

# Georgia-Cumberland Conference Pathfinder Policy



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# Mission Statement

## **EPIC Empower Pathfinders In Christ**

Empower Pathfinders to a deeper experience In Christ

1. To guide our youth into a deeper relationship and knowledge of Christ and prepare them for Christian service
2. The mission of the GCC Pathfinder organization is to implement safe spiritual environment through the facilitation of: Service, social, spiritual opportunities
3. Our goal as Pathfinder Leaders is to create a safe environment that supports the spiritual, physical, and emotional needs of the youth by leading them to a deeper relationship and knowledge of Christ
4. Leading Pathfinders to a deeper relationship with Christ in a safe, spiritual and fun environment

## Vision

Love our Creator, Enjoy His creation, Live in His grace, through Bible truths and principles, nature studies, practical life skills that encourage Pathfinders to live Christ-like service to others.

1. Provide them opportunities to participate in biblical and nature study recreation community service and life building skills.
2. Empower youth by leading them to Christ by example through spiritual social Christ-centered programs.
3. As leaders we will commit ourselves to being positive role models by inspiring the youth spiritually emotionally and physically to utilize their talent and skills to be a servant of God and friend to man.

# What Constitutes a Pathfinder Club

People create clubs for lots of reasons, including common interests, friendship and fellowship. To really work, a club needs to give its members a sense of identity and recognition, and should develop a certain mystique uniquely its own. Effective Pathfinder clubs will do all this, plus they will provide community recognition and the chance to be a part of a worldwide program.

A church-based children's club or teen club is not necessarily a Pathfinder club—there are some fundamental requirements needed for this to occur. The world-wide Pathfinder organization is unique. In the Georgia-Cumberland Conference, churches are required to submit a yearly club application for Pathfinders. This step is required in order for the club as a sponsored ministry of the local church, to be recognized as an authenticated Pathfinder club in the conference.

To be a part of the Georgia-Cumberland Conference Pathfinder program a club must:

1. Be established under the auspices of a Seventh-day Adventist Church (or group of churches), with its club director appointed by the nominating committee/church board and voted by the church.
2. Be registered with the Georgia Cumberland Conference by submitting a Yearly Club Registration Form signed by the Director, the Pastor and at least 1 other Church Board member to receive the Yearly Calendar.
3. Must participate in Conference Pathfinder events including the regional event and the Conference Camporee.
4. Provide appropriate activities to enable its members to be recognized for investiture as Pathfinders.
5. Reflect the spirit of Pathfinding in the spiritual, mental, and physical activities.
6. Follow the Pathfinder policies established by the Georgia-Cumberland Conference.
7. Directors are required to attend the yearly Pathfinder Leadership Convention and the Pathfinder Directors' Council.

# Organizational Flow Chart

- I. Conference Pathfinder Director
  
- II. Executive Council
  - A. Conference Pathfinder Director
  - B. Conference Pathfinder Secretaries
  - C. Coordinators
  
- III. Directors' Council
  - A. Conference Pathfinder Director
  - B. Conference Pathfinder Secretaries
  - C. Coordinators
  - D. Club Directors
  
- IV. Local Club Staff
  - A. Director
  - B. Deputy Director
  - C. Counselor
  - D. Instructor
  - E. Auxiliary Staff
  - F. Pathfinder Unit Officers
  
- V. Pathfinders
  - A. Juniors
  - B. Teens
  - C. TLT's

## **I. Executive Council**

The Executive Council is composed of coordinators who are appointed by the Conference Pathfinder Director who also determines the term of service for each coordinator. The Executive Council is to meet generally every June, November, and other times as deemed necessary by the chairman of the Executive Council, who is the Conference Pathfinder Director.

## **II. Coordinators (Duties)**

The duties of the coordinators comprise two areas: serving the local clubs and assisting the Conference Pathfinder Director. Duties include rendering assistance in a general manner to the local clubs; recruiting and nurturing new clubs; contacting each club director at least twice during the year; being responsible for conducting club inspections (when requested) and/or visitations; planning and conducting regional campouts, jamborees, and other events as needed for the current year; attending Executive Council meetings and when not able to attend, upholding decisions made by the council; assist in planning the conference Pathfinder calendar, attending planning sessions and assisting or coordinating conference Pathfinder activities; and assisting in determining policies in the Georgia-Cumberland Pathfinder organization.

## **III. Pathfinders Leadership Convention/Pathfinder Directors' Council**

Local club directors are required to represent their clubs at the annual Pathfinder Leadership Convention and Pathfinder Directors' Council to give their input to the Pathfinder Executive Council and obtain valuable information regarding conference programming. The chairman of the Directors' Council is the Conference Pathfinder Director. Agenda items should be submitted in writing by December 7<sup>th</sup>. The Pathfinder Leadership Convention is usually held the third weekend in August and Directors' Council is usually held in early January of each year. The club director may appoint a Deputy Director to attend these meetings in his/her absence.

## **IV. Local Club Staff:**

All staff must complete a volunteer screening process as designated by the Georgia Cumberland Conference. In addition to guidelines for the Pathfinder staff set forth in the Pathfinder Staff Manual, we recommend the following:

## **A. Director**

The director of the club should be an adult who is vitally interested in young people and who sympathetically understands the challenges of the Pathfinder age. He/she should be resourceful, enthusiastic and eager to improve leadership skills by attending conference training sessions. He/she must be a member in good and regular standing of the Seventh-Day Adventist Church.

The basic responsibility of the director is to provide good working conditions for the staff and insure that Pathfinders have quality programming. There are five areas in which the director can work toward this goal:

1. Program Unity. Coordinate club activities to be sure that overall yearly goals are met. The yearly goals of each club should be the following:
  - a. To stimulate spiritual growth of the Pathfinders and staff.
  - b. To provide the opportunity for each Pathfinder to earn the Honor Pathfinder Award.
  - c. To provide activities/curriculum/program planning to meet NAD requirements outlined in the Points section at [pathfinders.gccsda.com](http://pathfinders.gccsda.com)
2. Materials. See to it that the counselors and/or instructors have sufficient and correct materials for honors and class work they are teaching.
3. Moral support. Cooperate with and support the counselor in dealing with each Pathfinder. If differences arise, see to it that they are taken care of in private, not in front of other Pathfinders.
4. Allow counselors to cast their own shadow. Encourage each counselor to accept the responsibility to motivate their unit members to advance. Extend a good measure of latitude to the counselor as long as the counselor is promoting the progress of the unit members according to the high standards of the Pathfinder Club.
5. The director is the Pathfinder representative to the local church board and is to serve as liaison between the club and the board.

Remember, the director's job is to develop staff, not Pathfinders. The director should make a special effort to provide training for the staff. All activities of the club will be under his/her supervision, and he/she must call, organize, and arrange each club meeting. Since the success and morale of any club will depend largely upon the leadership of the club director, he/she should be an example of spirituality, neatness, promptness, good sportsmanship, amiability, and self-control.

The Pathfinder Club Director is responsible for the total program for the year. He/she is to preside at the club staff meeting unless he/she has appointed an Deputy Director as chairman. He/she is to keep in touch with the Conference Pathfinder Director and render reports as required.



## **B. Deputy Director**

The duties of the Deputy Director are very similar to the duties of the director. They are to assist the director in specific areas, such as Girls' Deputy Director, Boys' Deputy Director, Secretary, Treasurer, Camping Director, Craft Director, Chaplain, et cetera. The Deputy Director should be in charge if the director is not able to perform his/her duties.

## **C. Counselor**

Easily the most important staff member, the counselor has the most responsibility because he/she is in direct contact with the Pathfinders. The counselor should make sure that each unit member is provided with the tools to help them advance in their Pathfinder experience (i.e., AY Class work, Honors, etc.) It is the duty of the counselor to assist each unit member in complying with all rules and regulations established by the club staff. The counselor must present a good positive example in the following areas:

1. Wearing with pride the Pathfinder uniform.
2. Being on time to all Pathfinder functions.
3. Being a positive, happy Christian in the home and at work as well as in the Pathfinder setting.
4. Showing enthusiasm in all Pathfinder activities.

The counselor must see that the AY Class requirements are planned for in the club and unit program. He/she should request assistance, when necessary, of the director in meeting the class work requirements. The counselor should not expect others to do his/her work for him/her. The counselor has an obligation to advance himself/herself and to keep ahead of the Pathfinders.

The counselor should strive to develop a personal relationship with each of his/her unit members, visiting in the home when possible. The counselor is an adult friend to his/her Pathfinders. He/She must not allow his/her unit members to use him/her to undermine the club program. The counselor is to develop the leadership potential of his/her Pathfinders. Great things are to be expected from all unit members.

The counselor is encouraged to complete the Basic Staff Training available at the annual Pathfinder Leadership Convention in August or online at <http://www.pathfindersonline.org/leaders/basic-staff-training-bst>.

Miscellaneous materials are available to assist the counselor in developing skills to work with young people.

#### **D. Instructor**

Instructors may or may not be regular staff. If they are regular staff, they should obtain and wear the uniform. The duties of the instructor include the teaching of AY Honors and Pathfinder skills to Pathfinders and/or staff. Volunteer online screening must be completed by anyone who assists regularly.

#### **E. Auxiliary Staff**

Auxiliary staff are those who are not regular staff, e.g., someone who occasionally helps out on a campout or one who teaches an honor class occasionally. Auxiliary staff are not expected to obtain and wear the uniform or to participate in inspections, et cetera. However, if they wish to do so, this attitude of support is welcomed. Volunteer online screening must be completed by anyone who assists regularly or attends an overnight event.

#### **F. Pathfinder Unit Officers**

Captain & Scribe: Locally assigned duties such as assembling the unit and taking attendance.

# Honor Club

(Presently Under Revision)

Requirements

Recognition

# How to Register and Maintain Status as a Pathfinder Club in the Georgia-Cumberland Conference

## Club Registration Policy

1. Submit the **Yearly Club Application** form (**May 31 postmark**). (find the form at [gccsda.com](http://gccsda.com) under Ministries/Children/Junior Youth/Pathfinders. It must be signed by the Director, the Pastor, and at least one other church board member.
2. Complete online volunteer screening at [shieldthevulnerable.org](http://shieldthevulnerable.org)  
You'll receive the online registration password/guidelines by email to help you access <http://pathfinders.gccsda.com>.
3. Then you can find the **Calendar of Events** at Directors Manual on the home page.
4. Register your Staff (online) by **August 1 and rollover** Pathfinders ASAP.
5. Register for the Pathfinder Leadership Convention online at [registration.gccsda.com](http://registration.gccsda.com) in order to access the 25% lodging discount by the registration deadline.
6. Register your Pathfinders online, (**Yearly Pathfinder Registration**) by **October 15**.

*Your club is now registered and eligible to participate in conference events.*

NOTE: Returning staff must renew their screening at the online program, Shield the Vulnerable every 3 years.

## To Maintain Club Status

### Locally

Enter local club events planned by clicking on first the Local Events tab and then the New Event button on [pathfinders.gccsda.com](http://pathfinders.gccsda.com). You enter all of your planned events at the beginning of the year and then delete any that don't take place. Then enter attendance, instructional programming and uniform (if required) as the events take place.

### Conference

Follow the Pathfinder Policies established by the Georgia Cumberland Conference. Directors are required to attend the Pathfinder Leadership Convention and the Directors Council. Attend Conference Pathfinder events including the regional event and Conference Camporee.

# Online Monthly Reporting/Points (Details)

## **Local Events**

All club meetings, campouts, and activities must be created online at [pathfinders.gccsda.com](http://pathfinders.gccsda.com) by clicking on first the Local Events tab and then the New Event button. Enter the name, uniform status and date for each event and save. Upon completion of each event, please record your attendance, activities, and uniform (if one was required). You reach the page by hovering over options title next to your event's name and date and then click on Attendance from the drop down list. Online reporting will be checked by coordinators and the Pathfinder Director as needed.

## **Club Meetings**

Club meetings should be held weekly or not less than three per month. Each meeting should consist of a worship talk and director's comments besides the regular program. Generally, the meetings should be between one and a half to two hours long. (ie: curriculum, honors, etc.) You receive 5 points per meeting up to a maximum 15 points per month.

## **Club Meeting Attendance**

Keep an attendance record of Pathfinders and staff who attend each meeting. Excused absences may be counted as being present. An excused absence can be granted for sickness, a death in the family, or an out-of-town trip if there is direct parent communication, preferably before the meeting. You receive 5 points for attendance for each meeting where you have at least two staff (one of which is the Director or Deputy Director) and 50 percent or more of the Pathfinders present.

## **Uniform**

The designated uniform for each local event may be the Pathfinder Class A uniform, the Pathfinder Class B field uniform, or ordinary clothes (no uniform). Class A uniform includes wearing the scarf and sash. Uniform records should be entered in the system with the attendance. You receive 5 points for uniform for each meeting in which Class A uniforms are required and you have at least two staff (one of which is the Director or Deputy Director) and 50 percent or more of the Pathfinders in uniform.

## **Instructional Areas or Investiture Achievement Progression**

This section accumulates a maximum of 15 points per month and it is recorded on the same screen online as the attendance and uniform.

1. You earn 5 points if AY Honors are taught at least once per month.
2. You earn 5 points if Investiture Achievement or AY Pathfinder Classwork are taught at least once per month.
3. You earn 5 points if Advanced Investiture Achievement or Advanced AY Pathfinder Classwork are taught at least once per month.

## **Special Activities:**

This section accumulates a maximum of 15 points per month.

- A. A campout earns the full 15 points. Campouts should be highlights of your Pathfinder year. Plan your campouts well with plenty of activity. A campout must include sleeping outdoors at least one night and having two meals outdoors. Regional and conference camporees/campouts/jamborees may be counted as special events but you will need to enter them in your local events and take attendance in addition to registering for them on the Conference Events page.
- B. A field trip is a special outing that your club takes to visit a point of interest. You will get 5 points for a half-day field trip and 10 points for a full-day field trip. A field trip must be separate from your club meeting time. In other words, you cannot count points for a meeting and a field trip with it being one event.

## **Share Your Faith**

You earn points for any “Share Your Faith” (event type) activities your club participates in during the month. These activities might include: Can collecting, Sunshine Bands, visiting shut-ins, Bible studies, literature distribution, branch Sabbath Schools, Vacation Bible Schools, fair booth, clown ministry, puppet ministry, community service, evangelistic meetings, etc. Record attendance the same as instructed under club meeting attendance.

## **Staff Meeting**

A staff meeting should be held once a month with at least 50 percent of your staff in attendance one of which must be the Director or Deputy Director. Minimum meeting time is 30 minutes. A staff meeting should include the following:

- A. An evaluation of past monthly program.
- B. Review of future plans and activities.
- C. Opening and closing prayer.
- D. Spiritual uplift and affirmation time.

## **Suggested Events to Award Annual Point Values** (to be assigned)

- 1. Induction
- 2. Investiture
- 3. Pathfinder Sabbath
- 4. Staff Registered Online by deadline
- 5. Shield the Vulnerable Screening/Training Completed by Staff by deadline.
- 6. Attendance of Pathfinder Leadership Convention
- 7. Attendance of Pathfinder Directors' Council
- 8. Year End Report by deadline
- 9. Yearly Club Mission Project

## Sample Points Report

Below is a copy of the Points report found on [pathfinders.gccsda.com](http://pathfinders.gccsda.com). To monitor go to the Home Tab and click the “Check Points” button under the “Actions” Header.

	Club Meetings (15)	Attendance (15)	Uniforms (15)	Investiture Achv. (15)	Share Your Faith (15)	Special Activities (15)	Staff Meeting (10)	Monthly Total (100)
September	0	0	0	0	0	0	0	0
October	0	0	0	0	0	0	0	0
November	0	0	0	0	0	0	0	0
December	0	0	0	0	0	0	0	0
January	0	0	0	0	0	0	0	0
February	0	0	0	0	0	0	0	0
March	0	0	0	0	0	0	0	0
April	0	0	0	0	0	0	0	0
May	0	0	0	0	0	0	0	0
June	0	0	0	0	0	0	0	0
July	0	0	0	0	0	0	0	0
August	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



## Quick Look Points Chart

Items Tracked	Points per Each	Maximum per Month
<b>Club Meetings</b>	<b>5</b>	<b>15</b>
<b>Attendance</b>	<b>5</b>	<b>15</b>
<b>Uniforms (Class A)</b>	<b>5</b>	<b>15</b>
<b>AY Progression</b>		
<b>Honors</b>	<b>5</b>	<b>5</b>
<b>Investiture Achievement or AY Classwork</b>	<b>5</b>	<b>5</b>
<b>Advanced Investiture Achievement or AY Advanced Classwork</b>	<b>5</b>	<b>5</b>
<b>Share Your Faith</b>	<b>15</b>	<b>15</b>
<b>Special Activities</b>		<b>15</b>
<b>Half-Day Field Trip</b>	<b>5</b>	
<b>Full-Day Field Trip</b>	<b>10</b>	
<b>Campout</b>	<b>15</b>	
<b>Staff Meetings</b>	<b>10</b>	<b>10</b>
<b>Possible Additions (annual events)</b>		
<b>Induction</b>	<b>?</b>	
<b>Investiture</b>	<b>?</b>	
<b>Pathfinder Sabbath</b>	<b>?</b>	
<b>Staff Registered Online by deadline</b>	<b>?</b>	
<b>Shield the Vulnerable Screening/Training Completed by Staff</b>	<b>?</b>	
<b>Attendance of Pathfinder Leadership Convention</b>	<b>?</b>	
<b>Attendance of Pathfinder Directors' Council</b>	<b>?</b>	
<b>Year End Report by Deadline</b>	<b>?</b>	
<b>Yearly Club Mission Project</b>	<b>?</b>	

# Event Registration

## **E-MAIL ALL REGISTRATION QUESTIONS TO: gccregistration@gccsda.com**

The Registration Department is a separate department within the GCC Pathfinder office which processes registration items and is the best source for answers to your registration questions. (Email is the only method of contact.)

## Due Date

Registration for Georgia-Cumberland Conference Pathfinder events is due by the published deadline before each event (see Calendar of Events in the Directors' Manual). To assure your club's attendance for any event, you will want to submit your registration **as soon as possible**. **Exception:** When event participation is limited, registrations received after the participation limit has been met will be refused and fees will be returned to the club regardless of the postmarked date.

Please use the following guidelines to make sure that your club meets the deadlines:

- Online forms – You'll have until **midnight (12:00 a.m.)** on the deadline day to register. After midnight (12:01 a.m.) or later, you won't be able to access the registration page as the deadline will have passed.
- Payment (Fees) – Payment must be received by the Pathfinder office within the week following the deadline to secure your club's registration for the event.

## Payments

Since forms are submitted online, the payment is mailed by itself with **a copy of the invoice (to be printed out in the online registration process\*)**. Payments can be made by check or money order and should be written out to the Georgia-Cumberland Conference. Please note the event on the "For" line on the check. Mail the invoice and check to Pathfinders; Georgia-Cumberland Conference of SDA; PO Box 12000; Calhoun, GA 30703.

Be sure the information you submit online (participants, staff, staff children totals, etc.) is correct because registrations are final and fees are **non-refundable**.

\*You print out your invoice by clicking the Show Invoice button on the registration screen. If the totals are correct, next click the Printable Version button. Finally you click the print button or right click and select print.

# Event Registration (continued)

## Registration Categories

- a. Pathfinder - Those children registered in your local Pathfinder Club who are in the 5<sup>th</sup> grade - 10<sup>th</sup> grade.
- b. Pathfinder TLTs- Those children registered in your local Pathfinder Club who are in the 9<sup>th</sup> grade - 12<sup>th</sup> grade and participating in your club's adapted TLT program.
- c. Pathfinder Staff - Those who have been selected by the Club Director to assist him/her with the Pathfinders, Pathfinder events, etc. Also Pathfinders that have turned 18 (making them legal adults) must be listed as Junior Staff and are to be screened and trained as staff.
- d. Staff Dependents - Children who are not in Pathfinders and must accompany their parents (who are Pathfinder staff) to Pathfinder events.

Pathfinder events are planned and arranged to meet the needs of the above categories. Anyone who does not fit into these categories should not be registered for Pathfinder events. (See Staff Children section in the GCC Conference Pathfinder Policy.)

## Miscellaneous Information

Detailed information is provided for each event to help inform you of what can be expected when attending a Pathfinder event (find information when you hover over "Options" to the right of the event at the Conference Event section. At times, the information of the Pathfinder Department may be different from the information an individual would receive if they called directly to the place where the event will be held. **(For example:** *The GCC registration form may state that only tents or campers can be used at a particular event. If a club director calls the park/recreation area listed for this event, they may find that an RV area or a Lodge is also available while we are planning to visit the park. However, the option may not be reserved or available to the Pathfinders.*

Depending on the event and the program we have planned, the Georgia-Cumberland Conference has anticipated safety risks, supervision, and the possible effect we may have on the park. Therefore, the information on the registration form would **supersede** any information collected individually and must be adhered to at all times.

# Who May Participate?

## Pathfinder Grade Not Age

Young people in grades 5-10 are Pathfinder age, according to NAD Pathfinder recommendations. Some Pathfinder manuals may list age 10 as a qualifier for Pathfinders. However, the Georgia-Cumberland Conference has accepted the policy to follow only the grade qualifier for all of its constituent clubs.

### REQUIREMENTS FOR BEING A GEORGIA-CUMBERLAND PATHFINDER

#### Grade Requirement

Juniors: Junior Pathfinders are defined as those Pathfinders in the fifth and sixth grades.

Teens: Teen Pathfinders are defined as those Pathfinders in the seventh through tenth grades.

TLT: Those in grades nine through twelve who are being trained for future leadership.

#### Other Requirements

In addition to meeting the grade requirements, it is expected that the prospective Pathfinder will agree to:

1. Obtain and wear the Pathfinder uniform(s) as directed.
2. Work toward advancement in the Investiture Achievement Classwork and in AY Honors.
3. View club membership as a responsibility as well as a privilege and attend all functions and obey all rules.
4. Maintain a standard of conduct consistent with the Pathfinder Pledge and Law.

#### **Teen Events**

Pathfinder teen events are offered in addition to the regular Pathfinder program, but attendance is not required. Clubs are invited to bring Pathfinders in grades 7 through 12 to these events.

**Note:** Staff children are **only** accommodated at regional events and camporees not the teen and junior events.

## **Honor Pathfinder Award of Excellence Program**

The ***Honor Pathfinder Award of Excellence*** is presented by the Georgia-Cumberland Conference in recognition of the Pathfinder who proves to be an outstanding club member and completes the requirements of the Honor Pathfinder program.

The **Honor Pathfinder Committee** is to be composed of the entire local Pathfinder staff who will, with input from the school teacher and pastor, make the final determination of which Pathfinders qualify for the Honor Pathfinder Award of Excellence. The committee should promote the Honor Pathfinder program and encourage all Pathfinders but full club participation is not expected and should not be required.

The ***Honor Pathfinder*** will be recognized at the annual Georgia-Cumberland Pathfinder Camporee. At this time, they will receive several honor items including a t-shirt. Club directors must register *Honor Pathfinders* for their club online by the deadline and include all information needed (including shirt size). If this information is not received by the registration deadline, a shirt will not be ordered.

Each Pathfinder who completes the ***Honor Pathfinder Award*** requirements and is selected by the local **director based on staff and pastoral (and teacher when possible) input** shall receive the Honor Pathfinder Award for Excellence pin along with Good Conduct Ribbon which will be presented to them by the club at the local club investiture.

# Honor Pathfinder

## Award of Excellence Program

### Information and Concepts:

The Honor Pathfinder Award of Excellence is presented by the Georgia-Cumberland Conference in recognition of the individual who proves to be an outstanding Pathfinder and completes the Honor Pathfinder program.

The Honor Pathfinder will be recognized at the annual Conference Pathfinder Camporee.

- A Pathfinder should not become an Honor Pathfinder just for the reward activity at Camporee.
- The Honor Pathfinder must be at the actual activity during Camporee to receive recognition and the award(s) (ie: t-shirt or hat, special activity, etc.)

Each Pathfinder who completes the Honor Pathfinder Award requirements and is selected by the local club director and/or staff.

Each one will be presented the following: Honor Pathfinder Award for Excellence pin (both available by class at Advent Source – ask for the restricted GCC items) along with Good Conduct Ribbon (also at Advent Source) at the local club investiture by the director.

### Program Standards

1. An Honor Pathfinder must be in a member of an officially registered Pathfinder club of the Georgia-Cumberland Conference.
2. An Honor Pathfinder must be invested in the regular and the advanced Pathfinder class work for their grade level.
3. An Honor Pathfinder must complete at least two extra AY Honors during the Pathfinder year, outside of the club.
4. An Honor Pathfinder must be present and on time to 90% of club functions which includes meetings, outings, Share Your Faith functions, et cetera. The 10 percent absence factor can be used for any un-excused absences. Excuses will be accepted only for personal sickness or death in the family. Three tardies equal one absence.

5. An Honor Pathfinder must wear the Conference designated Class A, B, and C uniforms as outlined in the Georgia-Cumberland polices manual. Uniforms need to be complete, clean, neat and worn when required. Insignia's will be properly sewn in place.
6. An Honor Pathfinder's personal appearance must be clean, neat, hair combed, et cetera.
7. An Honor Pathfinder should have a Christ like attitude and conduct. They should be courteous, kind, obedient, and helpful. A good example to others at home, school, church and club.
8. An Honor Pathfinder should have spiritual growth through daily personal devotions, prayer, and regular church attendance.
9. An Honor Pathfinder must participate with an enthusiastic, active and cheerful attitude in all club activities: such as - class work, camping, hiking, outreach, fund raising, worship, work duties, etc.
10. An Honor Pathfinder must do a "Service for Others" project outside of regularly scheduled club time. This is in addition to the required project for "Service to Others" listed in the AY Class requirements. They need to complete an individual project centering around service for others and community. This project must be planned and executed by the Pathfinder. The project should consist of no less than 20 hours of planning and service. This project must be one that does not receive any type of compensation or payment. This project should be approved by the local Honor Pathfinder Director or Deputy Director.
11. An Honor Pathfinder must write a 150 word essay describing their "Service for Others" project and why they want to be an Honor Pathfinder and turn it into the local Honor Pathfinder Director or Deputy Director.
12. An Honor Pathfinder must attend the annual Conference Pathfinder Camporee.

# Honor Pathfinder Application

**Pathfinder Name** \_\_\_\_\_

**Club** \_\_\_\_\_

**T-Shirt size** \_\_\_\_\_  
**(Adult Sizes only)**

1. Has completed requirements as outlined in the Honor Pathfinder Program Standards.

(Classwork, Attendance, Uniform, Appearance, Attitude & Conduct, Spiritual Growth, Participation in Club Activities)

2. List 2 extra honors completed \_\_\_\_\_

\_\_\_\_\_

3. List 20-hour "Service for Others" Project.

\_\_\_\_\_

\_\_\_\_\_

4. Has submitted 150 word essay.

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

**Directors, please complete all sections**  
**Submit by March 14**



# TLT Program

The Georgia-Cumberland Conference acknowledges the Teen Leadership Training program as published by the North American Division. GCC Pathfinder clubs may choose this model or adapt it to fit the specific needs of their own club using the **Teen Leadership Training Manual**. Leadership training options will be offered annually for TLTs at the Pathfinder Leadership Convention.

Note: When TLTs become 18 years of age, they must complete and clear the background screening at [shieldthevulnerable.org](http://shieldthevulnerable.org) and be listed as junior staff in the Pathfinder system.

# Staff

## Guidelines for Volunteers & Caregivers

Because our society is filled with pain, problems, and litigation caused by improper conduct of adults working with children and youth, it is imperative that those working with children at church have meaningful guidelines for conduct—to protect both themselves and those under their care. As a ministry volunteer, you want parents and others to feel comfortable and confident with you. Here are some practical guidelines:

1. **Never leave alone a child-or group of children-for whom you are responsible.** Provide adequate supervision at all times, no matter what.
2. **NEVER be the only adult** serving as a caregiver—ALWAYS have at least one other person 18 or older with you.
3. **Always ask a person’s permission before touching** him/her anywhere, even when responding to an injury or problem. This is especially true for any area that would normally be covered by a T-shirt and shorts. If an injury is within this area, make sure another adult works with you as you provide care.
4. **Physical and verbal attacks are inappropriate** and should not ever be used as discipline. “Time out” or “sit in that chair” may be helpful methods with children.
5. **Kids need to be touched appropriately.** However, keep hugs brief and “shoulderto-shoulder” or “side-to-side.” Always keep your hands at (not below) the shoulder level. A caregiver kiss to the forehead or cheek only—not elsewhere. For small children who like to sit on laps, encourage them to sit next to you in a large chair and thus minimize potential body contact.
6. **Do not take small children into the bathroom alone**—take another adult along, or leave the door open.

**Be aware of the signs and symptoms of abuse; be aware of the legal requirements in your locality for reporting child abuse.** In nearly all places, a caregiver can be held legally responsible for failing to report suspected or actual abuse.

Be loving, kind, firm, and always thoroughly professional as a caregiver. Working with children and youth at church is not only a privilege; it is also a deep responsibility that must be approached with utmost care.

Adventist Risk Management and North American Division Children’s Ministries mandate the following rules for leaders. These serve as a protection to you and your ministry against charges of abuse:

- **The volunteer screening rule.** All volunteers must complete and clear the online background screening at [ShieldtheVulnerable.org](http://ShieldtheVulnerable.org)
- **The six-month rule.** Never recruit a volunteer who has been a member of your church for less than six months.
- **The two-person rule.** Make sure that there are at least two adults present at all times.
- **The glass window rule.** Always see that there is glass in or around the door to the rooms in which you will teach children. Otherwise, leave the door open so that you are in full view.

## 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.**

**Staff Signature**\_\_\_\_\_

## Driver's Policy

In an effort to alert volunteer drivers of their responsibilities, as well as to screen volunteers for good driving records, the Georgia-Cumberland Conference has developed a "Volunteer Driver Questionnaire." **ALL** volunteer drivers must complete the questionnaire before being approved as a designated driver. The church has an obligation to know if volunteers have good driving records before they are allowed to drive on church functions. The completed forms will be kept on file at the local church. In the event of an accident that results in litigation, the church will then be able to prove that it did ask for driver information indicating the driver's safety record.

1. The minimum age for drivers is twenty-one (21) years of age.
2. Each driver must be properly licensed and have proper insurance in force. In addition, each driver must have an acceptable record of not more than two traffic citations and no fault accidents in the last three (3) years. The club should maintain current copies of driver's valid license and proof of insurance for each driver.
3. No vehicle is to carry more than the official rated load capacity and all passengers must wear seat belts (bus exception). No double belting is allowed. Violations of this policy could result in insurance refusing to pay claims.
4. Adventist Risk Management requires that volunteer drivers have the required state mandated minimum automobile liability and medical payments insurance and recommends that volunteer drivers have at least \$100,000/\$300,000 liability coverage. Churches must verify that drivers have at least state mandated minimum automobile liability and medical payments insurance and a valid driver's license. If an accident occurs, the volunteer's insurance will be considered the primary coverage and ARM will be secondary up to \$3 million.
5. No use of mobile/cell phones is allowed when driving as a volunteer for the Georgia-Cumberland Conference except to call hands-free for emergency services, and no texting or e-mailing is allowed while driving for any circumstance. Volunteers must abide by all laws of the state they are traveling in.

See Personal Vehicle Usage Guidelines for more information.

**Adventist Risk Management, Inc.**  
**Personal Vehicle Usage Guidelines**

Adventist Risk Management does not recommend the use of non-owned autos on 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 that their personal auto insurance is “**primary.**”
- Refer to the North American Division Working Policy, *Vehicle Insurance and Automobile Policy*.
- Must be at least 21 years old.
- Copy of driver's license.
- **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 X 30 20 3.s for *regular use* insurance requirements.)
- Copy of the driver's proof of insurance (insurance card).
- Do not allow a person with a poor driving record (at-fault accidents, moving violations) to operate a vehicle on behalf of the church.
- Make sure the owner understands that his/her 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 that the vehicle is in good working order.
- 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 vehicle.
- Require occupants to wear seatbelts (bus exception).
- For long trips, ensure that there are sufficient drivers so that 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.

# Volunteer Driver Questionnaire

## Georgia-Cumberland Conference Pathfinder Department

**Directions:** Please have each volunteer driver used for Pathfinder-related functions complete the questionnaire. Keep the completed forms in local Pathfinder Club files.

Name: \_\_\_\_\_ Are you over 21 years of age? \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

State in which license is held: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

- Do you have a current auto insurance policy? \_\_\_\_\_ Yes \_\_\_\_\_ No

Carrier: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Limit of Liability: \$ \_\_\_\_\_

Medical/PIP Limit: \$ \_\_\_\_\_

- Have you been involved in any fault accidents within the last three (3) years?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

If "Yes," please describe below:

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- Have you been cited for any moving violations within the last three (3) years?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

If "Yes," please describe below:

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I understand that should I be involved in an accident while driving for the Pathfinder Club, my insurance will be primary.

Further, I agree not to carry more passengers than the official rated load capacity for my vehicle. All vehicle occupants will be required to wear seat belts (no double belting allowed.)

Driver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

# 15-Passenger Van Policy

**The policy of the Georgia Cumberland Conference is not to purchase, borrow, or rent 15-passenger vans for any reason.** Adventist Risk Management and the Insurance industry have determined that the design of the 15-passenger van is not safe for transporting people. Because of the risk of loss of life, they are prohibited and will no longer be insured. If a 15-passenger van has been converted to a 12-passenger van (usually by taking out the last row of seats), it is still not a safe vehicle due to its design and insurance will still not be provided for it.

9-12 passenger vans also have some additional risk. The use of 9-12 passenger vans are not prohibited, but additional care should be exercised. The NHTSA, National Highway Safety Administration, provides safety guidelines for the use of 9-12 passenger vans. Please follow these guidelines if you plan to use a vehicle of this size.

**We recommend the use of the smaller 7-8 passenger vans, or the use of shuttle buses if a larger vehicle is needed.**



## Staff Children

Children of staff who are attending an event but who are not Pathfinder members may be accommodated at events (unless attendance is limited such as in certain teen and junior events); however, they are not eligible to participate in the activities. Please help us preserve the specialness of these activities for our Pathfinders.

## Special Needs at Conference Events

Anyone with special needs who is planning to attend a conference event such as the Camporee must make advance arrangements with the conference Pathfinder office prior to their arrival.

# Visitor Policy

Daytime visitors are welcome at camporee. Due to the enormous amount of people attending this event, advance day pass registration and background screening through [ShieldtheVulnerable.org](http://ShieldtheVulnerable.org) must be completed and cleared prior to the deadline to be registered to attend.

Only visitors who are 1) approved by the club director, 2) added to the club's adult/staff list by their director, 3) cleared through Shield the Vulnerable in time to be registered, and 4) have purchased a day pass may attend. Day passes must be purchased through their director in advance.

Visitors need to abide by the Pathfinder guidelines while at the event, and leave the premises before sundown unless prior arrangements are made by the club director.

**All Day Pass Visitors must have completed and cleared the background screening at Shield the Vulnerable to attend.**

# Pet Policy

**No pets are allowed to be brought** to any Conference event. Anyone doing so will be asked to take the pet and leave the event.

# Insurance

## **When a person is injured during a Pathfinder activity...**

Miscellaneous Accident Coverage – This is a secondary coverage and is the only accident coverage provided for the Georgia-Cumberland Conference Pathfinder program.

1. If a child is injured, contact parents immediately.
2. Take injured person to ER if injury requires emergency care, or if parents prefer, they can take their child to the doctor.
3. Provide personal medical information from Health & Medical form to hospital or doctor. In the case of no insurance, give the personal address of parent/guardian for billing.
4. Give parents or injured person a copy of the current Miscellaneous Accident Coverage Form. (Coverage is secondary. In the case of no insurance, a letter from parents or injured person must be provided stating they do not have coverage.)
5. Send the original, signed form to the conference office to the attention of the Risk Management Coordinator.

If you have any questions, call the conference office at (706) 629-7951 or (800) 567-1844 and ask for the Risk Management Coordinator.

## Facts

### Liability and Accident Insurance/Safety Policies as they relate to registered GCC Pathfinder clubs

- Our Insurance is not intended to cover everything in every instance. The Conference and the Pathfinder Leaders cannot promise any coverage, the insurance company decides that.
- Our Accident insurance is designed to be secondary coverage, after the family insurance is used. The exception is in the case of gross negligence on the part of the Conference or a Pathfinder Leader.
- Our Accident insurance has a \$10,000 maximum benefit.
- Currently there is no charge to the Pathfinder Club for Liability and Accident Insurance.
- Providing excellent supervision is the best way to prevent accidents.
- Timely filing of an incident report and claim form reduces the cost of a claim.
- Travel accident insurance must be purchased from [www.adventistrisk.org](http://www.adventistrisk.org) for International Camporees.
- Personal vehicles used for Pathfinder activities must have the minimum insurance required by the state the owner resides in, and it's recommended that they have at least \$100,000/\$300,000 in liability and \$5,000 in medical. Personal vehicle insurance is primary.
- The vehicle driven must have a seatbelt for each passenger and the driver must insure that each passenger is wearing one.
- Volunteer Drivers must be screened using the Driver Questionnaire form (found on Page 31 of this manual and also in the FAQ section of the home page of [pathfinders.gccsda.com](http://pathfinders.gccsda.com)) and be approved by the Pathfinder Director or Church board.
- 15-passenger vans may not be used for transportation for any reason.
- Volunteers working with children and attending Conference events for any reason are required to complete and clear the background screening at Shield the Vulnerable.
- Pathfinders must have a completed Health and Medical Record and parent release form on file. This record must be taken to all activities where the parent is not present.
- Certain activities are prohibited because of the increased risk of injury. These items are listed on the Conference web site and are also posted in this policy manual.

**If you have any questions regarding any of these issues, you may contact Rick Claus at the conference office or email him at [rclaus@gccsda.com](mailto:rclaus@gccsda.com)**

# Insurance

## **Honors are not Necessarily Covered:**

Even though an honor is available, it is not necessarily covered by our local conference insurance. To confirm coverage check with the Risk Management Coordinator Rick Claus at the conference office for possible riders and cost.

# Insurance

## Georgia-Cumberland Conference Prohibited Activities

**Activities that are listed as exclusions on a current GCC policy, Adventist Risk Management policy, or activities requiring participants to purchase additional insurance coverage before participating in the event.**

- Private/leased Aircraft
- Tackle Football
- Bungee Jumping
- Skate boarding, Ripstiks, Caster Boards, Snakeboards
- Motorcycles, All Terrain or motorized Vehicles (2, 3 or 4 wheels)
- Rock Climbing, Repelling, Climbing Walls, Ropes Courses above 6 ft.\*\*
- Parasailing
- Hay rides\*
- Trampoline, Teeter Boards, Springboards, Mini-tramp, Reuther Boards, or any other rebounding devices\*\*
- Fireworks
- Firearms, including pellet guns, Tasers, and skeet shooting. No activities involving guns.
- Snow Skiing and Snow Boarding are not prohibited, but helmets must be worn & care should be taken during these activities.
- Boats over 50 feet – chartered without crew
- Horse Rides \*\*\*

\* Property, Accident and/or liability coverage for equipment and damage caused by the equipment to property and/or to persons participating are the responsibility of the property owner not the church or conference.

\*\* Accident and/or liability insurance for this activity must be purchased before participating in the activity. Failure to purchase coverage means you have none.

\*\*\* Except at locations that are insured, licensed, trained, have guides, use guided trails and other safety protocols (helmets are required).

*NOTE: This list is not inclusive. There may be other activities not listed that do not qualify for General Liability Insurance or Miscellaneous Accident assistance. For verification of coverage call 800-567-1844 - Neil Brady (ext. 357 for Church activities) or Rick Claus (ext 354 for School activities.)*

As of 1/16/13



# Safety & Security

**Reading Fire Safety Procedures to all Pathfinders and Staff is recommended.**

## Fire Safety Procedures

- 1.. Pathfinders and Staff will adhere to all local campsite regulations that deal with Fire Procedures including Fire, Campfires, Stoves and Lantern Safety.

Pathfinders will obey all local fire laws, ordinances, and regulations. They are posted at all national and state parks and private campgrounds.

It is the responsibility of the club to find out the required fire laws, ordinances and regulations for each event or activity scheduled for their club. Usually a staff member responsible for an event or activity can find out the information by checking the office of the park or campground or go on the internet to said place and look for rules.

2. Fire Evacuation:  
In case of forest fire, Pathfinder Staff and Pathfinders will comply with Forest Service notice to evacuate. The route will be used in an orderly manner. If evacuation on foot is necessary, Pathfinders will be alerted to a route chosen before hand. All parks and camping facilities should have an evacuation route in case of fire or other disasters.
3. Concerning Fireworks:  
The Georgia-Cumberland Conference Pathfinders prohibits the securing, use and display of fireworks in conjunction with campouts, programs, events and activities sponsored by any Georgia-Cumberland Conference Pathfinder organization. (Including any club and unit or one-on-one Pathfinder or person levels.)

# Safety & Security

## Fire Safety Procedures (continued)

**Evacuation Example:** Cohutta Springs route is to follow the road out.

1. From the Ball Field and Mountain Lore Areas:  
Take path from Mountain Lore to ballfield area. From ballfield area, take the road in field to the graveled bridge, cross bridge and continue on road past the campfire bowl, the gym and the canoe dock, cross paved bridge, continue past the track and sand volleyball court, turning left and proceeding out of the Cohutta entrance gate right onto Cohutta Springs Road continuing on until you reach Highway 411 and safety.
2. From the Gym and Cabin Areas:  
Take road from gym towards the paved bridge. Continue past track and sand volleyball court, turning left and proceeding on out of the Cohutta Springs entrance gate right onto Cohutta Springs Road, continuing until you reach Highway 411 and safety.
3. From the Lodge:  
Leaving main lodge area go to your right passing Woodlands (Rooms 301-334), on around curve past Mountain Shadows (Rooms 201-224), past Timberview (Rooms 101-124) and proceed towards Cohutta Springs Road at the Cohutta entrance gate turn right and continue moving on to Highway 411 and safety.
4. From the New Field:  
Evacuate toward Cohutta Springs Road turn left heading west toward Highway 411 and safety.

# Safety & Security

## Fire Safety Procedures (continued)

- Campfires
  - A. All Pathfinders and Staff will adhere to local campfire regulations, fire laws and ordinances posted at all camping facilities, including national and state parks and privately owned campgrounds. It is the responsibility of the club to acquire the regulations for said camping area.
  - B. The use of fluid fuels starting a campfire is prohibited.
  - C. No tent material is completely fire proof. When exposed to continual and intense heat or fire, a tent will burn. The most important safeguard is to keep flames away from tent materials.

For that reason, only flashlights and battery-operated lanterns are permitted inside any Pathfinder tent.

No stoves or fuel lanterns in tents.

No candles in tents. No lighters in tents.

No open-flamed lanterns, such as tiki torches in the campsite.

- D. Supervise Pathfinders and staff children closely when fires are burning or stoves and lanterns are in use.

Make sure everyone knows how to put out clothing fires.

***Stop. Drop and Roll.***

# Safety & Security

## Fire Safety Procedures (continued)

- Campfires (continued)

- E. Take precautions when lighting, maintaining and putting out your fires.
  1. Lighting fires:
    - a. Clear at least a five-foot area, free of leaves, dry grass, pine needles, etc., and away from grill and tents. A firebowl or similar container must be used which will keep the fire off of the ground unless a firepit has been provided. (Possible exception—during backpacking trips.)
    - b. Construct your preferred fire structure and carefully light your campfire.
    - c. After lighting never discard a match until cold or pour water over match.
  2. Maintaining Fires:
    - a. Keep a bucket of water (clearly marked for Fire) close by or keep a fire extinguisher.
    - b. Keep a shovel close by.
    - c. Stack extra wood upwind and away from campfire.
    - d. Never leave campfire unattended, not even for a minute.
    - e. Never freshen a fire with a flammable liquid. Explosion can result.
  3. Putting Out a Fire:
    - a. Always put out a campfire when going to sleep or leaving the campsite.
    - b. To extinguish a campfire—cover in dirt or pour water over.
    - c. Rake coals and touch to make sure fire is out.
    - d. If leaving area—replace cold rocks and stones to original site, replace ground covering and restore area appropriately.

# Safety & Security

- Stoves & Lanterns

A. All Pathfinders and Staff will adhere to all local regulations, laws and ordinances concerning stoves and lantern safety and security for any area used by said club or person connected to the Georgia-Cumberland Conference Pathfinders.

B. Handle Flammable Liquids with Care.

1. Use flammable fuels for their intended use only. Never start a campfire with one.
2. Store flammable liquids only in safety metal containers away from tents, campers, fires.
3. Fill stoves and lanterns at a safe distance downwind of campfires. Use a funnel when pouring flammable fuel into stoves or lanterns.
4. If fuel spills while filling a stove or lantern, move to another area to finish and light. Clean up spilled fuel. Handle flammable liquids with care.
5. Replace all caps and secure on fuel containers, stoves or lanterns.
6. Light stove or lantern with caution.
7. Do not use gasoline. Use only recommended fuel for stove or lantern.
8. Keep flammable fuels away from your tents and Pathfinders.

C. Handle tanks of compressed flammable gas with caution.

1. Follow the precautions indicated on the tank.
2. Make sure you have proper ventilation around stored tanks.
3. Never leave tank in trunk of car or in vehicle when not in use.

D. Candles are prohibited in most all forest areas. Check with Forestry Service.

E. Have a safe and secure camping trip!

# Safety & Security

- First Aid Kit

The following supplies are the minimum items that should be maintained in any Pathfinder Club's First Aid Kit. The kit itself should be kept in an organized manner and each staff member should be familiar with the location of contents contained therein.

- 20 Assorted size Band-Aids
- 10 4x4 gauze pads
- 10 2x2 gauze pads
- 4 Rolls of 3-inch gauze (preferably Kling brand)
- 2 1/8 inch steri-strips
- 2 Triangular bandages
- 2 Rolls non-allergenic tape
- 1 3-inch ace wrap
- 1 6-inch ace wrap
- 1 Pair of tweezers
- 3 Sterile needles
- 1 Pair of bandage scissors
- 1 Liquid antiseptic
- 1 Thermometer
- 1 Sam splint
- 2-4 pairs large gloves
- Mole skin for blisters
- Ice Pack ( the ones that pop to activate and don't require refrigeration)
- Pad of paper and pen or pencil

Note: Club Directors need to verify if any of their Pathfinders need any medicine during an outing and take possession of that medicine to store properly in a secure location to be distributed at the appropriate times.

# **Safety & Security**

- **Knives and Axes**

Use of knives and axes should be supervised during appropriate activities. Cover safety rules for use as listed in AY Classwork Manual.

## **Safety & Security**

- **Severe Weather Plan**

For everyone's safety at any Pathfinder event, the Security team or Pathfinder Coordinators need to know where each club is located and a complete list of those individuals who are camping at the site. The Security team or Coordinator in charge should be notified by the Club Director when a club or member is checking in or out (even if leaving temporarily).

If storms are forecasted during an event (ie. Camporee), detailed plans will be communicated to club directors as needed at the appropriate time (ie. a printed evacuation plan or 3 blasts on a horn, etc.).



# Safety & Security

- **Group Camping Etiquette**
  1. **Please be courteous to other campers.**
  2. **Respect the authority of all security personnel, park rangers, land owners, etc.**
  3. **Recognize and abide by all posted signs.**
  4. **Always obey the rules of the particular campground you are camping in.**

## **Guidelines:**

1. Observe quiet time.
2. Build fires in fire rings or containers off of the ground.
3. Running around tents and through campsites is never acceptable.
4. Don't walk through others' campsites without permission.
5. Play ball in open areas, not campgrounds.
6. Dispose of "gray water" appropriately.
7. "Take only pictures; leave only footprints."

# Drilling & Marching

The Pathfinder Drill and Marching Manual by Ron Derrick is approved as our conference's guideline for Drilling and Marching.

# Uniform

## Class “A” Uniform:

This is the full dress Pathfinder uniform including black pants/skirts/skorts/shorts, Pathfinder belt and buckle, khaki shirt, black shoes, sash, scarf and slide. The tie is optional for Pathfinder staff and is not required for Pathfinders.

## Class “B” Uniform:

This is the Pathfinder uniform as listed above without the sash, scarf, slide and tie. Collar is open.

## Class “C” (Field) Uniform:

This is a shirt that has the club name or Pathfinder insignia on it and is worn by the entire club with a pair of pants or shorts. Jeans are acceptable. The entire club should have the look of uniformity. Windbreakers, sweatshirts, or jackets can be included in Field Uniform options.

## Georgia-Cumberland Conference Club Uniform Policy

All members of a club should wear the same type of garment. Male members all in pants or shorts. Female members all in skirts, pants, skorts or culottes.

### Pants:

Black dress pants. NO jeans, BDU's, fatigues, cargo or baggy pockets. Cotton polyester blends tend to hold color better and are easier to care for.

### Shirts:

AdventSource is our source for the khaki Pathfinder shirt.

Advent Source: [www.adventsource.org](http://www.adventsource.org), 800-328-0525

## Addendum

# Child Protective Services Websites

**Georgia** Department of Family and Children’s Services (DFCS)  
<http://dfcs.dhr.georgia.gov> and click on “County Offices.”

**North Carolina** Cherokee County Department of Family and Children’s Services  
<http://www.ncdhhs.gov/dss/contact/>

**Tennessee** Department of Family and Children’s Services (DFCS)  
[http://www.tn.gov/humanserv/cs/cs\\_main.html](http://www.tn.gov/humanserv/cs/cs_main.html)

# School Day Policy

Georgia-Cumberland Conference  
of Seventh-day Adventists  
Pathfinder School Days Policy

## **PATHFINDER SCHOOL DAYS POLICY (97-10) GCC 1840**

**Policy on School Absence for Pathfinder Functions:** Pathfinder field activities, as a general rule, are to be scheduled outside of school hours. If, however, there is an occasional Pathfinder activity (in addition to the annual Camporee) that will necessitate early dismissal or absence from school, the following policy should be followed:

1. The club director should consult with the school not less than two weeks prior to the planned activity, and obtain school approval for the prearranged absence of Pathfinder students. The notification should include the names of the Pathfinders to be dismissed, the nature of the activity, and the time the students are to be picked up. Then, the club staff should meet the appointment on time. When these arrangements have been made, then appropriate prearranged absence and parent permission forms need to be on file for each student involved. Students must be marked absent from school (except for the authorized Camporee as outlined below).
2. Students may be required to make up any school work missed as a result of the activity.
3. Clubs should ask for dismissal of Pathfinders for weekend activities only, except for the annual Camporee. The Camporee is the only Pathfinder activity which may be authorized as a school function as outlined below. One-day activities should be conducted on Sunday or other non-school days, if possible.

The Pathfinder Camporee may be considered a school function only if specifically authorized in an official action by the local school board. Weekends may not be counted. In order for week days to be counted as school time, school officials must be in charge or Pathfinder leaders officially designated as school personnel for the Camporee by school board action. Otherwise, Camporee days must be made up unless school is in session. This policy is designed to accommodate students who attend, and not to affect the school program nor alter the school calendar. Except when the Camporee is authorized as a school function as outlined above and counted as school time, students who attend the Camporee when school is held are to be given excused absences from school, which shall not negatively impact the student in regards to perfect attendance recognition. (See GCC 1228 - Accommodating Non-Participating Students)

Southern Union policy states that students are permitted one school day maximum for Pathfinder Camporees. For schools that have to travel several hours, Pathfinder students may be dismissed early on Thursday. In years when there is a Union-wide Camporee, two days may be taken. One additional day will be allowed for travel to the Union Pathfinder Camporee where necessary. The Pathfinder director should arrange departure time with the principal.

## **Health and Medical Record**

**Club Director must bring one completed form for each child to any event.**

# New Medical History Form

Under Development