



PATHFINDER CLUB MINISTRY

ANNUAL REGISTRATION PACKET

Southern New England Conference

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WWW.SNECYOUTH.COM

2023- 2024

Director & Staff Packet

Prepared by the Southern New England Conference Youth Ministries Department
Daniel Velez, Youth & Club Ministries Director

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Pathfinder Club Registration Steps



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



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



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

- Welcome letter
- Registration Packet
- 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 and 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 khuggan@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

Pathfinder 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:' and a 'Sign In' button; 'Welcome' with a paragraph of text about the new Adventist Screening Verification process; and 'New Users' with a 'FIRST-TIME REGISTRANT' button 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 currently showing 'MA - Massachusetts'. 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 currently showing '--- Please select ---'. The visible options are 'Northeastern Conference' and 'Southern New England'. There is a 'Continue' button and 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. 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 instructions: '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. 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' (with a dropdown menu showing 'Mrs.'), 'First Name' (with the value 'Veronica' and a red asterisk), and 'Middle Name' (with a red asterisk).

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

The screenshot shows the Sterling Volunteers registration page. The main heading is 'Please select the primary location where you work or volunteer.'. Below this is a dropdown menu currently showing 'Southern New England Conference'. 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. The main heading is 'Please select the roles you currently perform'. Below this is a red instruction: 'Please check all that apply.'. There are two columns of checkboxes: 'Employee Roles' and 'Volunteer Roles'. The 'Employee Roles' column includes 'Admin Asst/Secty', 'Administrator', 'After Sch Care (Employee)', and 'Assistant Chaplain'. The 'Volunteer Roles' column includes 'Adventurers', 'After Sch Care (Volunteer)', 'AVS Volunteer', and 'Bible Worker (Volunteer)'. Each checkbox is currently unchecked.

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 pathfinders. 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: khuggan@sneconline.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 Pathfinders
 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

Investiture Achievement
Level

Is this Pathfinder a TLT?
Yes or No

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 Pathfinder Staff Manual

Pathfinder Philosophy

Training and saving young people is one of the most important missions of the Seventh-day Adventist Church. Scientists tell us that children's brain patterns are reformed by the time they reach twelve years of age. This means that during their early, formative years, it is crucial that they are taught good habits. Centuries ago, the Scriptures recorded: "Bring up a child in the way he should go, and when he is old he will not depart from it" Proverbs 22:6. This is more than a cliché— it is now a proven fact.

The church must accept an increased responsibility in influencing the child for Christ because of the breakdown of social structures. Within the Adventist church, the divorce rate is no different from the general public. In one out of every five Adventist homes, the spouse is not Adventist. This means that often in those families, there is only one parent to provide the encouragement and incentive needed to lead the children to Christ. Even in two-parent homes, both parents often work away from home, spending little time with the children. This reduces the effectiveness of the influence and adds to the responsibilities of the church.

Only about 40% of Adventist children in grades 1-8 are attending church school, and in some conferences, the percentage is less. The church is challenged to nurture these children from the Adventist home who are attending public school. Pathfinding has the potential to meet their needs.

Pathfinder Objectives

The Pathfinder Club, a church-centered recreational-spiritual program, is designed for boys and girls, grades 5-10. The program offers action, adventure, challenge, and group activities that produce team spirit and loyalty to the church.

One of the Pathfinder Clubs' basic purposes is to fulfill the Elijah message of Malachi in which the "hearts of the parents are turned toward their children and the hearts of the children are turned to their parents." As parents and church members work, worship, and play together with the Pathfinders, the so-called generation gap disappears in a bond of common experience. Children learn best by example, and the whole Pathfinder philosophy is built on this idea. It is important that spiritually committed, dedicated leaders of high principles are chosen to work with the Pathfinders.

The Seventh-day Adventist Church's ideals and objectives must be made attractive through an activity program that appeals to this restless age. So, much of the Pathfinder Club program is physical action. The Pathfinder Club provides a key step in the educational program of the church. It provides the opportunity to take children out of a classroom setting into an outdoor adventure.

The Pathfinder Objectives Require that Pathfinder Leaders:

1. God loves them and has a plan for their life. They should be a friend to God and a servant of man.

2. Help Pathfinders to understand that the church loves, cares for, and appreciates them and needs them in its total program.

3. Show Pathfinders what God has planned for their lives.

4. Train Pathfinders for missionary service. Teach them that witnessing about God to others is not a once a week activity. It is a daily way of life, and it can be focused through such activities as harvest programs (can collecting), Ingathering, singing bands, and community service projects.

5. Work for the salvation of each individual Pathfinder. Seventy percent of all Adventist children who eventually become members of the church make their decision before the age of 14. "Children of eight, ten, or twelve years are old enough to be addressed on the subject of personal religion." (Testimonies Vol.1, p. 400)

6. Develop the Pathfinder's appreciation for nature and a concern for the environment. "In order for children and youth to have health, cheerfulness, vivacity, and well developed muscles and brains, they should be much in the open air and have well-regulated employment and amusement."

7. Teach Pathfinders specific skills and hobbies that will make their life meaningful and will occupy their time profitably. Pathfinders like to make things out of wood, plastic, steel, clay, felt, yarn, and other materials. It brings them great satisfaction to put together an engine that runs or a radio that plays. Pathfinder clubs should encourage this through AY/Pathfinder honor classes.

8. Help keep Pathfinders physically fit. "An understanding of the philosophy of health is a safeguard against many of the evils that are continually increasing..." (Counsels to Parents, Teachers and Students p. 138) "The children need to be instructed in regard to their own bodies... Show them that if they violate the laws of their being they must pay the penalty by suffering from a disease." "Recklessness, in regard to bodily health, tends to recklessness in moral character." (Testimonies Vol 2. pp 536, 637) "Whatever promotes physical health, promotes the development of a strong mind and a well-balanced character. Health should be as faithfully guarded as the character. Knowledge of physiology and hygiene should be the basis of all educational effort." (Education p. 195) Pathfinders should be given an opportunity to take the Temperance Pledge Honor, determining never to use drugs, alcohol, tobacco, or any other thing that is harmful to their health. They need to learn that to deny appetite increases strength and stamina for the emergencies of life. By so doing, they present their bodies as a living sacrifice to the Creator.

9. Give opportunities for the development of leadership. The Pathfinder Club is a democratic organization where members learn to work together and share in leadership responsibility. They learn discipline, obedience, resourcefulness, patriotism, and the processes of group dynamics. The aims of Pathfinding do not include trying to cast every boy and girl into one mold. Instead, they encourage each Pathfinder to develop to the best of his/her capacity. The Pathfinder Club program should not be planned solely by adults in a staff meeting. Pathfinders should be included in both

the planning and the execution of those plans. 10. Develop a balanced physical, mental, social, and spiritual life.

10. Develop a balanced physical, mental, social, and spiritual life. Luke 2:52 says: “And Jesus increased in wisdom and stature, and in favor with God and man.” “True education is the preparation of the physical, mental, and moral powers for the performance of every duty; it is the training of body, mind, and soul for divine service. This is the education that will endure unto eternal life.” (Christ’s Object Lessons, p. 330) Leaders should be concerned that there is the harmonious development of each Pathfinder to ensure that they become good citizens of this world and the world to come.

CLUB ADMINISTRATION

SNEC CLASS LEVELS - DIVISIONS BY GRADES

In the Southern New England Conference, the title “Pathfinders” is a term that covers children from grades 5-10. We use grade level to determine what Pathfinder Level a child can be a part of. The Pathfinder Levels are as follows:

5 th grade	Friend
6 th grade	Companion
7 th grade	Explorer
8 th grade	Ranger
9 th grade	Voyager
10 th grade	Guide

- Teen Leadership Training (TLT) 9th-12th Grades
- Master Guide Pathfinders: 16 years old and up

LEVEL STUDIES

The number one goal of the Florida Conference Pathfinders is to develop disciples for Jesus. Pathfinders 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.

CLUB STAFF

DIRECTOR: The Pathfinder Club Director is responsible for leading out in providing a program for the Club that successfully reaches the objectives. The Pathfinder Club Director presides at the staff meetings. He/she keeps in touch with the Conference Pathfinder/Adventurer Department and sends in reports as required. He/she should be a person who understands kids, works well with staff, carries responsibility, is eager 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 Pathfinder Club Director is a member of the church board.

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

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

UNIT COUNSELORS: Unit counselors are key members of the Pathfinder staff. Each counselor is assigned a unit of four to eight Pathfinders, a male counselor for boys and a female counselor for girls. Counselors work more closely with individual Pathfinder than any other member of the Pathfinder leadership team. They stay with their unit through all Club meetings and activities. They 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 Pathfinder curriculum requirements.

CURRICULUM & HONOR INSTRUCTORS: Instructors for Pathfinder classes and awards can be drawn from the church, but specialists in specific 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 Pathfinder Member Application & Consent for Treatment

I. Personal & Emergency Contact Information

Applicant Name: _____ Age: _____ Birth Date: ___/___/___

Investiture Achievement Class Completed: Friend Companion Explorer Ranger Voyager Guide

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 Pathfinder 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 Pathfinder is allergic to and their typical reaction.

Does the Pathfinder require medication administered for allergic reactions? Benedryl/Diphenhydramine Epi Pen

Other: _____

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

3. Consent to Administer Medication and or Treatment

I give consent for _____ Pathfinder 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

Prescription Medication

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

- _____
- _____
- _____
- _____
- _____

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 in accordance to the label directions

I fully acknowledge that while all precautions for the safe administration of medication will be taken _____ Pathfinder 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 2017-2018 Pathfinder 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 _____ 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 ten to become a Pathfinder.

We will assist the applicant in observing the rules of the Pathfinder 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 Pathfinder Club

As Parents we understand that the Pathfinder 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 _____ Pathfinder 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 Pathfinder Pledge and Law.

Pathfinder Signature: _____ **Date:** ___/___/___

Southern New England Conference of the Seventh-day Adventist Church
Adventist Youth Ministries Department
Teen Leadership Training Information and Guidelines



TLT SNEC Leadership:

- | | | | |
|-------------------------------|--------------------|------------------|--|
| ● TLT Coordinator: | Gifty Askie-Thomas | (413) 221-8260 | tltsnec@gail.com |
| ● TLT Associate Coordinator: | Kae Cumberbatch | (617) 224-8446 | lynp73@gmail.com |
| ● TLT Associate Coordinator | Jennifer Carmona | (774) 329 – 5003 | jendejoel@gmail.com |
| ● SNEC Office – Applications: | Glorimar Teixeira | Email to: | khuggan@sneconline.org |

Purpose:

- The Teen Leadership Training (TLT) program is designed to train and mentor youth in service and leadership skills.
- The TLT vision encompasses a core of youth fulfilling meaningful and responsible Pathfinder leadership positions within the Pathfinder Club and Conference/Union Pathfinder ministry, supporting the mission of the SDA Church as they learn to give of themselves and to receive of others.
- TLT youth will experience acceptance, achievement, and responsibility in developing self-efficiency, self-respect, and identity through adult-teen mentoring in a “shared service experience” in developing a redemptive relationship with God.

Goals:

- To help teens experience their developmental needs by providing them with:
- A sense of achievement
- A sense of responsibility
- A sense of respect for authority
- A sense of acceptance in adult leadership circles
- A sense of confidence in the development of life skills

Objectives:

- A. Encourage TLT members to belong to the church and to actively participate in the organized leadership of the church/conference Pathfinder ministry.
- B. Involve TLT members as associates with Pathfinder adult leadership, holding responsible positions in local and Conference Pathfinder ministries.
- C. Enable TLT in skill-building opportunities through positive communication and friendship networks created to increase resistance to peer pressure, increase self-efficiency, and increase self-confidence.
- D. Challenge TLT members in the mission and ministry of Christ through Pathfinding, making God’s Word meaningful and fruitful in their lives.

TLT Membership:

Pathfinders who are in the levels listed below are eligible to participate in the TLT program. TLTs must be enrolled and actively participating in the pathfinder club. Aside from the areas of concentration they will be in they must also be working in their designated Investiture Achievement classes.

- **TLT Year 1** Voyager
- **TLT Year 2** Guide
- **TLT Year 3 and 4** Master Guide Candidate

SNEC TLT Registration:

1. Meet with your staff and select a mentor to assist and supervise the TLT pathfinders with their responsibilities.
2. Determine which Pathfinders are eligible to participate in the TLT program.
3. Complete the TLT application and recommendation form.
4. With the TLTs, select the areas of concentration they will focus on during the first six months, then repeat this process for the second part of the year.
 - a. Areas of concentration: Administrative, Outreach, Teaching, Activities, Records or Counseling
5. Order TLT Investiture Supplies from Advent Source. (Scarf, citation cord, patch & pin) Please make sure to follow SNEC Uniform guidelines.
6. Mentor should take the online training courses through TLTMinistry.org or Adventist Learning Community



TEEN LEADERSHIP TRAINING CANDIDATE APPLICATION

Southern New England Conference of Seventh Day Adventists
 34 Sawyer Street; PO BOX 1169 South Lancaster, MA
 01561 Fax: (978) 365-3838 E-mail: khuggan@sneconline.org

Name _____ Home Phone _____

Address _____ City _____ Zip _____

Age _____ Date of Birth _____ Grade _____ Citizenship _____

Home Church _____ Baptized Yes No

Name of school now attending _____

School Address _____ City _____ Zip _____

Class or classes completed:

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

List your participation in Pathfinder clubs:

CLUB	YEAR	DIRECTOR
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

Signature _____ Date _____

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

- | | | |
|--|---|---|
| <i>Recommend 1st year</i> | <i>Recommend 2nd year</i> | <i>Recommend 3rd year</i> |
| <input type="checkbox"/> Administrative | <input type="checkbox"/> Outreach | <input type="checkbox"/> Finance/Clerical |
| <input type="checkbox"/> AY Classwork/Honors | <input type="checkbox"/> Camping/Activity | <input type="checkbox"/> Counseling |

Club Official Use Only

Approved Disapproved Date ____/____/____ Club Director Signature _____

Date to begin service ____/____/____ TLT Director Signature _____

Conference Official Use Only

Date received ____/____/____ Conference Director Signature _____

Southern New England Conference of the Seventh-Day Adventist Chub Staff Member Application

I. Personal & Emergency Contact Information

Applicant Name: _____ Birth Date: ____/____/____

2. Allergies/Health History/Medical Insurance

Physician's Name: _____ Physician's Phone Number: _____

Health Insurance Company: _____ Policy Number: _____

Policy Holder: _____ Phone: _____

Does club staff 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. _____

Allergies: No known allergies

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

Please describe allergy below and the typical reaction.

Do you require medication administered for allergic reactions? Benedryl/Diphenhydramine Epi Pen Other _____

Please provide name and dosage of any medication you currently are taking in case emergency treatment is required.

Volunteer 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
Adventist Youth Ministries Department
Pathfinder Club Formal Inspection Report**

Club Name _____

Inspection Date _____

Inspector's Signature _____

Confirm # of pathfinders/staff/volunteers registered versus # of pathfinders/staff/volunteers inspected.

CLUB ADMINISTRATION 10pts

	Satisfactory	Needs Improvement
Club Application -Signed by the board	_____	_____
Child Protection Verification Form	_____	_____
Pathfinder Member Application	_____	_____
Health Inf. Form & Consent to Treat	_____	_____
Medication Administration Form	_____	_____
Health History Form	_____	_____
Staff Volunteer Application	_____	_____
Staff Code of Conduct	_____	_____
Driver Information Sheet	_____	_____

****STOP do not proceed if documentation is not complete****

CLUB ACHIEVEMENT 5pts

Pathfinder Uniforms? (see attached)	_____	_____
Staff in Uniform & participating?	_____	_____
Basic IA Classes taught?	_____	_____
Advanced IA Classes taught?	_____	_____
All units working on honor/craft?	_____	_____
All units doing Share Your Faith?	_____	_____
Club participating in Recreational activity?	_____	_____

CLUB PROGRAM 10pts

On Time Start	_____	_____
Pathfinder Pledge & Law	_____	_____
Pledge of Allegiance to US Flag	_____	_____
Pledge to the Christian Flag & Bible	_____	_____
Pathfinder Song	_____	_____
Opening Prayer	_____	_____
Opening Song	_____	_____
Devotional	_____	_____
Director's Opening Remarks	_____	_____
Written Schedules & Plans	_____	_____
Program Variety	_____	_____
Closing Announcements	_____	_____
On Time Finish	_____	_____

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

Inspector(s) feel your club could improve by:

Clubs will not be able to be inspected nor should continue to function until all volunteers have completed Sterling Volunteer and background check

POINTS: Total 50

DRILLING AND MARCHING 10pts

	Satisfactory	Needs Improvement
Fall In	_____	_____
Dress-Right-Dress/Ready Front	_____	_____
Cover	_____	_____
Present and Order Arms	_____	_____
Hand Salute	_____	_____
Parade Rest	_____	_____
Prayer Attention	_____	_____
At Ease	_____	_____
Attention	_____	_____
Left & Right Face	_____	_____
About Face (2 times)	_____	_____
Fall Out	_____	_____
Coordination and precision when responding to commands	_____	_____

FACILITY 5pts

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 5pts

Parade Banner	_____	_____
American Flag (displayed properly)	_____	_____
Pathfinder Flag (displayed properly)	_____	_____
Unit Guidons w/unit emblems	_____	_____
Unit Guidons in good conditions	_____	_____
Adequate First Aid Kit	_____	_____
Adequate camping equipment	_____	_____
Staff and Honor Manuals	_____	_____
Fire Extinguisher	_____	_____

DISCIPLINE 5pts

Open Ceremony Quiet/orderly	_____	_____
Manners and conduct is courteous	_____	_____
Decorum before, during, and after the meeting	_____	_____
Orderliness and obedience, before during, and after the meeting	_____	_____

**Southern New England Conference of the Seventh-day Adventist Church
Adventist Youth Ministries Department
Pathfinder Uniform Inspection**

Club Name _____ **Inspection Date** _____

Total # of Pathfinders/Staff Inspected _____ **Inspector Signature** _____
(do not include helpers)

- Instructions:**
1. Club Director or designee will accompany the inspector
 2. Make a tally mark for each Pathfinder/Staff inspected in the appropriate complete or incomplete column
 3. Review tally marks for each item and mark the appropriate points in the # of Points column & TOTAL at the bottom

Description	Complete	Incomplete	# of Points
Basic Uniform – 100 points possible (for each item: 25 - all complete, 20 - one incomplete, 15 - > 1 incomplete, 0 – all incomplete)			
Black pants/slacks/skirt			
Tan shirt/blouse			
Girls Uniformity (skirts or pants & sleeve length)			
Guys Uniformity (pants & sleeve length)			
Accessories – 30 points possible (for each item: 5 - all complete, 3 - > 1 incomplete, 0 – all incomplete)			
Black belt with Pathfinder buckle			
Black shoes			
Black tie (staff only)			
Black socks/nylons			
Honor sash			
Scarf and slide			
Patches and Pins – 40 points possible (for each item: 5 - all complete, 3 - > 1 incomplete, 0 – all incomplete)			
Class agreement (pin, chevron, pocket strip)			
Club name strip			
Pathfinder triangle patch			
SNEC patch			
Atlantic Union patch			
World patch			
Pathfinder name tag – STAFF ONLY			
Pathfinder triangle pin on front of sash			
Other – 30 points possible (for each item: 5 - all complete, 3 - > 1 incomplete, 0 – all incomplete)			
Long sleeve undershirt (None or BLACK only)			
No unauthorized patches/pins			
Patches stitched/ironed on neatly			
All other authorized pins placed correctly			
Shoes clean and polished			
Uniforms pressed and clean			
Total – 200 points possible			

Southern New England Conference of the Seventh-day Adventist Church

PATHFINDER 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 _____,
Event City or Town Date(s)

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.

Pathfinder Club Ministries

POINT SYSTEM

The Southern New England Conference point system is based on the total points accumulated from September – May. Points are accumulated as a result of completing monthly reports. Year-end awards are as follows:

Outstanding	101% or more	3,700	3,324
Honor	100% -90%	3,325	2,991
Achievement	89% - 80%	2,990	2,660
Banner	79% - 70%	2,659	2,326
Participation	69% - below	2,325	0

Section 1: Monthly Club Activities:

Clubs can obtain up to 100 points every month for club activities that include:

- Holding at least 3 club meetings
- 80% or more of pathfinders/staff in attendance at those meetings
- 80% or more in designated uniform, either Class A or Class C which includes a club t-shirt. (Class A should be used at least once a quarter)
- Teaching at least 2 honors
- Teaching investiture achievement classes.
- Having a monthly staff meeting
- Practicing for PBE
- Completing the monthly report by the 10th of the month.
- *Please note that the total points for May will be the average points earned from September – April.*

Section 2: Yearly Club Programming

Clubs can obtain a total of 525 points a year for participating in/holding the following activities.

- Having an induction ceremony or club opening meeting by November 30th
- Having a Pathfinder Sabbath by April 30th.
- Scheduling and having the club’s Annual Inspection by January 15th. (No points received after this date)
- Scheduling or having the club’s annual Investiture service by April 30th. (Clubs must schedule the date of their investiture service with their area coordinator before April 30th to receive points.)
- Holding at least one outreach activity every three months. Clubs will earn 75 points per activity for up to 150 points per year.
- Holding at least one recreational activity every three months. Clubs will earn 75 points per activity for up to 150 points per year.

Section 3: Conference Sponsored Events

Clubs can receive up to 1650 points for participating in the following conference sponsored events:

- Completing the four steps of the club registration process by October 13. (No points will be awarded after the due date but clubs can add participants until January 31.)
- Having at least 1 person participate in the Leadership Training Convention in January.
- Participating in the annual directors meeting
- Participating in the Pathfinder Bible Experience at the Area Level.
- Registering and participating in the Spring Camporee.

Section 4: Bonus Points

- We understand that clubs have a variety of resources to help manage their programming. For that reason, we offer a variety of ways to earn bonus points. These bonus points will count towards the overall total points for the year. *(Points will be awarded one time only during the year, except for the craft activity)*
- Baptism as a result of the pathfinder club. It can be a pathfinder/parent/volunteer.
- Doing a craft activity in the club. *(25 points per activity, up to 3 activities per year)*
- Participating in a club or unit campout.
- Having an active TLT Ministry that is registered with the conference.
- Participating in a conference Impact Event or a Local Impact Event.
- Bringing a program to a church that does not have an active Adventurer, Pathfinder, Master Guide or Medical Cadet Ministry.



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

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

SNEC YOUTH ONLINE STORE

*Awards, Honors, Patches, Pins & other
Uniform Accessories*



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Now*

WWW.SNECYOUTH.COM