return your application and check to:

*Maryland Park Service  
Tawes State Office Building  
580 Taylor Avenue, E-3  
Annapolis MD 21401  
Attention: Youth Group Coordinator*

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## **Section VII**

# **BOOK CLUB HONOR SELECTIONS**

See updated information on the web  
([adventistyouthministries.org/resources/pathfinders-reading](http://adventistyouthministries.org/resources/pathfinders-reading))





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# **Section VIII** **Club Assignments**

Club Assignments  
Directories



9/16/2019

**Potomac Pathfinders  
Administrative Team and  
Area/Specialty Coordinators  
2019-20**

540-886-0771  
Toll Free - 800-732-1844  
Office Email: youth@pcsda.org  
www.potomacpathfinders.org



**Conference Pathfinder Director**

*Master Guide Director*  
Pastor Sherilyn O'Fill  
Email: sherilyno@pcsda.org  
C. 707-812-3921

**Office Assistant**

Nancy Crickenberger  
Email: nancyc@pcsda.org

**Executive Coordinator**

Jeff Cooley  
2936 Marlow Road  
Silver Spring, MD 20904  
C. 301-785-7578  
H. 301-890-5087  
Email: jeff.cooley@jhuapl.edu

**Head Specialty Coordinator and  
CBR Liaison**

Dick Kiger-Nelson  
*(handles all conference planned events)*  
8100 Rural Point Road  
Mechanicsville, VA 23116  
C. 804-356-6731  
W. 804-955-0820  
Fax: 804-559-4830  
Email: dick.kigernelson@gmail.com

**Head Area Coordinator**

Amada Avalos Erdelyi  
7411 Loisdale Road  
Springfield, VA 22150  
C. 703-597-4001  
Email: potomac\_ac@yahoo.com

**Head TLT Coordinator**

Martha Kiger-Nelson  
8100 Rural Point Road  
Mechanicsville, VA 23116  
C. 804-690-0570  
Email: mkigernelson@gmail.com  
Fax: 804-559-4830

**Administrative Coordinator**

Susan Jenney  
8163 Shoal Creek Drive  
Laurel, MD 20724  
C. 301-787-0753  
H. 301-498-3577  
Email: jenney8163@gmail.com

**Council Secretary**

Holly Cooley  
2936 Marlow Rd.  
Silver Spring, MD 20904  
C. 301-412-5094  
Email: pathfinderlady@gmail.com

## **Area Coordinators**

---

*(contact for specific club issues)*

### **Anabell Calderon**

C. 301-502-0506

Email: anabellyrony@gmail.com

*Churches: Alexandria Spanish,  
Beltsville Spn., Greenbelt Spn.,  
Herndon Spanish*

### **Arely Ventura**

10406 Spraggins Ct.

Manassas, VA 20110

H. 571-229-0336

Email: arelyventura@hotmail.com

*Churches: Fairfax Spn., Manassas,  
Metro NOVA Spn., Vienna Spn.*

### **Bertillia Lavern**

11205 Westport Dr.

Bowie MD 20720

C. 301-785-2584

Email: Bvlavern@gmail.com

Bertillia.lavern@navy.mil (work)

*Churches: Beltsville, Seabrook, Silver Spring*

### **Chuck Hess**

42 D Ridge Road

Greenbelt, MD 20770

C. 240-461-9846

H. 301-474-3670

Email: ChuckHess1040@CPA.com

*Churches: CPC, Olney, Vienna,  
Washington Brazilian*

### **Corinne Rawlins**

285 Robert St.

Christiansburg VA 24073

C. 301-455-0230

Email: caribblady@hotmail.com

*Churches: Roanoke Spanish*

### **Dave Carlson - Security Coordinator**

P O Box 699

Kilmarnock VA 22482

C. 301-412-1385

H. 804-435-1252

Email: davecarlson@nnwifi.com

*Churches: Courthouse Road*

### **Edward Martial**

14215 Westgate Ln. #6

Woodbridge VA 22193

C. 571-316-9408

Email: eddymartial@gmail.com

*Churches: Living Hope, Lorton Spn, New Market,  
Winchester, Woodbridge Ghanaian*

### **Elmer Smith**

1600 Cliffwood Drive

Virginia Beach, VA 23456

H. 757-474-1411

Email: eksmith1@cox.net

*Churches: Powhatan (Norfolk & Chesapeake),  
Williamsburg*

### **Eva Hernandez**

5509 Magnolia Ln.

Alexandria VA 22311

C. 571-294-1526

Email: eva\_jarden2@yahoo.es

*Churches: Manassas Battlefield Spn., Reston Spn*

### **Happy Garcia**

3133 Manor Road

Falls Church VA 22042

C. 202-424-4822

Email: abdielhappygarcia@gmail.com

*Churches: Bealeton Spn., Capital Spanish,  
Harrisonburg Spn.*

## ***Area Coordinators continued***

---

### **Kevin Snath - *Assist. Head Area Coord.***

39 New Bedford Ct.  
Stafford VA 22554  
C. 703-577-3985  
Email: snakie150@gmail.com  
*Churches: First NOVA Ghanaian,  
Fredericksburg, Fredericksburg Spn., Leesburg,  
Solid Rock*

### **Leslie Sorto**

2923 Chain Bridge Rd.  
Oakton VA 22124  
C. 571-245-9718  
Email: leslicarol721@gmail.com  
*Churches: Aspen Hill Spn., Leesburg Spn.,  
Montgomery Village, Sterling Spn*

### **Mario Sanchez- *Logistics Coordinator***

4249 Augusta Street  
Waldorf MD 20602  
C. 240-286-6412  
H. 301-593-3226  
Email: esresidential@gmail.com  
*Churches: Arlington Spanish, Glenmont Spn.*

### **Melvin Hosten**

3328 Memphis Lane  
Bowie MD 20715  
C. 301-980-0703  
H.301-805-1097  
Email: seahawkspathfinders@gmail.com  
Nadine: PT94RT@gmail.com  
*Churches: Filipino American Cap.,  
National Brazilian, PASDAC, Sligo*

### **Mike Armstrong**

286 Shelton Shop Rd.  
Stafford VA 22554  
C. 540-710-3770  
Email: michaelarmstrong23@comcast.net  
*Churches: Blackstone Spn., Orange,  
Richmond Brazilian, Richmond Evang.  
Woodbridge*

### **Natalie Maldonado**

23494 Autumn Sky Ct.  
Ashburn VA 20148  
C. 703-855-5582  
Email: naty\_maldonado@yahoo.com  
*Churches: Gaithersburg Spn.,  
Takoma Park Spn., Woodbridge Spn.*

### **Premila Pedapudi**

4902 Olympia Ave.  
Beltsville MD 20705  
C. 301-792-2764  
H. 301-937-3282  
Email: pkkp0930@gmail.com  
*Churches: RPC, Takoma Park*

### **Priscilla Akita Nmashie**

4519 Potomac Highlands Cr.  
Triangle VA 22172  
C. 703-577-3985  
Email: peenmashie@gmail.com  
*Churches: Cornerstone, Culpeper Spn.,  
Manassas Spn., Winchester Spn.*

### **Roberto Guandique**

1930 Gableridge Turn Apt. 301  
Woodbridge VA 22191  
C. 571-835-2248  
Email: roberto0866@gmail.com  
*Churches: Hyattsville Spn., Langley Park Spn.,  
Washington Spn.*

### **Rony Calderon, Jr.**

C. 301-728-5877  
Email: conquistador4life@gmail.com  
*Churches: Agape Spn., Beltsville Spn II  
Mount Rainier*

## ***Area Coordinators- cont'd***

---

### **Ruth Gonzalez**

3133 Manor Rd.  
Falls Church VA 22042  
C. 571-501-6168  
Email: ruthagonzalez@gmail.com  
*Churches: Central DC Spn., Culmore Spn.,  
Damascus Spn, Germantown Spn., Metro DC Spn  
Silver Spring Spn.*

### **Silvia Castillo**

4815 Old Mill Rd.  
Alexandria, VA 22309  
C. 571-765-0069  
Email: Silvia.castillo@fcps.edu  
*Churches: Annandale Spn., Centreville Spn.  
Landmark Spn., Oxon Hill Spn.  
Springfield Spn.*

### **Susan Jenney** (see page 1)

Email: jenney8163@gmail.com  
*Churches: Rockville, Southern Asian*

### **Yemny Pinales**

502 Pickwick Village Way  
Silver Spring MD 20901  
C. 301-331-4748  
Email: ciberpinales@yahoo.com  
*Churches: Bethesda Spn., Falls Church Spn.,  
Goshen Spn., Rockville Spn., Seneca Valley,  
Wheaton Spn.*

## ***Specialty Coordinators***

---

### **Haryl Linzau**

*(Assistant Head Specialty Coordinator)*  
17213 Pinebrook Dr.  
Silver Spring, MD 20905  
H. 301-943-0982  
Email: haryllinzau@gmail.com

### **Cesar Payne**

*(Coordinator at Large)*  
P O Box 1763  
Manassas, VA 20108  
C. 571-274-1748  
Email: professoryhwh@yahoo.com

### **Chris LeBrun**

*(Outdoor Activities)*  
8600 Snowden Loop  
Laurel MD 20708  
C. 321-303-4285  
Email: pathfinders@chrislebrun.com

**Dave Carlson** (see under Area Coordinator)  
*(Security Coordinator)*

### **Doug Hess**

*(Medical Coordinator)*  
18010 Lyles Dr.  
Hagerstown MD 21740  
C. 301-518-3229  
Email: dougie1986@hotmail.com

### **Fausto Salmeron**

*(Event set-up & Tear Down Coord.)*  
5912 Riverside Dr.  
Riverdale MD 20737  
C. 240-429-3276  
Email: faustosalmeronromero@gmail.com

### **Jewelene Lettsome**

*(PBE Coordinator)*  
11807 N. Lincoln Ave.  
Beltsville, MD 20705  
C. 301-254-0545  
Email: potomac.pbe@gmail.com  
Assistant: Jessica Cooley

### **Joel Hutchins**

*(Drill and Drum Coordinator)*  
P O Box 1044  
Beltsville, MD 20704  
C. 301-802-4326  
Email: THSLDU@comcast.net  
Assistants: Othniel Joseph, Juan Melendez

**Mario Sanchez** (see under Area Coordinator)  
*(Logistics Coordinator)*

### ***Specialty Coordinators - cont'd***

---

**Mario Vanegas**

*(Volunteers Coordinator)*

171 N. Cottage Rd.  
Sterling VA 20164  
C. 571-432-7933  
H. 703-437-1370  
Email: timoteo412@aol.com

**Nadine Hosten**

*(Training Coordinator)*

3328 Memphis Lane  
Bowie MD 20715  
C. 301-980-2482  
Email: PT94RT@gmail.com

**Nesco Lettsome**

*(Communications Coordinator)*

11807 N. Lincoln Ave.  
Beltsville MD 20705  
C. 301.532.8533  
Email: potomac.comm@gmail.com

**Shaneka Peters**

*(Honors Coordinator)*

2711 Accent Court  
Bowie MD 20716  
C. 240-441-4427  
Email: SP8starmg@gmail.com

### ***Master Guide Committee***

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Sherilyn O'Ffill, Chair- sherilyno@pcsda.org  
Amada Avalos Erdelyi - potomac\_ac@yahoo.com  
Jeff Cooley- jeff.cooley@jhuapl.edu  
Josant Barrientos-josebjr@pcsda.org  
Kevin Snaith - snakie150@gmail.com  
Yemny Pinales - ciberpinales@yahoo.com

### ***Pastoral Representative-PF Council***

TBD

### ***TLT Coordinators***

---

**Chris Walker**

*(TLT Events)*

3908 Peyton Avenue  
Richmond VA 23224  
C. 804-246-0928  
Email: uturn2christ@gmail.com

**Leena Daniel**

*(TLT Club Support)*

12936 Beethoven Blvd.  
Silver Spring MD 20904  
C. 240-750-9914  
Email: leenaedaniel@gmail.com

**Sharon Geter**

*(TLT Education)*

5214 McManus Dr.  
Fredericksburg Va 22407  
C. 540-538-1318  
Email: sevadney@aol.com



## Potomac Coordinator Club Assignments

Head Area Coordinator: Amada Avalos Erdelyi

September 12, 2019

<b>Yemny Pinales</b>	<b>Ruth Gonzalez</b>	<b>Mike Armstrong</b>	<b>Kevin Snaith</b>	<b>Silvia Castillo</b>
Wheaton Spanish	Silver Spring Spanish	Richmond Evangelistic Ctr	Solid Rock	Annandale Spanish
Rockville Spanish	Damascus Spanish	Orange	First NOVA Ghanaian	Centreville Spanish
Goshen Spanish	Central DC Spanish	Woodbridge	Fredericksburg	Oxon Hill Spanish
Falls Church Spanish	Germantown Spanish	Richmond Brazilian	Leesburg	Springfield Spanish
Bethesda Spanish Co	Culmore Spanish	Blackstone Spanish	Fredericksburg Spanish	Landmark Spanish
Seneca Valley Spanish	Metro DC			
<b>Edward Martial</b>	<b>Leslie Sorto</b>	<b>Anabell Calderon</b>	<b>Chuck Hess</b>	<b>Melvin Hosten</b>
Woodbridge Ghanaian	Aspen Hill Spanish	Alexandria Spanish	Community Praise Church	Pennsylvania Avenue
Winchester (Massanutten)	Sterling Spanish	Herndon Spanish	Olney	Sligo
Living Hope	Montgomery Village Spanish	Beltsville Spanish	Vienna	Filipino American Capital
New Market	Leesburg Spanish	Greenbelt Spanish	Washington Brazilian	National Brazilian
Lorton Spanish				
<b>Arely Ventura</b>	<b>Priscilla Nmashie</b>	<b>Bertillia Lavern</b>	<b>Rony Calderon</b>	<b>Roberto Guandique</b>
Manassas	Winchester Spanish	Seabrook	Agape Spanish	Washington Spanish
Metro NOVA Spanish	Culpeper Spanish	Beltsville	Beltsville Spanish Mission Group II	Langley Park Spanish
Vienna Spanish	Manassas Spanish	Silver Spring	Mount Rainier Spanish	Hyattsville Spanish
Fairfax Spanish	Cornerstone			
<b>Happy Garcia</b>	<b>Natalie Maldonado</b>	<b>Elmer Smith</b>	<b>Eva Hernandez</b>	<b>Premila Pedapudi</b>
Capital Spanish	Gaithersburg Spanish	Powhatan	Manassas Battlefield Spanish	Takoma Park
Bealton Spanish	Takoma Park Spanish	Williamsburg	Reston Spanish	Restoration Praise Center
Harrisonburg Spanish	Woodbridge Spanish			
<b>Susan Jenney</b>	<b>Mario Sanchez</b>	<b>Corinne Lewis-Rawlins</b>	<b>Dave Carlson</b>	<b>Janice Schultz</b>
Rockville	Arlington Spanish	Roanoke Spanish	Courthouse Road	INACTIVE
Southern Asian	Glenmont Spanish			