

Dear Adventurer/Pathfinder Leader,

I hope you know how much I appreciate your leadership and working with the Kentucky – Tennessee Conference (the “**Conference**”). Your ministry is vital and I know that it requires huge investments of your time and resources. Thank you for your willingness to serve Jesus and his children. **Please read this entire letter thoroughly as it details the Kentucky-Tennessee Conference’s Pathfinder/Adventurer Club application process and is vital to your Club’s successful registration with the Conference.**

This letter outlines the Club Application process for the 2016/2017 Pathfinder/Adventurer calendar year. The process is broken into parts. Part 1 outlines the Pathfinder/Adventurer calendar year. Part 2 the Conference’s expectations for the performance of our clubs. Part 3 consists of documentation required to be completed and submitted prior to your club’s first meeting. Part 4 consists of documentation required to be completed and submitted no later than six (6) weeks after your club’s first meeting. Part 5 outlines some of the miscellaneous matters, which needed to be addressed.

Part 1 - Calendar Year

The Adventurer/Pathfinder calendar year runs from June 1 to May 31. Pathfinder and Adventurer Clubs **SHALL NOT** meet during the new Adventurer/Pathfinder calendar year until the Kentucky-Tennessee Youth Department has received all the requisite documentation and has confirmed that all of the staff members and volunteers have completed the Shield the Vulnerable (the “**STV**”) training and passed their background checks.

Part 2 - Participant Best Efforts

Best Efforts. For purposes of this letter, “**best efforts**” means that all Club Applications shall be submitted by the requisite parties to the Conference in a timely manner. Pathfinder/Adventurer clubs (the “**Clubs**”) shall use their best efforts to ensure that any Pathfinder/Adventurer staff or volunteer working with their children has been thoroughly screened and the requisite documentation has been submitted to the Conference office.

Part 3 - Prior to Your First Club Meeting

Unless otherwise stated below, the following Club Applications and registration shall be completed and submitted to the Conference prior to the club’s first meeting (the “**Part 3 deadline**”):

Pathfinder/Adventurer Club Charter Application. Prior to your first Pathfinder/Adventurer calendar year, all Clubs must complete and submit the Pathfinder/Adventurer Club Charter Application. **You need not complete and submit subsequent Pathfinder/Adventurer Club Charter Applications, unless your Club(s) appoints a new director, which refers to a person who has not been previously employed under the title of director.**

KYTN Conference Adventurer/Pathfinder Volunteer Application. Prior to your first Pathfinder/Adventurer calendar year, all volunteers must complete and submit the KYTN Conference Adventurer/Pathfinder Volunteer Application. **Only new volunteers, which consist of persons not previously approved by the Conference to work with a local church, are required to complete and submit an application by the Part 3 deadline. Returning volunteers need not complete and submit a new application.**

Yearly Pathfinder/Adventurer Staff Registration. All Clubs shall annually provide the Conference with a list of every member on their staff. The Registration may be completed and submitted online at www.kytnpathfinder.org for Pathfinders or www.kytnadventurers.com for Adventurers. The Registration may also be completed by mailing, faxing or emailing a paper version.

Shield the Vulnerable. For purposes of this paragraph, “**adult**” means a person of at least eighteen (18) years of age or older. Prior to a volunteers first year, all staff members and volunteers must complete and submit the STV training and background check via www.shieldthevulnerable.org. Thereafter, all adult staff members and volunteers shall complete and submit the STV at least every three (3) years by their respective Part 3 deadline. Meaning that all staff and volunteers must have their STV training and background check current for the entire Pathfinder/Adventurer Calendar Year (June 1 – May 31) in order to be compliant with this requirement. The Kentucky-Tennessee Youth Department will use your Yearly Pathfinder/Adventurer Staff Registration to confirm that all of staff members and volunteers have completed the required STV training and background check. If any of your staff members or volunteers need to take or retake the STV training and background check, the Conference will notify your Club, either verbally or physically, prior to the Part 3 deadline.

Church Board Minutes Signed by Board Chair and Church Clerk. Prior to your first year and all subsequent Pathfinder/Adventurer calendar years, the Club’s Director shall verify that a copy of the church board minutes approving the Pathfinder/Adventurer Club staff members and volunteers is sent via fax, email or U.S. Mail to the Kentucky-Tennessee Youth Department. Authorized persons to send the church board minutes to the Kentucky-Tennessee Youth Department include: Directors, Pastors, or Church Clerks from their respective Club. The church board minutes must list each staff member and volunteer by their legal name, which appears on their driver’s license.

Part 4 - Six Weeks after Your First Club Meeting

Unless otherwise stated below, the following Club Applications and registration shall be completed and submitted to the Conference no later than six (6) weeks after the commencement of your Club’s first meeting (the “**Part 4 deadline**”):

Yearly Pathfinder/Adventurer Registration. The Yearly Pathfinder Registration shall be completed and submitted by the Part 4 deadline. Leaders shall annually provide the Conference with a list of all Pathfinders and Adventurers before the Part 4 deadline. Leaders may access the online registration at www.kytnpathfinder.org for Pathfinders or www.kytnadventurers.com for Adventurers. The paper version can be submitted via fax, email or mail.

Image Release Form. All staff members and parents/guardians of Pathfinders/Adventurers shall sign an image release form. A copy of the image release shall be sent to the Kentucky-Tennessee Youth Department by the Part 4 deadline. If a staff member or a parent/guardian declines to sign the image release form, they must provide a comment to the Conference in the identified section on the image release form. In the comment box, the parent/guardian shall include the reason they are declining to sign the release, their signature, and the date.

Part 5 - Unauthorized Meetings and Purchases

Unauthorized Meeting. Any club meeting prior to approval is unauthorized (the “**Unauthorized Meeting**”). If a club conducts an Unauthorized Meeting, then the local church, its board, and/or the Pathfinder/Adventurer leaders shall pay the Twenty Thousand Dollars (\$20,000) deductible from any insurance claim(s) and shall be subject to potential liability for the entire claim.

Unauthorized Purchases. Once the Yearly Pathfinder/Adventurer Registration and Image Release Forms are timely submitted to the Kentucky-Tennessee Youth Department, the club director will receive a password enabling him or her to place orders with AdventSource. Any purchases made without the approval of the Conference and/or without the requisite password shall be considered unauthorized (the “**Unauthorized Purchases**”). Any Unauthorized Purchase(s) shall not be worn at any Conference event. If a Pathfinder/Adventurer wears Unauthorized Purchase(s), he or she shall be considered out of uniform.

While I realize this process may seem burdensome, I hope you realize it is done for the safety of our children and to protect you from liability. If you have any questions please do not hesitate to contact us via email (cbeard@kytn.net) or phone (615) 859-1391. For Assistance in Spanish, please contact our Hispanic Pathfinder Coordinator, Joe Alba (everestpf@yahoo.com or 931-538-8971). Thank you again for your service, you are very much appreciated!

God’s blessings,

Ken Wetmore, Youth Director