

Michigan Conference Pathfinder Club
Formal Inspection Form

Club Name _____

Inspected by _____

The purpose of the inspection is not a proficiency inspection of the leader; nevertheless, it will be a reflection on a director's leadership. This, in itself, should be an aid to a Pathfinder director in helping to bring the club up to a high rating.

Category	10	9	8	7	6	5	4	3	2	1	0
Formation											
Uniforms											
Personal Appearance											
Courtesy											
Drill & Marching											
Discipline											
Crafts/Honors Classes											
Club Meeting Program											
Devotional											
Opening Prayer											
Flag Ceremony											
Pathfinder Pledge & Law											
"Director's Minute"											
Closing Prayer											

Category	10	9	8	7	6	5	4	3	2	1	0
National Flag											
Club Flag											
Unit Guidons											

Category	10	9	8	7	6	5	4	3	2	1	0
Club Evaluation Completed											
Review Merit Award System											

Notes from Area Coordinator:

Pathfinder Club Evaluation Check Sheet

DUE
at
Time of
Inspection

Date _____

Club Name _____

Director _____

Church _____

		Unclassified	Standard				Model
			20	40	60	80	
I	Program						
	A. Opening Ceremony						
	B. Religious						
	1. Director's Minute						
	2. Personal Evangelism						
	3. Spiritual Tone						
	4. Club Objective						
	C. Enrollment						
	1. Eligibility						
	2. Multiple Church Area						
	D. Induction						
	E. Campout						
	F. Special Events						
	G. AY/Pathfinder Classes						
	H. Invasions						
	I. Camporee						
	J. Fair						
	K. Pathfinder Day						
II	Administration						
	A. Program						
	1. Projected Outline						
	2. Budget						
	3. Monthly Reports						
	4. Church Board Membership						
	B. Executive Meetings						
	C. Club Staff						
	D. Finance						
	E. Staff Improvement						
	F. Time Standards						
	G. Public Relations						
III	Counselor Qualifications						
	A. Training Course						
	B. Unit Activity						
	C. Efficiency						
	D. Home Contact						
	E. Records						
	F. Attendance						
IV	Pathfinder						
	A. Awards						
	B. Participation						
	C. Official Uniform						
	D. Health and Insurance						
	E. Pathfinder of the Year						
	F. Attendance						
V	Assembly Room						
	A. Appearance						
	B. Lighting						
	C. Ventilation and Heating						
	D. Storage						
	E. Bulletin Board						
VI	Equipment						
	A. Camping						
	1. Tents						
	2. Stoves						
	3. Canteens						
	4. Utensils						
	B. Instructional						
	1. Library						
	2. Craft Tools						
	3. Audio-visuals						

Form to be filled out by Club Director

Pathfinder Club

Evaluation Information

The Pathfinder club evaluation committee consists of the Pathfinder staff and the church pastor under the chairmanship of the club or administrative director.

The committee rates the Pathfinder club according to the standards specifically set forth, assigning a value for each item under the topical headings on the evaluation chart. This value is indicated by placing a dot in the appropriate place in the column, and after finishing the evaluation, by drawing a line connecting the series of dots, thus showing the Pathfinder club's profile. The Pathfinder club is classified as follows: "Model", "Standard", and "Unclassified".

If each standard is fully met in a given column heading, the Pathfinder club is assigned a mark in the center of the "model" space column on the chart.

If one or more standards listed under a column heading are not met, the Pathfinder club is assigned a mark in an appropriate place in the "Standard" space on the chart. (For example, if there are four standards and three of them are met, the dot should be placed 25% of the distance down from the top of the "Standard" space or between 60% and 80%.)

If none of the standards listed under a column are met, the Pathfinder club is assigned a mark in the center of the "Unclassified" space on the chart.

A Pathfinder club is given a "Model" rating if it receives no more than two grades below "Model", provided the grade in these columns occurs in the "Standard" space, and that not more than one of the exceptions occurs lower than 60% of the "Standard" space.

A Pathfinder club is given a "Standard" rating if it receives no more than three grades below 60% "Standard", provided not more than one of these exceptions occurs in the "Unclassified" rating.

A Pathfinder club is given an "Unclassified" rating if it does not meet the standards for the "Standard" or "Model" rating.

After the evaluation has been completed, the evaluation chart is sent to the conference for the final rating. The Pathfinder director of the conference makes an evaluation of the inspection to the Pathfinder director with a copy for the church pastor.

Some conferences make available an "Annual Achievement" certificate to the Pathfinder club with a "Model" or "Standard" rating. No certificates are issued to "Unclassified" Pathfinder clubs.

A Pathfinder club is evaluated every year. Serious deterioration in a Pathfinder club calls for an inspection at any time.

Pathfinder Club

Evaluation Information

(Conti.)

A formal inspection must be announced to the club several weeks in advance. It will usually be held when there is an inspection visitor from the local conference youth ministries (area coordinator) and may include someone from the community. A Pathfinder director, however, may conduct a formal inspection at any time desired, but not for points, unless authorized by the conference Pathfinder director.

The purpose of the inspection is not a proficiency inspection of the leader; nevertheless, it will be a reflection of the director's leadership. This, in itself, should be an aid to the Pathfinder director in helping to bring the club up to a high rating.

Inspection items on the inspection sheet include:

- 1. Formation:** For a formal inspection, the Pathfinders will form in ranks by the club as a whole. Instruction of this may be found in the Pathfinder Club Drill Manual. To prepare the club for inspection so that the inspecting party can pass between the ranks, the club will be given open ranks. (See Pathfinder Club Drill Manual). The inspecting visitor may hold the club at attention throughout the inspection or direct the leader to give at ease to units or ranks as they wait to be inspected. These units or ranks, however, will be called back to attention by the club director when the inspecting visitor begins inspecting them.
- 2. Uniforms:** Since the Pathfinders will be notified of a formal inspection in advance, it will be expected that their uniforms will be cleaned and ironed or neatly pressed, and that the uniforms will be complete official pathfinder uniforms including the scarf and sash. Every Pathfinder will have the required insignia sewn on correctly. If Pathfinders have earned other insignia such as pins and pocket strips, they should be worn in the correctly designated positions. (See Michigan Conference Uniform sheet)
- 3. Personal Appearance:** This area of the inspection will include the neatness and personal appearance of each Pathfinder. Face, hands, and fingernails will be clean. Hair will be neatly cut or shaped. Posture will be correct when standing at the position of attention.
- 4. Courtesy:** When the inspection is being made, ask some of the Pathfinders questions to see how they answer. All questions answered by the Pathfinder should be followed by "Sir" or "Ma'am". There will be absolutely no talking during any formation while the Pathfinders are at the position of attention or at ease. Throughout the entire inspection of the club, not just during the formation, watch for the courtesy of the Pathfinders to their leaders and to one another. Are they polite and considerate of one another?
- 5. Drill:** Right after the inspection in ranks before they are dismissed, the Pathfinders will be given a few of the simple drill movements. In many clubs, the drill area may be limited. However, the following movements would be done correctly and precisely: (Consult Pathfinder Club Drill Manual)
 - a. Dress right dress
 - b. Hand salute and present arms
 - c. Parade rest and stand at ease
 - d. Right and left face
 - e. About face
- 6. Discipline:** Watch to see if the Pathfinders obey orders promptly and cheerfully. Visit their classes and see if they are attentive and whether or not they listen to instructions and other information that is given. During any devotional part of the program, Pathfinders should be especially reverent.
- 7. Crafts and Honors:** Visit the classes and watch for neatness. Do the Pathfinders put their tools and supplies away? Do they clean up after their class is over? Do the Pathfinders adapt themselves to the craft/honor, or is it above them? Are they interested in the craft/honor, or have they lost interest in it? Is their proficiency in the class up to the standard it should be?

Pathfinder Club

Evaluation Information

(Conti.)

8. Club Meeting Program:

The club program should be well planned and balanced and should go off as scheduled. The meeting should open and close on time, and all other segments should begin and end at the appointed period.

The following should be included in every club meeting:

a. Devotional

b. Opening Prayer

c. Flag Ceremony

d. Pathfinder Pledge and Law

e. Director’s Minute

f. Closing Prayer

9. National Flag:

Each club should have the national flag and will receive credit for it at the inspection.

10. Club Flag:

Each club should have a Pathfinder flag and will receive credit for having it at the inspection.

11. Unit Guidons:

Each unit in the club should have a guidon and will receive credit in the inspection for displaying it. The unit guidons should be displayed correctly. (See Pathfinder Club Drill Manual)

12. Club Evaluation:

Provide the conference leadership (area coordinator) a completed copy of the Pathfinder Club Evaluation Check Sheet.

13. Review Merit Award System:

The Merit Award System includes the conference Pathfinder point system, Pathfinder of the Year Award program, and any other motivational program supervised by the conference of club.

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Pathfinder Club

Evaluation Category Description

I. Program

The tone of the entire Pathfinder Club meeting shall give evidence for the objectives and purpose of the Pathfinder Club (PAGE NUMBER). Not only will the Director’s Minute have a prominent place in each meeting, but in all activities character building will be emphasized.

A. Opening Ceremony

Each Club meeting shall begin with an opening ceremony which shall consist of posting the colors, pledge of allegiance to the national flag, repeating of the Pathfinder Law and Pledge, a prayer to God, and an inspection of the units.

B. Religious

1. Director’s Minute

The Directors Minute shall have a prominent place in each club meeting, challenging each Pathfinder to improve his relationship with God and his fellow man. Often the most receptive atmosphere of the day is at the close of the club meeting or after a happy evening around the campfire when the director shares his innermost thoughts in a brief but thought-provoking Director’s Minute.

2. Personal Evangelism

The religious program shall include personal work and spiritual guidance by each member of the Pathfinder staff. Also, opportunity shall be provided from Pathfinders desiring baptism to receive instruction in the doctrines of the Seventh-day Adventist Church, in preparation for church membership.

3. Spiritual Tone

The entire Pathfinder Club shall give evidence of being happy in their Christian faith.

4. Objectives

The Pathfinder staff shall impart, directly and indirectly, qualities as honesty, sincerity, reverence, diligence, courtesy, truthfulness, obedience, and purity. A periodic evaluation by the Pathfinder staff is to be made based upon the club objectives.

C. Enrollment

All young people who are willing to conform their lives to principles of the Pathfinder Law and Pledge are invited to become members of the Pathfinder Club.

1. Eligibility

Boys and girls who are in the fifth grade of school are eligible to join the Pathfinder Club. Youth who are in the seventh grade of school are eligible to join the Teen Pathfinder Club. The admittance for new members into the junior or teen Pathfinder Club will be at the beginning of each Pathfinder quarter and/or at three or four definite times throughout the year. A club membership I.D. Card is to be given to each Club Member.

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Pathfinder Club

Evaluation Category Description

(Conti.)

2. Multiple Church Area

It is recommended that children join the Pathfinder Club of their own church, and that transfers to their church's clubs within the area be done through the recommendation of the home church in conjunction with the Pathfinder director, the parents and the pastors involved.

D. Induction

The ceremony is a candle lighting program used to inspire the Pathfinder with the purpose of Pathfinder ideals and to help him/her realize the serious aspects for Pathfinding. The induction ceremony is conducted three to four weeks following the enrollment of the new Pathfinder members. The induction ceremony officially admits them into the Pathfinder Club.

E. Camp out

A camp out should be held at a minimum of once a quarter to help the Pathfinders become acquainted with and develop outdoor skills and provide adventure to the club membership.

F. Special Events

In a Pathfinder Club it is essential to have a variety of special events in addition to the regularly planned club meeting. The events should be planned early so that adequate preparation can be made to make them memorable.

G. AY/Pathfinder Classes

The Pathfinder Club staff shall make provision for instruction in the areas of: Personal Growth, Spiritual Discovery, Serving Others, Making Friends, Health and Fitness, Youth Organization, Nature Study, Outdoor Living, Honor Enrichment and the requirements for Friend, Companion, Explorer, Ranger, Voyager, Guide and Master Guide or any of the Advanced AY/Pathfinder Classes – Trail Friend, Trail Companion, Wilderness Explorer, Wilderness Ranger, Frontier Voyager or Frontier Guide.

H. Investiture

At the investiture service candidates are awarded AY Honor tokens and/or the insignia of the standard or Advanced AY/Pathfinder Classes for which they have fulfilled the requirements. (Friend, Companion, Explorer, Ranger, Voyager, Guide, Master Guide, Trail Friend, Trail Companion, Wilderness Explorer, Wilderness Ranger, Frontier Voyager or Frontier Guide.)

I. Camporee

The Pathfinder Camporee is a conference-sponsored camping experience where skills are demonstrated and Pathfinder activities are enjoyed together in the out-of-doors. It is the objective of every unit of the club to be prepared for full participation in Conference Pathfinder Camporees.

Pathfinder Club

Evaluation Category Description

(Conti.)

J. Fair

The local conference-sponsored Pathfinder Fair is a gala occasion for Pathfinder Clubs. Club members are to come in uniform, bring hobbies and exhibits, prepare various demonstrations, be prepared to march in a parade, and send teams for drill demonstrations and other Pathfinder skills activities. Each unit of the club should be prepared to participate at the Pathfinder Fair.

K. Pathfinder Day

Each year the North America Division, at Annual Council, sets aside the second Sabbath in November in the church calendar to be known as Pathfinder Day. By permission of the local church board, the offering on that day may also be assigned to the local Pathfinder Club.

II. Administration

The Pathfinder club gives the young adult and adult members of the church an excellent opportunity to work with their young people. For best results, the staff includes the Pathfinders in planning the Pathfinder club program.

A. Program

1. Projected Outline

The Pathfinder club staff is responsible for planning the program of the club. The director is chairman. Suggestions are welcomed from all sources. It is realistic to think of the Pathfinder year as paralleling the school year (September to August) in the U.S.A.; however, the calendar year (January to December) may also be used very satisfactorily.

2. Budget

The Pathfinder staff prepares and adapts a balanced budget showing projected income and expense of the planned Pathfinder club program prior to the new Pathfinder year and has it approved by the local church board.

3. Monthly Report

The Pathfinder leader reports club data and news every month to the local conference youth leader.

4. Church Board Membership

A Pathfinder Director is to represent the Pathfinder club on the local church board.

B. Executive Meeting

The executive committee shall consist of the club director, deputy directors, a parent representative (a mother or a father), pastor, secretary, treasurer, and chaplain. The committee, of which the director is the chairman, is to be responsible for all Pathfinder activities.

Pathfinder Club

Evaluation Category Description

(Conti.)

C. Club Staff

Director - The Pathfinder Club Director is responsible for providing a purpose and program for the club that reaches the objectives successfully. The director of the Pathfinder staff council presides at the staff meetings. (S)he keeps in touch with the conference Pathfinder director and sends in reports as required. (S)he should be a person who understands kids, works well with a staff, carries responsibility, possesses and eagerness to recognize new ideas, and shows initiative in implementing those ideas. Above all, the director is a sincere Seventh-day Adventist Christian whose life demonstrates what God can do. The director is a member of the church board.

Deputy Director - Deputy directors accept assignments from the director and share in the leadership responsibilities of the club. The deputy directors keep records and compile regular reports for the conference. They can assume the responsibilities of the finance officer, secretary, and chaplain. In larger clubs a deputy can be added to planning camping activities and nature projects, supervise crafts, and plan special events, spiritual activities and direct the AY/Pathfinder Class curriculum.

Pathfinder Counselor - The Pathfinder counselor is a key member of the staff. (S) he is assigned to a unit of four to eight members, a male counselor for boys, and a female counselor for girls. The counselor becomes acquainted with each member and share with the unit in the various activities. The counselor knows the parents and home conditions of each unit member and talks to unit members and parents about social, emotional, and spiritual problems. The counselor's friendship can mean a lot to Pathfinder during this time in their lives. The counselor is present at each club meeting and activity and plans any unit events that the staff authorizes. The adult counselor is responsible not only for the unit but also for the professional leadership growth of the junior counselor into a Pathfinder leader.

Counselor-In-Training - A counselor-in-training works under an adult counselor and assists in all groups and conference activities.

Instructors - Instructors for various classes and skills can be drawn from the staff, but specialists in certain fields may be selected from the church or community to conduct courses. The instructor's responsibility is to teach the class and reflect the Seventh-day Adventist Christian ideals.

Administrative Director - The administrative director is the executive officer and adviser for the ten and junior Pathfinder clubs. The administrative director is the liaison between the directors of the two clubs and they should consult him/her on their programs and activities. When the two clubs meet together, the administrative director directs the activities. (S)he will have responsibility to recruit new members and attend as many club meetings as possible. (S)he is a member of the church board representing the Pathfinder Club organization. If a third person cannot be found to fulfill this responsibility, either the junior or teen director can assume the responsibility of an administrative director.

Pathfinder Club

Evaluation Category Description

(Conti.)

D. Finances

Club Fees

Every club member pays a moderate amount per pathfinder quarter or year as part of membership obligations. The fee should not cause any prospective member to forego the privilege of membership, but each member must realize that everything worthwhile costs something.

Benefit Programs

Pathfinder clubs may prepare a program, sponsor a supper, buffet luncheon, or banquet for parents, where tickets are sold or an offering is taken.

Sale of Items

Listen, and other magazines, soap, jams, candy, cookies, peanuts, rummage sale items, etc., may be sold for profit to benefit the local Pathfinder club.

Contributions

Friends and parents of the Pathfinder Club can often be persuaded to contribute toward supplying specific needs in the Pathfinder club program. Childhood Preferred Investment Bluechip membership cards are to be made available for each contributor.

Offerings and Appropriations

A church offering or annual appropriation to benefit the club is to be worked out with the pastor and church board. The General Conference sets aside on Sabbath, known as Pathfinder Day, when this offering appeal can be made by approval of the local church board.

E. Staff Improvement

The Pathfinder staff fortifies themselves with continued study to better their understanding of the adolescent age and Pathfinder programming methods. Each staff member is encouraged to be a certified Master Guide.

Examples: Reading books on teens, camping methods, and programming; attending Pathfinder staff counseling courses, staff retreats, Pathfinder Leadership Award training and conventions sponsored by the local union conference and staff meetings with the conference Pathfinder director.

Pathfinder Club

Evaluation Category Description

(Conti.)

F. Time Standards

Calendar - The Pathfinder club year consists of a minimum of nine months.

Quarter - A Pathfinder quarter consists of three or four calendar months.

Meetings - Each club meeting is one and a half hours to two hours in length. The Pathfinder club staff provides a minimum of two regularly scheduled club meetings per month.

G. Public Relations

The church membership is kept informed concerning the local Pathfinder club by the use of a bulletin board and church bulletin announcements, letters to the church constituency, church board meetings, lay activity periods, AY meetings, personal home contacts, and the local newspaper.

III. Counselor Qualifications

Christian boys and girls deserve leadership. “He who cooperates with the divine purpose in imparting to the youth knowledge of God, and molding the character into harmony with His, does a high and noble work. As he awakens a desire to reach God’s ideal, he presents an education that is as high as heaven and as broad as the universe.” –Education, page 19.

A. Training Course

The Pathfinder Staff Manual is designed to help adult leaders working with Pathfinders. Each Pathfinder leader is a graduate of Pathfinder Leadership Award course.

B. Club Unit

Within each club, boys and girls are organized into units of four to eight Pathfinders with a counselor as their leader. All Pathfinder activities revolve around the unit.

Pathfinder Club

Evaluation Category Description

(Conti.)

IV. The Pathfinder

Becoming a member of the Junior or Teen Pathfinder club is not like joining another club. The Pathfinder lives by the Pathfinder code which is the AY/Pathfinder Pledge and Law.

A. Attitude

The Pathfinder club member demonstrates a positive attitude toward the planned Pathfinder Club program and feel it a privilege and honor to have membership in the club.

B. Participation

The Pathfinder member is willing to participate in all programs, AY/Pathfinder Classes, special events, camp outs, and club meetings.

C. Official Uniforms

Pathfinders wear the official Pathfinder uniform, complete with AY/Pathfinder insignias which include the AY/Pathfinder world emblem, Pathfinder triangle emblem, pocket tab, pins, and chevrons for AY/Pathfinder Classes, and local club insignia. (See page 72 for a complete description of all Pathfinder and AY/Pathfinder uniforms.)

D. Health and Insurance

A physical examination of each Pathfinder Club member is recorded with the club secretary. No Pathfinder can be inducted into club membership without a current (within the last year) examination.

A physician, chosen by the Pathfinder club, examines each Pathfinder participation in any strenuous activity.

Each Pathfinder Club member should be protected by a health and accident insurance policy. This can be obtained yearly from the local conference Pathfinder Director, who has a Master Coverage for clubs within the conference. No club should operate without this insurance.

E. Pathfinder of the Year

Excellence Recognition Award.
Recognition is given to the Pathfinder boy and girl who has excelled in fulfilling the Pathfinder requirements of the local club. A plaque or trophy may be awarded for this recognition.

F. Attendances

Have a club goal of an average of 80% attendance at every Pathfinder club function.

Pathfinder Club

Evaluation Category Description

(Conti.)

V. Assembly Room

A well-ventilated room or club house is provided with proper spacing for work tables or benches. Chairs and tables are the proper size for the age group working on the project. There is ample storage space and all supplies are kept in order.

A. Appearance

The Pathfinder assembly room is painted and decorated to contribute to Pathfinder morale. Ceilings are preferably flat white in color, walls light or pastel shades. The National and Pathfinder flags and Pathfinder Pledge and Law banners are on display at all times, where possible.

B. Lighting

Natural and/or artificial lighting is evenly distributed and pleasing to the eye.

C. Ventilation and Heating

The temperature of the assembly room is even and fresh air is supplied through deflators, air vents, or air conditioning.

D. Storage

Adequate space is provided for instructional and camping equipment.

E. Bulletin Board

A bulletin board is in a conspicuous location so the Pathfinder club may keep the church informed of Pathfinder activities.

VI. Equipment

Adequate equipment and supplies are necessary for the efficient running of a Pathfinder club.

Pathfinder Club

Evaluation Category Description

(Conti.)

A. Camping

These may include outpost, pack, winter and survival camping. The Pathfinder club provides a minimum of two types of camping per Pathfinder year. A program outline is giving to the church pastor before engaging in any a camp out.

1. Tents

Adequate shelter should be provided for very camper at night. Unit or pup tents may be used.

2. Stoves

Butane, white gas stoves, or wood cooking fires can be used. Adequate stoves or fires are provided for the number of Pathfinder who are cooking.

3. Canteen

The club provides a water supply to adequately care for drinking for a twelve-hour period.

4. Utensils

Sufficient utensils for the cooks are needed in preparing meals.

B. Instruction

The Pathfinder club meets the following standards for the instructors' equipment, library books, and furnishings.

1. Library

Books are cataloged and conveniently stored.

a. Reference books (up-to-date)

- 1) AY Handbook
- 2) AY Pathfinder Field Guide (Out of print)
- 3) Pathfinder Handbook (Bring designed)
- 4) Conference bulletins, cataloged
- 5) Pathfinder Staff Manual
- 6) Pathfinder Drill Manual
- 7) Pathfinder Pledge and Law reference books
- 8) AY Honors Handbook
- 9) How to start a Pathfinder Club

All books are available from:
NAD Pathfinder Distribution Center
5040 Prescott Avenue
Lincoln, NB 68506
(402) 486-2519

Pathfinder Club

Evaluation Category Description

(Conti.)

b. Supplementary Books – categories

- 1) Outdoor living
- a) Campcraft
- b) Orienteering
- c) Firebuilding
- d) Edible wild plants
- e) Knots
- 2) Nature
- 3) Field Guides
- 4) AY Honors answer booklets
- 5) Crafts

c. Magazines – Categories

- 1) Camping skills
- 2) Arts and crafts
- 3) Nature

2. Craft Tools

Adequate supplies and tools are made available for the number of Pathfinders participating. Good order is difficult to keep when a Pathfinder is waiting for tools that are being used by others.

3. Audio-Visual Projects:

Overhead, slide, and/or sound motion pictures are available for use.

Staff

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- Description
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- Deputy Job
- Description
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- Shield the Vulnerable
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- Quick Start-up Guide
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- Teen Leadership
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