🗹 Pathfinder Directors Checklist

# January/February

* Give program for coming year to Church Board and District Director for approval so all activities are covered by Pathfinder and Volunteer insurance.  
  Note: Parents/helpers assisting at campouts etc. are covered if they are assisting the club but not covered if they are just along with their kids.
* Complete the **Pathfinder Club Report & Insurance Form**. Send a copy to the Youth Department and your District Director.
* Make sure everyone 18 years and over has a **Working with Children Clearance ID Number** before commencing in Pathfinders as staff.  
  Note: You are to give all clearance numbers to the Safe Places Coordinator at your church and they will verify it online. Any hard copy documentation must be filed in a safe place.

# During the year for all Campouts

* If Public Liability Insurance is requested of your club, visit Risk Management Services online and request a copy of the certificate 2 weeks before event.
* Complete **Adventist Outdoors Activity Notification** form and send to the NNSW Youth Department one week before the activity.
* Consent forms must be completed by parents.
* Take medical profile for every camper.  
  Note: You can use the standard general consent & release form, and add additional information for each new campout

# Three times a year

* Complete the **Pathfinder Club Report & Insurance Form**. Send a copy to the Youth Department and your District Director.

# Yearly

* Organise Pathfinder Day
* Organise Investiture
  + By September note who is being invested.
  + Notify child & parent (allow time to catch up if there is uncertainty)
  + Allow adequate time to book Youth Director/District Director or chosen personnel for program.
  + Advise Youth Ministries of requirements for badges etc. in writing at least 3 weeks before.
  + Check uniform and obtain requirements from the Adventist Book Centre
  + Advise local media and *Northpoint* of achievements of young people (with photos).

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