

YEARLY PLANNING

The Pathfinder staff need to have a clear understanding of the objectives to be reached during the Pathfinder year. The general aim is to help meet the growing needs of the Pathfinders. However there is the more specific aim of leading the Pathfinders through a course of study toward final recognition at an Investiture service.

The Pathfinder year is based on a ten-month calendar. During this time the club will need to hold regular meetings, outreach, special events and club campouts. The following is an example of a yearly program:

SAMPLE YEARLY PROGRAM

Feb	3	Regular Meeting, (Enrolment)	July	7	HOLIDAYS
	10			14	HOLIDAYS
	17	Regular Meeting, (Induction)		21	Regular Meeting
	24			28	Pathfinder Day
Mar	3	Leaders Seminar	Aug	4	Unit Campout
	10	Regular Meeting		11	PLA Seminar/Part B
	17			18	Regular Meeting
	24	Regular Meeting		25	
	31	Fair/Camporee			
April	7	Campout	Sept	1	Club Campout
	14	HOLIDAYS		15	Regular Meeting
	21	HOLIDAYS		22	HOLIDAYS
	28	Regular Meeting		29	HOLIDAYS
May	5		Oct	6	HOLIDAYS
	12	Regular Meeting		13	Regular Meeting
	19			20	ADRA Appeal
	26	Regular Meeting		27	Pathfinder Rally
June	2	Expedition	Nov	3	Regular Meeting
	9	Regular Meeting		10	
	16			17	Regular Meeting
	23	Regular Meeting		24	Investiture
	30	HOLIDAYS			

CONFERENCE EVENTS. Check with your local conference youth director for dates relative to the conference events, such as Fair, Camporee and Expedition.

SUGGESTED SPECIAL EVENTS

1. Weekend campout.
2. Hikes.
3. Bird field trip.
4. Visit a state or national park.
5. Parent/Pathfinder banquet.
6. Visit observatory.
7. Wilderness survival camping trip.
8. Trail pack trip.
9. Boat trip or excursion to lake or aquatic activities.
10. Bike ride.
11. Early morning campfire breakfast, with games following.
12. Visit a factory in conjunction with an Honour or craft.

SCORING

The conference youth ministries office has designed a yearly scoring plan that has a variety of requirements that highlight basic Pathfinder activities and lead to a balanced program. Awards are presented to each club at the conference Fair or Rally. See the section on reporting for an outline of the scoring plan.

RECORD CARDS AND PATHFINDER PASSPORTS

In order that a Pathfinder can be invested, a record of the work needs to be kept by the club. Special record cards have been prepared for this purpose.

The record cards for each Pathfinder class can be obtained from the conference youth ministries office. These will provide an up-to-date assessment of each Pathfinder's progress in the achievement classes. The record cards should be kept by the club.

When a class requirement is completed, the counsellor signs it off on the class requirement card, and on completion of each section, the Pathfinder's Passport can be stamped with the appropriate stamp. Stamp sets are available from the conference youth ministries office. At the completion of the class the district director or conference youth director will stamp INVESTED across the page and date and sign it on the day of the Investiture.

The Pathfinder Passport is available from the local conference youth ministries office. This pocket sized book provides the individual with a record of all personal achievements and major events in Pathfinding. Each Pathfinder and staff member is required to obtain a Passport and will need to make application on the special form which can be photocopied from this manual. A photo of the applicant, in complete Pathfinder uniform, must accompany the application.

If the Passport is lost, a new one will be issued upon application to the conference youth ministries office.

TEACHING PLAN

A detailed teaching plan for each model is outlined at the beginning of each class section in the Teacher's Resource Manuals. These teaching plans cover every requirement that needs to be completed in the ten-month period, including campouts. Following is a sample of the teaching plans for the first eight meetings of the Friend class.

WEEK	FRIEND	REQUIREMENTS COVERED
1	Pledge - explain and start learning Identify 5 wildflowers/5 insects Introduce "The Happy Path" Introduce Book Club Certificate Membership and dues	G3 NS3 G4 G5 G2
2	Revise and hear Pledge. Explain Law Pathfinder Song and national anthem Introduction to rope and knots	G3 G ADV CS1
3	O.T. books - explain history and start learning Continue knots Encourage bringing of two visitors	BS1 CS1 SO ADV
4	O.T. books Revise and complete knots Introduce nature Honour - to be completed at home How to pitch tent and make camp bed	BS1 CS1 NS2 CS4
5	CAMPOUT - overnight Review knots Review O.T. books Review flowers and insects Pitch and strike tent and make camp bed 2 km track and trail	CS2 CS1 BS1 NS3 CS4 CS6
6	Test on finding O.T. books Check on "The Happy Path" readers Check on Book Club reading Principles of healthful diet and start project on food groups (to be completed at home)	BS1 G4 G5 HF2
7	SPECIAL EVENT 1 hour nature walk Observe flowers/insects	NS1 NS3
8	CAMPOUT Explain and learn Psalm 23 or 46 Start fires - keep going 8 things to do when lost Purify water. Discuss Jesus as Water of Life	BS3 CS ADV1 CS5 BS ADV

PLANNING TO TEACH A CLASS

Flexibility is needed on the part of the counsellor to design a teaching plan that will maintain interest and motivation in the achievement of the class requirements. Listed below are a number of practical suggestions on how to get organised for teaching a class.

1. Survey the class curriculum; become aware of the overall requirements and what is expected of the Pathfinders. Know the subject material thoroughly yourself.
2. Assess the needs of your class. Discover the best way to teach your group.
3. Order the supplies, books, audiovisuals and any equipment needed to conduct the class, well in advance.
4. Work out your teaching plan:
 - a. The total number of 30-minute periods.
 - b. The number of 30-minute periods for each section.
 - c. The order in which you plan to teach the various segments, bearing in mind the need for variety in maintaining interest.
 - d. Review the alternative teaching methods suggested for teaching each requirement and choose whether you will use one of the methods suggested in the manual, or whether you will develop your own method.
 - e. Check additional resources for further help and background material.
 - f. Be aware of the method of evaluation to be used when the requirement is completed.

(See the "Analysis of Periods Allocated" for completing classwork, which is in the front section of each of the Teacher's Resource Manuals.)

METHODS OF TEACHING A CLASS

1. Seek as much variety as possible in your teaching method.
2. Seek to involve the class in as much practical work and discovery as possible so that the Pathfinder is given an opportunity to learn as much as possible.
3. Add variety by introducing outside specialists to teach or speak on a particular subject to the class.
4. Seek dialogue with the class to assess how they enjoyed working on a particular requirement and review what they learned.
5. Make the classwork interesting and by involving the Pathfinders.
6. Constantly evaluate whether you are achieving the goal or purpose of the exercise for each Pathfinder.
7. Plan for a completion date in preparation for Investiture.
8. Plan to complete classwork outdoors and at campouts, whenever possible.

MEETINGS

The Pathfinder can complete the class requirements only if regular meetings are conducted. These meetings are conducted according to the needs of the local club. Many of the requirements may be covered in a camping situation, around the campfire, for morning and evening worship, church service, Sabbath afternoon programs etc. For clubs who like to camp, more club and unit campouts can be scheduled in the yearly calendar.

Other clubs may like to use one of the two models suggested. It is possible for a club to swap from model to model each year, and also during the year. For example, a club may prefer Model A in winter when there are long evenings available, and Model B when sunset is late or daylight saving leaves little time in the evenings. The club can use Model A the first weekend of each month, and Model B the third weekend of the month. All these choices, and more, are yours.

MODEL A. This is conducted in one three-hour session with opening and closing ceremonies, marching, games, curriculum and craft, all integrated into one program. Here is a sample program, showing the basic structure. You may vary this without limit to suit your situation and add variety to your program.

Minutes	Activity
15	Opening ceremony - flags, prayer, inspection
10	Drill (club or unit)
15	Speaker/devotional
30	Classwork (indoor or outdoor activity)
30	Games or Fair practice
30	Classwork (indoor or outdoor activity)
45	Honours/hobbies/crafts
5	Announcements and benediction
<hr/>	
180	
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MODEL B. This is a three-hour program, but it is conducted in two separate segments:

Segment 1: One hour of Pathfinding, which may be on Sabbath, featuring fellowship and curriculum activities.

Segment 2: Two hours of Pathfinding, including marching, games, curriculum, craft, and opening and closing ceremonies.

Following is a sample program, showing the basic structure. You may vary this without limit to suit your situation and add variety to your program:

Segment 1 - 1 hour

Minutes	Activity
10	Opening ceremony
10	Object lesson/quiz
30	Curriculum
7	Special feature
3	Announcements/benediction
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60	
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Segment 2 - 2 hours

Minutes	Activity
10	Opening ceremony
15	Devotional/guest
15	Games/Fair practice
30	Curriculum
40	Honours/hobbies/crafts
10	Closing ceremonies/benediction
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120	
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PLANNING GUIDE

The following planning guide shows the Pathfinder staff how to use available resources in planning the details for the club program.

ACTIVITY	COMMITTEE ACTION	SOURCE MATERIAL
Opening Ceremony	Decide the formation of the Pathfinders for parade; position and duties for each staff member during parade.	PART II in this Manual (Drill and Flag Ceremonies)
Drill	Elect drill instructor and his assistant	PART II in this Manual outlines all ceremonies, drills and procedures.
Devotionals	Elect a club chaplain or vote on a worship duty list, making a staff member responsible for this segment.	People who can take devotionals are: staff members, church pastors, school teachers, conference leaders. visiting pastors, missionaries etc.
Curriculum Requirements requirements	Give careful study to the appointment of class teachers. They carry the responsibility of leading the Pathfinders to Investiture.	Two comprehensive Resource Manuals for all Pathfinder class are available from your Adventist Book Centre.
Games/ Fair Practice	Elect a staff member to be responsible for recreational activities; games, camping, Fair practice, hiking, picnics etc.	Check church library for source material on games. Check with state and local authorities for regulations as to camping, hiking and picnic areas.
Hobbies/ Honours/ Crafts	Ascertain number of craft teachers in your church. Plan questionnaire to Pathfinders relative to their choice of crafts/Honours/hobbies. Elect one of your staff to be responsible for these activities. Elect an assistant/s who could care for either girls or boys crafts.	All Honour requirements are listed in PART III of this Manual. Arts and Crafts centres, libraries. etc. will have books and ideas and supplies.
Closing Ceremony	As for Opening Ceremony.	PART II of this Manual (Drill and Flag Ceremonies).

ANNUAL CHECK LIST

The following areas must be attended to in the first month of the Pathfinder year.

1. Encourage staff to attend Leadership weekends - Master Guide, Basic, PLA and APLA.
2. Have current Pathfinder manuals.
3. Produce yearly program, and give a copy to your district director.
4. Draw up budget (including proposed fund-raising campaigns).
5. Allocate counsellors and Pathfinders to units.
6. Order class cards, report forms, book club selections.
7. Update equipment inventory, do any maintenance necessary.
8. Update insurance on equipment.
9. Give numbers of Pathfinders and staff to conference for insurance cover.
10. Order Passports for new Pathfinders.
11. Plan an induction for any new Pathfinders and staff.
12. Set Investiture date in conjunction with speaker selected.

REPORTING

The worldwide Pathfinder program operates on a special scoring plan, adapted to suit the particular needs of each division, union and conference. This scoring plan is based on a variety of basic Pathfinder activities that are common to all clubs. This scheme enables clubs to operate in a systematic fashion following a regular pattern over a given period.

The scoring plan below outlines the particular areas that need to be cared for on a regular basis in the club program, and points are allocated for the fulfilment of each of the listed requirements.

Special reporting forms are to be used for recording the club's activities. They are divided into three areas - monthly, bimonthly (special events) and annually. These forms are available from the conference youth ministries office.

The club secretary will need to fill in the form for each month the club operates. **Nine** are used to calculate the total points scored, and each Pathfinder club will receive a special award in accordance with their attainment.

SCORING PLAN

Points will be issued to clubs in the following way:

MONTHLY

1. At least two meetings each month.
2. Average attendance of at least 75%.
3. An adult counsellor for each 6-8 Pathfinders.
4. All members to have uniforms and wear them at regular meetings.
(Three-month period allowed for provisional members.)
5. Conducting Pathfinder classes.
6. Report to conference by 10th of the next month.

THIS GIVES 6 POINTS EACH MONTH.

BI-MONTHLY

During the year five special bimonthly events must be held. No more than two of which may be conference events, such as Rally, Expedition or Camporee, but excluding the Fair.

THIS GIVES 4 POINTS EVERY TWO MONTHS.

ANNUALLY

1. At least 75% of membership to take part in a two-night club campout.
(THIS GIVES 10 POINTS ONCE EACH YEAR)
 2. At least one Investiture in the Pathfinder year, if at least 50% of membership is invested.
(THIS GIVES 20 POINTS EACH YEAR)
 3. Participation in Pathfinder Fair.
(THIS GIVES 10 POINTS EACH YEAR)
- TOTAL POINTS FOR THE YEAR WILL THEREFORE BE:

9 months at 6 points	54
5 bimonthlies at 4 points	20
Campout	10
Investiture	20
Pathfinder Fair	<u>10</u>
	<u>114</u>

GRADES: A = 105-114 B = 95-104
 C = 85-94 P = Less than 85

SAMPLE PATHFINDER MONTHLY REPORT BLANK

NOTE: Fill in all blanks. Mail one copy to conference youth ministries office by 10th of each month. Give one copy to personal ministries secretary and file one copy.

NAME OF CLUB _____
 MONTH OF _____

MONTHLY

1. Did you hold 2 meetings this month? YES NO
2. Did you average 75% attendance? YES NO
 - a. How many are signed up as Pathfinder members? _____
 - b. How many provisional members? (First three months) _____
 - c. How many staff members in your club? _____
3. Does all your club have at least one adult counsellor for every 6-8 members?
 YES NO
4. Did all your members have full uniform and wear it at meetings?
 YES NO
5. Indicate which Pathfinder classes were being conducted this month:

___ FRIEND	___ ADVANCED FRIEND
___ COMPANION	___ ADVANCED COMPANION
___ EXPLORER	___ ADVANCED EXPLORER
___ RANGER	___ ADVANCED RANGER
___ VOYAGER	___ VOYAGER SILVER AWARD
___ GUIDE	___ GUIDE SILVER AWARD

BIMONTHLY

Did your club engage in a special bimonthly activity this month?
(Describe briefly, using back of page if necessary)

- | | | | |
|---|-----|-------------------------------|-----|
| Outreach activity | ___ | Conference Rally day | ___ |
| Recreational only | ___ | Conference Camporee | ___ |
| Field trip | ___ | Conference Expedition | ___ |
| Camping (excluding annual
2 night campout) ___ | | Pathfinder Day (local church) | ___ |
| a. duration _____ days | | | |
| b. No. attending _____ | | | |
| c. No. campers joining baptismal class _____ | | | |

ANNUALLY

1. Did 75% of your club participate in a two-night campout? YES NO
 ___ No. attending
2. Has your club had an Investiture this month? YES NO
 Date _____ Percentage of group invested _____
3. Did your club attend the Conference Fair? YES NO

GENERAL

1. Did you hold an executive committee/staff meeting this month? YES NO
2. What Honours and creative skills are being conducted? List numbers doing
Honours? 1. _____ 2. _____
 3. _____ 4. _____
3. Number of Pathfinders involved in outreach _____
4. Number of Junior Voice of Youth programs _____
5. Other organised outreach activities (specify) _____
6. Number of Pathfinders baptised this month _____

STAFF TRAINING

1. No. completing Master Guide _____
2. No. completing Pathfinder Staff Training Course _____ Basic _____ Inservice
3. No. completing Pathfinder Leadership Awards _____

Signature of deputy director/secretary filling out this report:

_____ Date _____

NB. Please notify the conference youth ministries office of any changes in club leadership.

MAINTAINING A SUCCESSFUL CLUB

After a club has been started, a real challenge is presented to the leaders to plan a far-reaching program that will keep the interest of the Patfinders throughout the year and build up a strong club spirit. This will take much ingenuity and resourcefulness on the part of th entire staff, and calls for close cooperation and careful planning by the executive committee and club officers.

The Pathfinder is one who is at an age where they enjoy adventure, surprise and frequent change of activity, and interst will be quickly lost if a club program follows a staid routine of familiar events. The successful club director will augment the regular Pathfinder meetings with field trips every month or at least every six weeks. These field trips may consist of nature, explorations, excursions to places of historical interest, visits ot museums, zoos, botanical and marine gardens, overnight hikes, boat trips, early morning breakfasts, snow outings, and many other interesting activities such as a Pathfinder hobby exhibit or a joint field day with other Pathfinder Clubs in the area.

Wise leaders will not always make decisions as to what the club is going to do but will give opportunities for self-expression by letting the club members discuss some of their own activities with adult leaders ready to give counsel and guidance where needed.

Morale, or club spirit, is the intangible element that determines the success of any Pathfinder club. It is the result of a combination of a variety of important factors. All Pathfinders and staff members will need to work together in developing a sense of unity and belonging, and maintaining interest and enthusiasm.

Club staff will need to consider the following:

1. **Spiritual Objectives.** Pathfinder staff will need to ensure that the club operates from a spiritual basis. Keep scriptural principles clearly in focus, and take all opportunities to present the message of Jesus Christ in an effective manner to the Pathfinders. Make full use of the club chaplain, church pastor or youth minister. Provide sufficient time for club worship and do all that is possible to make this time exciting and meaningful. Remember to pray for and with Pathfinders and staff.
2. **Attendance.** Constantly aim for 100% attendance. If the attendance consistently shows 50% or less, your club will be in trouble. Club counsellors and leaders should find out why Pathfinders are absent. A member who cannot be present for a club meeting should notify the counsellor in advance. An appropriately timed visit to a member who has been absent can change the situation and help return enthusiasm. Club meetings should be well announced so that every member will know the time and place.
3. **Parent Cooperation.** The aim and desire of the parents and the Pathfinder staff are fundamentally the same. These aims can be best achieved when parents hav a real understanding of the Pathfinder plans and ideals.

It is a good practice to send a club program to the homes of the Pathfinders so that parents and Pathfinders are well aware of the appointments for club meetings.

Nobody is more interested in a Pathfinder's welfare than the Pathfinder's father and mother. Thoughtful parents are interested in finding out what the Pathfinder Club expects of their children. They want to do their share to help the Pathfinder Club benefit their children.

The best possible time to arouse the parents' interest is when the club is first organized. Invite all parents to that first meeting.

Next, get the parents together for a special occasion when an event of sufficient importance warrants it - such as the club's birthday party, a hobby exhibition or a special open house. Occasional joint field trips can be sponsored for Pathfinders and parents. Father and son hikes or banquets and similar occasions for mother and daughter can be planned by the club. A campfire program to which parents are invited can be a very special event.

Promptness in meetings - especially in observing closing time - will ensure parent cooperation. Careful supervision and discipline will also be greatly appreciated by parents.

4. **Round Table Discussion.** Take a little time in a Pathfinder club meeting to open a round table discussion on the question, "What do you think we can do to make our club better?" Encourage the members to express themselves in regard to activities they would like to see built into the program. As you have opportunity to talk with individual members, draw them out in regard to what they would like to do at the club. Perhaps these comments will help you see why Pathfinders have been dropping out.
5. **Yearly Plan.** The staff need to spend time at the beginning of the year to plan all of the year's Pathfinder activities.
6. **Unit Captain's Council.** Have a unit captain's council occasionally. Let the captains speak freely of the sentiments they hear among the units and what they would like to do. Urge them to help improve the program for the future.
7. **Making Members Welcome.** Not only should a new member be impressed with the responsibility of carrying out the ideals of the club, but also ought to be impressed with the warmth of fellowship offered by both fellow members and the staff.
8. **Putting Friends Together.** Wherever possible, place a member in a unit where there are existing friendships.
9. **Reviewing the Counsellor's Work.** The club director and the club executive committee should review the work of the counsellors occasionally. Pathfinders like leaders they can look up to, who are fair, who are neither too strict nor too easy, who have a sense of humour, and who understand young people and like them. If a counsellor is acting in a dictatorial way, if he fails to have the friendly, warm, sympathetic interest of the unit at heart, the director should do all that is possible to help that counsellor change his ways, or make some changes that will be for the best interests of the club.
10. **Planning a Balanced Program.** Lead the Pathfinders into achievement and the learning of skills. They want to hike; they want to do things. Be sure the program is giving this opportunity and that promised activities are fulfilled. Do not let it be said, "They told us we would go on hikes, but we never go." The meetings must be

- carefully planned and balanced; not too much sitting and listening, not too much drill, and the right kind of games. Do not scold and nag. Have plenty of variety.
11. **Developing Unit Cohesiveness.** Are the units having opportunity to develop a unit loyalty and individuality? The small group of six or seven boys or girls forms a natural "gang," which satisfies the desire for groups so prominent in the ten-to-fifteen-year-olds.
 12. **Assembly Room.**
 - a. **Appearance** - The Pathfinder assembly room should be painted and decorated to contribute to Pathfinder morale. Ceilings should be preferably flat white in colour, walls light or pastel shades. The national and Pathfinder flags and Pledge and Law banners should be on display.
 - b. **Lighting** - Natural and/or artificial lighting should be evenly distributed and pleasing to the eye.
 - c. **Ventilation and Heating** - The temperature of the assembly room should be evenly distributed, and fresh air supplied through deflectors, air vents, or air-conditioning. Heating should be adequate, but not stifling.
 - d. **Storage** - Adequate space should be provided for the instructional and camping equipment.
 - e. **Bulletin Board** - A bulletin board should be provided where the Pathfinder club may keep the church informed of the past, present and/or future activities, crafts, or Honour displays.
 13. **Equipment.** Adequate supplies and tools are to be made available for the number of Pathfinders participating. It is difficult to keep order when a Pathfinder is waiting for tools that are in use by others.
 14. **Camping Equipment.**
 - a. **Tents** - Adequate shelter should be provided for every camper at night. Tents should be maintained in good order.
 - b. **Cooking** - Gas stoves, or natural wood cooking fires can be used. Adequate stoves or fires should be provided so as not to pressure the camp timetable.
 - c. **Water** - The club should provide a water supply to adequately care for drinking requirements.
 - d. **Utensils** - It is necessary to provide sufficient utensils for the camp cooks in preparing meals.
 15. **Library** - Books should be catalogued and in convenient shelves or bookcases. All reference books and manuals should be available for staff members.

DISCIPLINE

The goal in disciplining Pathfinders ought to be to guide them as sons and daughters of God; to show them our love and understanding; to teach them God's character as revealed in order and discipline throughout the universe; to make them useful members of the church and their country; and to help them respect their leaders and their parents.

As you work for the salvation of your Pathfinders, seek the Lord for wisdom and guidance. As they join the ranks of a successful Pathfinder club, they should feel that they are being born into a new experience. But they must learn that discipline and order are part of this experience. They must learn that they are being loved by the kind of correction and discipline they receive. They must learn to discipline their desires in accordance with God's law.

In a Pathfinder club, good discipline provides an environment that is conducive to cheerful attitudes and cooperative behaviour. It emphasises guidance rather than restraint; is constructive rather than destructive. It is not crippling, it is enabling. It encourages self-control and purposeful activity. The best kind of discipline is present but not seen. It teaches Pathfinders to do the right thing at the right time in the right way. Good discipline prevents trouble.

A well-planned program will avoid many problems and mistakes. Order and system inspire confidence. Pathfinders will learn by the example of their leaders that God is a God of order. In a well-disciplined club the program starts on time, the whole staff is there on time, and the program runs smoothly to its conclusion.

BALANCED DISCIPLINE

1. Establish rules and regulations and a point system.
2. Inform the Pathfinders of the rules, your expectations and methods of enforcement.
3. "Rules should be few and well considered; and when once made, they should be enforced. Whatever is found impossible to change, the mind learns to recognise and adapt itself to." Education, p. 290.
4. Present devotional admonition on discipline, explaining the Pledge and Law.
5. Consistently and diligently apply training discipline.
6. Counsel with guilty youth before disciplinary action and pray with them.
7. Parents also need to understand the importance of club disciplinary training. When they understand, they usually cooperate.

PROPER AND IMPROPER ADMINISTRATION OF DISCIPLINE

The **WRONG** way is to crush or break the spirit by using strict force. The crushed spirit will develop distrust, evasiveness and hatred for authority.

The **CORRECT** way to administer discipline is to inspire that which is right and orderly by love, kindness and firmness. Win the confidence of the youth. Show them you love them by kindness and that you expect their loyal cooperation. This correct way develops trust, compliance, and cooperation and love.

PREVENTION OF DISCIPLINE PROBLEMS

1. Plan an extensive program of activities.
2. Never go to meetings unprepared.
3. Be friendly, caring and approachable at all times.
4. Cultivate a sense of humour.
5. Don't use sarcasm or ridicule.
6. Don't be a "fault-finder."
7. Be fair and impartial. Do not have favourites.
8. Show self-control, and be patient, even under pressure.
9. Watch the use of your voice. Speak clearly and with authority, but don't shout!
10. Give clear, precise instructions and commands.
11. Watch mannerisms that could lead to ridicule, and avoid slang and colloquialisms.

METHODS OF DISCIPLINE

DO:

1. **Counsel Personally.** In this counselling be master of the situation. Point out exactly what the Pathfinder was doing that was wrong and ask for an explanation of the behaviour. The Pathfinder may even suggest a solution. Conduct these counselling times on a friendly basis, but have the Pathfinder leave with the understanding that you still mean business.
2. **Use Group Judgment.** Make an effort to build up the ideals of behaviour to the point where any violation is unacceptable to the standard of the club.
3. **Take Care of Individual Differences.** In planning discipline, remember that Pathfinders are all different. Take into consideration their background, their physical and mental make-up, and the seriousness of the offence(s).
4. **Expel if Necessary.** When a Pathfinder continues to misbehave, he must face the realisation that he is either going to have to meet the standard of behaviour or leave the group.

DON'T:

1. **Punish in Anger.**
2. **Use Threats and Warnings** that can't be carried out.
3. **Force Apologies in public.** Few Pathfinders ever consider themselves entirely to blame, and they are probably not.
4. **Detain After Club Meeting.** A rather poor policy because:
 - a. It causes the Pathfinder to dislike the club.
 - b. It is an unnecessary demand on the counsellor's and waiting parent's time.
5. **Assign Extra Tasks.** Probably the cause of the trouble is that the Pathfinder already cannot keep up with the tasks that he has.
6. **Use Dunce-cap Discipline.** This is a relic of the past. This type of punishment only causes rebellion or becomes a thing to laugh at. Some Pathfinders enjoy the recognition it gives.
7. **Use Corporal Punishment.** Because of the many difficulties that arise from its use, it would be best to leave this method to the parents. All staff must maintain a "hands off" policy toward each Pathfinder. No actions should take place between a staff and a Pathfinder that would bring parental distrust upon the true intentions of a staff member.
8. **Use Negative Methods.**

PUNISHABLE OFFENCES

1. Cases of clear and unjustifiable insubordination.
2. Cases where tendencies and activities are considered serious offences, or behaviour problems, such as:
 - a. Indecency.
 - b. Impudence to a staff member.
 - c. Offensive language.
 - d. Injuring property.
 - e. Cheating and stealing.

DISCIPLINE PROCEDURES

1. If a Pathfinder is not obedient and cooperative:
 - a. The counsellor should tactfully speak to the Pathfinder.
 - b. The counsellor should explain what is expected of the Pathfinder as a member of the club.
 - c. The counsellor should have a private visit and pray with the Pathfinder.
2. If the Pathfinder continues to be disobedient and uncooperative, the counsellor should solicit the help of the deputy director in charge of club discipline.
 - a. They will privately counsel together with the Pathfinder.
 - b. They should earnestly solicit the cooperation of the Pathfinder.
 - c. They should pray with the Pathfinder.
3. If it should be necessary to approach the Pathfinder on a third occasion, the counsellor, deputy director, and director should meet with the Pathfinder privately.
 - a. Counsel with the Pathfinder and explain how important it is to have unity, cooperation, and an understanding spirit among club members.
 - b. Attempt to convey the seriousness of the matter in that every Pathfinder should "Aim to do my best."
 - c. Pray together.
 - d. Make an appointment to visit the home and counsel with the parents and the Pathfinder together.
4. If misbehaviour continues, the counsellor, deputy director, director and Pathfinder should have another meeting together.
 - a. The case will be referred to the disciplinary committee for further study.
 - b. The Pathfinder's parents should be notified and the Pathfinder will be given a one-month expulsion from the club; during this time the Pathfinder should be visited by the counsellor.

PUBLIC RELATIONS

SHARE YOUR ACTIVITIES THROUGH THE CHURCH BULLETIN AND NOTICEBOARD

1. Arrange with the church bulletin editor to make a weekly announcement in the bulletin of the time and highlights of the meeting or activity.
2. Give reports in the bulletin as to the success of various club activities and the amounts raised through fund raising.
3. Keep the church members aware of the various Share Your Faith activities of the Pathfinders, through the bulletin and by posters on the church noticeboard.
4. Request permission from the church board to place a "photo display" of Pathfinder activities on the noticeboard. Many church members may never be able to attend campouts, Fairs, Camporees or other activities, but they will enjoy seeing a photographic report.
5. Be sure to give periodic expressions of thanks for the church members' moral and financial support of the program.

SHARE YOUR ACTIVITIES THROUGH A PATHFINDER NEWSPAPER

1. Involve the Pathfinders in preparing a Pathfinder newspaper.
 - a. Use members as reporters.
 - b. Have members write articles in their own words.
 - c. Help the Pathfinders feel that this is their newspaper.
2. Organise an editorial staff that would include an editor-in-chief, editor, typist, business manager, circulation manager, photographer and reporters.
 - a. Set a specific time of the month to meet and lay out the paper.
 - b. A newspaper can be printed cheaply. Photocopiers are widespread and most clubs have access to one.
3. Keep news fresh and up to date, and cover various club activities, such as campouts, field trips, crafts and skills, and all special events.

REMEMBER:

- a. Good public relations builds a good Pathfinder club.
- b. Spreading the news increases the interest.
- c. Parents like to see their Pathfinder's name in print.
- d. Pictures where possible add spice to the news.
- e. An enlightened church congregation and community draws ready support for club needs.
- f. Seemingly insignificant news items prove to be of great interest to many people.
- g. A Pathfinder newspaper is a good way to keep a record of club history.

SHARE YOUR ACTIVITIES THROUGH CHURCH PAPERS

1. The conference newsletter and the South Pacific "Record" will be pleased to receive news stories and photographs of major Pathfinder activities.
2. Assign a Pathfinder to be responsible for sending information or photographs to:
 - a. the conference communication director.
 - b. the editor of the "Record."
3. Make sure that all the facts are accurate, and the names of people and places are spelt correctly. Caption all photographs, and indicate who the photographer is.

SHARE YOUR ACTIVITIES THROUGH YOUR LOCAL NEWSPAPER

1. Activities worth reporting in a Pathfinder newspaper are news to the public also, and this can be an excellent evangelistic tool.
2. Assign a Pathfinder to work with the church communication secretary.

The Pathfinder reporter should:

- a. Report to the communication secretary each week.
 - b. Learn the requirements of a good news story and be able to provide all the facts about Pathfinder activities.
 - c. Report activities to the communication secretary at least one week before they are to happen.
3. The Pathfinder leader should make certain the Pathfinder reporter has all the facts necessary. A good idea would be to:
 - a. Give a list of the important facts about any activity.
 - b. Check the fact list a few times before giving it to the communication secretary.
 - c. If the honour in journalism is being taught, the Pathfinder reporter should work toward that honour by learning to write his own news release properly and meeting deadlines on time.
4. Part of the planning for any activity should be a discussion of picture potential for the neighbourhood newspaper. Photos should:
 - a. Have a single centre of interest.
 - b. Show some activity in progress.
 - c. Be shot close up to catch facial expression where possible.
 - d. Have good technical quality.
 - e. Be properly captioned, including full names of people in picture.
 - f. Limit number of persons in picture, to avoid mob scenes, unless a large number of persons are engaged in a single activity.
5. By providing news of Pathfinder activities to the public press, you may draw non-Adventist young people to want to participate in your programs.

SHARE YOUR ACTIVITIES BY RADIO AND TELEVISION

1. When the communication secretary receives the information about your Pathfinder club activities, you may request a public service announcement for the local stations. You may wish to invite all young people of a certain age group. Some suggestions are:
 - a. Public service spots should be short - around 50 words.
 - b. They should include the most pertinent facts only: what, when, where, who.

- c. PR announcements should be given to the station at least two weeks in advance of the planned activity.
2. If your station has an interview program, your church communication secretary can arrange for an interview with the Pathfinder director and perhaps some of the Pathfinders.
 - a. Let the communication secretary know of the potential and your willingness to be interviewed.
 - b. Plan at least a month ahead of the time you wish to be on the air.
 - c. Keep all appointments.
 - d. Prepare suggested questions for the one who will do the interviewing.

SHARE THE INVOLVEMENT OF YOUR PATHFINDERS WITH THE COMMUNITY

1. Keep your eyes open for needs of the community that the Pathfinders can help meet, such as:
 - a. Anti-pollution drives, which mean cleaning up vacant lots, edges of country roads, neglected streams.
 - b. Have Pathfinders make a practice of keeping the footpaths clean along their way to school if they walk, or within a block of their homes.
 - c. Paint cooperatives; in which Pathfinders help brighten up a neglected house owned by an elderly couple unable to care for it themselves.
 - d. Participation in community drives not specially related to the church.
 - e. Pathfinder visitation to sing in retirement homes or hospitals.
 - f. Join with other youth organisations in major community projects.
2. Participate in a street parade.
 - a. The Pathfinders can march in uniform carrying their Pathfinder flag.
 - b. They may ride on a float they have created. The emphasis could be "Back to Nature and God," "Preserving Our Health and Environment," or something emphasising the part that the Bible should play in development of a young person.

SHARE THE ACTIVITIES OF YOUR PATHFINDERS THROUGH PERSONAL INVITATION

1. There is nothing better than the personal invitation from one young person to another to "come along" to club meetings or some club outing or activity.
2. New young people moving to the community are looking for friends. Time to be friendly is any time, but especially when people are new to the community.

SAMPLES OF NEWSPAPER ARTICLES

SDA club wins top honors

Although the Campbelltown Seventh-day Adventist Church's Pathfinder Club has only been operating for a short while, it took out top honours at a Sydney-wide Pathfinder Fair held earlier this month at Galston Park.

The club has been operating at Campbelltown for the past 18 months and was pleased to be awarded an A-grade pennant for all round performance.

Competition was in bushcraft, knot tying, fire lighting, first aid and other outdoor activities including marching and drill.

There were more than 400 Pathfinders competing this year.

"I was particularly pleased with our group," said Mrs Hazel Holt, the Campbelltown Pathfinder director. Our members were younger overall than those of other clubs.

The Pathfinder clubs is open to boys and girls aged between 10 and 16 years.

They wear green and gold uniforms and cap and meet weekly at the Campbelltown Seventh-day Adventist Church hall.

New members are most welcome and for more information contact Mrs Mary Smith on 987654.



FROM left are Tony Johnston, Ben Scott, Russell Holt, Bartholomew Ganaine and Nicole Hayes concentrating on the campcraft event at the recent Pathfinder Fair.

TWO RECEIVE AWARDS



Pastor Rob Steed, the Youth Director for the Seventh-Day Adventist Church in Northern Australia, Hayley White, Dee Donnelly and Lina White, the local director, photographed after the presentation of the awards.

Two young members of the Seventh-day Adventist Church have been presented with Adventist Youth Silver Awards.

The awards were presented by Youth Director, Pastor R Steed on Saturday, November 4, during the church service hour, to Hayley White and Dee Donnelly.

The Silver Award is a skill and recreational award presented to a young person 14 years and over who has demonstrated exceptional qualities of physical, mental and cultural development.

Sponsored by the Youth Ministries Office of the Seventh-day Adventist Church, the plan gives an opportunity to find satisfaction in worthwhile achievement.

To qualify for the award, the girls had to achieve in five divisions - physical fitness, skills, expedition, service projects and cultural improvement.

They planned and undertook two hiking expeditions of approximately 25km each, presenting detailed log books on completion.

They completed an 80km bicycle ride and learned the parts of a bike and how to repair punctures.

In conjunction with the Duke of Edinburgh Scheme in which they are also participating, they successfully completed a first aid course.

Dee and Hayley also gave six months of service teaching and helping a group of children each Saturday morning during the Church Sabbath School time.

ORGANISING A NEW CLUB

1. **Counsel with the Conference Youth Director.** The conference youth director is responsible for all Pathfinder clubs in the conference. Any person in a local church who sees the need for a Pathfinder club should counsel with the youth director before making further plans.
2. **Meet with the Pastor and Conference Youth Director.** The request should come from the church to the conference youth director who should then spend time with the church pastor explaining the ministry of the Pathfinder club and its operation, detailing what assistance the conference is able to give to the local church. Should the conference youth director be unable, through circumstances, to arrange such a meeting, then he may delegate the responsibility to the district director.
3. **Present the Plan to the Church Board.** The conference youth director should request to meet with the church board. It is necessary that the church board authorise the organisation of the Pathfinder program. The board should be fully familiar with all the aims, the financial budget necessary, the objectives and concepts of the Pathfinder organisation, and the role it can play in youth evangelism within the church.

At this time the church board members are given questionnaires and information sheets with relevant details to be filled in and submitted to the conference youth director who will assist in the detailed planning and organisation of the club. Such information will include names and addresses of all juniors and teens within the church, both active and inactive; names of Sabbath school members; names of qualified persons and those with a current Pathfinder Leadership Award, or past experience; names of persons able to assist as instructors; as well as a list of recreational venues within the area. Following this meeting the intention to form a Pathfinder club should be announced to the church.

4. **Hold Second Meeting of the Church Board.** At the second meeting of the church board the conference youth director or district director attends in the capacity of adviser. The church board (or the nominating committee) now elects the Pathfinder club director. Once the director has been elected it is preferable that the director be invited to sit with the nominating committee for selection of the deputies. The conference youth director at this time is able to advise the church board on the qualifications expected of the officers of the club and the responsibilities that their work entails.
5. **Inform the Congregation During the Worship Service.** It is important that all church members be informed about the Pathfinder club, its objectives and its program. Someone qualified to speak on behalf of the Pathfinder club and the needs of junior and teen youth, should bring this information to the entire church, preferably during the worship hour on Sabbath. It might be the union youth director, the local conference youth director, the local church pastor or some other qualified conference worker who is invited by the pastor as guest speaker. At this time a call should be made for interested people to assist and support the Pathfinder club.

6. **Elect Committee Members.** The elected Pathfinder officers now meet and select the remaining members of the executive committee and delegate the responsibilities of deputies.
7. **Hold First Meeting of Pathfinder Executive Committee.** The Pathfinder Executive Committee meet and select the remaining staff required for the Pathfinder club, the counsellors and instructors. At this time the Pathfinder executive should decide which program schedule their club will follow as regard to meeting times, possibly using Model A or Model B.
8. **Arrange for Officers and Staff to Attend Pathfinder Staff Leadership Course.** The director makes application to the conference to ensure that all staff attend a Pathfinder staff leadership course. Both qualified and unqualified staff should attend and become familiar with all basic procedures that are necessary to be followed in the smooth running of a Pathfinder club. There should be a number of occasions when new staff come together for training so that each person is familiar with the duties and activities of the club. Staff members should secure uniforms and be correctly uniformed.
9. **Call Pathfinder Executive Committee to Plan a Yearly Program.** The Pathfinder Executive Committee begin to plan the yearly program with a timetable of events, class work, meeting times, special days, conference events, special events, Pathfinder Fairs and Camporees all included.
10. **Call a Full Staff Meeting.** Once the yearly program has been planned, a full staff meeting should be called and chaired by the director. The yearly program should be presented and discussed by the staff and further plans laid as necessary.
11. **Build the Program Six Weeks Before Enrolment Night.** This may be the most important step in the entire organisation. Program building consists of long-range planning. This means that the objectives of the club over a period of months and years should be brought into focus. The club activities should conform to these overall objectives. Each meeting should be planned in detail weeks in advance.
12. **Send letter to potential Pathfinder families four weeks before enrolment night.**
13. **Advertise Pathfinder Program.**

4 weeks before enrolment night	Church bulletin
3 " " " "	Attractive bulletin board
2 " " " "	Junior and earliteen S.S. program
2 " " " "	10 minute personal ministries period
2 " " " "	Director's letter to potential Pathfinders
2 " " " "	Pastor's letter to parents of potential Pathfinders
1 " " " "	Church service, emphasising program
0 " " " "	Enrolment night

14. **Conduct Enrolment Night (see special program outline).** All Pathfinders should be provided with a Passport application form and this should be filled out at this time. The club now is in operation. Invite the conference or district director to present a Pathfinder flag.
15. **Begin Home Visitation Program.** It is very important for the Pathfinder counsellor to go to the home of each new Pathfinder.
 - a. Introduce yourself as the counsellor for their Pathfinder.
 - b. If club membership application is not completely filled out, do so then.
 - c. Remind the family of club meeting times, activities and achievement classes.
 - d. Answer all questions concerning uniforms, campouts etc.
 - e. Emphasise the fact that as a counsellor, you want to help the parents in any way you can.
16. **Hold First Regular Club Meeting.** Arrange Pathfinders into units with counsellors. Have an election of captains and scribes, and a ceremony to present badges to captains and scribes. Hand out the club program.
17. **Conduct an Induction Ceremony Approximately Two Weeks After Enrolment Night.** An induction ceremony should be organised with all parents and church members in attendance. This is a very special ceremony and the Pathfinders should understand its significance. This ceremony may be held within three months of enrolment, when all members have obtained their uniform and made a commitment to membership.
18. **Arrange For Pathfinder Passports.** As soon as the Pathfinder is in uniform, Passport photographs are to be taken and forwarded to the conference with the Passport application form.
19. **Seek Community and Church Interest.** Once a Pathfinder club is established, an appeal can be made to church and community members who have not previously been interested in supporting the Pathfinder club. The director should make friends with every Pathfinder family and help each Pathfinder non-Adventist family become acquainted with the pastor and the church.
20. **Hold a Guest Night.** Guest night is on a regular club meeting night. Each Pathfinder may invite friends for this "guest night" club meeting. The director should become acquainted with each visiting young person and may invite them to join the Pathfinder club.
21. **Evaluate.** After the club has been in operation ten to twelve weeks, the conference youth director, or in his absence the district director, should be called in to meet with the Pathfinder Executive Committee to evaluate the club to ensure smooth operation and a balance of activities and programs.

22. Checklist For a New Club

a. Training for staff

- * Master Guide
- * Basic
- * PLA

b. Materials

- * Current Pathfinder Manuals
- * Application Forms
- * Class Cards
- * Report Forms
- * Book Club
- * Flag(s) and Guidon(s)

c. Tasks

- * Select the staff.
- * Prepare a tentative outline of the yearly program.
- * Draw up a budget with a submission for special church funding. In order to establish a club, additional expense may be necessary to purchase some basic equipment.
- * Compile a list of potential members.
- * Distribute questionnaires and information about the club.
- * Advertise the Enrolment Night.
- * Have counsellor visit the homes of potential Pathfinders.
- * Be fully uniformed.
- * Arrange insurance for premises and equipment.
- * Send completed passport applications to the conference.
- * Arrange personal insurance for Pathfinders and staff through church treasurer and conference.

ORGANISING A COMPOSITE CLUB

A Composite Club is where two or more churches band together to operate a Pathfinder club.

1. ELECTION OF LEADERS

Each participating church through its Church Board/Nominating Committee appoints two or more Pathfinder oriented personnel, depending on the number of prospective club members, (ie one person per five members or part thereof, eg eight members - two people) to a Composite Club Appointments Committee. The minimum number to be appointed is two.

This Committee is chaired by the conference youth director or local district director and appoints the club director, who then participates in the selection of the deputy directors. An elder/AY sponsor from each church is also appointed to the Composite Club Executive Committee as ex-officio members. These persons are in addition to those elected as deputy directors of the composite club. This Composite Club Executive Committee then meets to select the rest of the staff.

2. FINANCE

Finance is controlled by the Composite Club Executive Committee, who will appoint one of their members to the position of club treasurer. Club members will pay annual registration fees, insurance fees etc. as decided by the Executive Committee - similar to any other club. Club staff fees (registration, insurance etc) should be part of the club budget.

Following preparation of an annual balanced budget (which is also to include items of a capital nature - tents, camping gear etc. - refer notes on Club Budget on page 97) by the Executive Committee, each church is responsible for its share of the club's budget needs, proportional to the number of club members each church has to the total membership, eg seven members of a total club membership of twenty five, and a budget of \$1,300: share $\frac{7}{25} \times 1,300 = \364.00 . Funds held by the composite club are to be lodged in a separate bank account - refer to item 12.

3. INSURANCE

The club director is responsible for ensuring that the conference youth director is advised of the formation of the club and the total number of members including all staff, and that the appropriate fees are paid. Club insurance costs will be met by the respective churches. Equipment insurance will be met by the member churches in the same proportion as per budget operating expenses.

4. EQUIPMENT

To be under the control of a responsible staff member appointed by the Executive Committee. Purchase of all equipment to be approved by the full Executive Committee who in the event of the club ceasing to function would be responsible for disbursement of the said equipment.

This staff member will be responsible for all equipment and will be required to maintain accurate records of all equipment owned by the club.

5. FUND RAISING

This will be under the control of the Executive committee and estimates of same will be included in the annual budget, with the exception of "special purpose" fun raising, eg for camporees, replacement of tents, special camps etc. Funds raised for special purposed should be held in a separate bank account especially opened for this purpose. Refer to item 12. Fund raising will be in keeping with church policy.

6. DISSOLUTION OF CLUB

In the event of dissolution, the disbursement of equipment, funds etc. would be handled by the full Executive Committee, with any equipment, funds etc. being returned to the churches in the same proportion as the churches had originally supported the club.

The club records would be held by one of the sponsoring churches with appropriate record to this effect being made in the Board Minutes of each sponsoring church.

7. CLUB DISCIPLINE

This would be handled exactly as per a standard club, however due to several churches being involved, special caution needs to be exercised in disciplining members.

8. PROGRAMS

An annual program should be drawn up by the full Executive Committee and presented to each Church Board by the elder/AY sponsor of each church, for consideration and approval or otherwise. Once approved, the plan is sent to the district director and all staff and pathfinders.

9. PARENT/CHURCH SUPPORT OF CLUB

Participation in club activities by all parents and church members is to be enthusiastically encouraged by the club Executive/Staff Committees. A Public Relations Director could be appointed from the club staff.

10. STORAGE OF EQUIPMENT

This could be a major problem but not an impossible one. Each Elder/AY sponsor to approach his/her Church Board on the matter, with a view to suitable storage space being provided. If no storage is available, the Executive Committee needs to approve an alternative for suitable storage. Appropriate records to be included in the Club's Minutes of Executive Committee meetings.

11 MEETING PLACE

Approach the Church Boards as this will probably be at one of the sponsoring churches. If a suitable meeting place is not available at the sponsoring churches, a local hall or room may be hired. The club may meet at one the leader's homes. Any costs as regards rent, bonds etc. would be included in the club budget.

12. FINANCE

As the Executive Committee is responsible for all financed raised, donated and made available by the sponsoring churches, the Executive Committee will need to open an account/s with a bank in the name of the club as follows: "_____ Seventh-day Adventist Pathfinder Club." Cheques to be signed by any two of the following staff members: director, secretary, treasurer.

The treasurer must keep very accurate records of all financial transactions. All monies raised, with the exception of funds for all special purpose, must be receipted and lodged to the club's bank account. All withdrawals must firstly be approved by the Executive Committee and recorded in the club minutes.

Funds raised for a special purpose must be receipted and lodge to a special account opened for this purpose (eg camporee).

The director will arrange an annual audit of the club's financial records by a suitably qualified church member.

The club treasurer will be authorised by the Executive Committee to hold at least \$30 petty cash, which will be replenished as necessary.

13. EQUIPMENT REGISTER

The staff member appointed to care for equipment should maintain an accurate equipment register in which is recorded every item, when purchased and cost. The register will be regularly updated, with any equipment disposed of being deleted - date and reason for deletion to be recorded in the register. A stock take is to be taken at the end of each year. This staff member is responsible to the Executive Committee for all equipment owned by the club.

14. LEADERSHIP TRAINING

Sponsoring Church Boards/Nominating Committees are responsible to ensure that their nominees to the composite club are aware of the need to accept leadership training the the Pathfinder Leadership Award system. Each Board/Nominating Committee is also to undertake to pay costs of leadership training under the normal share basis.

The club director is responsible to ensure that staff reach the required Pathfinder Leadership Award standards as quickly as possible.

15. RE-ELECTION OF CLUB LEADERS

All positions become vacant at the end of the church year. The procedure for re-election in the composite club is exactly the same as when the club was first formed.

16. VEHICLES, TRAILERS ETC.

Any vehicles, trainers, caravans, owned by the composite club will be registered/insured in the name of the club. Insurance to be both comprehensive and third party. All operating expenses (registration, insurance, fuel, repairs etc.) are to be included in the annual budget and will be met by sponsoring churches.

In the event of dissolution of the club, disbursement of the vehicles would be handled by the full club Executive Committee as set out under item 6.

17. STORAGE OF RECORDS

The director is responsible for ensuring the following club records are maintained:

- a) Club members record cards (Secretary)
- b) Equipment register (appointed staff member)
- c) Register of staff (duplicate of annual census return to Conference each January) plus record of training undertaken by each leader (Secretary)
- d) Register of club members (duplicate of census return to Conference each February) (Secretary)
- e) Financial records (Treasurer)
- f) Library register (appointed staff member)
- g) Insurance policies, registration certificates etc. (Secretary)
- h) Awards, trophies, pennants etc. (Director)
- i) Correspondence, reports etc. (Secretary)
- j) Minutes of all meetings (Secretary)
- k) Manuals (appointed staff member)

It is the directors responsibility to ensure that appropriate club records are maintained by the staff concerned and in the event of a change in staff, all records, past and present are handed on to the new staff member. These are official church records and must be kept in such a manner as to be available at any time if so required by the church or government authority.

It may be necessary for the club to acquire appropriate containers, filing cabinet or whatever for staff to utilise.

18 REPLACEMENT/APPOINTMENT OF ADDITIONAL STAFF

In the event of the resignation of an Executive Committee member, or the need for an additional Executive Committee member, the club Executive Committee should choose a replacement under the chairmanship of the conference youth director or district director.

The Executive Committee appoints counsellors, teachers, instructors, junior counsellors, chaplain, secretary, treasurer and other positions.

NEW CLUB APPLICATION FORM

Name of Club _____

Sponsoring Church/es _____

Director's Name/s -1 _____
-2 _____

Address-1 _____

Phone Number _____

Address-2 _____

Phone Number _____

Number Joining the Following Classes:

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

Date of Application _____

Director's Signature/s _____

Send copy of this form to the conference youth director after your enrolment night.

FINANCES

NEED OF FINANCES

If Pathfinding is to provide the right kind of training for juniors and teens of the church, it must have equipment, supplies and club facilities that will make the program attractive.

Naturally there is a great deal of expense involved in operating a successful Pathfinder club. A club cannot survive without careful management of funds and adequate planning for the year. A budget should be carefully prepared, with staff assistance, and submitted to the Pathfinder Executive Committee and church board for approval. Competent fund raising and consistent church promotion are essential to maintain financial support and enthusiasm. Particular care should be given to the distribution and handling of funds.

Clubs should elect a treasurer, usually a deputy director. The treasurer should turn any money the club receives over to the church treasurer. The club will receive a receipt and the church books will be audited, which will provide a protection to the officers of the club.

The club treasurer should ask the church treasurer for an amount of spending money in the form of petty cash. This money must be accounted for with supporting receipts.

In areas where several churches form a single Pathfinder club, they elect a treasurer to serve the large club. This elected treasurer holds all club funds. The treasurers of the contributing churches forward all Pathfinder funds to the club treasurer. The club books are then audited once a year and thus protection is offered to the club officers.

CLUB SOURCES OF INCOME

1. **Annual Membership Fees.** Every member should be expected to pay a moderate amount per Pathfinder year as part of the membership obligation. This fee should not be heavy. It should not cause any prospective member to forgo the privilege of membership, but each member must realise that everything worthwhile costs something. This fee can be paid annually, half yearly, quarterly, or at each meeting and should cover likely costs.
2. **Church Subsidy - Stewardship.** Churches may grant the Pathfinder club a subsidy in the church stewardship budget. Churches that realise that the operation of a good club is of great importance to the total church program, will be willing to contribute a regular amount toward the club's expenses. All club leaders should urge that this matter be considered on the church board.
3. **Sponsorship by Church Members.** Here is a valid way to finance special projects and to raise money. Church members can often be persuaded to sponsor a club or some of the activities and needs of the club. Many members have helped the cause of Pathfinders, especially if they have children in the club.
4. **Special Projects.** Some time can be spent each year for special fund-raising projects like new equipment, new club house etc. or for outreach, such as Asian Aid etc. This can capture the enthusiasm and imagination of every member.

5. **Fund-Raising Campaigns.** As one plans these fund-raising adventures, it is well to remember that all fund-raising should have some guidelines and the following instructions should be kept in mind:
- a. All fund-raising projects should have the approval of the church board.
 - b. Clubs should be discouraged from selling sweets. These are items that are not in accordance with the principles of health of the Seventh-day Adventist Church.
 - c. It is better to have a campaign for non-Adventist members. This gives an opportunity for the Pathfinders to witness for Christ. Some literature can be taken along, to leave with the public.
 - d. It is good to provide some incentive for the Pathfinders in the form of small prizes, awards etc.
 - e. Set up goals and work toward them. It is better to set attainable goals so that the Pathfinders will have the satisfaction of reaching or going beyond their goal, rather than being disappointed.
 - f. New ideas must be introduced to keep the Pathfinders interested. Stop before the interest begins to wear off. Do not wear out any one plan. Pathfinders should not be overburdened with campaigns.

FUND RAISING IDEAS

- a. **Preparation and Serving of Food.** Spaghetti or pizza dinners, home made ice-cream supper, pie supper etc. are just a few ideas for this gourmet activity.
- b. **Sale at Church Socials.** The Pathfinders can provide refreshments, sandwiches etc. at church socials, and better yet, ask the members to bring different types of refreshments that they will donate to the Pathfinders to sell at the social or any other special program.
- c. **Sales from Door to Door.** Christmas cards, name labels and name tabs, pens with the club name on them, calendars, lawn markers and mailbox markers, fruit cakes, magazines, soaps, peanuts, and a host of other items can be sold from door to door for the club.
- d. **"Make and Sell" Items.** This is a good program because it involves the Pathfinder in the club activities, and gives the opportunity to sell the very item made, for fund-raising. Things like pot holders, plastic flowers, and leaf arrangements, dried arrangements, wholemeal bread, plaster of Paris plaques, arts and crafts, Christmas arrangements etc. are just a few of the many things that can be done.
- e. **Auctions.** Hold a white-elephant sale, hobby show, pet show, or an auction with a good auctioneer. A reasonable admission fee could be charged.

f. **Work Projects.**

- i) Work in small groups and rake leaves in the autumn
- ii) Shine shoes
- iii) Baby-sitting
- iv) Car wash

SAMPLE PATHFINDER INCOME AND EXPENSE JOURNAL

DATE	DESCRIPTION	CASH RECEIVE D	CASH DISBURSE D	BALANCE
27.7	Pathfinder Day Offering	90.00		100.00
1.8	John Day - Emblems		5.00	95.00
6.8	Mary Jones - Craft Expense		15.00	80.00
7.8	Donation by Mrs Crane	25.00		105.00
7.8	Bob Adams - Work Bench		20.00	85.00
9.9	John Day - First Aid Kit		16.00	69.00

(Report presented to Pathfinder Executive Committee meeting 25.9.--)

SAMPLE PATHFINDER CLUB BUDGET

_____ (Year)

Club Membership	
Staff Personnel	10
Teen Pathfinders	15
Junior Pathfinders	15
	40

INCOME BUDGET, _____ (year)

Membership Fees (30 Pathfinders)	900.00	(\$30.00 per year)
Church Subsidy*	1000.00	
Sponsors	200.00	
Club Projects	700.00	

\$2,800.00 TOTAL INCOME

EXPENSE BUDGET, _____ (year)

Crafts and Honour Equipment	700.00
Office Supplies	100.00
Camporee Costs	500.00
Public Relations	200.00
Outing and Camping Equipment	800.00
Manuals, Honour Awards and Badges	200.00
Special Equipment and Insurance	200.00
Special Events	100.00

\$2,800.00 TOTAL EXPENSE

*Church Subsidy: \$1000.00 = \$2.60 per member (church of 385 members - five cents per member per week)

INSURANCE FOR PATHFINDER CLUBS

The Risk Management Service (RMS) Department of the south Pacific Division recommends safety procedures and also arranges appropriate insurance policies to protect the personnel, program and property of the church. some of the areas in which the RMS is involved directly relate to pathfinder clubs and the following information should be of interest and assistance to folk involved with these activities.

1. EQUIPMENT

A. CONTENTS

The property cover arranged by your church treasurer for buildings and contents should include your pathfinder equipment whilst housed in a building on the church property as long as that building and its contents are clearly indicated on the certificate issued by the RMS for that property. If you have a separate shed, this building should be shown separately together with the contents in that shed. If your pathfinder equipment is simply housed in the church it will be included in the church contents. However as this is only a "contents" cover it does not cover the equipment when away from the building and this is why most pathfinder equipment would require an "extra risks" cover. Also the normal contents cover does not apply to accidental damage such as may occur if an item is dropped, whereas the extra risks cover would apply to such damage.

B. EXTRA RISKS

The extra risks cover can be provided for items of pathfinder equipment upon completion of an extra risks proposal form. These forms are available from the RMS at the South Pacific Division. Each item must normally be separately covered and the following information must be included on the proposal form:

1. Description of the item.
2. Model or serial numbers, if applicable.
3. The amount of cover required for each item.

The only exception to individual listing is where a quantity of items of less than \$200 value each may be involved. Similar types of such items may be grouped and covered with a blanket description such as "sundry camping equipment with a limit of \$200 any one item - \$2,000." Please note that the total cover for items under \$200 individual value should be sufficient to equal the total value of all items under that grouping.

Items which are not owned by the church but for which the church is responsible may also be included if a specific request to include such items is made. They would only be covered while being used on behalf of the church. Also temporary extra risks covers for limited periods may be arranged.

A register should be kept to keep track of insured items and to enable losses to be immediately noticed and reported to the police. Full details of such losses should be promptly sent to the RMS. Particular care should be taken if items are loaned to individuals for other than denominational use, and it is suggested that a bond be required from such individuals which would be refunded upon the safe return of the items.

Following is a sample General Claim Form which should be used for losses involving contents and extra risks items.

General Claim Form

1. Certificate No. _____
2. Name of Organisation _____ Telephone No. _____
3. Postal Address _____
4. Where did event occur (Give correct address) Date _____ Time _____ am/pm

5. What happened, how did it happen and why? _____

6. If claim for Loss by Burglary or Theft, describe method of entry _____

7. Name(s) and address(es) of person(s), if any, responsible _____

8. Have Police been notified? _____ If so, what station? _____ Date _____
*(Note: Police must be notified in all instances involving
burglary, theft or malicious damage.)*
9. Describe any action taken to recover or reduce your loss? _____

10. Is there any salvage value? _____ How much? \$ _____
11. Are you the sole owner of the property which is the subject of claim? _____
12. Is there any other insurance on the property which is the subject of claim?
_____ (Please supply details)

DECLARATION

I/We do hereby declare that the foregoing answers are true and correct and that the information detailed in the Schedule is a true and faithful account of the actual loss sustained, and hereby undertake to notify the SERVICE immediately if any of the lost or stolen property is subsequently recovered, and at the option of the SERVICE to return the property or refund the amount of money received by way of compensation in respect thereof.

Signed _____ Official Title _____

Date _____ Counter Signed _____

*Manager/Secretary/Accountant
of Conference or Institution*

NOTE: Please complete schedule on back. Have you answered ALL questions?
Full information NOW may save further correspondence and delay.

SCHEDULE OF PROPERTY DAMAGED OR LOST

Item	State if lost or give details of damage	Year Purchased or acquired	Replacement value in condition when acquired	Actual Cost * of repairs if damaged	Amount Claimed * allowing for depreciation
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
Total Amount Claimed					

***IMPORTANT**
 Attach quotations or invoices for repairs or replacements.

2. PERSONAL ACCIDENT

A. NEW ZEALAND

The "Accident Rehabilitation Compensation and Insurance Act" in New Zealand provides compensation for "personal injury by accident" as defined in the Act. Therefore there is no special personal accident insurance cover arranged for our pathfinders in New Zealand.

B. AUSTRALIA

The following three pages provide details in regard to the personal accident insurance arrangements for pathfinders and voluntary workers in Australia. Your local conference will request details from you at the commencement of each pathfinder year in regard to your pathfinder membership and a charge will subsequently be forwarded to you through your conference for the personal accident cover for pathfinders.

The personal accident cover for voluntary workers is based upon statistics provided by the conference to the RMS and you will not be required to provide details for this cover.

Please note that government legislation prevents us from arranging personal accident insurance to cover most medical expenses and all hospital expenses.

It is not necessary to advise us of changes in membership figures during the year and clubs that are commenced during the year are automatically covered.

The great advantage of the personal accident insurance covers is that there is no need for a person lodging a claim under them, to prove that the church has been negligent. All they need to be able to prove is they had an accident which is covered under the cover and have suffered an injury for which compensation is available. In the event of such an incident occurring an Incident Report Form should be completed and a covering letter should be sent to RMS indicating that there is a need to claim either under the personal accident cover for pathfinders or the personal accident cover for voluntary workers. The RMS will then send to you a special claim form for actually claiming under such policies.

PERSONAL ACCIDENT INSURANCE COVER PATHFINDERS (AUSTRALIA)

This cover is for all pathfinder members of pathfinder clubs in Australia provided all pathfinders clubs in a conference agree to participate in this insurance program.

Pathfinders are insured against accidental injury, while participating in or journeying to or from an authorised pathfinder activity.

Schedules of benefits are -

1.	Death	\$15,000
2.	Capital Benefits (See Table of Maims)	\$50,000
3.	Broken Bones	
	(a) Finger or toe	\$75 each
	(b) Skull, neck, spine or pelvic (only where the insured person is temporarily disabled for more than four days)	\$1,000
	(c) All other breaks or fractures	\$150 each
4.	Home tutorial/help for up to 52 weeks of total disablement due to accidental injury	Up to \$200 p.wk
5.	Funeral expenses where injuries result in death	\$2,000
6.	Out of pocket expenses approved by insurer* - limit 2 yrs	\$5,200 p.a.

* These include payments to professionally qualified physiotherapists, chiropractors, opticians, dentists (for injury other than for dentures) and pharmacists, for reasonable medical expenses incurred where the injured person is not entitled to full or part payment under Medicare or a private health fund. Ambulance costs and reasonable out of pocket travelling or personal expenses necessarily incurred for attendance at a hospital or place of treatment are covered but the cover does not extend to the costs of hospital accommodation or nursing treatment. (Cover for medical costs is limited to period of 12 months after injury sustained).

PERSONAL ACCIDENT INSURANCE COVER VOLUNTARY WORKERS (AUSTRALIA)

This cover is for all voluntary workers engaged in any approved activity, authorised and organised by the Seventh-day Adventist Church including, but not exclusively, building and maintenance of churches and schools, hospital and welfare work, child and youth training programs, anywhere in Australia, including travelling to and from places at which such voluntary work is carried out. The cover does not extend to volunteers taking part in religious services and social (other than sporting) activities except where such are part of an organised pathfinder program.

Schedule of benefits are -

To 70 Years of Age

1.	Death	\$50,000
2.	Capital Benefits (See Table of Maims)	Up to \$50,000
3.	Home tutorial/help for up to 104 weeks of total disablement due to accidental injury	Up to \$200 p.wk
4.	Temporary total disablement - limited to 104 weeks	Up to \$566 p.wk
5.	Funeral expenses where injuries result in death	\$2,000
6.	Out of pocket expenses as approved by insurer* - limit 2 yrs	\$5,200 p.a.

Over 70 Years of Age

1.	Death	\$2,000
2.	Capital Benefits (See Table of Maims)	Up to \$2,000
3.	Home Help for up too 104 weeks of total disablement due to accidental injury	Up to \$200 p.wk
4.	Funeral expenses where injuries result in death	\$2,000
5.	Out of pocket expenses as approved by insurer* - limit 2 yrs	\$5,200 p.a.

* These include payments to professionally qualified physiotherapists, chiropractors, opticians, dentists (for injury other than for dentures) and pharmacists, for reasonable medical expenses incurred where the injured person is not entitled to full or part payment under Medicare or a private health fund. Ambulance costs and reasonable out of pocket travelling or personal expenses necessarily incurred for attendance at a hospital or place of treatment are covered but the cover does not extend to the costs of hospital accommodation or nursing treatment. (Cover for medical costs is limited to period of 12 months after injury sustained).

PERSONAL ACCIDENT INSURANCE TABLE OF MAIMS (AUSTRALIA)

<u>The Events</u>	<u>The Compensation as Percentage of Capital Sum</u>
1. Permanent and incurable paralysis of all limbs	100%
2. Permanent Total Loss of sight of both eyes	100%
3. Permanent Total Loss of sight of one eye	100%
4. Loss of or the Permanent Total Loss of use of two limbs	100%
5. Loss of or the Permanent Total Loss of use of one limb	100%
6. Permanent and incurable insanity	100%
7. Permanent Total Loss of hearing in:	
a) both ears	75%
b) one ear	15%
8. Permanent total Loss of the lens of one eye	50%
9. Loss of or the Permanent total Loss of use of four fingers and thumb of either hand	70%
10. Loss of or the Permanent total Loss of use of four fingers of either hand	40%
11. Loss of or the Permanent total Loss of use of either hand:	
a) both joints	30%
b) one joint	15%
12. Loss of or the Permanent total Loss of use of fingers of either hand:	
a) three joints	10%
b) two joints	7.5%
c) one joint	5%
13. Loss of or the Permanent Total Loss of use of toes of either foot:	
a) all - one foot	15%
b) great - both joints	5%
c) great - one joint	3%
d) other than great, each toe	1%
14. Fractured leg or patella with established non-union	10%
15. Shortening of leg by at least 5 cm	7.5%
16. Permanent Disability not otherwise provided for under Events 3 to 15 inclusive	Such percentage of the Capital Sum Insured as the Underwriter shall in its absolute discretion determine and being in its opinion not inconsistent with the Compensation provided under Events 7 to 15 inclusive

3. LEGAL LIABILITY

A. SAFETY AND DUTY OF CARE

While the spiritual welfare of our pathfinders is the prime motivation of all in leadership, their physical welfare is also very important. Each leader at whatever level of organisation, must accept the moral obligation of protecting from physical injury those who are under their care. This moral duty of care is reinforced by a legal liability on the basis that you must take reasonable care to avoid acts or omissions which you can reasonably foresee would be likely to injure your neighbour. In law, our neighbours are persons who are so closely and directly affected by our acts that we ought reasonably to have them in contemplation as being so affected when we are directing our mind to the acts or omissions concerned.

The standard of care required of pathfinder leaders and counsellors is a very high one. The aim must always be to operate an injury free program and consideration needs to be given to the following:

1. Are the premises, camping places, halls etc. free of physical hazards? If not, existing hazards should be immediately removed.
2. What equipment is required? Is all equipment in good repair and safe? Is safety equipment suited to the activity always provided and is there sufficient equipment?
3. Is there adequate supervision? For a high risk activity such as mountain climbing the ratio of staff to pathfinders should be at least 1 to 4. For a mild risk activity such as camping the ration should be at least 1 to 8. For a low risk activity such as singing bands the ratio should be at least 1 to 15. Such supervisors should be skilled in the activities they are supervising and for most activities a training in first aid should be a prerequisite.

Most legal liability claims arising out of pathfinder activities would be based upon "negligence." Negligence has been legally defined as the omission to do something which a reasonable man, guided upon those considerations which ordinarily regulate the conduct of human affairs, would do, or, doing something which a prudent and reasonable man would not do. It is simply the neglect of some care which we are bound to exercise toward somebody. The essentials of actionable negligence are:

1. The existence of a duty of care owed by the defendant to the plaintiff.
2. Failure on part of the defendant to attain the standard of care prescribed by the law.
3. Damage or injury suffered by the plaintiff which is causally connected with the breach of duty to take care.
4. The defendant ought reasonably to have foreseen that damage or injury would result from his conduct.

B. QUESTIONS TO CONSIDER RELATIVE TO ACTIVITIES

You cannot side-step your personal responsibility for the safety of pathfinders involved in your activities. It is therefore recommended that the following questions be considered before introducing any activity into your program:

1. Is the proposed activity essential, desirable or of no practical benefit?
2. If the activity is essential or desirable is it of low risk, or reasonable risk or of high risk?
3. Is the risk factor acceptable or unacceptable?
4. Is the supervision available adequate in number and sufficiently skilled?
5. Is the necessary equipment in good order?
6. Is adequate safety equipment available?

C. SAFETY EQUIPMENT AND SUPERVISION

Allowing participation in any activity that is obviously dangerous without providing suitable safety equipment and ensuring that it is always used, is definitely inviting a charge of negligence should injury result. To detail safety standards for all pathfinder activities would take considerable time and space.

Examples of such minimum requirements in regard to water skiing would be that life jackets should be worn by all participants at all times and any skiing areas should be closed to swimmers. Drivers of ski boats should be experienced and licensed by the appropriate authority and the observer should be of the required age and ability. The boat should have current registration and full comprehensive insurance including liability to skiers.

In regard to horse riding such should be limited to docile horses and proper skull caps should be used. Such should be supervised by persons skilled in the handling of horses.

In regard to swimming activities the supervisors should be strong swimmers, skilled in life saving and resuscitation techniques.

Younger age groups will call for closer supervision and at all times activity groups must be kept together and under constant supervision.

If you do not have adequate skilled supervision to not hesitate to cancel the activity.

D. INSURANCE PROTECTION

The legal liability insurance cover arranged by the RMS of the South Pacific Division is underwritten through the General Conference. This is required under GC Working Policy. The cover has been extended to include claims against church employees and volunteer workers but only while they are acting at the direction of the church and within the scope of their activities as such.

The cover is for all sums which the insured may become legally obligated to pay as damages because of bodily injury or property damage to which the cover applies. If we are not liable at law for the injury, the cover does not apply. It is up to the injured party to prove that we are legally liable. In most cases this relates to "negligence." (Refer to section on "Safety and Duty of Care"). The cover is for our legal liability for unexpected or unintended injuries and not for intentional injuries.

While the cover is very broad there are certain areas of risk which are not covered and some of these are detailed below as they may particularly apply to pathfinder activities.

EXCLUSIONS

There is no cover for the use of mobile equipment in, or while in practice or preparation for, a prearranged racing, speed or demolition contest or in any stunting activity. Mobile equipment includes farm machinery and other vehicles designed for use principally off public roads. This exclusion would also apply to go-karts and mud-run vehicles which are used for such activities.

There is no cover for liability arising out of two or three-wheeled all-terrain vehicles. This exclusion does not apply to four-wheeled all-terrain vehicles unless such are used for prearranged racing, speed or demolition contests or any stunting activities as indicated under the exclusion for mobile equipment.

Also excluded in Australia is liability arising out of the use of climbing walls, abseiling and rope courses more than 1.8 metres above the ground unless specific arrangements have been entered into with the General Conference. To provide such a cover the GC needs to have full details in regard to the sites for these activities if they are on our premises and additional charges will be made. If the activities will take place off our premises there is an additional charge for each authorised instructor involved. Such charges are made on an annual basis. Also, certain minimum guidelines need to be complied with before coverage will be provided. Further details are available from your conference youth director or direct from the RMS.

Coverage is not provided for liability arising out of fireworks manufacturing, sale, distribution and displays.

Coverage is not provided for liability arising out of rebounding equipment used for gymnastic, such as mini-trampolines, springboards, teeter boards and trampolines. Due to the requirements of the GC in regard to medical certificates, qualifications of supervisors and additional costs involved, such a cover would be prohibitive for pathfinder groups.

Coverage is not available for liability arising out of motor vehicles so all motor vehicles used in regard to pathfinder activities should have the appropriate compulsory third party injury insurance as required under government legislation. Even motor vehicles which may be exclusively used on church property may need to be registered and have the compulsory third party insurance if they are used in areas to which the public has access.

In the event of an incident occurring which you feel may give rise to a legal liability claim please make sure that an Incident Report Form is completed and forwarded to the RMS at the South Pacific division and a copy to your conference youth director. This is extremely important as late notification may jeopardise the insurance cover. Even incidents which may appear to be relatively minor at the time may eventually turn into major legal liability claims. It is 'better to be safe than sorry' in regard to the reporting of such incidents. Following is a sample Incident Report Form. These forms are not claim forms and must be completed by the organiser or controller of the activity and not a potential claimant. Please help RMS to help you by giving as many details as possible in regard to the incident. In the event of a major incident the RMS will need to appoint a loss adjuster to investigate and report.

In New Zealand the "Accident Rehabilitation Compensation and Insurance Act" restricts the right of an injured party to take common law legal action for damages. However RMS requests that they still be notified of any major incidents.

WITNESSES - OBTAIN AND FORWARD WRITTEN STATEMENTS	NAME..... ADDRESS..... POSTCODE..... PHONE..... NAME..... ADDRESS..... POSTCODE..... PHONE..... NAME..... ADDRESS..... POSTCODE..... PHONE.....
CLAIM POTENTIAL	HAS ANY CLAIM BEEN MADE? YES / NO IF ANSWER "NO", DO YOU ANTICIPATE A CLAIM WILL BE MADE?..... IF CLAIM HAS BEEN MADE WAS IT VERBAL / IN WRITING? IF "VERBAL", PLEASE GIVE FULL DETAILS..... IF "IN WRITING" PLEASE TAKE A COPY FOR YOUR RECORDS AND ATTACH THE ORIGINAL DOCUMENT TO THIS REPORT.
ORGANISER OR CONTROLLER OF ACTIVITY	NAME..... POSITION..... ADDRESS..... POSTCODE..... PHONE..... FAX.....
SIGNED..... DATE..... 19..... OFFICIAL TITLE.....	

NOTE:

DO NOT ADMIT LIABILITY!
Mail this report promptly to:

To do so may prejudice your insurance.
Risk Management Service
148 Fox Valley Road
WAHROONGA NSW 2076

If incident serious immediately phone (02) 489 3711 or Fax (02) 489 7428
Supply originals of all correspondence, accounts, and any other document relating to the incident.
Keep copies for your own records.
Keep the Risk Management Service advised of any further developments as they occur.

CAMP SUBMISSION

It is quite possible in the case of an accident, for not only the camp leader but also the club director to be sued if negligence can be proved, even if the club director was not present on the camp. It is, therefore, very important that all camp plans and programs be approved by the Pathfinder Executive Committee. The recommended procedure for doing this is by the use of Campout Submissions. A Campout Submission is a written document presented to the PEC by the camp leader detailing plans and the program for the proposed camp. The PEC reviews the Submission and approves it before the camp can commence. It is therefore important to prepare Campout Submissions well in advance of the campout. The PEC retains a copy of the Submission. Camp Submissions are important for several reasons:

1. It reduces the liability of the club director and the PEC if an accident occurs on an activity that was not included on the Submission and approved by the PEC.
2. It gives the PEC a chance to approve or disapprove of proposed activities as to their suitability for pathfinders.
3. It leaves a detailed document behind with a responsible person which contains the activities and location etc of the camping group in case of an emergency.

Campout Submissions should contain the following information:

camping unit name
date of camp
camp leader
camp members
location of camp
purpose of camp, program of activities
equipment
transportation

Example Campout Submission

Camping group	Ranger unit
Camping date	24,25 and 26 August
Camp leader	Mr Mucho - unit counsellor
Camp members	Fred, Bob, Nick, Greg, Karen, Ruth, Mrs Mucho, Mr S Alec

Reason for Camp

1. Ranger Requirement OL1 - two night campout
2. Ranger Requirement OLA1 - start Orienteering honour
3. Ranger Requirement OLA2 - build a reflector oven

Location of Camp

Stationary camp in Wild Dog Mountains on Jenolan Map N-114B. Camp site at grid reference 724615 with visit to Glow Worm Caves at grid reference 730610.

Camp Equipment

Will need - 5 x 2 man tents and flies, 6 x compasses, 1 x axe, 1 x water container

Transportation

Pathfinders will be picked up at and delivered back to the club hall. They will be transported to and from the camp site by the private cars of Mr Mucho and Mr S Alec. Equipment will be taken in Mr Mucho's trailer.