

# ROCKY MOUNTAIN CONFERENCE



**New Director's Packet  
for Adventurer Leaders**

# **Rocky Mountain Conference New Director's Packet For Adventurer Leaders**

This is a quick reference guide, with excerpts from The Adventurer Staff Manual. For complete information on any subject referenced, please consult your Staff Manual or your Area Coordinator.

Prepared by  
The Youth Department of the  
Rocky Mountain Conference of Seventh-day Adventists  
2520 S. Downing St.  
Denver, CO 80210

*Updated, July 2014*

## Table of Contents

HELP! I'm a new Adventurer Director .....	4
Call your RMC Youth Department.....	4
Organize your club.....	4
Club Point System Example .....	6
Getting your program across .....	7
Duties of the Adventurer Director .....	7
Duties of the Deputy Director.....	8
Duties of a Club Treasurer.....	8
Duties of an Adventurer Counselor .....	9
Instructors .....	10
Administrative Director .....	10
Administrative Family Network Coordinator.....	10
Adventurer Family Network.....	11
Camp-ins.....	12
Adventurer Pledge and Law .....	13
Child Abuse .....	14
Sexual Abuse .....	15
Uniforms .....	17
Requirements for Adventurer Club Membership .....	18
Rules and Regulations .....	19
Insurance.....	20
Club Programming.....	20
Club Discipline .....	20
Adventurer Club Flag .....	20
Unit Guidons and Club Banner.....	21

### **FORMS** **22**

Charter Application Form.....	23
Yearly Application to continue Operation.....	24
Background Check Information.....	25
Driver Questionnaire Form Sample.....	26
Evaluation Form .....	27
Health Record Form.....	31
Insurance Form Sample .....	32
Adventurer Club Registration Form .....	34
Monthly Report Form .....	35
Trip Emergency Contact Procedure/Form.....	36
Uniform Insignia Placement .....	38

### **SAMPLE PROGRAMMING** **39**

Sample Pre-Enrollment Letters.....	40
Sample Budget .....	42
Sample Calendar .....	43
Sample Club Program .....	46
Sample Induction Ceremony .....	47
Sample Investiture Service .....	51
Family Blessing Service & Sample .....	51

# **HELP! I'm a new Adventurer Director. What do I do now?**

## **Step I. Call your Rocky Mountain Conference Youth Department**

1. Find out who your Area Coordinator (AC) is. Your AC is your link to knowing what's going on. They are your friend, your life-line. CALL them, USE them, ASK them! Get their name, address, telephone number, e-mail address and KEEP IN TOUCH.
2. Request the Monthly Report Form Packet. This packet has all the forms you will need for the year.
3. Give them your name, address, telephone number and e-mail address, so they may contact you.

## **Step II. Organize your club**

1. **Present the plan to the Church Board.** Before starting a new Adventurer club ministry, plans should be submitted to the church board by a local church member for authorization to organize an Adventurer club ministry. The conference Executive Coordinator and/or the Adventurer Coordinator could be invited to answer questions and give recommendations. It is important that the parents of Adventurer-age children support the plan to organize an Adventurer club ministry.
2. **Use of Conference Executive Staff.** Any of the following Conference Executive staff can assist in guiding a new club ministry when starting up. The conference Executive Coordinator and/or the Adventurer Coordinator are responsible for guiding all clubs in the conference as well as the conference Children Director. A church desiring a club should send the Charter Application to the RMC Children department. The Children Department will keep the original application on file and send a copy to the Executive Coordinator and the Adventurer Coordinator who will work together with reviewing and communicating with the pastor and church leadership. When authorization is given to operate an Adventurer club ministry, the conference children department will send a "Certificate of Operation" to the club director (see sample). An application to continue operation should be sent every year thereafter before beginning the next Adventurer year.
3. **Inform the congregation during the worship service.** It is important that all church members be informed about the Adventurer club's objectives and its program. Someone qualified by experience to speak in behalf of the Adventurer club and the needs of children should present this information to the entire church, preferably during the worship hour on Sabbath. It might be the conference or union executive Adventurer coordinator, the local church pastor, an Adventurer area coordinator, or some other qualified person as quest speaker.
4. **Call a special organizational meeting.** A special meeting, preferably on Sabbath afternoon, should be scheduled to bring together those who would be interested in the organization of an Adventurer club. Invite all Master Guides, all parents of Kindergarten and Primary age children, all school teachers (either public or church school), all teachers in the Kindergarten and Primary Sabbath school divisions, all adults who would be interested in teaching hobbies and skills to the boys and girls, and others interested in children. During this meeting explain the details in regard to the Adventurer organization. A few Adventurers visiting from some neighboring club might demonstrate some of their accomplishments and display the uniform. An appeal should be made for volunteers to help in the Adventurer club, and an informational questionnaire should be circulated.

5. **Elect director and deputy directors.** At the close of the training course, the church board should become familiar with those who are best qualified to lead out in the Adventurer club and recommend to the church a director, deputy directors and Adventurer club executive director.
6. **The Adventurer Club Executive Committee.** The Adventurer club executive committee consists of the pastor, superintendents or teachers of the lower church school grades, club director and deputy directors. The director is chairman. This group sets major policies for the operation, goals and objectives of the club and selects counselors and instructors.
7. **Build the program.** This may be the most important step in the entire organization. Program building consists of long-range planning. The objectives of the club over a period of months and years should be brought into focus. The club activities should conform to these overall objectives. Each meeting should be planned in detail weeks in advance. Recognition of the characteristics of children will lead the staff to break the year's program into three or four segments, each with distinct activities and objectives. These segments give flexibility to the year's program, allowing new ideas and features to be introduced from period to period.
8. **Guest night.** Guest night is on a general activity night approximately two or three weeks before enrollment night. Each Adventurer may invite one of his special community friends to this "guest night" club meeting. The director should become acquainted with each visiting child. During the conversation, the director should ask, "Would you like to join our Adventurer club?" If the answer is "Yes," visit the home the very next week and explain the complete program, showing a willingness to work with the family about their Sunday or Sabbath feelings.
9. **Enrollment night.** (*See Sample.*)
  - a. Send letter to potential Adventurer family four weeks before enrollment night.
  - b. Advertise Adventurer program.
  - c. Receive Membership Application and Health Record form.

Weeks before enrollment night/Event	
4	Church Bulletin
3	Attractive Bulletin Board
2	Kindergarten and Primary Sabbath School Program
2	Church Missionary Period
2	Director's Letter to Potential Adventurer
1	Pastor's Letter to Parent of Potential Adventurer
1	Church Service, Emphasizing Program
0	Enrollment night

d. Train and uniform staff before enrollment night.

The director, deputy directors, counselors, and instructors form the staff of the club. There should be a number of occasions when the staff comes together for training. Thus each person becomes familiar with his duties and the overall scope of club activity. These staff members should secure uniforms and place insignia properly.

10. **Home visitation program.** Counselors should visit each Adventurer in his/her unit immediately. It is very important for the Adventurer counselor to go to the home of each new Adventurer and introduce himself/herself as (child's name)'s counselor.
  - a. If application blank and health record is not completely filled out, do so then.

- b. Remind the family of club time.
- c. Answer all questions concerning uniforms, Camp-ins, club program, etc. Before leaving emphasize the fact that as a counselor, you want to help the parent in any way you can.

**11. Induction program** approximately three weeks after enrollment night. (*See Sample.*)

**12. Community and church interest.** Once an Adventurer club is established, appeal to church and community interests that have not previously been interested. The director should make friends with every Adventurer family. Help each non-SDA Adventurer family become acquainted with the pastor. These families can then be invited to hear what the church has to offer them. The Adventurer club should be evangelistic.

**13. Repeat steps 8-13** in planning each year's program. Most clubs plan their year around the school year. The conference year for points is from May through April.

**14. First Club Meeting.** It is important that this club meeting be one of fun and excitement, with membership involved in the activities.

## **CLUB POINT SYSTEM EXAMPLE**

**Attendance:** Give 5 points for attendance if the Adventurer is present for the meeting (even if tardy).

**Punctuality:** If the Adventurer is not there when you start your program then he loses all 5 on-time points.

**Uniform:** When full dress uniform is specified, deduct one point for each item missing from or wrong with the Adventurer's uniform.

**Conduct:** This should be graded by staff. On the back of the report write the date and a note of why you may have deducted some points.

**Participation:** The participation should be graded by the counselor and instructor. On the back of the report put the date and the reason some points were deducted. Be specific.

**Bonus points:** Bonus points are nursing home, field trips or anything that the whole club takes part in. Give the Adventurer 5 points for going and 5 points for uniform. On the back of this report specify what you have given bonus points for and the dates.

**Camp-in:** For Camp-in give 25 points unless the Adventurer did not behave. If points are deducted please specify why on the back of the report.

**Awards:** Write on the back of the report the date an award is completed and what the award is. Give the Adventurer 25 points for each award up through 5 and then give her 50 points for the one award he/she did on his/her own. Be specific on the back of the report when reporting points for a self-completed award.

This report form or a copy of it should be turned in each month to the administrative director.

## **SOME HELPFUL HINTS**

### **On**

## **GETTING YOUR PROGRAM ACROSS**

1. Always have your local council vote a proposal.
2. Present your calendar budget and yearly activities to the church board.
3. Stay close to your local Adventurer Council. (Director, deputy director, pastor, area coordinator, teacher or principal.)
4. Present your program as the council's program.
5. Keep your pastor apprised of new plans.
6. Never present a plan to the board that the pastor knows nothing about.
7. Make regular reports to the board and church about the progress and activities of the Adventurers.
8. Always be in need of something. Have a vision and make it known.
9. Remember that you are the Adventurer spokesman on the board.
10. Use positive arm twisting to arouse indifferent members to involve themselves for children.
11. Keep your plans before the Lord and He will open doors.
12. Utilize as many members as possible in your planning.

## **DUTIES OF THE ADVENTURER DIRECTOR**

The director of the club should be an adult who is devoted to children and who is sympathetic to the problems of the younger age. This director should be a Master Guide and should have taken the Adventurer Staff Training Course. If the director is not a Master Guide, he/she should become one as soon as possible.

The club director should be resourceful and enthusiastic and he/she must be a member in good and regular standing of the Seventh-day Adventist Church.

All activities of the club will be under her supervision, and she must call, organize, and arrange for 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 Adventurer Club Director is responsible for seeing that the club reaches its objectives successfully. He is chairman of the Adventurer Executive Council and presides when the Executive Committee meets. He

also presides at the club staff meeting unless he has appointed a Deputy Director to take charge. He keeps in touch with Adventurer Headquarters at the conference office and renders reports as required.

The Adventurer Director is a member of the Church Board and plans the total program for the year.

She should be a person who understands boys and girls, works well with her staff, carries responsibility, possesses an eagerness to recognize new ideas, and shows initiative in their implementation. Above all, she should be a sincere Seventh-day Adventist Christian whose whole life demonstrates what God can do in the lives of boys and girls.

The director should set the example by wearing a neat, complete uniform regularly.

The director should continually be training someone to replace them in the future. They should be doing so at all levels.

## **DUTIES OF THE DEPUTY DIRECTOR**

Deputy directors shall accept the assignments of the director and share in the leadership responsibilities of the club. There should be one or more deputy directors according to the local club needs. Ideally, a woman supervises the girls' units and a man the boys' units.

A deputy director designated by the director takes charge of club meetings in the director's absence. He may also be asked by the director to preside at staff meetings.

If the club is large, there may be deputy directors for the following areas of responsibility:

- Nature project officer and field trip administrator
- Craft and skill coordinator and hobby display and show programmer
- Discipline and security officer
- Building arrangement officer

If there are not sufficient deputies to care for each of the various responsibilities, then each deputy should assume more than one duty.

All deputy directors should possess the same high qualities of leadership as those outlined for the director. Respect and regard should be shown to the director and all should walk in close harmony with one another.

## **DUTIES OF A CLUB TREASURER**

If Adventurering is to assume its place in providing the right kind of training for the boys and girls of the church it must have equipment and supplies and meeting facilities that will make it attractive. It has been observed that clubs that operate a good program are able to obtain the means to properly administer the program.

The clubs should elect a treasurer. The treasurer should deposit the club money received from dues and fund-raising with the church treasurer. The club will receive a receipt which will be a protection for the officers of the club.

For club expenses the club treasurer should ask the church treasurer for an amount of spending money known as petty cash. This money then can be accounted for in a businesslike way with supporting receipts.

In some areas several churches have formed a district Adventurer Club. They elect a treasurer to serve the large club. This then makes it possible for the club treasurer to hold all funds. The treasurers of the contributing churches can forward all Adventurer funds to the club treasurer. The club books should be audited once a year for protection of the club officers who must handle church funds.

No club will survive without the proper handling of funds and careful planning for the year. A budget should be made with the staff and submitted to the executive committee and church board. Care should be taken not only in preparing a budget, adequate fund raising, and church promotion, but also in the distribution and handling of the funds. (See Sample budget.)

## **DUTIES OF AN ADVENTURER COUNSELOR**

One of the key positions in an Adventurer club is counselor. A counselor is placed in a position of heavy responsibility, for he has the closest contact with young hearts and minds. One should never accept this important position unless he has a love for boys and girls and is willing to rightly represent the exalted principles of heaven. Being a counselor is not just another outlet for one's entertainment, it is a duty of the highest order, that of training the young to become true soldiers of the Lord Jesus Christ.

A counselor must be a sincere, dedicated Christian. Boys and girls are quick to detect insincerity in one who fellowships with them. They see through any cloak or sham that an officer might try to put on, and they will have nothing to do with someone who thus tries to deceive them. A counselor must be willing to learn and grow, and should set a good and right example. As a spiritual leader the counselor may, by the grace of God, draw her unit close to her and direct their young minds to higher and holier thoughts and aspirations than ever before. It is her responsibility to guide them to an understanding of right and wrong, and to a full commitment to their Savior. It may prove to be one of her most fulfilling experiences.

The counselor is the leader of a unit of four to eight Adventurers. Men should lead boys and women should lead girls. The counselor is to work together with the captain and scribe in guiding the activities and attitudes of the unit.

The counselor should always be with his Adventurer unit unless an associate counselor is caring for it. During craft periods his unit might be dispersed among several crafts, and at that time his members are under the responsibility of the instructor. If a problem arises the counselor should work with the instructor to correct it.

The counselor needs to become well acquainted with her unit members. She should enter into all the various activities with them and thus win their confidence. She should become acquainted with the parents and home conditions. It is recommended for a counselor to plan an occasional activity outside of the club period with her unit, but only if the director of the club authorizes her. These periods of fellowship should have a spiritual tone, and should promote moral growth. Counselors must constantly remember that they are working to build character.

A counselor should labor diligently to form a happy, understanding friendship with each Adventurer in his unit. This may mean the difference between success and failure in each young life.

Counselors should always set a good example by wearing a neat, complete uniform. They should broaden their knowledge of arts, crafts, and nature so that they may help expand the knowledge of their members.

A counselor should learn minimal march and drill with her unit. This instills in the counselor a greater feeling of self-confidence and develops good leadership skills.

A counselor should defend the standards and principles of the club at all times. He should also work in complete harmony with other officers of the club, and be willing to serve whenever called upon to perform a duty, whether it be great or small. He should protect the character and rank of every other officer, thus binding all together in a positive program for the saving of our boys and girls.

## **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**

For large clubs, the administrative director is the executive officer and adviser for the Little Lamb/Eager Beaver and Adventurer 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. He/she will have the responsibility to recruit new members and attend as many club meetings as possible. He/she is a member of the church board representing the Adventurer club organization. If a third person cannot be found to fulfill this responsibility, the deputy director can assume the responsibility of an administrative director.

## **ADVENTURER FAMILY NETWORK COORDINATOR**

The Adventurer Family Network coordinator is a member of the Adventurer administrative staff and serves as the director of the Family Network curriculum. In some clubs, the coordinator may also serve as the Associate Director. The coordinator is responsible for organizing Family Network learning experiences, where parents can:

- Be affirmed that their ministry is of primary importance
- Improve their understanding of what makes families strong
- Find support for the training of their children
- Share the frustrations and triumphs of parenting
- Discover new ideas and skills for making their families even better places to live and grow

## ADVENTURER FAMILY NETWORK

The Adventurer Family Network Is . . .

- **A regular event** which may be held monthly during the children's Adventurer Club meeting, or at any other convenient time. It may involve special speakers, videos, book study groups, or sharing times.
- **An opportunity**, especially for parents and other caregivers of Adventurers, to share inspiration, support, and information which will help to make their families happy, healthy places for kids to grow in Jesus.
- **Parent-based.** Parents have a part in choosing topics and activities, finding speakers and resources, and sharing and listening from their own experience.
- **Worthwhile.** Adventurer Family Network affirms the ministry of parents to be of first importance. Parents' confidence and peace of mind will grow as they share the joys and frustrations of parenting with other parents in the AFN group.
- **Simple to start.** The Adventurer Club director or Adventurer Family Network coordinator meets with parents to set the direction for the club, then uses parent input, and the AFN materials, to find people and the resources who will help to make it happen.

## **CAMP-INS**

### **DUTIES OF COUNSELOR ON CAMP-INS**

1. When your unit has details please stay with them to make sure it is done properly.
2. No Adventurer leaves the camp area unless the counselor or another adult goes with him.
3. Counselor and unit will set and strike their tents where instructed.
4. Encourage the units to eat together and check eating utensils after each washing.
5. Each counselor is responsible for her unit during quiet hours.

### **ADVENTURER CLUB RULES AND REGULATIONS**

1. No one is to leave the church area or campsite without permission from his counselor, and each Adventurer must report back to his counselor upon return. No Adventurer is to leave his tent at night without permission from the counselor. Persons disregarding this rule are subject to dismissal from the club. No one is to go anywhere away from the group at night without permission of the counselor. If permission is granted, an adult must accompany the Adventurer.
2. No un-chaperoned girl-boy companionship is permitted on Adventurer meeting nights, Camp-ins, or other activities.
3. When whistle blows, Adventurers line up immediately and come to attention with their units.
4. Whistle will blow fifteen minutes before meals to give each unit time to wash their hands. If they do not wash before entering line they will not be served.
5. Each unit will take turns doing KP as scheduled.
6. Each Adventurer will wear the designated uniform, as ordered by the director.
7. All Adventurers will participate in every activity.
8. Talking back to the counselors, director, deputy director, or other adults will not be tolerated.
9. Bedtime is no later than 9 o'clock on Saturday night.
10. There is to be no gum or candy during meetings.

Agreed to by: \_\_\_\_\_  
(Adventurer Signature)

Agreed to by: \_\_\_\_\_  
(Parent Signature)

This form has to be signed by both parent and Adventurer. This form must be given to the director before the Adventurer may take part in any Adventurer function.

## ADVENTURER PLEDGE

Because Jesus loves me, I will always do my best.

## ADVENTURER LAW

Jesus can help me to ...

- A. **Be obedient** – I will obey God’s laws and cheerfully do what my parents and teachers ask me to do. I will obey the laws of my country.
- B. **Be pure** – My body is the temple of God, so I want to keep it clean. I will not swear, smoke, drink alcohol, do drugs, or do any other thing God says is disgusting.
- C. **Be true** – I will always tell the truth and never try to deceive – even if I may get in trouble for it.
- D. **Be kind** – I will look for ways to make other people happy. I will never hurt a person or animal intentionally. I will share my toys too.
- E. **Be respectful** – I will be courteous to those whom God put in authority over me (like parents and teachers) and to those who are younger and weaker than me (like little brothers and sisters.) I will take good care of other people’s property, even something as small as a borrowed pencil.
- F. **Be attentive** – I will listen when someone is talking to me at home, at school, and at church. I will especially listen for God to tell me what to do with my life.
- G. **Be helpful** – I will look for ways to help and no wait to be asked. I can help family at home, teachers and friends at school, and other people other places. I can even help God.
- H. **Be cheerful** – I will not grumble or complain when I don’t get my way or when I have work to do. I will remember that God made me; God doesn’t make junk, so I’m not junk! Knowing that makes me happy.
- I. **Be thoughtful** – I will make courtesy a habit, both in words and actions. I will look for ways to be nice to people. I will not be rude or irritating.
- J. **Be reverent** – I will listen carefully to God, His word, and His messengers. I will take good care of my Bible and church property. I will never make fun of holy things.

# CHILD ABUSE

Child abuse has become a major problem in the United States today. There are over 1,500,000 cases of child abuse reported annually and five thousand children die each year in America as a result of abuse by their parents. With such high statistics it is important that the Adventurer staff be aware of what constitutes child abuse and what needs to be done if child abuse is suspected.

## Definition

Researchers have designated eight types of neglect and abuse. They are: physical neglect, moral neglect, medical neglect, educational neglect, physical abuse, sexual abuse, community neglect, and emotional neglect. The most serious, the easiest to prove, and the most dealt with are physical and sexual abuse.

Physical abuse involves physical injury to the child in some manner that was not accidental. This includes multiple fractures in the long bones, fractures of the skull, soft tissue injuries and bruises, and subdural hematoma.

Physical neglect, which is much harder to prove, includes inadequate nutrition, unsuitable clothing for the weather, substandard housing, and unhealthful living conditions.

The definition of sexual abuse includes everything from indecent exposure to full intercourse and rape. Statistics show that 1 out of every 4 girls (some statistics say 1 out of 3) are abused sexually before they reach 18 years of age and 1 out of every 8 boys are abused sexually before 18. Some estimate that this number is low because sexual abuse is often not reported. Eighty percent of all abuse is instigated by a relative. In 90 percent of the cases the offender is a male and the victim is a female.

## What to Look For

The Adventurer comes into contact with children for extended and intimate periods of time such as Camp-ins, Fun Day and Family Camporee. The staff should know what signs to be aware of that indicate the possibility of abuse, either physical or sexual. Remember, there can be other circumstances that can cause any of these symptoms. However, when several symptoms are present there is a possibility of sexual abuse and you have a responsibility to investigate.

## Physical abuse

Physical signs:

- Cuts, welts, or swelling
- Burns; cigarette burns or “doughnut-shaped” burns from immersion in scalding liquids
- Burns with a pattern such as from an iron
- Fractures
- Scars with a peculiar pattern; looped or rounded
- Bruises
- Bite marks

Physically abused children will often have successive injuries. One will not have healed before they have another one.

Behavioral characteristics:

- Sleep difficulties
- Thumb sucking and nail biting

- Fearfulness
- Listlessness and apathy
- Aggression and violence or withdrawal

## **SEXUAL ABUSE**

### **Physical Indicators:**

- Torn or stained underclothing
- Difficulty with bowel or bladder control
- Soreness, bleeding, or discharges from a non-menstruating girl.
- Trauma to breasts, buttocks, lower abdomen, thighs, genitals, or rectal area.
- Evidences of self-mutilation (cuts, sores, cigarette burns)

### **Behavioral characteristics:**

- Regressive behavior such as thumb sucking or bed wetting.
- Refusal to undress under normal circumstances (getting ready for bed)
- Avoiding physical contact
- Poor personal hygiene
- Obsessively good behavior
- Frequent unprovoked anger, such as mutilation of toys
- Panicking or flinching when being touched, like when being tucked in at bedtime.
- Continually falling asleep during the day.
- Seductive behavior.
- Fire setting.
- Cruelty to smaller children and animals.
- Obsession with punctuality.
- Frequent sore throats, difficulty swallowing or choking.
- Sudden weight gain or extreme weight loss.

When there is abuse within a family there is usually more than one child involved. If a child comes to you with a story of abuse, remember that in only 1 in 1,000 instances is a self-reported abuse false, and that falsifying an abuse is virtually non-existent in preadolescents.

A victim of abuse will tell, on average, nine people about the abuse before the victim is believed. It is because of this disbelief that abusers get away with the abuse they inflict. If you do not investigate a potential abuse, consider the fact that an abuser will abuse an average of 70 different individuals over his lifetime. If he can be stopped and helped before he gets to the other 69 you will have spared many people a lot of pain.

### **Being Prepared**

As an Adventurer staff you need to be prepared to deal with this problem. There is a list of resources and help hotlines for abuse listed at the end of the chapter in the Adventurer Club Manual. The important thing to remember is: Most state laws require abuse to be reported to the police. If you suspect abuse, and especially if a child has told you they are being abused, you must report it to the police and to a local social agency in your town. Do not go to the potential abuser for confirmation. They will almost always deny it

and that will place the child in a dangerous situation. Report the abuse to an agency that is equipped to deal with the situation.

You might also want to inform the pastor of your church so he can be aware of the situation, since the abuser will, most likely, be a member of your church. The pastor can provide counsel or recommend a qualified Christian counselor for the family. Even if you feel repulsion at the events that have happened, remember that the whole family is suffering and is in need of Christian love and support during this time.

As an Adventurer director, you need to be aware of potential hazards in dealing with children. When choosing your staff, be especially careful to check out staff that will be working closely with Adventurers. Child abusers are difficult to spot. They are often considered “upstanding” people within the community, are members of a church, and often find work in situations that bring them access to children; such as Adventurers. Child abusers were often abused as children. If you are aware that someone has suffered abuse as a child, be hesitant to put them in position where they will have direct access to children. In the majority abuse situations the child knows and trusts the adult, which makes it much more difficult for the child to be believed. The abuser will often threaten the child not to tell.

If an Adventurer comes to you, as the director, with a story of abuse from a staff member, do not tell the Adventurer he/she is lying and ignore the problem, no matter how reputable the staff member may be. Children rarely make up stories of abuse. **You must, (in some instances you may even be legally liable) report the incident to the proper authorities.**

### **Training the Staff**

With the heightened awareness of child abuse in this country today, many parents will be on the lookout for potential abuse in their children. As an Adventurer director you can help to protect you, your staff, your church, the Adventurer name, and your children by providing staff training. Teach your staff what to look for in potential child abuse and tell them to come directly to you if they suspect anything. They should not hesitate to tell you if they feel another staff is exhibiting improper behavior with the Adventurers.

Not only should you and your staff be aware of signs of abuse the staff needs to be trained how and when to touch a child. A casual touch can easily be misinterpreted by a child or a parent. Do not touch a child anywhere near their private parts. Do not fondle them or hug them excessively, ask them to sit on your lap, or instigate any other sexually suggestive acts. Even done in innocence, a certain touch or act can easily be misinterpreted.

Nor should the staff ever physically punish a child. Corporal punishment, except by a parent or guardian, is against the law. Even if a child “deserves” punishment, they should not be physically punished by anyone in the Adventurer staff. The staff should never hit or push a child, for any reason, or physically endanger them in any way.

By being aware of their behavior toward the Adventurer members the staff can do a lot to protect themselves from potential misunderstandings or even lawsuits. If a situation develops where a staff has physically harmed a child, the director should immediately report it to the parent and not try to “cover it up.” There can be potentially serious consequences from physical action towards a child.

### **Preventative Training for Children and Parents**

The Adventurer club may consider holding child abuse awareness classes. These classes can be held for the children themselves to teach them that their bodies are sacred and should not be touched in certain ways

and certain places and that they have the right to say “no” to an adult who approaches them in an improper way. There are many excellent resources available for this kind of class. Keep in mind that research does not show a significant effect in preventative training for children under 6.

Another beneficial class can be held for parents to give them information on child abuse, what to look for, what to do, and how to teach their own children to prevent abuse.

## UNIFORMS

### LADIES and GIRLS:

- Regular light blue Adventurer shirts for girls; white shirts for women from Advent Source (short or long sleeves).
- Navy blue jumper for girls; Navy blue skirt/dress slacks for women.
- Low heeled black dress shoes (not tennis shoes), Navy blue socks.
- Navy blue sash

### MEN and BOYS:

- Regular light blue Adventurer shirts for boys; white shirts for men from Advent Source (short or long sleeves).
- Navy blue dress slacks (not jeans or cords).
- Black dress shoes (not tennis shoes), Navy blue socks.
- Navy blue sash

### MASTER GUIDE UNIFORM

- Tan Adventurer shirt/blouse
- Forest Green slacks/skirts
- Black shoes
- Forest Green sash

Uniforms are available from AdventSource, Lincoln, NE. ([www.adventsource.org](http://www.adventsource.org))  
(For placement of patches, see sample.)

## REQUIREMENTS FOR ADVENTURER CLUB MEMBERSHIP

1. Children in grades 1 to 4 is the official age for Adventurer membership. Preschool children age 2 (Little Birds); age 3-4 (Little Lambs); Kindergarten (Eager Beaver).
2. Club activities include Adventurer Awards, Camp-in's, field trips, regular club, family network parent meetings and fund-raising campaigns. The Adventurer parent must agree before joining the club to participate and cooperate in these activities.
3. Members must be faithful in attendance. Many clubs establish limits on absences and tardiness's, and Adventurers who do not comply with these regulations are asked to withdraw from the club.
4. The Adventurer's parents must be willing to cooperate with the regulations and activities of the club, as agreed to on the *Adventurer Application Blank*. At times they will be asked to supply money and time to support their child's membership. It is also important that they attend parent meetings sponsored by the Adventurer club.
5. New members must pay an application and insurance fee, and all members pay club dues on a monthly or quarterly basis.
6. Adventurers should own or rent from the club, and regularly wear a complete Adventurer uniform. They must come to meetings and club-sponsored events in full uniform, as advised by the club director. Adventurers will dress neatly and modestly both in and out of uniform and will refrain from wearing jewelry at any time.
7. Adventurers are expected to obey all regulations, instructions, and orders of the Adventurer staff.
8. Club members must be willing to participate in community projects and Share Your Faith and Outreach programs (Halloween, Ingathering, etc.).
9. Club members will be expected to participate and cooperate in all conference events, such as Family Camporee and Fun Day.
10. Adventurers must learn and live by the principles of the Adventurer Pledge and Law.
11. The club membership is presented with the Adventurer Membership I.D. Card at the Induction program.

Note: The Adventurer Membership Cards are available from AdventSource, 5040 Prescott Avenue, Lincoln, NE 68506 ([www.adventsource.org](http://www.adventsource.org))

## RULES AND REGULATIONS

1. Adventurers and parents are to fill out the membership application and health record, and pay the club fee as scheduled on enrollment night. A club fee consists of three parts: club dues, uniform rental and registration fee.
2. Adventurers absent, tardy or dropping membership from the local Adventurer club.
  - a. If no excuse for tardiness the Adventurer loses \_\_\_ points.
  - b. If no excuse for absence it is left on the record as unexcused.
  - c. Three unexcused absences on the scheduled Adventurer calendar, (as published on enrollment night), the Adventurer is dropped from club membership. An excused absence would be illness to the Adventurer, a business trip, or a family vacation.
  - d. If the ex-Adventurer member wants to rejoin the Adventurer club, they can join at the beginning of the next Adventurer quarter and must pay the club registration fee again. They have, however, disqualified themselves from any conference Adventurer award representing outstanding Adventurer achievement.
  - e. If an Adventurer enrolls in the Adventurer club and decides they do not want to maintain membership, the club can only return one-half (1/2) of the quarterly dues, providing that the Adventurer withdraws membership before the fifth club meeting following enrollment or induction night, whichever comes first; otherwise the Adventurer will lose the total club dues. The Adventurer forfeits the registration fee in any situation.
  - f. As new Adventurers are enrolled, beginning with the second quarter of the Adventurer calendar, the dues are prorated according to the Adventurer calendar on the quarterly basis. The new Adventurer will pay a minimum of one-half (1/2) the yearly club dues plus the total enrollment and uniform rental fees whenever the enrollment occurs.
  - g. A minimum of three months constitute an Adventurer calendar quarter. An active Adventurer club must be active for a minimum of three calendar quarters to qualify for conference awards.
  - h. These rules are designed to enhance the Adventurer club program. Also, these rules, plus local club standards, help the family and the local church value Adventurer club membership more highly.
3. All Adventurer club members will participate in a point plan known as a "Merit Program."
  - a. Club members will receive a value of 0 to 10 points for complete uniform, neatness, and unit attention.
  - b. Members will receive \_\_\_ points for attendance on time.
  - c. Members will lose \_\_\_ points for unexcused tardiness.
  - d. Members may earn extra points for helpfulness to the club or leadership.
  - e. Members will receive a value of 0 to 15 points for club participation (disobedience, rowdiness, politeness, etc., are taken into consideration). The Adventurer Law becomes a living demonstration.
  - f. There are rewards for attaining a certain percentage of points for both the individual and the units.
  - g. Points used can be determined by the local Adventurer executive council.
  - h. The points as suggested above are issued at every official Adventurer club meeting as promoted for the Adventurer calendar year and two weeks before the beginning of a new quarter.
4. Members will be placed in a unit consisting of 4-8 members and will be expected to cooperate with counselor, captain, scribe, and other members.
5. Members are not to leave the meeting without being excused by the director.

6. Members are expected to participate in drills and learn teamwork, coordination, precision, and respect.
7. Members will be expected to rent from the club a complete uniform by the time the Adventurer club Induction Ceremony is held.
8. The local Adventurer club issues the uniform insignia to be worn by the Adventurer.
9. Any variation of the rules and regulations of the Adventurer club must first be approved by the Adventurer executive council, then by the sponsoring church administration board.

## **INSURANCE**

Insurance is provided through each individual club's church.

## **CLUB PROGRAMMING**

Each club meeting should include opening ceremonies, devotional, pledge & law, Adventurer song, unit meeting, craft & Awards, marching & drilling. Duration can be 1 - 1½ hours . (See Sample Club Program.)

## **CLUB DISCIPLINE**

In an Adventurer club good discipline provides an environment that is conducive to cheerful attitudes and cooperative behavior. It emphasizes guidance rather than restraint and is constructive rather than destructive. It is not crippling, it is enabling. It encourages self-control and purposeful activity and discourages punishment. The best kind of discipline is present but not seen. It teaches the Adventurer to do the right thing at the right time in the right way.

## **ADVENTURER CLUB FLAG**

At regular meetings or special meetings the Adventurer flag is displayed in a conspicuous place in the club room, preferably in the front of the room near or on the platform. If both the United States flag and the Adventurer flag are displayed on the platform, the United States flag is displayed to the speaker's right and the Adventurer flag to the speaker's left. If both are displayed on the same level as the audience, the United States flag is displayed to the group's right and the Adventurer flag to the group's left.

At Adventurer Family Camporee, when the national flag and the Adventurer flag are displayed together in front of a tent, the national flag is placed on the left as one faces the tent, and the Adventurer flag is placed on the right as one faces the tent.

It is proper to display the Adventurer flag at such occasions as Adventurer Fun Day, Adventurer Family Camporee, Adventurer Day in the church, civic parades, and county or state fairs where the Adventurer club has an exhibit.

The Adventurer Flag is available through AdventSource, Lincoln, NE. ([www.adventsource.org](http://www.adventsource.org))

## UNIT GUIDONS AND CLUB BANNER

### **Guidon:**

1. The guidon is a unit identification flag. It is carried at ceremonies and when prescribed by the club director.
2. The guidon bearer is specially selected by the unit counselor.
3. To face with the guidon, raise the staff 1 inch off the ground by bending your right arm slightly, but keep the staff in a vertical position throughout the movement. After executing the movement, automatically lower the staff to the ground.
4. Execute **PRESENT, ARMS; PARADE, REST; AT EASE; STAND AT EASE;** and **REST** with the unit.
5. When marching at route step or at ease, you may hold the guidon in either hand at the carry position.
6. Execute **PARADE, REST** by doing these things. On the preparatory command **PARADE**, let your right hand slide up the staff until the forearm is horizontal and grasp the staff. On the command of execution, **REST**, thrust the staff straight forward until your arm is fully extended, at the same time place your left hand behind your back as in individual drill.
7. Execute **AT EASE** similarly to parade rest, except that you may slightly relax your right arm.
8. When given **REST**, hold the guidon in either hand.
9. When not in formation, salute with the guidon at order or carry positions by moving your left arm across your body and with your forearm and wrist straight, fingers and thumb extended and joined, palm down, touch the staff with the first joint of your forefinger, turning your head and eyes toward the person or flag saluted. With the guidon at the order position, touch the staff just above the right wrist. With the guidon at the carry position, touch the staff just below the right shoulder.

### **Banner:**

Each club should have a banner with its name on it to display in the club room, to carry in front of the national flag/Adventurer flag in parades and to display in the booth at the fair.

# FORMS

# Adventurer Club Charter Application

---



Club Name \_\_\_\_\_

Church Name: \_\_\_\_\_

Pastor's Name: \_\_\_\_\_

Director's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip

Director's home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Director's cell phone: \_\_\_\_\_ E-mail \_\_\_\_\_

---

## Philosophy of Adventurers

The Adventurer program was created to assist parents in their important responsibilities as a child's primary teachers and evangelizers. The program aims to strengthen the parent/child development in spiritual, physical, mental, and social areas. Through the Adventurer program, the church, home, and school can work together with the parent to develop a mature, happy child.

The Church's greatest resource is our children. Therefore, it is imperative that as a church we meet the challenge to provide a program for our children during their early, formative years. We want right habits, thoughts, motive, dispositions, and attitudes to be established. The Wise Man wrote, "Bring up a child in the way he should go, and when he is old he

will not turn from it". Prov. 22:6 (NIV) This is more than a cliché – it is a scientific formula.

The Adventurer Club involves children in grades 1-4 along with Eager Beavers in Kindergarten, Little Lambs who are in preschool, and their parents. The programming and planning for Adventurers should be simple and short, but creative. Parental involvement provides opportunities for parents to participate in the learning experiences.

One of the Adventurer Club Objectives is to provide a meaningful, exciting experience as the children look forward with anticipation to some day being Pathfinders.

---

## Your Commitment to Adventurers

We, the undersigned, have read, understand, and are in full agreement with the above Philosophy of Adventurers and agree to support this ministry through those means with which the Lord has blessed this church, including finances, staff volunteers, securing a place to meet, transportation on outings, and other such needs as they may arise in the fulfillment of this Adventurer Ministry. We are also willing to assist and support the work of the Adventurer Ministry in this conference and around the world.

---

### Signatures

Other Church Board Members:

Church Pastor: \_\_\_\_\_

Head Elder: \_\_\_\_\_

Church Clerk: \_\_\_\_\_

Club Director: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return this application to the RMC Youth Department either by mail or by fax. 303-733-1843**

---

**This Adventurer Club Charter Application is sent to every church in the conference by the RMC Youth Director. The purpose is to allow the church leadership to purposefully request to the conference that they are interested in sponsoring an Adventurer Ministry in their church. This application is available at the Rocky Mountain Conference Office at 2520 S. Downing St., Denver, CO 80210 as well as [www.rmcyouth.org](http://www.rmcyouth.org)**

# Adventurer Club Ministry Yearly Application to Continue Operation



Club Name: \_\_\_\_\_ Is this a new name? Y N

Church Name: \_\_\_\_\_

Pastor's Name: \_\_\_\_\_

Director's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip

Director's home phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Director's cell phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## Philosophy of Adventurers

The Adventurer program was created to assist parents in their important responsibilities as a child's primary teachers and evangelizers. The program aims to strengthen the parent/child development in spiritual, physical, mental, and social areas. Through the Adventurer program, the church, home, and school can work together with the parent to develop a mature, happy child.

The Church's greatest resource is our children. Therefore, it is imperative that as a church we meet the challenge to provide a program for our children during their early, formative years. We want right habits, thoughts, motive, dispositions, and attitudes to be established. The Wise Man wrote, "Bring up a child in the way he should go, and when he is old he

will not turn from it." Prov. 22:6 (NIV) This is more than a cliché – it is a scientific formula.

The Adventurer Ministry involves children in grades one (1) thru four(4) along with Eager Beavers in Kindergarten, Little Lambs in preschool, and their parents respectively. The programming and planning for Adventurers should be simple and short, but creative. Parental involvement provides opportunities for parents to participate in the learning experiences.

One of the Adventurer Club Objectives is to provide a meaningful, exciting experience as the children look forward with anticipation to some day being Pathfinders.

## Your Commitment to Adventurers

We, the undersigned, have read, understand, and are in full agreement with the above Philosophy of Adventurers and agree to support this ministry through those means with which the Lord has blessed this church, including finances, staff volunteers, securing a place to meet, transportation on outings, and other such needs as they may arise in the fulfillment of this Adventurer Ministry. We are also willing to assist and support the work of the Adventurer Ministry in this conference and around the world.

### Signatures

Other Church Board Members:

Church Pastor: \_\_\_\_\_

\_\_\_\_\_

Head Elder: \_\_\_\_\_

\_\_\_\_\_

Church Clerk: \_\_\_\_\_

\_\_\_\_\_

Club Director: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return this application to the RMC Youth Department by mail or by fax 303-733-1843.**

**This Adventurer Club Charter Application is sent to every church in the conference by the RMC Youth Director. The purpose is to allow the church leadership to purposefully request to the conference that they are interested in sponsoring an Adventurer Ministry in their church. This application is available at the Rocky Mountain Conference Office at 2520 S. Downing St., Denver, CO 80210 as well as [www.rmcyouth.org](http://www.rmcyouth.org).**

# BACKGROUND CHECK INFORMATION

## **Shield the Vulnerable**

**[www.shieldthevulnerable.com](http://www.shieldthevulnerable.com)**

### **DIRECTIONS for Shield the Vulnerable:**

1. Click the button that says, "First-Time Sign Up Click Here"
2. Select "Seventh-day Adventist" from the drop-down list.
3. Select "Mid-American" from the drop-down list.
4. Select "Rocky Mountain Conference" from the drop-down list.
5. Click Confirm.

Each person will then proceed through the screens selecting the appropriate options as they come.

If you or anyone else has questions, please contact:

Danielle Toddy, Director Human Resources, Rocky Mountain Conference of Seventh-day Adventists  
2520 S. Downing St., Denver, CO 80210

Direct: 303-282-3610, or 800-254-9678, ext. 1610

Fax: 303-496-0002

Each staff member or adult volunteer, **MUST** go through **Shield the Vulnerable Background Check** (**[www.shieldthevulnerable.com](http://www.shieldthevulnerable.com)**), unless you already filled out forms within the last three (3) years.

**Every three (3) years you will be required to redo Shield the Vulnerable online.**



DRIVER QUESTIONNAIRE

SEND TO:

**THIS IS ONLY A SAMPLE**

PLEASE PRINT OR TYPE

DRIVER \_\_\_\_\_ BIRTHDATE \_\_\_\_\_  
Last First Middle Mo Day Year

DRIVER'S LICENSE # \_\_\_\_\_ SOC. SEC # \_\_\_\_\_

STATE LICENSED IN \_\_\_\_\_ HOME ADDRESS \_\_\_\_\_  
Street Number

\_\_\_\_\_ City State Zip Code

OR INSTITUTION FOR WHICH YOU DRIVE \_\_\_\_\_ Department

TYPE VEHICLE YOU DRIVE FOR DENOMINATION: ( ) Utility ( ) School Bus  
( ) Auto ( ) Semi-Tractor

NUMBER OF YEARS DRIVING EXPERIENCE IN THIS TYPE OF VEHICLE \_\_\_\_\_

PLEASE LIST ALL CITATIONS AND ANY ACCIDENTS IN THE LAST THREE YEARS. GIVE THE DATES AND DETAILS OF EACH CITATION AND ACCIDENT.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I HEREBY AUTHORIZE STATE FARM INS. TO OBTAIN MY MOTOR VEHICLE OPERATING RECORD, IN THE EVENT OF A SUB-STANDARD RECORD, I UNDERSTAND STATE FARM MAY NOTIFY MY EMPLOYER. OTHERWISE, THE INFORMATION IS KEPT CONFIDENTIAL.

Signature of Driver \_\_\_\_\_ Date \_\_\_\_\_

## ADVENTURER CLUB EVALUATION

### Guidelines

A Club Evaluation will be arranged mutually between the Club Director and the Area Coordinator or Adventurer Coordinator. It will be held on the usual meeting night by the Area Coordinator or Adventurer Coordinator.

The purpose of the Club Evaluation is to be an aid to the Adventurer Director in helping them to bring their club up to the highest standard possible. There are four main areas that will be assessed. They include club operations, administration, club events, and club equipment.

### DEFINITIONS OF INSPECTION ITEMS ON THE INSPECTION SHEET.

- 1. ATTITUDE & PARTICIPATION...** There should be a positive attitude and complete participation by all Adventurers and Staff.
- 2. AWARDS/CHIPS/STARS...** Awards/Chips/Stars should be taught each month. The Conference requires that at least one (1) award/chip/star is taught during each month.
- 3. AY CLASSWORK...** The focus here is on a regular on-going program with some type of participation in the AY Classwork each month, i.e., Little Lamb, Eager Beaver, Busy Bee, Sunbeam, Builder, Helping Hand, or Advanced Helping Hand.
- 4. COUNSELORS...** There should be one counselor for each unit/squad.
- 5. OPENING EXERCISES...** Include the Adventurer Pledge and Law, Adventurer Song, Pledge of Allegiance, worship, and prayer.
- 6. SPIRITUAL TONE...** Include worship for every Adventurer meeting and the spiritual tone of the whole meeting.
- 7. UNIFORMS...** The standard for this is 100% in the uniform that is designated by the Director for that particular night. The club should be in Full Dress Uniform for the Club Evaluation.
- 8. ATTENDANCE...** Based on the percentage attending Adventurer meetings. The minimum Conference requirement is 80%.
- 9. CHURCH BOARD ATTENDANCE...** The SDA church manual states that all Adventurer Clubs are to have a representative on the church board. NAD strongly recommends that your club director attend these.
- 10. CLUB OBJECTIVES...** All staff members should be aware of the Adventurer Ministries Ministry Statement as found in the Adventurer Staff Manual beginning on page XVII. This should be the basis for the club objectives.
- 11. CURRENT MEDICAL FORMS...** There must be a current copy, within the last 12 months, on every Pathfinder and Staff. This form can be found on page 326 of the Adventure Staff Manual.
- 12. EMERGENCY CONTACT LIST...** A copy of the emergency contact list must be presented.
- 13. MONTHLY REPORTS...** The Conference requires only ten (10) monthly reports for the year. If there are meetings or activities year round, the points will be added in as extra.
- 14. POINT/MERIT SYSTEM...** Show a copy of the point/merit system.
- 15. PREPARED BUDGET...** Present a copy of the prepared yearly budget, which should include the money earning projects (fundraisers).

- 16. PROJECTED SCHEDULE...**Present a copy of the projected schedule/calendar. This should be a minimum of two (2) months ahead.
- 17. PARENT NETWORKING...**There needs to be an active Parent Networking group within the club.
- 18. PUBLIC RELATIONS...**With church, pastoral staff, and the local news. Present copies of communications between Adventurer Clubs, parents, and others.
- 19. STAFF BACKGROUND CHECKS...**A background check must be submitted on all new staff. Background checks must be updated every 3 years.
- 20. STAFF MEETINGS...**One (1) per month is the standard.
- 21. YEARLY REGISTRATION...**The Adventurer Club must turn in their yearly Little Lamb, Eager Beaver, Adventurer, and Staff registration forms by the due date listed on the form.
- 22. CAMP INS...**How often? What kind? Percentage of participation? The Conference requires a minimum of one (1) a year.
- 23. FUN DAY...**The criteria for this is 5 points for attendance at Fun Day and 5 points for participating in the events at Fun Day.
- 24. INDUCTION CEREMONY...**Does the club have a yearly induction ceremony for all new Adventurers?
- 25. INVESTITURE...**Does the club have a yearly investiture program to pass out all of the award patches, chips, stars, and Classwork pins earned throughout the year?
- 26. LEADERSHIP CONVENTION...**Each Adventurer Club should have at least one (1) staff person who attends the Leadership Convention.
- 27. SPECIAL EVENTS...**Outings, field trips, etc... How often, what kinds, and the participation by Adventurers and staff. The monthly reporting system requires at least one (1) outing a month.
- 28. SHARE YOUR FAITH ACTIVITIES...**How many and what kind for each month. The focus here is to have an on-going program. The monthly reporting system requires at least one (1) SYF activity a month.
- 29. UNIT/SQUAD ACTIVITY...**What type, how often, and percentage of participation. The standard is an on-going program for each unit, i.e., each unit/squad going on an outing with their adult counselor.
- 30. BANNER...**Every Club should have a club banner to be carried in parades or displayed at Fun Day.
- 31. CARE OF FACILITIES...**Everything should be clean, neat, and well maintained.
- 32. FLAGS...** The requirement is an American flag, an Adventurer flag, Pledge and Law banners, and the care of each.
- 33. REFERENCE MATERIALS...**Each Adventurer Club should have a library of reference books and materials. Included in this should be the Adventurer Staff Manual.
- 34. TROPHY CASE ...**Every Club should have a trophy case for the display of trophies.

## ADVENTURER CLUB EVALUATION

CLUB NAME: \_\_\_\_\_

DIRECTOR(S): \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

AREA COORDINATOR: \_\_\_\_\_

TOTAL SCORE: \_\_\_\_\_ # OF POINTS: \_\_\_\_\_

<u>SCORE</u>		<u>POINTS TOWARDS TROPHY</u>
306-340	OUTSTANDING	50 POINTS
272-305	EXCELLENT	45 POINTS
238-271	GOOD	40 POINTS
1-237	FAIR	35 POINTS

COMMENTS: \_\_\_\_\_

---

---

---

---

---

---

---

---

---

---

---

## ADVENTURER CLUB EVALUATION

**Club Name:** \_\_\_\_\_

**Director's Name:** \_\_\_\_\_

INSPECTION ITEMS	NOTES	10	9	8	7	6	5	4	3	2	1
1. Attitude & Participation		<input type="radio"/>									
2. Awards/Chips/Stars		<input type="radio"/>									
3. AY Classwork		<input type="radio"/>									
4. Counselors		<input type="radio"/>									
5. Opening Exercises		<input type="radio"/>									
6. Spiritual Tone		<input type="radio"/>									
7. Uniforms		<input type="radio"/>									
8. Attendance		<input type="radio"/>									
9. Church Board Attendance		<input type="radio"/>									
10. Club Objectives		<input type="radio"/>									
11. Current Medical Forms		<input type="radio"/>									
12. Emergency Contact List		<input type="radio"/>									
13. Monthly Reports		<input type="radio"/>									
14. Point/Merit System		<input type="radio"/>									
15. Prepared Budget		<input type="radio"/>									
16. Projected Schedule		<input type="radio"/>									
17. Parent Networking		<input type="radio"/>									
18. Public Relations		<input type="radio"/>									
19. Staff Background Checks		<input type="radio"/>									
20. Staff Meetings		<input type="radio"/>									
21. Yearly Registration		<input type="radio"/>									
22. Camp Ins		<input type="radio"/>									
23. Fun Day		<input type="radio"/>									
24. Induction Ceremony		<input type="radio"/>									
25. Investiture		<input type="radio"/>									
26. Leadership Convention		<input type="radio"/>									
27. Special Events		<input type="radio"/>									
28. SYF Activities		<input type="radio"/>									
29. Unit Activities		<input type="radio"/>									
30. Banner		<input type="radio"/>									
31. Care of Facilities		<input type="radio"/>									
32. Flags		<input type="radio"/>									
33. Reference Materials		<input type="radio"/>									
34. Trophy Case		<input type="radio"/>									
<b>Total Points</b>											

\*10 = always, 5 =usually, 1 = never

# Adventurer Club Health Record



Name \_\_\_\_\_ Birth date \_\_\_\_\_

Address \_\_\_\_\_  
*Street City State Zip*

Home Phone \_\_\_\_\_ Social Security Number \_\_\_\_\_

Date of Last Tetanus Booster \_\_\_\_\_

Allergies to drugs or foods

Any special medications or pertinent information

List any restrictions

## Telephone numbers where parents may be reached:

Father \_\_\_\_\_  
*Name Home Phone Business Phone*

Mother \_\_\_\_\_  
*Name Home Phone Business Phone*

Emergency phone (friend or relative) \_\_\_\_\_

Family Physician \_\_\_\_\_  
*Name Business Phone*

Physician's Address \_\_\_\_\_  
*Street City State Zip*

Insurance Company \_\_\_\_\_ Policy \_\_\_\_\_

## Authorization to Treat a Minor

I (we) the undersigned parent, parents or legal guardian of: \_\_\_\_\_  
*Name of Adventurer*

In case of emergency, I hereby give permission to the physician selected by the club directors to hospitalize, secure proper treatment for, and to order injection, anesthesia or surgery for my child.

As parent or legal guardian of the applicant, I am in favor of him/her attending club functions and accept the conditions named. The health history stated is correct so far as I know, and the person herein described has permission to engage in all prescribed club activities except as noted. In addition I have read and understand the Emergency Authorization statement and give my full consent to the terms found therein. Permission for photocopying of this health record is granted.

\_\_\_\_\_  
*signature of parent/guardian*

\_\_\_\_\_  
*date*

.....  
This section is for the notary to sign if your state requires it.

## **Instructions for Filing Pathfinder/Adventurer Insurance Claims**

1. Fill out the attached form completely, including signatures.
2. Attach any medical bills you have received.
3. Send all of the above items to:

**THIS IS ONLY A SAMPLE**

Rocky Mountain Conference  
2520 S. Downing Street  
Denver, CO 80210

4. If more medical bills are received, send them to the above address also.
5. If you have any questions, call the RMC Youth Depart. at 303-282-3660.
6. You may copy this form as needed.



**ABOUT THE INSURED**

Insured Entity Name & Address		Contact Person	Contact's Phone
Church or School or other:			Home:
Conference:			Work:

THIS IS ONLY A SAMPLE

**ABOUT THE LOSS**

Date of Loss:	Time of Loss:
---------------	---------------

**ABOUT THE LOCATION OF INCIDENT**

Name & Address of Owner of Premises (if not the Insured)		Phone Number	Relationship to Insured
Location of Accident (include City & State)			
Description of Accident/Nature of Activity (Use additional sheet if necessary)			

**ABOUT THE INJURED PERSON OR DAMAGED PROPERTY**

Name & Address (Injured/Owner)		Phone Number
Age	Sex	Describe Injury or Damage (example: fractured arm; sprained back, broken window, etc.)
Describe Property (Type, Model, Etc.)		Estimated Amount of Repair
Employer's Name & Address (please indicate relationship to insured/entity, if any.)		Phone Number

**FOR MEDICAL COVERAGE ONLY**

Coverage C. Medical Coverage provides medical coverage for expenses that arise from covered activities. This coverage is provided for one year from the date of injury with a \$5,000 or \$10,000 limit depending option chosen by named insured. Each claim is subject to exclusions applicable to the policy.

I hereby certify that the injury occurred as stated and that all medical statements submitted are due entirely to this claim and that the claim was not a result of a congenital, pre-disposing or pre-existing condition. I hereby authorize any physician or hospital that has treated the above claimant to furnish the insured or its representative any information requested. A photo copy of this authorization is to be considered valid.

Signature of claimant, parent or guardian \_\_\_\_\_ Date \_\_\_\_\_

Address of claimant, parent or guardian \_\_\_\_\_

**ABOUT WITNESSES**

Name & Address	Work Phone	Home Phone

**COMMENTS**

Reported by	Reported To	Signature of Insured
Title:	Date:	Date:

# Adventurer Club Registration Form



Child's Name \_\_\_\_\_ Birth date \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_  
Parent(s) Name(s) \_\_\_\_\_  
Address \_\_\_\_\_  
*Street City State Zip*  
Home Phone \_\_\_\_\_ Emergency Phone \_\_\_\_\_  
Church \_\_\_\_\_ School \_\_\_\_\_

## Pledge

Because Jesus loves me, I will always do my best.

## Law

Jesus can help me to: Be obedient, Be pure, Be true, Be kind, Be respectful, Be attentive, Be helpful, Be cheerful, Be thoughtful, Be reverent.

## Applicant Information

Check class(es) you have been invested in:  Busy Bee  Sunbeam  Builder  Helping Hand

I, \_\_\_\_\_ want to join the \_\_\_\_\_  
*name of applicant club name*

I will attend meetings, activities, field trips, and other club activities. I will proudly wear my Adventurer uniform and obey club guidelines. I will be cheerful, helpful, honest, kind and courteous.

\_\_\_\_\_  
*signature of Adventurer*

## Approval/Consent of Parent/Guardian

As parent/guardian, we understand that the Adventurer program is an active one which includes many opportunities for service, adventure, fun, and learning. I will support the program by:

1. Encouraging my Adventurer to take an active part in all club meetings and functions.
2. Attending events to which parents are invited in support of my Adventurer.
3. Assisting club leaders by serving as a helper when needed.
4. Not holding any individual club staff member liable in the event of an accidental injury.
5. Giving my permission for the above-named Adventurer to attend Adventurer activities.

\_\_\_\_\_  
*signature of parent/guardian*

Name \_\_\_\_\_ Work Phone \_\_\_\_\_  
Address \_\_\_\_\_  
*Street City State Zip*

## **RMC ADVENTURERS MONTHLY REPORT FORMS**

**Date sent** \_\_\_\_\_

Reports are due in the office by the 10<sup>th</sup> of the month to avoid the possible loss of the 10 points given for reports submitted on time. This report should cover things that you did in May! It will show up as May's points.

**FULL CLUB NAME:** \_\_\_\_\_

**Director's Name:** \_\_\_\_\_

**Monthly report forms are scored as follows:**

**Office use  
ONLY**

1. 10 points – Report received by the 10<sup>th</sup> of the month. \_\_\_\_\_

2. 5 points – Had at least 2 meetings during the month. \_\_\_\_\_  
 Dates: \_\_\_\_\_

3. 5 points – Had a staff meeting during the month. \_\_\_\_\_  
 Dates: \_\_\_\_\_

4. 5 points – Did a Share Your Faith during the month. \_\_\_\_\_  
 Please describe: \_\_\_\_\_

5. 5 points – Had a club outing or field trip during the month. \_\_\_\_\_  
 Please describe: \_\_\_\_\_

6. 5 points – Taught at least one Award, Chip, or Star during the month. \_\_\_\_\_  
 Please list: \_\_\_\_\_

7. 5 points – 80% attendance to all club functions during the month. \_\_\_\_\_  
 Yes \_\_\_\_\_ No \_\_\_\_\_  
 (you will not loose points if this is No)

8. 5 points – 80% in designated uniform during the month. \_\_\_\_\_  
 Yes \_\_\_\_\_ No \_\_\_\_\_  
 (you will not loose points if this is No)

9. 5 points – Doing Classwork during the month (check which ones). \_\_\_\_\_  
 Little Lamb \_\_\_\_\_ Eager Beaver \_\_\_\_\_  
 Busy Bee \_\_\_\_\_ Sunbeam \_\_\_\_\_  
 Builder \_\_\_\_\_ Helping Hand \_\_\_\_\_

**50 Possible points for the month.**

**TOTAL POINTS** \_\_\_\_\_

**Mail to:** Rocky Mountain Conference  
 Adventurer Department  
 2520 S. Downing St.  
 Denver, CO 80210

**Fax to:** 303-733-1843

## *Trip Emergency Contact Procedure*

We recommend that Adventurers and Pathfinders follow the procedure outlined below when going on field trips or other trips.

1. Have one contact person that the leader of the group can contact in case of an accident or emergency. This might be the Pastor, the Head Elder, or the church secretary. The club director should carry this phone number with him/her at all times. Everyone needs to be called within one hour.
2. Club Director or designee should make initial phone call to contact person.
3. Have a telephone tree to contact parents. The initial contact person should have a list of all club members' names and telephone numbers. This person should call no more than three people.
4. Each of these people should call 3-5 more people, etc., until all parents or emergency contact people have been notified.
5. All vehicles should carry medical release forms for all club members. Then if club members ride in a different vehicle, there will always be a release form available. An alternate plan would be for all Pathfinders to carry their own medical release form at all times.
6. Remember, the Church Board needs to approve all outings and record this in their minutes to be sure that Pathfinder insurance will cover the trip.
7. Update the contact person every four hours until the emergency is over.



# Insignia Placement

## Right sleeve

1/2" down from shoulder place the club name crescent

2" down from the top of the club name crescent, place the Adventurer Patch.

Staff rank stripe goes between the club name and the Adventurer Patch. Move the Adventurer Patch down an extra inch.

## Sash

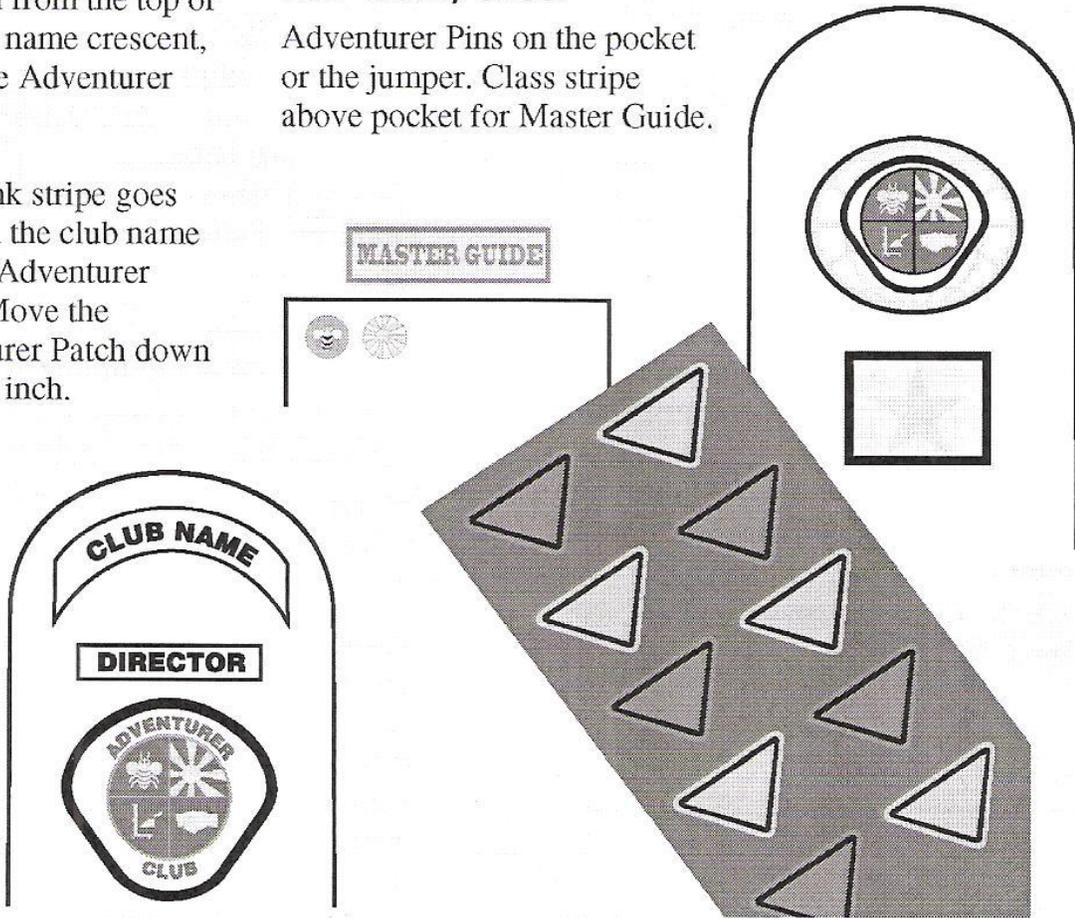
Adventurer Awards (AY honors are not to be placed on the Adventurer sash.)

## Left front, chest

Adventurer Pins on the pocket or the jumper. Class stripe above pocket for Master Guide.

## Left sleeve

1 1/2" down from the shoulder, place the Adventurer World.



# **SAMPLE PROGRAMMING**

Adventurer Club Letterhead



(Date)

(Name)

(Address)

(City, state, zip)

Dear (name):

It is a privilege to pastor a church that feels a responsibility to help you prepare your son/daughter for a home with our Heavenly Father.

Our Adventurer Club director and associates have one purpose in working with you and your children. They desire to help you lead them into a deeper experience with Jesus Christ. By involving Adventurers and their parents in a four-fold program of spiritual, mental, recreational and social activities, they will help you guide them up the ladder of character growth and development.

Registration will be (date, time, place). We will be looking forward to seeing you and (child's name). Let us remember God's promise—"Train up a child in the way that he should go, and when he is old, he will not depart from it." Proverbs 22:6

Your brother in Christ,

(Pastor's name)

Parent's Invitational Letter

## Adventurer Club Letterhead



(Date)

(Name)

(Address)

(City, state, zip)

Dear (name):

Hi! You and your Adventurer age child are invited to join our Adventurer Club. New members can join our club at (time, date, place).

Here are a few things you need to know:

- 1.** New members can join the club twice a year.
- 2.** A parent/guardian must accompany the child upon registration.
- 3.** If you have family friends who would like to join, bring them with you to the registration program.

Your Adventurer Club staff is looking forward to having a good time with you as a family. Our staff has planned a fun program for you, and you won't want to miss it! See you on (date) at (place)!

Your friend and club director,

(Name) (Phone Number)

Enclosed:

- Club program for the next three months
- Adventurer registration form
- Uniform information
- Registration fee information
- Insurance information

Family Invitational Letter

020

## Finances

The Adventurer Club is financed by the local church and club membership fees. All monies collected or spent should be channeled through the church treasurer so there will be an "audit trail". This protects the club leadership.

### Planning an Adventurer Budget

1. **Who plans the budget?**  
It is the responsibility of the club director and staff.
2. **When?**  
The budget is planned at the organizational staff meeting.
3. **What is involved?**  
Answer the following questions when planning the budget:
  - a. What are the programs for the coming year?
  - b. How much will it cost?
  - c. The budget expenses should include:
    1. Adventurer awards
    2. Certificates
    3. Craft supplies

4. Outreach projects
5. Conference events
6. Field trips
7. Family Network
8. Insurance (check with your conference Adventurer Director for information)

**d. The budget income includes:**

1. Application fees
2. Dues
3. Subsidy
4. Fund-raising

### Club Dues

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

### Contributions

Friends and patrons often contribute toward supplying specific needs in the Adventurer Club program. Booster membership cards should be presented to each contributor.

S T E P B Y S T E P

## Sample Adventurer Club Budget

This budget is based on a new club of fifteen members.

### Expected Yearly Income:

Application fees .....	75.00
Dues .....	315.00
Church subsidy .....	180.00
Fund-raising projects .....	240.00
Reserves .....	100.00
TOTAL .....	910.00

### Expected Yearly Expenses:

Uniform insignia .....	60.00
Outreach project .....	30.00
Program material (crafts, etc.) .....	250.00
Equipment (flags, balls, pledge and law) .....	210.00
Field trips .....	60.00
Conference Adventurer Family event .....	180.00
Miscellaneous secretarial supplies, promotional .	120.00
TOTAL .....	910.00

This budget is based on a club of seven members.

### Expected Yearly Income:

Application fees .....	35.00
Dues .....	147.00
Church subsidy .....	120.00
Fund-raising projects .....	148.00
TOTAL .....	450.00

### Expected Yearly Expenses:

Uniform insignia .....	40.00
Outreach projects) .....	14.00
Program materials (crafts, etc.) .....	125.00
Equipment (flags, pledge/law, etc.) .....	125.00
Field trips .....	71.00
Conference Adventurer Family event .....	71.00
Miscellaneous .....	75.00
TOTAL .....	450.00

## **Rocky Mountain Conference Yearly Guidelines & Sample Calendar**

Following are some guidelines and a sample calendar:

1. **At least 2 club meetings each month** (one in Class A uniform, the other in field uniform) to include:
  - a. Award classes (at least one Award, Chip, or Star during the month)
  - b. Classwork (Little Lamb, Eager Beaver, Busy Bee, Sunbeam, Builder, Helping Hand)
  - c. Marching & Drilling (minimal)
2. **One staff meeting per month**
3. **One “share your faith” activity each month** such as: visit nursing homes; adopt grandparents; teach how to make and write “thank you” notes, “I love you” notes, and cards for special days; be involved with neighborly activities; take something to the homeless on a monthly basis as parent child pairs.
4. **One “outing” or “field trip” each month** such as: fire station, animal hospital, nature exhibit, city office, bakery, hospital, greenhouse, public library, train ride, power plant, tv station, floral shop, craft store, semi-trailer truck ride, planetarium, city bus ride, factory, police station, historic place of interest, emergency center. (Any time you can combine activities, the easier it is; such as having a party after a share your faith activity.)
5. **Adventurer Sabbath.** (See sample.)
6. **Club evaluation (fall) and formal inspection (spring) by area coordinator.** Should be held during one of the Class A uniform meetings.
7. **Induction Service.** Should be held soon after start of club, preferably after everyone is in uniform.
8. **Club Camp-in.**

Conference-sponsored activities include:

1. Family Camporee
2. Leadership Weekend
3. Investiture
4. Fun Day
5. Training Seminars

## Sample Calendar

\*Conference sponsored activities

August –

- Staff meeting
- Club meeting (class A uniform)
- Club meeting (field uniform)
- Share-your-faith activity
- Outing

September –

- \*Leadership Weekend (staff meeting)
- Club meeting (class A uniform)
- Club meeting (field uniform)
- Share-your-faith activity
- Outing

October –

- Staff meeting
- Club meeting (class A uniform)
- Club meeting (field uniform)
- Share-your-faith activity (can collecting)
- Outing

November –

- Staff meeting
- Club meeting (class A uniform)
- Club meeting (field uniform)
- Share-your-faith activity
- Outing

December –

- Staff meeting
- Club meeting (class A uniform)
- Club meeting (field uniform)
- Share-your-faith activity
- Outing

January –

- Staff meeting
- Club meeting (class A uniform)
- Club meeting (field uniform)
- Share-your-faith activity
- Outing

February –

- Staff meeting
- Club meeting (class A uniform)
- Club meeting (field uniform)
- Share-your-faith activity
- Outing

March –

- Staff meeting
- Club meeting (class A uniform)
- Club meeting (field uniform)
- Share-your-faith activity
- Outing

April –

- \*Fun Day (outing)
- Staff meeting
- Club meeting (class A uniform)
- Club meeting (field uniform)
- Share-your-faith activity

May –

- \*Investiture (in conjunction with the school and Pathfinders)
- Staff meeting
- Club meeting (class A uniform)
- Club meeting (field uniform)
- Share-your-faith activity
- Outing

June – optional

July –

- \*Family Camporee
- Local meetings optional

## **Adventurer Club Meeting Sample**

**Theme: Nature**

<b><u>Time</u></b>	<b><u>Activity</u></b>
10 min.	Opening exercise: i.e. Pledge of Allegiance Adventurer Pledge and Law Pledge to the Bible Devotional
3 min.	Attendance record
17 min.	Ice Breaker activity Unit activity (Awards)
15 min.	Nature game
30 min.	Adventurer class work
14 min.	Closing ceremony Music Object lesson
1 min.	Prayer and dismissal
90 min.	Total time

# Induction Service

Induction is a special Adventurer meeting during which club members and their parents are formally dedicated to the Lord. Each child is to have a part in the service, although not all may have speaking parts. Family members and other interested people are invited to attend.

An Induction Service is usually held within two months from the time your club has started. If this is a first-year club, then all the Adventurers and staff are inducted into the club. If it is an established club, then just the new Adventurers and staff are inducted.

Adventurers like pageantry, so make it as impressive as possible. Keep the program short. At this age, Adventurers have a short attention span and get restless quickly, and we want them to understand the meaning of the program.

Encourage your Adventurers to wear their class-A uniform (dress uniform). Before the

ceremony begins, present Adventurers with a scarf, slide, and sash.

1. Play music while getting Adventurers together.
2. Have Adventurers march in with flags and place them between the audience and Adventurers so they look at the flags while reciting the pledge, etc.
3. Salute and pledge allegiance to the American flag.
4. Pledge to the Christian flag.
5. Pledge to the Bible (optional)
6. Sing the Adventurer theme song.
7. Offer an invocation prayer.
8. Welcome the parents/guardians, Adventurers, and guests to the program.

CHRISTIAN FLAG PLEDGE

I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands. One brotherhood uniting all mankind in service and love.

BIBLE PLEDGE

I pledge allegiance to the Bible, God's Holy Word, and will take it as a lamp unto my feet, a light unto my path, and hide its words in my heart that I may not sin against God.



Program

Registration will be (date, time, place).

(Date)

(Name)

(Address)

(City, state, zip)

Dear (name):

It is a privilege to pastor a church that feels a responsibility to help you prepare your son/daughter for a home with our Heavenly Father.

Our Adventurer Club director and associates have one purpose in working with you and your children. They desire to help you lead them into a deeper experience with Jesus Christ. By involving Adventurers and their parents in a four-fold program of spiritual, mental, recreational and social activities, they will help you guide them up the ladder of character growth and development.

Registration will be (date, time, place). We will be looking forward to seeing you and (child's name). Let us remember God's promise—"Train up a child in the way that he should go, and when he is old, he will not depart from it." Proverbs 22:6

Your brother in Christ,

(Pastor's name)

Registration will be (date, time, place).

(Date)

*This is a sample of the Pastor's letter to prospective club member parents. A reproducible copy can be found in the "Administration" section of the Appendix.*

9. Either, the Adventurer Director, or your pastor should give a short talk about the meaning of the altar. Tell how Biblical figures such as Isaac, Moses, and Esther dedicated their lives to God, and explain how the Adventurers are going to dedicate ourselves to God and the Adventurer Club. Show them that they are building an altar, just like the people in Bible times did.

- The foundation of the altar is built on the Adventurer law. What does the Adventurer law mean and how important is it in our lives? Ask designated people to come forward and read what each section of the Law means.
10. Ask those individuals being inducted to come forward and face the audience. The Adventurer Director will ask them to confirm their dedication to the principles of the Adventurer Club. They do so by repeating the Adventurer Pledge and Law.

**Adventurer Pledge Recitation**

Because Jesus loves me, I will always do my best.

**Adventurer Law Recitation**

The following is a suggested explanation of each part of the law, to be recited from memory as the altar is built at Induction. It is intended that seasoned club members will recite, but in a small club everyone may have a part.

**Jesus can help me to...**

- A. Be obedient** - I will obey God's laws and cheerfully do what my parents and teachers ask me to do. I will obey the laws of my country.
- B. Be pure** - My body is the temple of God, so I want to keep it clean. I will not swear, smoke, drink alcohol, do drugs, or do any other thing God says is disgusting.
- C. Be true** - I will always tell the truth and never try to deceive - even if I may get in trouble for it.
- D. Be kind** - I will look for ways to make other people happy. I will never hurt a person or animal intentionally. I will share my toys too.
- E. Be respectful** - I will be courteous to those whom God put in authority over me (like parents and teachers) and to those who



**Adventurer Club Registration Form**

---

Child's Name \_\_\_\_\_ Birth date \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_  
 Parent(s) Name(s) \_\_\_\_\_  
 Address \_\_\_\_\_  
 Home Phone \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Church \_\_\_\_\_ School \_\_\_\_\_

**Pledge**  
 Because Jesus loves me, I will always do my best.

**Law**  
 Jesus can help me to: Be obedient, Be pure, Be true, Be kind, Be respectful, Be attentive, Be helpful, Be cheerful, Be thoughtful, Be reverent.

**Applicant Information**  
 Check classes you have been invested in:  Busy Bee  Sunbeam  Builder  Helping Hand  
 I, \_\_\_\_\_ want to join the \_\_\_\_\_  
name of applicant club name

I will attend meetings, activities, field trips, and other club activities. I will proudly wear my Adventurer uniform and obey club guidelines. I will be cheerful, helpful, honest, kind and courteous.  
 \_\_\_\_\_  
signature of applicant

**Approval/Consent of Parent/Guardian**  
 As parent/guardian, we understand that the Adventurer program is an active one which includes many opportunities for service, adventure, fun, and learning. I will support the program by:

1. Encouraging my Adventurer to take an active part in all club meetings and functions.
2. Attending events to which parents are invited in support of my Adventurer.
3. Assisting club leaders by serving as a helper when needed.
4. Not holding any individual club staff member liable in the event of an accidental injury.
5. Giving my permission for the above named Adventurer to attend Adventurer activities.

\_\_\_\_\_  
signature of parent/guardian

Name \_\_\_\_\_ Work Phone \_\_\_\_\_  
 Address \_\_\_\_\_  
Street City State Zip

*This is a sample of the Registration form. A reproducible copy can be found in the "Administration" section of the Appendix.*

are younger and weaker than me (like little brothers and sisters). I will take good care of other people's property, even something as small as a borrowed pencil.

- F. Be attentive** - I will listen when someone is talking to me at home, at school, and at church. I will especially listen for God to tell me what to do with my life.
- G. Be helpful** - I will look for ways to help and not wait to be asked. I can help family at home, teachers and friends at school, and other people other places. I can even help God.
- H. Be cheerful** - I will not grumble or complain when I don't get my way or when I have work to do. I will remember that God made me; God doesn't make junk, so I'm not junk! Knowing that makes me happy.
- I. Be thoughtful** - I will make courtesy a habit, both in words and actions. I will look for ways to be nice to people. I will not be rude or irritating.
- J. Be reverent** - I will listen carefully to God, His word, and His messengers. I will take good care of my Bible and church property. I will never make fun of holy things.

The leader then states: "We hereby declare these candidates to be accepted into the fellowship of the

\_\_\_\_\_ Adventurer Club." At this time, each child and staff member, places his or her name on one of the rocks of the altar.

- 11.** The leader then asks that parents/guardians to come forward and stand behind their Adventurer(s). Each parent/guardian is given a lighted candle. The leader reads the challenge to them: "The child that stands before you needs the warmth, security, and love of your their parent. The Adventurer Club is to encourage you in your care of this child but not to take your place. Do you pledge your participa-



### Adventurer Club Health Record

.....

Name \_\_\_\_\_ Birth date \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date of Last Tetanus Booster \_\_\_\_\_

Allergies to drugs or foods \_\_\_\_\_

Any special medications or pertinent information \_\_\_\_\_

List any restrictions \_\_\_\_\_

**Telephone numbers where parents may be reached:**

Father \_\_\_\_\_  
Name Home Phone Business Phone

Mother \_\_\_\_\_  
Name Home Phone Business Phone

Emergency phone (friend or relative) \_\_\_\_\_

Family Physician \_\_\_\_\_  
Name Business Phone

Physician's Address \_\_\_\_\_  
Street City State Zip

Insurance Company \_\_\_\_\_ Policy \_\_\_\_\_

**Authorization to Treat a Minor**

I (we) the undersigned parent, parents or legal guardian of: \_\_\_\_\_  
Name of Adventurer

In case of emergency, I hereby give permission to the physician selected by the club directors to hospitalize, secure proper treatment for, and to order injection, anesthesia or surgery for my child.

As parent or legal guardian of the applicant, I am in favor of him/her attending club functions and accept the conditions named. The health history stated is correct so far as I know, and the person herein described has permission to engage in all prescribed club activities except as noted. In addition I have read and understand the Emergency Authorization statement and give my full consent to the terms found therein. Permission for photocopying of this health record is granted.

\_\_\_\_\_  
Signature of parent/guardian date

.....

This section is for the notary to sign if your state requires it.

Program

**This is a sample of the Health Record form. A reproducible copy can be found in the "Administration" section of the Appendix.**



**A sample altar.**

tion in fulfilling your child's pledge of commitment to the Adventurer Club?" (Parents say "We do!")

**12.** Offer a Dedication prayer.

Induction may not take the whole meeting time, so other activities should be planned that will include visitors, such as games and refreshments. If visitors are not expected to stay the regular program could begin once induction has been finished.

### Instructions for Building the Altar

**Materials:**

**Black foam board** - Black background provides a stone mortar effect: Can be obtained at an office supply or building supply store)

**Floor Tile** - Armstrong Imperial Texture Standard Excelun Tile works well. You can get this tile in several shades at a Home Depot or other building supply store.

**Construction Information**

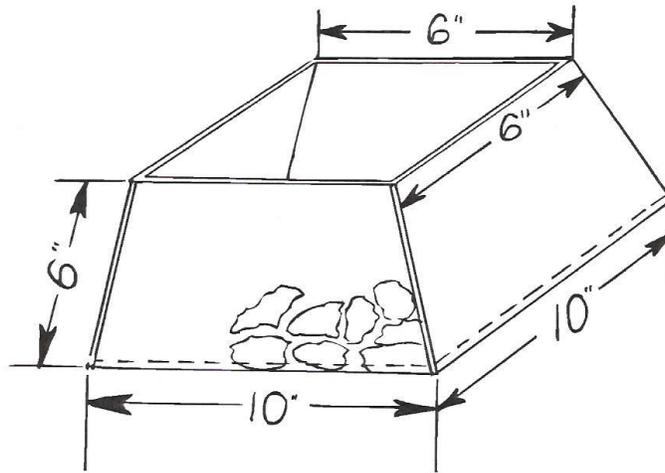
**Foam Board** - Use a utility knife and a straight edge to cut the material. Subtract the width of the walls for the floor (9 1/2" x 9 1/2"). Two sides need to be 1/2" shorter also.

Use a felt pen to blacken the white edges because the edges will show through the tile. Use the leftover foam board to internally brace the corners. Insert small brad nails to hold the sides together while the hot glue is setting.

**Tile** - Break the tile into small pieces with pliers or wire cutters. The tile can be trimmed to fit the spaces to resemble stones. Start from a corner and use a hot glue gun to adhere the tile. Continue to fit and glue new pieces of different color tile to give the altar a stone effect.

**Letters** - Use a tape label and place the Adventurer Law on the bottom row of the altar. The words may need to be distributed on every other stone.

**Induction** - Prepare the Adventurers' names by a tape label machine or other adhesive for the child to place their name on the stone tiles.



*Dimensions for a typical altar.*

## Investiture

The Investiture service is a time at which the children are given the Adventurer awards and Adventurer Class insignia they have earned during the year.

It is vitally important that this service be conducted in a dignified manner and in a way that will stir in every heart a desire to do more for the encouragement and salvation of our boys and girls.

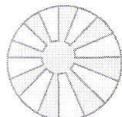
A basic program of 20 to 30 minutes is given here for the benefit of any who may need some guidance.

- Song
- Adventurer Pledge and Law
- Prayer
- Special music
- Memory work
- Practical demonstration or skits
- Parental recognition (pin)
- Charge and presentation of Adventurer awards, certificates and parent pins
- Song
- Prayer

**Optional:** If there is a Pathfinder club or a church school in your church, the Investiture service can be held, as an option, in conjunction with the other organizations. The Sabbath worship hour is a very good time to have an Investiture.



**Busy Bee**



**Sunbeam**



**Builder**



**Helping Hand**



**Advanced Helping Hand**



**Parent Pin**

## Family Blessing Service

To encourage and uplift the families of your Adventurer Club, try this special service. It could take the place of induction, or it could be used during a parent meeting or Adventurer Sabbath during the year.

The Adventurer Blessing Service is a special ceremony which gives parents the opportunity to bless their children by affirming to them their value in the eyes of their parents and in the eyes of God. During this service, parents recommit themselves to stand by children in good times and in bad times, and to always seek to model for their children the great and unfailing love of God.

The Adventurer Blessing Service consists of the following:

- Entrance of Families
- The Tradition of Blessing
- Readings from Scripture
- Affirmation of Value
- Family Pledge
- Song of Blessing
- Dedicatory Prayer

### Entrance of Families

Parents and children enter in an informal procession, each carrying their Bible. They may be seated at the front in the circle or reserved seats.

Plan a special song or piece of music to play as the families enter. (This may be the same as the song used later for the *Song of Blessing*.)

### The Tradition of Blessing

This section of the program is meant to inspire participants with the value of the family blessing as it was done in Scripture and in more recent orthodox Jewish families.

The Old Testament patriarchs often blessed each one of their children, in addition to a special birthright blessing for the firstborn. (See Genesis 27 and 49.) These blessings show the high regard and hopes the father had for his children and were pronounced with the utmost solemnity.

Orthodox Jews have continued this tradition of blessing right up into modern

times. From infancy, children are to be brought to their father and mother on the Sabbath and Holy Days to receive a blessing. A weekly Sabbath blessing, often coming after the lighting of the Sabbath candles on Friday night is a valued part of Jewish family life.

In order to hold the children's interest, keep it short and simple and involve their senses through the use of visual aids, drama, or some other non-lecture type of presentation. The talk should be directed to the Adventurers and their parents rather than to the audience.

### Readings from Scripture

Parents stand in a circle (or semi-circle if there is an audience) with their children directly in front of them.

Parents read in unison, Deuteronomy 6:6,7. Then Adventurers read Ephesians 6:1-3.

### Affirmation of Value

Children turn toward their parents. Parents place one hand on the child's shoulder and read to their children a short (one to two page) letter of blessing which they have prepared beforehand and tucked into their Bibles. Use a microphone if necessary so parents can be easily heard.

The letter should include a description of three or four of the qualities the parent most appreciates in the child. At the end of the letter, parents should draw or glue a picture of an animal or object which represents, for them, the special qualities of their child. (For example, a parent may choose the sunshine because when their child is around, everyone feels bright and cheery.)

A sample parent letter, describing what is needed, is provided or you may introduce this concept to the parents at a parent meeting several weeks before the Family Blessing Service.

If there are a large number of Adventurers, consider having several affirmations read at various times during the service in order to keep the Adventurers and audience from becoming restless and inattentive.

### Family Pledge

While still facing each other, families repeat the Family Pledge with assistance from the Adventurer leader. The Adventurer leader will read the part in bold type, and the parents (or children) will repeat the part in italics. (It might be helpful to have a parent or assistant use a microphone to lead the parents in their part of the pledge.)

**Adventurers, you are growing to be such fine young boys and girls! Now that you are old enough to understand, your parents want you to know about the blessings they want to give you with God's help.**



ADVENTURER CLUB

(Date)

(Name)

(Address)

(City, state, zip)

Dear Adventurer Parent,

On (day), (date) at (time) we will present a special ceremony of blessing for the families and children who are a part of our Adventurer Club. At the ceremony you will have the opportunity to reaffirm to your Adventurer child(ren) your love and commitment to them, and to affirm them for the special contributions which they have brought to your family.

As you can see from the enclosed program, a short talk will be given about the meaning of the family blessing in Scripture, then parents and children will read some scripture verses aloud together. Next there will be a time for you, as parents, to tell your Adventurer child(ren) about the special attributes which you especially appreciate in them.

Please take some time to come prepared to this very special ceremony by:

- Making a list of three or four things you especially appreciate in your child and writing them down in the form of a letter on special stationery, and
- At the bottom of your letter draw or glue a picture of an object or animal which represents, for you, the special qualities of your child. (For example, you may choose a kitten to represent that your child is playful and curious and likes to learn.)

In addition to this special letter, bring your Bibles and have Adventurers in their dress uniforms. We will meet at (when) in the (where) to prepare for the ceremony. We look forward to being part of this blessing service with you.

Sincerely,

Your friend and club director,

(Name) (Phone Number)

© Copyright 1988 by B'nai B'rith, Inc. All Rights Reserved

***This is a sample of the invitation letter to the Family Blessing Service. A reproducible copy can be found in the "Administration" section of the Appendix.***

Every person needs to know that they are loved. When God gave you to your parents, He gave them a very special person to love for the rest of their lives.

*\_\_\_\_\_(child's name)\_\_\_\_\_, I pledge to you the blessing of my love, always, no matter what.*

In order to grow, every person needs food and shelter. Every person needs to be taught how to live in a happy loving way.

*\_\_\_\_\_(child's name)\_\_\_\_\_, I pledge to you the blessing of my help, in every way I can give it, so you can grow strong in Jesus.*

Every child makes mistakes and needs to know that they are forgiven. Every parent makes mistakes too.

*\_\_\_\_\_(child's name)\_\_\_\_\_, I pledge to you the blessing of forgiveness when you make mistakes and apologies when I make mistakes.*

Adventurers, you are a very important part of your family. You have the power to help make your family a happy place or a sad place. Do you pledge to do your part to make your family a happy family?

*We do.*

At this point, invite any friend or family member who is willing to aid and support the Adventurer families in fulfilling their pledges to come forward and stand behind the families. Then invite all members of the church family who desire to support the pledges made during this service to stand.

We are not alone in our pledges. God has given us these members of our church family to support and stand behind us as we seek to bring a blessing for our families.

If there is no audience, invite the Adventurer parents and children to make one circle and hold hands during the song and prayer as a symbol of mutual support.

### Song of Blessing

Use one of the songs listed below or choose another song which the parents or families (and their supporters) can sing to affirm their blessing.

SDA Hymnal 653, "Lead Them My God to Thee"

He is Our Song 119, "Family"

### Dedicatory Prayer

Ask the pastor to pray for God's blessing on these Adventurer families as they strive, in His power, to fulfill the pledges they have made.

## Adventurer Family Blessing Service



#### Families Enter

#### "The Tradition of Blessing" Talk

#### Readings from Scripture

Parents: "These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up."—Deuteronomy 6:6-7

Adventurers: "Children, honor your parents in the Lord, for this is right. 'Honor your father and mother'—which is the first commandment with a promise—that it may go well with you and that you may enjoy long life on the earth."—Ephesians 6:1-3

#### Affirmation of Special Attributes

#### Family Pledge

Adventurers, you are growing to be such fine young boys and girls! Now that you are old enough to understand, your parents want you to know about the blessings they want to give you with God's help.

Every person needs to know that they are loved. When God gave you to your parents, He gave them a very special person to love for the rest of their lives.

*\_\_\_\_\_(child's name)\_\_\_\_\_, I pledge to you the blessing of my love, always, no matter what.*

In order to grow, every person needs food and shelter. Every person needs to be taught how to live in a happy loving way.

*\_\_\_\_\_(child's name)\_\_\_\_\_, I pledge to you the blessing of my help, in every way I can give it, so you can grow strong in Jesus.*

Every child makes mistakes and needs to know that they are forgiven. Every parent makes mistakes too.

*\_\_\_\_\_(child's name)\_\_\_\_\_, I pledge to you the blessing of forgiveness when you make mistakes and apologies when I make mistakes.*

Adventurers, you are a very important part of your family. You have the power to help make your family a happy place or a sad place. Do you pledge to do your part to make your family a happy family?

*We do.*

#### Song of Blessing

Family, we are family,  
 Jesus, He is our God,  
 And I'm so glad He's brought us all together.  
 I'm so glad that the Father is our God.

We share good times together,  
 We share the bad times, too,  
 And we all know our family always loves us.  
 That's because we were all first loved by You.

#### Dedicatory Prayer

Program

**This is a sample of the Family Blessing Service program. A reproducible copy can be found in the "Administration" section of the Appendix.**

**Afterward**

After the Family Blessing Service, the church may choose to celebrate and affirm the blessings which the Adventurer parents have chosen to bestow upon their children. Some ways of affirming the Adventurer families are to:

- Give each family a plant to symbolize the growth they can make together in Jesus;
- Give each family a certificate of recognition and support, signed by the pastor of the church; or
- Host a celebration dinner or potluck for the Adventurer families.

**In Advance**

Prepare parents for the service by meeting with them and going over the parts of the service and their part in it. Ask all participants to bring *New International Version* Bibles or to copy the required texts on an index card to insert in their Bibles. Copy the program outline on nice paper the size of bulletin inserts so that it can be kept unobtrusively in the Bibles for use during the service and kept afterwards as a remembrance.

If the Family Blessing Service is to be done in front of an audience, reserve the front rows for the families involved. Otherwise, place chairs in a circle for the families. Mark a circle or semicircle on the floor to help families know where to stand during the blessing service. Use masking tape, or plastic tape that is a similar color to the floor covering so it will not be easily noticeable.

**Suggested Resources**

Excellent information and background material on the family blessing may be found in *The Blessing* by Gary Smalley and John Trent. It is published by Thomas Nelson and may be found in most Christian bookstores.

# Adventurer Family Blessing Service



**Families Enter**

## **"The Tradition of Blessing" Talk**

### **Readings from Scripture**

**Parents:** "These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up."—*Deuteronomy 6:6-7*

**Adventurers:** "Children, honor your parents in the Lord, for this is right. 'Honor your father and mother'—which is the first commandment with a promise—that it may go well with you and that you may enjoy long life on the earth."—*Ephesians 6:1-3*

### **Affirmation of Special Attributes**

#### **Family Pledge**

Adventurers, you are growing to be such fine young boys and girls! Now that you are old enough to understand, your parents want you to know about the blessings they want to give you with God's help.

Every person needs to know that they are loved. When God gave you to your parents, He gave them a very special person to love for the rest of their lives.

    (child's name)    , I pledge to you the blessing of my love, always, no matter what.

In order to grow, every person needs food and shelter. Every person needs to be taught how to live in a happy loving way.

    (child's name)    , I pledge to you the blessing of my help, in every way I can give it, so you can grow strong in Jesus.

Every child makes mistakes and needs to know that they are forgiven. Every parent makes mistakes too.

    (child's name)    , I pledge to you the blessing of forgiveness when you make mistakes and apologies when I make mistakes.

Adventurers, you are a very important part of your family. You have the power to help make your family a happy place or a sad place. Do you pledge to do your part to make your family a happy family?

**We do.**

#### **Song of Blessing**

Family, we are family,  
Jesus, He is our God.  
And I'm so glad He's brought us all together.  
I'm so glad that the Father is our God.

We share good times together.  
We share the bad times, too.  
And we all know our family always loves us.  
That's because we were all first loved by You.

#### **Dedicatory Prayer**