

## Pathfinder/Adventurer Club Certification

If you are a new club or have a new Club Director please submit the **Club Charter** to the office as soon as possible.

If you have not already, please get your list of potential staff to the church board so they can approve the adults to work with your club. This is good to do during the summer. We need the **church board minutes** from that meeting showing a vote was taken and the list approved. The minutes need 2 signatures: Church Board Chairman and Clerk/Secretary that did the minutes. Email them to [ktaylor@kytn.net](mailto:ktaylor@kytn.net) Go ahead and approve all the names that you might use (include the Directors) and you won't have to go back to the board. You can have more names in the minutes that may not become staff. Provide a separate list for Pathfinders and Adventures for the minutes. Be clear for the board which names are with which club so the minutes can reflect it accurately. **Needed by every club, every year.**

As soon as possible submit the **Yearly Staff Registration** that can be entered online or print the paper copy, fill it out, and send it in. This is the *actual list* of adults that have agreed to be staff helpers and will be documented in our database with their staff title. The names on this form must be in the minutes. Please send this in as soon as possible. Also, you can add additional staff later by submitting their names on this form. **Needed by every club, every year.**

As soon as the Yearly Staff Registration is received I can check to see if the adults need to redo their Child Protection Training and background check with **Sterling Volunteers**. If they have never done it they need to as soon as possible. Instructions are on the website. Staff retrain/rescreen dates must be good thru May 31, 2021. Once completed and approved, it is good for 3 years.

Any **new staff needs to fill out a Volunteer Application** and *be sure to get the required signatures*. This only has to be done once. It is not needed for returning staff. *Note: a Witness signs at the same time as the applicant and should reflect the same date. They should be 18 or over, not a spouse or the Club Director.*

Any **new staff needs to fill out an Image Release Form**. It is not needed for returning staff.

After all your adults have met these requirements you can have your first meeting with the children which will allow you to collect the information for the **Yearly Pathfinder Registration (Yearly Adventurer Registration)**. This may be entered online or print the paper copy, fill it out, and send it in. Please get the correct spelling of the children's names and the correct grade they will be in during the 2020-21 school year. Please submit this as soon after your first meeting with the children as possible. You can add children later in the year by submitting their names on this form. **Needed by every club, every year.**

Any **new child (Pathfinder /Adventurer) needs to have an Image Release Form filled out**. It is not needed for returning Pathfinders/Adventurers. Please, no signatures in the box unless you are refusing

(not allowing) those listed on the form to be in pictures or videos. If it is signed in both places it will have to be redone.

**General Notes:**

Because Pathfinders may attend meetings and events without the presence of their parents anyone that is helping with Pathfinders should be considered staff. Whether it be helping with meetings, attending events, travel, transportation, cooking, overseeing or spending time with Pathfinders for any reason, they need to be staff and registered as such (even if going on one event). This includes all paperwork, minutes, and Verified Volunteers screening.

For Adventurers it's a bit different. This club requires attendance of the parents so children are in direct supervision of their parents at all times. If the parent is only there to supervise their own children and will never be left in charge of any other children they do not have to be registered as staff. If they would ever be asked to oversee children in the absence of the teacher/instructor they have become a representative of the Church and should be registered as staff.

Every year get your forms from the websites rather than using an old copy you might have in a file. Sometimes changes are made and sent to legal for approval. It is important to stay current.

Ways to submit paperwork:

1. Scan and attach to an email and send to [ktaylor@kytn.net](mailto:ktaylor@kytn.net)  
Please do not take pictures of the documents. They print unpredictably and use a lot of toner.
2. Fax to 615-859-2120 (Attn: Youth Department)  
Please call or email me to let me know you have sent it by fax. So I will know to look for it.
3. Mail to: (I suggest you keep a copy)

KYTN Conference  
Youth Department  
P. O. Box 1088  
Goodlettsville, TN 37070

Club websites where all the forms can be found:

For Adventurers: [www.kytnadventurers.com](http://www.kytnadventurers.com)

Click on forms.

For Pathfinders: [www.kytnpathfinders.org](http://www.kytnpathfinders.org)

Hover over the Home tab. From the drop down select Club Registration. Scroll down until you see the following section on the left and the Spanish version is across the page on the right. These are the printable forms along with the online versions of a couple forms:

**CLICK ON LINKS:**

- Club Charter Application\* (*Prior to 1st meeting*)
- Volunteer Application\* (3 pages) (*Prior to 1st meeting*)

- Verified Volunteers -Training & Background Check *(Prior to 1st meeting)see below for more information*
- Yearly Staff/Volunteer Registration\* **(online)** *(Prior to 1st meeting)*
- *(or Download hard copy - Yearly Staff/Volunteer Registration)*
- Image Release (ALL club members) *(Submit within 6 weeks of 1st meeting)*
- Yearly Pathfinder Registration **(online)** *(Submit within 6 weeks of 1st meeting)*
- *(or Download hard copy - Yearly Pathfinder Registration)*
- *Sterling Volunteer Instructions*

If you have any questions or there is anything I can do to help please let me know.

**Kim Taylor**

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Youth Department  
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