

ADVENTURER CLUB MINISTRY 2023-2024

ANNUAL REGISTRATION PACKET



Southern New England Conference
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Director & Staff Packet

Prepared by the Southern New England Conference Youth Ministries Department
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Adventurer Club Registration Steps



1. Have your staff and volunteers complete or renew Adventist Screening Verification (formerly Verified Volunteer) if needed.



2. Complete the Adventurer Club Registration & ASV Form and submit with a copy of the Compliance Report provided by the Church's Child protection officer. Email to: mmaldonado@sneconline.org.



3. Once the Adventurer Club Registration & ASV Form is **verified and approved** you will receive an email with:

- a. Welcome letter
- b. Registration Packet
- c. Link to pay the participant registration fee of \$15.



4. Payments can be issued with a credit/debit card or a check. Checks must be received in the office prior to the registration deadline to consider the application process complete.



5. Once payment is received you will receive an email with the Certificate of Operation and the Advent Source password.

Registration deadline: Tuesday, October 31, 2023

- **New appointed clubs in January** please call (978) 365-4551 ext. 675 or email: mmaldonado@sneconline.org



Adventist Screening Verification

Adventist Screening Verification (ASV) is the generic name for the NAD mandated background check and online training. The company providing this service currently is Sterling Volunteers (SV), and the former name of the program is Verified Volunteer.

The website is: www.nadadventist.org/asv

This will be the only website you need to remember going forward. Each person will create their own account. Once the user is on the website, they must select: 1) the Atlantic Union, 2) the Southern New England Conference, and then 3) their church name to begin the registration process. Even though this is done every three years, the system does a monthly check to make sure names are still cleared. Doing this is one way to help keep children safe.

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

NOTE: Please pay careful attention to the spelling of your name and the birth date that you enter. All staff names and birth dates must be identical.

Level 2 Administrator - Each church location is supposed to have a Level 2 Administrator (Child Protection Officer) over the Adventist Screening Verification (ASV) program that can view the list of volunteers for their Church and keep track of the information. They can see who has cleared the background screening and remind people when they need to redo the program.

NOTICE: every staff member must have completed their Adventist Screening Verification and be cleared to be staff and to attend any SNEC event.

Any parents or volunteers staying overnight at an event must have completed their Adventist Screening Verification and be cleared to register and attend any SNEC event.

Adventist Screening Verification - Cleared/Eligible

1. Complete online training
2. Pass Background check to be Eligible
3. Submit a copy of the Compliance report with the Club Registration Form

For questions regarding ASV, please contact Suzanne Young at syoung@sneconline.org

Southern New England Conference
Adventist Screening Verification
Level 2 or 3 Admin Designation Form



ADVENTIST SCREENING
VERIFICATION

Seventh-day Adventist Church
NORTH AMERICAN DIVISION

The person named below has been approved by our facility to be a Level 2 Administrator for the Adventist Screening Verification (powered by Sterling Volunteer) background screening program. This will allow the assigned administrator the ability to see when a volunteer has started and completed the required training course and background screening for your location. It also allows them to be sure all volunteers at your facility have complied with the requirement.

The Level 2 Administrator does not have access to the background information, they will only see if the volunteer is eligible or ineligible for service once their background screening has been run. They will also have the ability to edit the addresses, phone numbers, etc. of the volunteers at your location to help keep their information current.

Your facility can also select a Level 3 Administrator, which is a review only position without the ability to edit address or phone numbers.

Please return this information to our office as soon as possible so we can get the administrator designated in the web portal.

Church/School Name: _____

Level 2 Administrator Designation: _____

Address: _____

Phone: _____ Email: _____

Level 3 Administrator Designation: _____

Address: _____

Phone: _____ Email: _____

Has the above been approved by the board? Yes

Pastor/Principal's Signature

Date

Printed Name

Return to: April Montoya-González, Adventist Screening Verification
Coordinator Email: syoung@sneconline.org
Telephone: 978-365-4551 - Fax: 978-365-3838

Adventurer Club

Sterling Volunteer Registration

1. Visit www.ncsrisk.org/adventist

The screenshot shows the Sterling Volunteers website. At the top, there is a navigation bar with 'Home', 'Reporting Child Abuse', and 'Contact Information'. Below this, there are three main sections: 'LOGIN FOR EXISTING ACCOUNTS' with fields for Username and Password, a 'SIGN IN' button, and a 'Need login information?' link; 'Welcome' with a paragraph of text about the new Adventist Screening Verification process; and 'New Users' with instructions to click the 'FIRST-TIME REGISTRANT' button. The 'FIRST-TIME REGISTRANT' button is circled in red. There is also a link for 'ESPAÑOL: ACCESO O INSCRIPCIÓN'.

2. Select your State from the menu.

The screenshot shows the Sterling Volunteers registration page. The main heading is 'Please select the State in which your Conference, Program or University is located'. Below this is a dropdown menu with 'MA - Massachusetts' selected. There is a 'Select and Continue' button and a note: 'If you need assistance, please contact your Adventist program for further direction.'

3. Select Southern New England Conference from the drop down menu.

The screenshot shows the Sterling Volunteers registration page. The main heading is 'Please select your Conference, Program or University'. Below this is a dropdown menu with '--- Please select ---', 'Northeastern Conference', and 'Southern New England' options. There is a note: 'If you are affiliated with multiple conferences, please select your main conference at this time. You will be able to share your detail with multiple conferences later in the process.'

4. Create a user name and password.

The screenshot shows the Sterling Volunteers registration page for creating a user name and password. The main heading is 'Please create a user id and password that you will use to access your account'. Below this is a paragraph of text: 'Common names like Mary and John are not good choices as they are most likely already in use. Common abbreviations like 'jsmith' and 'mjones' are also likely to already be in use. We suggest using your full name (without spaces) or email address as they are more likely to be unique.' There are two input fields: 'Create a User ID:' and 'Create a Password:'. Below these is a 'Continue' button. At the bottom, there is a section 'Already have an account?' with a 'Click here' button.

5. Enter personal information

The screenshot shows the Sterling Volunteers registration page for entering personal information. The main heading is 'Please provide the information requested below'. Below this is a red warning: 'DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION WILL BE LOST'. There are three input fields: 'Salutation' (Mrs.), 'First Name' (Veronica), and 'Middle Name'.

6. Select Southern New England Conference for primary location in the drop down menu.

The screenshot shows the Sterling Volunteers registration page for selecting a primary location. The main heading is 'Please select the primary location where you work or volunteer.'. Below this is a dropdown menu with 'Southern New England Conference' selected. There is a 'Continue' button and a note: 'If you are associated with multiple locations, please choose the primary (work) location first. Then click the continue button to select additional locations such as those where you volunteer'.

7. Select the roles you currently perform. Select all that apply including Pathfinder & Driver (Volunteer).*

The screenshot shows the Sterling Volunteers registration page for selecting roles. The main heading is 'Please select the roles you currently perform'. Below this is a red note: 'Please check all that apply.'. There are two columns of roles: 'Employee Roles' and 'Volunteer Roles'. The 'Volunteer Roles' column includes 'Adventurers', 'After Sch Care (Volunteer)', 'AVS Volunteer', and 'Bible Worker (Volunteer)'. There are checkboxes next to each role.

8. Begin training session (approximately 1 hour).

*Background check will be required for this

Southern New England Conference of the Seventh-day Adventists
Adventist Youth Ministries Department
 Club Registration & Adventist Screening Verification Form
 20 ____ - 20 ____



Church Name: _____ Group/Club Name: _____

Elected Director's Name: _____ Email: _____

Mailing Address: _____

Phone Number: _____ Home Cell Work

Submit this form to the office along with the list of registered adventurers. Keep a copy for your records.

REQUIREMENTS:

- All staff and volunteers must have completed the Adventist Screening Verification process and be approved to serve by the level 2 or 3 Administrator
- Your local church board must approve all meetings, activities, events, outings, etc., for insurances purposes.
- Email form to: mmaldonado@sneonline.org on/or by **Tuesday, October 31, 2023**
- Large clubs may submit multiple pages
- Mail to: Adventist Youth Ministries Southern New England Conference PO Box 1169 So. Lancaster, MA 01561 or
- Fax: (978) 365-3838

Date Received: _____ Date Processed: _____

Please list all Adult Staff /Volunteers for the Season	Child Protection Course Expiration date	Background Check Expiration Date
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____

Church Board Signatures:
By Signing this form, we acknowledge that all names listed above are members in regular standing, have completed the requirements of Adventist Screening Verification and are eligible to serve.

Church Pastor or Head Elder If No pastor: _____ Church Clerk: _____
 Child Protection Coordinator: _____ Treasurer: _____

Southern New England Conference of the Seventh-day Adventists
Adventist Youth Ministries Department
 List of Registered Adventurers
 20 ____ - 20 ____



Church Name: _____ Group/Club Name: _____

Elected Director's Name: _____ Email: _____

Mailing Address: _____

Phone Number: _____ Home Cell Work

Please send this form to the office along with the registration & ASV form. Keep a copy for your records.

Please list all enrolled Pathfinders for the Season	Adventurer Level	Adventurer Grade
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____
21. _____	_____	_____
22. _____	_____	_____
23. _____	_____	_____
24. _____	_____	_____
25. _____	_____	_____
26. _____	_____	_____
27. _____	_____	_____
28. _____	_____	_____
29. _____	_____	_____
30. _____	_____	_____

Philosophy and Objectives

As found in the NAD Adventurer Club Manual

Philosophy of the Adventurer Program

The Adventurer program was created to assist parents in their important responsibilities as a child's primary teachers and evangelizers. The program aims to strengthen the parent/child relationship and to further the child's development in spiritual, physical, mental, and social areas. Through the Adventurer Program, the church, home, and school can work together with the parent to develop a mature, happy child who loves Jesus.

The church's greatest resource is our children; therefore, it is imperative that as a church we meet the challenge to provide a program for our children during their early, formative years. We want right habits, thoughts, motives, dispositions, and attitudes to be established. The Wise Man wrote, "Bring up a child in the way he should go, and when he is old he will not turn from it." Proverbs 22:6 (NIV) This is more than a cliché-it is a scientific formula.

The Uniqueness of the Adventurer Club

The Adventurer Club involves parents and their children, grades Pre-K to Grade 4.

This ministry was created to give children an opportunity to belong to an organized peer group. Children are invited to participate in various activities, which will improve their social skills. From the time children start school until they reach puberty, their need to be with and be accepted by their peer group is increasingly strong.

The programming and planning for Adventurers should be simple and short, but creative. Parental involvement provides opportunities for parents to participate in the learning experience.

One of the Adventurer Club objectives is to provide a meaningful and exciting experience as the children look forward with anticipation to someday be a Pathfinder.

Adventurer Club Membership

The Adventurer Club is a Seventh-day Adventist Church-sponsored ministry open to all families of children, Pre-K to Grade 4, who agree to keep the Adventurer Pledge and Law. The Adventurer children and parents are encouraged to attend all designated meetings and functions sponsored by the Adventurer Club.

North American Division Adventurer Mission Statement

The North American Division Adventurer program serves an intercultural community of children in Pre-K to Grade 4, their parents and caregivers through a holistic ministry.

The purpose of the program is to support parents and caregivers in leading and encouraging their children in a growing, joyful, love relationship with Jesus Christ.

It offers instructional curriculum, family enrichment, supplementary resources, and volunteer training from within the Seventh-day Adventist philosophy.

The Adventurer program should work to fulfill the gospel commission (Matthew 28:18-20) and depends on the support of a congregation strong in mission and empowered by the Holy Spirit.

Why have an Adventurer Program?

The Adventurer program is designed to support parents in assisting children with the challenging task of developing fully as followers of Christ in today's world.

What is the Adventurer curriculum designed to accomplish?

1. Children will, at their own level, commit their hearts and lives to Jesus Christ.
2. Children will gain a positive attitude toward the benefits, joys, and responsibilities of living a Christian life.
3. Children will acquire the habits, skills and knowledge needed to live for Jesus today.
4. Parents and other primary caregivers will become more confident and effective as co-laborers with Christ for their children.

Objectives:

The Adventurer Club provides fun and creative ways for children to:

1. God loves them and has a plan for their life.
2. Develop a Christ-like character.
3. Experience the joy and satisfaction of doing things well.
4. Express their love for Jesus in a natural way.
5. Learn good sportsmanship and strengthen their ability to get along with others.
6. Discover their God-given abilities and to know/learn how to use them to benefit self and serve others.
7. Improve their understanding of what makes families strong.

Club Administration

DIVISIONS BY GRADES

The title “Adventurers” is a term that covers children from grades Pre-K through grades 4 worldwide. The Adventurer Club gives the adult members of the church an excellent opportunity to work with their children. Please keep in mind that the primary target in Adventurer ministry is the PARENT. The goal is to train parents how to be better parents for their children.

Pre-K 4	Little Lamb
Kindergarten	Eager Beaver
First Grade	Busy Bee
Second Grade	Sunbeam
Third Grade	Builder
Fourth Grade	Helping Hand

LEVEL STUDIES

The number one goal of Southern New England Conference Adventurers is to develop disciples for Jesus. Adventurers are encouraged to complete their Level Studies to learn more about Jesus by digging deep in the Bible and in God's book of nature.

PROGRAM

The Adventurer Club staff is responsible for planning the program of the Club. The Director is the chairperson. Suggestions are welcomed from all sources. For best results the staff includes the parents of Adventurers in planning the Club's program. It is realistic to think of the Adventurer year as paralleling the school year; however, the calendar year January to December may also be used.

CLUB STAFF

DIRECTOR: The Adventurer Club Director is responsible for leading out in providing a program for the Club that reaches the objectives successfully. The Adventurer Club Director presides at the staff meetings. He/she keeps in touch with the Cluster Coordinator. He/she should be a person who understands kids, works well with staff, carries responsibility, possesses an eagerness to recognize new ideas, and shows initiative in implementing those ideas. Above all, the Director is a sincere Seventh-day Adventist Christian whose life demonstrates what God can do. The Adventurer Club Director is a member of the church board.

ASSOCIATE DIRECTORS: Associate Director(s) accepts assignments from the Director and shares in the leadership responsibilities of the Club. The associate Director keeps records and compiles regular reports for the conference. They can assume the responsibilities of the Finance Officer, Secretary, and Chaplain. In larger Clubs an associate can be added to plan activities, nature projects, supervise crafts, and plan special events.

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

UNIT COUNSELORS: Unit counselors are key members of the Adventurer staff. Each counselor is assigned a unit of four to eight Adventurers, a male counselor for boys and a female counselor for girls. Counselors work more closely with individual Adventurers than any other member of the Adventurer leadership team. They stay with their unit through all Club meetings and activities and are familiar with each child's parent or guardians, home situation, and social, emotional, and spiritual needs. Counselors are responsible for unit members' attendance and completion of Adventurer curriculum requirements.

CURRICULUM & AWARD INSTRUCTORS: Instructors for Adventurer classes and awards can be drawn from the church, but specialists in certain fields may be selected from the community to conduct courses. The instructor's responsibility is to teach the class and reflect Seventh-day Adventist ideals.

**Southern New England Conference of the Seventh-Day Adventist Church
Adventurer Member Application & Consent for Treatment**

I. Personal & Emergency Contact Information

Applicant Name: _____ Age: _____ Birth Date: __/__/____
 Adventurer Level Completed: Little Lamb Eager Beaver Busy Bee Sunbeam Builder Helping Hand
 Address: _____ City: _____ State: _____ Zip Code: _____
 Phone: _____ Email: _____
 School: _____ Grade: _____ Gender: M F
 Church: _____ Baptized(SDA) yes no Baptism Date: __/__/____

Parent/Guardian Contact Information

Name: _____ Relationship: _____
 Phone: _____ Email: _____

Parent/Guardian Contact Information

Name: _____ Relationship: _____
 Phone: _____ Email: _____

Additional Contact in event parent(s)/guardian(s) cannot be reached:

Name: _____ Relationship: _____ Phone: _____

2. Allergies/Health History/Medical Insurance

Physician's Name: _____ Physician's Phone Number: _____
 Health Insurance Company: _____ Policy Number: _____
 Insured parent/guardian name: _____ Phone: _____

Does club member have any current physical, medical, or psychological conditions requiring medication, treatment, or special consideration or activity restrictions while participating in any Adventurer event? ___ Yes ___ No If yes, please explain below:

Check Yes or No for each statement. Explain "yes" answers below.

	Y	N		Y	N
Ever been hospitalized?	<input type="checkbox"/>	<input type="checkbox"/>	Had fainting or dizziness?	<input type="checkbox"/>	<input type="checkbox"/>
Ever had surgery?	<input type="checkbox"/>	<input type="checkbox"/>	Passed out/had chest pain during exercise?	<input type="checkbox"/>	<input type="checkbox"/>
Have a recurrent/chronic illness?	<input type="checkbox"/>	<input type="checkbox"/>	Had mononucleosis in the past 12 months?	<input type="checkbox"/>	<input type="checkbox"/>
Had a recent infectious disease?	<input type="checkbox"/>	<input type="checkbox"/>	Traveled outside the U.S. in the past 9 months?	<input type="checkbox"/>	<input type="checkbox"/>
Had a recent injury?	<input type="checkbox"/>	<input type="checkbox"/>	Have problems with falling asleep/sleepwalking?	<input type="checkbox"/>	<input type="checkbox"/>
Had asthma/wheezing/shortness of breath?	<input type="checkbox"/>	<input type="checkbox"/>	Ever had back/joint problems?	<input type="checkbox"/>	<input type="checkbox"/>
Have diabetes? Type 1 Type 2?	<input type="checkbox"/>	<input type="checkbox"/>	Have a history of bed-wetting?	<input type="checkbox"/>	<input type="checkbox"/>
Had seizures?	<input type="checkbox"/>	<input type="checkbox"/>	Have a problem with diarrhea/constipation?	<input type="checkbox"/>	<input type="checkbox"/>
Had headaches?	<input type="checkbox"/>	<input type="checkbox"/>	Have any skin problems?	<input type="checkbox"/>	<input type="checkbox"/>
Have impaired vision?	<input type="checkbox"/>	<input type="checkbox"/>	If female, have problems with menstrual cycle?	<input type="checkbox"/>	<input type="checkbox"/>

Please explain "yes" response in the space provided. _____

Child's Name: _____

Age: _____

Allergies: No known allergies

This Club member is allergic to: Environment (e.g., insect bites, sun) Food Medicine Other

Please describe below what the child is allergic to and their typical reaction.

Does the Adventurer require medication administered for allergic reactions? Benadryl/Diphenhydramine Epi Pen Other: _____

Date of last Tetnus immunization/booster: ___/___/___ Permission to administer Tetanus in an emergency? ___ Yes ___ No

3. Consent to Administer Medication and or Treatment

I give consent for _____ Adventurer Club to administer and/or supervise self administration of medication for the following over the counter and prescription medication to my child.

Please call first prior to administering any medication.

Over the Counter Medications

- Acetaminophen
- Ibuprofen
- Benedryl/Diphenhydramine
- Cough Syrup
- Tums

Prescription Medication

- _____
- _____
- _____
- _____
- _____

My child is currently taking the following medication:

Name of Medication	Dosage	Frequency	Reason for taking medication

Should the medication or dosage required change while the participant is registered in the program, it is the Parent/Legal guardian's responsibility to make the necessary revisions to this form or to complete a new form immediately.

1. All prescriptions shall be maintained with the child's name and shall be dated
2. Prescription medication must be stored in the original bottle with unaltered label. Medication requiring refrigeration must be properly stored.
3. Prescription and non-prescription medication shall be administered according to the label directions.

I fully acknowledge that while all precautions for the safe administration of medication will be taken _____ Adventurer Club are not medically qualified to supervise this duty and that inherent in this, there may be risks or hazards for which I will not hold SNEC or any of its representatives responsible. I will also agree that I will ensure that all medication I provide for my child during any events has not expired and will be provided to the staff at time of events and picked up and maintained at home. No medication will be held on the premises outside of meetings and events.

I/we the parent/guardians hereby give my consent for the above named child to participate in the _____ Adventurer year. I/we am aware that my child may at some point require emergency medical treatment as a result of accident or sickness. In the event emergency medical treatment become necessary for my child, I/we grant permission to _____ Adventurer Club Director and staff authority to obtain such emergency medical assistance. I/we further grant permission for medical personnel to administer emergency medical treatment.

4. Approval by Parent/Legal Guardian for Club Membership

The applicant must be in grades five through 10 to become an Adventurer.

We will assist the applicant in observing the rules of the Adventurer Organization. In consideration of the benefits derived from membership, we hereby wave any claim against the club or the Southern New England Conference of the Seventh Day Adventist Church for any accidents that may arise in connection with the activities of the Adventurer Club.

As Parents/Legal Guardians we understand that the Adventurer Club program is an active one of the applicant. It includes many opportunities for service, adventure and fun. We will cooperate:

1. By learning how we can assist the applicant and his/her leaders.
2. By encouraging the applicant to take an active part in all activities.
3. By attending events to which parents are invited.

Please be advised that the activities of this club will be recorded using pictures, videos, and brief summaries of participation in events/activities for use in club/conference websites, newsletters, marketing materials, presentations, and social media (including but not limited to: Facebook, YouTube, Twitter, Snapchat, Instagram etc.)

By signing this form, I declare that I have read and understand the contents of this form and agree to all the terms and conditions herein.

I declare that I am the legal parent and/or guardian of the child listed above and that I am authorized to sign this document. The information I have provided is truthful and accurate to the best of my knowledge.

Parent/Guardian Signature: _____ **Date:** ___/___/___

I would like to join _____ Adventurer Club . I will attend club meetings, hikes, camping and field trips, outreach and social activities, and any other club activities. I agree to be guided by the rules of the club and the Adventurer Pledge and Law.

Adventurer Signature: _____ **Date:** ___/___/___

CHILD PROTECTION PLAN RESOURCES

Seventh-day Adventist Church in North America



NAD - YOUTH/CHILDREN'S MINISTRY VOLUNTEER CODE OF CONDUCT

Acknowledgment

Because I want the best possible environment for our children and youth to grow up in, it is important that those working with children have guidelines for conduct in order to protect both themselves and those under their care. As a ministry volunteer, I want parents and others to feel comfortable and confident with me.

My Commitment to Volunteer Ministry

As a Youth/Children's Ministry Volunteer, I will:

1. Provide appropriate adult supervision at all times for the children for whom I am responsible.
2. Have at least one other adult, eighteen (18) years of age or older, to help with the supervision of children. If I find myself in a situation where I am the only adult present, under no circumstances will I allow myself to be alone with one child (the "two-person rule"). This protects the child as well as protecting the adult from possible allegations.
3. Ask a child's permission before physically touching him/her anywhere, even when responding to an injury or problem. This is especially true for any areas that would normally be covered by a T-shirt and/or shorts. If an injury is within this area, make sure another adult works with you as care is provided.
4. Refrain from physical and verbal attacks and corporal punishment which are inappropriate behaviors and should never be used as discipline. "Time outs" or "sit-in-that-chair" may be helpful discipline methods to use with children.
5. Affirm children with appropriate touching by keeping hugs brief and "shoulder-to-shoulder" or "side-to-side." I will keep hands at (not below) the shoulder level. For small children who like to sit on laps, I will encourage them to sit next to me.
6. Provide extra care when taking small children to the restroom. I will take another adult along, or leave the door open.
7. Be aware of conducting activities in rooms that do not have an interior viewing area, or I will leave the door open during the activity to allow easy observation by others.
8. Cooperate with the volunteer screening process and complete the Volunteer Ministry Information form, as required by the church.
9. Be aware of the signs and symptoms of child abuse and aware of the legal requirements for reporting suspected cases of abuse. In addition to any legally required reporting, I agree that if I become aware of any behavior by

another individual which seems abusive or inappropriate towards children I am supervising, I will report that behavior to the church pastor, elder, or directly to the Conference Treasurer's or Risk Management Director.

10. Cooperate with church leadership in conducting children and youth ministries by being a volunteer who is loving, kind, firm, and always a thoroughly professional person. Working with children and youth is not only a privilege; it is also a serious responsibility that must be approached with utmost care.
11. Participate in orientation and training programs conducted by the church.
12. Uphold the standards of the Seventh-day Adventist Church.

* In the event I find it impossible to comply with the above, I will comply as closely as possible with the Code of Conduct and act in good faith for the welfare of the people involved.

**Thank You for your service as a Youth/Children's Ministry Volunteer
Please retain a copy of this document and keep it for reference.**



DRIVER QUESTIONNAIRE

(This form must be completed by each driver and returned to the local club director)

Instructions for Directors: ALL adults providing transportation to Adventurer/Pathfinder other than their own children MUST complete, sign, and return this form to their Club Director. The form will be reviewed and approved by the Club Staff and Local Church Board to determine/confirm the eligibility of a driver for any/all club sponsored events/outings.

SECTION A

Driver's Name: _____

I am at least 21 years of age: Yes No

Do you have a current Adventist Screening Verification background check? Yes No

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

Do you have a current car insurance that meets or exceed the REQUIRED minimum levels to be a driver?
\$100,000 / \$300,000 – Limit of Liability Yes No
\$10,000 Medical/PIP – Personal Injury Protection Yes No

ALL the ABOVE BOXES MUST be checked "YES" to qualify as a DRIVER. If ALL the ABOVE BOXES are checked "YES" then please fill in the following information:

Driver's License Number: _____ State: _____ Expiration Date: _____

Address: _____ City _____ State _____ Zip Code _____

Insurance Carrier _____ Expiration Date _____

Please be prepared to provide a copy of your Driver's License and Insurance Policy information to your Club Director.

SECTION B

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

If yes, please explain: _____

Driver - have you been cited for any moving violations withing the last three years? Yes No

If yes, please explain: _____

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

By signing, I agree to immediately notify the Club Director if there are any changes to the information above.

By signing, I understand that should I be involved in an accident while driving for the Adventurer/Pathfinder Club, **my** personal insurance will be primary.

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

Driver's Signature _____ Date: _____

SIGNATURE REQUIRED


























































Church Membership: _____

Southern New England Conference of the Seventh-day Adventist Church ADVENTURER Uniform Inspection

Club/Church Name _____ Inspection Date _____
 Total # of Adventurers/Staff Inspected _____ Inspector Signature _____

Instructions:

Club Director or designee will accompany the inspector. Check the appropriate box per how the Adventurer club meets the uniform criteria in each section. Check off the column based on the criteria; count the checkmarks per column; the column with the most checkmarks determine the club uniform performance.

Uniform Requirements	Complete, all items comply	-If more than 1 Adventurer has the same missing item(s)	-If more than 3 Adventurer are missing the same items
BASIC UNIFORM			
Blue Pants/Slacks/Skirt/Jumper			
Light Blue Shirt/Blouse Peter Pan Collar-Girls			
Uniformity (skirts or pants & sleeve length)			
ACCESSORIES			
Black Closed Shoes			
Navy Blue/Black Socks/Nylons			
Sash Navy Blue			
Scarf and Slide			
Adventurer Name Tag – STAFF Only			
Navy Blue tie Male-STAFF Only			
Navy Blue ‘waterfall’ tie Female-STAFF			
PATCHES AND PINS			
Left Sleeve: SNEC and Adv World Patch			
Right Sleeve: Club Name and Adv Patch			
Sash: Stars, Chips, Awards, Class Pins, Adv Pin			
Sash-Back: Event Patches & Other Related Items			
OTHER			
Uniformity within the Club			
No unauthorized patches/pins			
Patches stitched/ironed on neatly			
Shoes clean and polished			
Uniforms pressed and clean			
Overall Uniform Inspection	Excellent Job!!	Good Job! Some Improvement Needed	Improvement Needed

Southern New England Conference Adventurer Club Formal Inspection Report

Instructions: In order for Area Coordinators to perform a complete inspection, you MUST have all your documents available and have completed the registration process with the conference. If you have not completed these steps inspection will NOT take place.

Club Name _____

Inspection Date _____

Inspector's Signature _____

CLUB ADMINISTRATION Satisfactory Needs Improvement

Confirm the number of forms versus Adventurer Members

Club Application-Signed/Board	_____	_____
Adventurer Applications # matches?	_____	_____
Adventurer Health Information Form	_____	_____
Medicine Admin if Applicable	_____	_____
Staff/Volunteer Forms (2)	_____	_____
Child Protection-Verified Volunteers	_____	_____
Driver Staff/Volunteer Forms (2)	_____	_____
Contact and Emergency List	_____	_____
Attendance/Participation Record	_____	_____

******* STOP ***** If papers are NOT ready**

CLUB ACHIEVEMENT Satisfactory Needs Improvement

Adventurer Uniforms?	_____	_____
Classes taught?	_____	_____
All Classes working on Awards?	_____	_____
All Units working on crafts?	_____	_____
Program Variety	_____	_____

CLUB PROGRAM Satisfactory Needs Improvement

Meeting Starts on Time	_____	_____
Adventurer Pledge & Law	_____	_____
Pledge of Allegiance to US Flag	_____	_____
Pledge to the Christian Flag & Bible	_____	_____
Adventurer Song	_____	_____
Opening Prayer	_____	_____
Opening Song	_____	_____
Devotional	_____	_____
Director's Opening Remarks	_____	_____
Program Variety	_____	_____
Closing Announcements	_____	_____
Meeting Ends on Time	_____	_____

FACILITY Satisfactory Needs Improvement

Adequate size meeting area?	_____	_____
Adequate lighting? Inside & out	_____	_____
Heating/Cooling?	_____	_____
Adequate storage?	_____	_____
Adequate work areas/tables?	_____	_____
Visual monitoring in all areas	_____	_____
Restroom supervision	_____	_____

CLUB EQUIPMENT Satisfactory Needs Improvement

American Flag (displayed properly)	_____	_____
Adventurer Flag (displayed properly)	_____	_____
Parade Banner	_____	_____
Adequate First Aid Kit	_____	_____
Staff and Honor Manuals	_____	_____
Fire Extinguisher	_____	_____

DISCIPLINE Satisfactory Needs Improvement

Open Ceremony Quiet/orderly	_____	_____
Manners and conduct were courteous	_____	_____
Orderliness and obedience, before, during, and after the Meeting	_____	_____
No pushing, running, biting, hitting	_____	_____
Closing Ceremony Quiet/orderly	_____	_____

CLUB LEADERSHIP Satisfactory Needs Improvement

Staff's Uniforms?	_____	_____
Staff Participating in Meeting	_____	_____
Staff sets Leadership Example	_____	_____



Inspector(s) would like to commend your club for:

Inspector(s) feel your club could improve by:

**SOUTHERN NEW ENGLAND CONFERENCE OF THE SEVENTH-DAY ADVENTIST CHURCH
ADVENTURER CLUB OUTING/TRIP PERMISSION SLIP**

I, _____, the parent/legal guardian of
(Print Parent/Legal Guardian's Full Name)

_____, do hereby give permission for my child
(Print Child's Full Name)

to attend _____ at _____
Event Name Event Location

in _____, _____ . During the outing my child will
Event City or Town Date(s)

participate in the following activities: _____

My child has permission to travel with the Club trip leaders and drivers selected and approved by my church board, and sponsored by my local Seventh-day Adventist Church.

I understand my child will be chaperoned by either myself (if I am going), and/or adult leaders and club staff members while on this trip. **I have already completed and given to the club director, my child's Health/Medical Information & Consent Form, which includes a signed consent to medical treatment.**

Additionally, if I am driving children to, or during this event, I have completed and given to the club director my completed and signed Driver's Information Sheet, as well as my Youth Children's Ministry Volunteer Form, (which is due whether or not I am a driver). In the event of an emergency, medical measures will be taken, and every attempt will be made to notify the parent/legal guardian by telephone. If I am not accompanying my own child, I may be reached at the following number.

Parent/Legal Guardian Printed Name Telephone Number(s)

If I cannot be reached, please call _____
Printed Name of Emergency Contact Person

at _____
Phone Number(s)

Please be advised that the activities of this club will be recorded using pictures, videos, and brief summaries of participation in events/activities for use in club/conference websites, newsletters, marketing materials, presentations, and social media (including but not limited to: Facebook, YouTube, Twitter, Instagram, etc.)

Parent/Legal Guardian Signature: _____

Witness Signature: _____

A photocopy of this form is as valid as the original. This permission will remain in effect until the date of this event has passed, or it is revoked in writing by parent/legal guardian. You must complete one for every pathfinder outing or trip.

NOTE: THIS FORM MUST BE ACCOMPANIED WITH THE MEDICAL CONSENT FORM.

Southern New England Conference of the Seventy-day Adventist Church Adventurer Club Monthly Report

Greetings Adventurer Directors,

We are pleased to introduce the Adventurer Monthly Report. The purpose of the report is to assist Directors with yearly planning and to gather data that will assist with evaluating how our conference clubs are performing (by identifying areas for improvement, overall performance and to plan and provide training). The Monthly report is not a point system; however, your Conference Coordinator will use the report to provide feedback to the clubs. The online monthly report is located at: www.snecyouth.com/reporting/adventurer

Monthly Report Reference Sheet

When completing your online report, this is the information you will need to provide:

I. Select the month you are reporting for: Due by the 10th of each month: January – December

II. Conference Sponsored Yearly Event participation

- Club Application and Registration (**Due by 10/11th**)
- Leadership Training Convention (in January)
- Annual Town Hall Meeting
- Spring Escape
- Family Fun Day
- Club Inspection by Area Coordinator
- Club Visit by Area Coordinator
- Club Investiture attended by Area Coordinator

III. Yearly Club Program

- Induction Ceremony (**Sept - Dec**)
- Annual Club Inspection by Area Coordinator
- Adventurer Sabbath Day
- Investiture scheduled with Area coordinator
- Share Your Faith/Outreach activity
- Family Networking Program
- Family Campout or Family Field Trip
- Impact/Compassion Event
- Open Box: Provide information on your local church event that you would like to share. You can also share picture to be use for promotion with parent's permission.

IV. Other questions:

- Club Meetings: How many meetings did your club have this month? _____
- Location of the meetings: _____
- How many hours per meeting? _____
- Adventurer's Uniform: What percentage have a completed uniform this month? _____
- Did you have a staff meeting this month, how many? _____
- Chips, Stars and Awards taught this month _____, _____, _____ etc.
- Provide ideas you would like to share with other clubs: your club will be credited (Open Box)
- How can we serve you better? (Open Box)

Questions regarding this process can be address to:

Lydia Rojas, Conference Adventurer Coordinator lydia.rjs@gmail.com (617) 610-2111 (Text)
Pastor Danny Veléz at dvelez@sneconline.org

**Southern New England Conference of the Seventy-day Adventist Church
Adventurer Club Monthly Report**

Yearly Club Programs

	Event or Activity	Expected Dates:	Points
1.	Club Registration by the local Church		500
2.	Induction or Opening Ceremony		100
3.	Adventurer Sabbath Day		200
4.	Adventurer Bible Game "NAD Edition – NKJV"		100
5.	Annual Inspection by Coordinator		100
6.	Adventurer Spring Escape Participation		500
7.	Leadership Training Convention Participation		200
8.	Family Network Event or Activity (one per year)		100

Monthly Club Programs

	Event or Activity	Expected Dates:	Points
1.	Club Meeting (Minimum 2 meetings per month)		10 per month
2.	Member Participation (80% of club participating)		10 per month
3.	Uniform (80% of club in uniform – Class A once a month)		10 per month
4.	Instruction (Teaching Adventurer Levels)		10 per month
5.	Stars, Chips and Awards (2 per month)		10 per month
6.	Staff Meeting		5 points per month
7.	Parent Meeting		5 points per month

Bonus Points

	Event or Activity	Expected Dates:	Points
A.	Family Field Trip or Camping (2 per year/ 50 points each)		100
B.	Baptism (Yearly/An Adventurer or as a Result of Adventurer Ministry)		100
C.	Impact or Compassion Event (Yearly/Local or Conference Level)		100
D.	Family Blessing Service (Yearly)		100

END OF YEAR POINTS: *if you choose to participate, we will evaluate your club or receive a participation gift.*

Outstanding	101% or more	2,401	
Honor	100% -90%	2,400	2,160
Achievement	89% - 80%	2,159	1,920
Banner	79% - 70%	1,989	1,680
Participation	69% - below	1,679	0



DATE: July 2023
TO: All Churches, Schools, and Adventurer/ Pathfinder Clubs in SNEC
FROM: Ruthie Linthwaite, Associate Treasurer
RE: **15 Passenger Vans**

In the interest of safety, the Southern New England Conference advises departments, churches and schools **against** the purchase, lease, rental or use of fifteen-passenger vans for sponsored activities. If you choose to rent a fifteen-passenger van, there is no liability coverage available through the conference. You must ensure that the company you wish to rent the vehicle from has insurance available for you to purchase and that it meets the North American Division's minimum policy requirement of \$1,000,000 per occurrence. If they do not offer that amount of insurance, then you should not rent the vehicle.

Currently owned fifteen-passenger vans shall be properly maintained and the driver is required to conduct a pre-trip inspection to determine if the vehicle is in safe operating condition.

Fifteen-passenger vans shall not be allowed to tow a trailer or use a roof mounted luggage/equipment rack.

It is recommended that all drivers who operate a fifteen-passenger van be licensed with a minimum of a Commercial Drivers License (CDL) or better in accordance with Federal or State laws in the local jurisdiction.

The recommendations above are in response to the nation-wide record that clearly shows that fifteen-passenger vans are involved in more frequent and more serious accidents than other classes of passenger-carrying vehicles. It has been shown that the design and weight distributions of these vans, coupled with the inexperience of the driver, have made them very unsafe.

Thank you for your attention to this matter.



Adventist Risk Management, Inc.



Personal Vehicle Usage Guidelines

Adventist Risk Management does not recommend the use of non-owned autos at approved events. If non-owned vehicles are used, however, adhere to the following guidelines:

Adventist Risk Management's auto insurance policy provides coverage for non-owned vehicles on an excess basis. It is designed to protect the organization, not the vehicle owner. In the event of an accident, the vehicle owner must go to his/her insurance company first.

- Make sure drivers understand their personal auto insurance is "primary".
- Refer to the North American Division Working Policy, section S 60 31 *Vehicle Insurance* and Section Y 29 *Automobile Policy*.
- Driver must be at least 21 years old.
- The driver must own a copy of a Driver's License appropriate for the vehicle being used
- Employees and volunteers who use personal vehicles on an *infrequent* basis must carry a minimum of \$100,000 per person/\$300,000 per occurrence limits of liability. (See Section Y 29 20 3.b for *regular use* insurance requirements.)
- Have a copy of the driver's proof of insurance (insurance card).
- ONLY drivers with a good driving record (no more than two traffic citations and no at-fault accidents during the previous 3 years) will be allowed to operate a vehicle on behalf of the church.
- Make sure the owner understands that his insurance is responsible for any damage done by the vehicle or to the vehicle.
- If someone other than the owner will be driving the vehicle, obtain information on the owner's insurance (company name, policy number, and policy term) and give this information to the person who will be driving the vehicle. The driver will need this information if an accident occurs.
- Verify the vehicle is in good working order (tires, wiper blades, all lights, etc.).
- Agree with the owner or driver on who will be responsible for any comprehensive or collision deductibles that might apply to damage done to the *borrowed* vehicle.
- Do not overload vehicles.
- Require occupants to wear seatbelts.
- No "Distracted Driving" (no cell phone, texting, eating, drinking, reading, navigation system adjustments, or boisterous children disciplined while vehicle is in motion)
- For long trips, ensure there are sufficient drivers so no one is required to drive more than three hours at a stretch.

Every insurance policy contains limits, conditions, and exclusions. Read the policy carefully, because it may not respond to all claims for damage.

ARM -9/08

SNEC - revised 8/15

Adventurer Family Camping

1. In the event of an Adventurer family camping experience, a parent or legal guardian MUST accompany their own child(ren) at all times. No exceptions.
2. Parents or legal guardians are not permitted to grant permission to Adventurer staff to take their minor children overnight camping without a parent or legal guardian under any circumstances. No exceptions.
3. Adventurer staff are not permitted to accept permission or release forms from a parent or legal guardian to take their minor child(ren) camping overnight without the parent or legal guardian present on the camping trip. No exceptions.
4. Adventurer staff are prohibited from sharing a tent or cabin with children who are not their own. No exceptions.
5. Adventurers are not permitted to sleep in tents or cabins unsupervised. Neither are they permitted to share a tent or cabin with another child unless they are siblings and the parents/guardians are present. No exceptions.

Voted by the North American Division, March, 2013

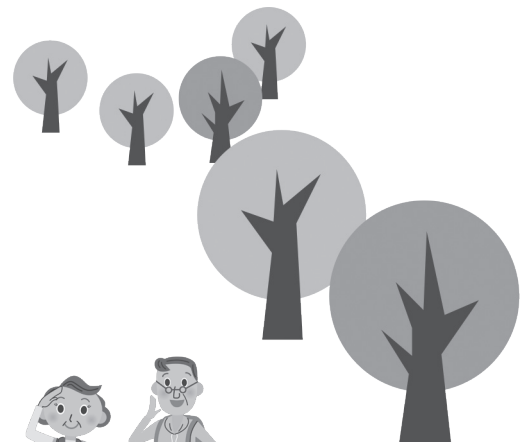
Name(s) of Parent(s)/Legal Guardian(s)

Club

I agree to adhere to the camping guidelines as stated above.

Parent/Legal Guardian Signature

Date



2023 SOUTHERN NEW ENGLAND CONFERENCE CALENDAR

SEPTEMBER

- 9 It's Possible to Connect-MAYYA
- 10 – 17 Scarf Week
- 14 – 17 Pathfinder 70th Anniversary Camporee
- 29 – 1 MCC & ACS Training

OCTOBER

- 2 TLT Director's & Staff Q&A Virtual Session
- 14 Pastor Appreciation Day
- 14 – 16 Youth Council
- 22 PCM Fall Festival
- 27 – 29 APAC Retreat
Bible Bowl Nationals

NOVEMBER

- 4 It's Possible to Connect -BAYYA
- 11 NSO Sabbath
- 12 – 17 Youth Week of Prayer
- 18 Adventist Youth Investiture & Recognition Day
- 19 ABG Kahoot – Zoom

DECEMBER

- 1 – 3 MCC Training
- 3 SNEC Youth MCC & Volunteer Banquet



ADVENTURER BIBLE GAME 2024

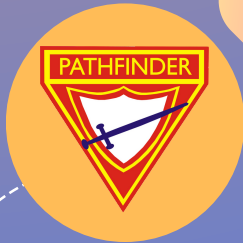
SELECTED PASSAGES FROM LUKE 1 -24



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