
Teen Leadership Training

Contents

Welcome to TLT	3
Purpose	3
Mission Statement	3
Goals	4
Objectives	4
Pledge	4
The TLT Program	4
Requirements for Membership	5
The TLT Program and the Pathfinder Club	5
Leadership Skill Development Program	5
Organization	6
Procedures	6
Program Outline	8
Uniforms and Insignia	10
Operational Departments for TLT	11
Voyager Requirements	14
Guide Requirements	17
Master Guide Requirements	20
TLT Program Application	21
TLT Program Recommendation	22
Operational Department Evaluations	23
TLT Program Level Checklists	29



North
American
Division
Pathfinder
Ministries

Historical Note

The TLT Program is a product of a subcommittee of the NAD Pathfinder Council. The committee was chaired by Norm Middag, and included Don Baker, Sheila Draper, Terry Dodge, Jasmin Hoyt, Barbara Manspeaker, Glen Milam, Jack Nesmith, Cheryl Smith, Heather Smith, Joe White, Allan Williamson, and Bob Wong. The program is a compilation of a Pathfinder developmental outline by Norm Middag, and the FLITE Program of Potomac Conference.

The FLITE Program curriculum, utilizing the rotation of six departments for training, was originally developed by Franklin Moses and Darlene and Glen Milam, of the Sligo Pathfinder Club of Potomac Conference. The FLITE Program was presented to a special conference committee responsible for teen leadership in the Pathfinder program of Potomac Conference. This committee consisted of Kristi de Melo, Glen Milam, Franklin Moses, Theresa Rinehart, William Rinehart, Naveen Samuel, Santosh Samuel, Kimberlee Tatum, Michelle Tatum, and was chaired by Roger Rinehart, Head Area Coordinator. The programming procedures and introduction sections were refined and enlarged by the committee, and presented to, and approved by the Potomac Pathfinder Council.

Edition 1.3 (April 1998)

Published by the North American Division Office of Pathfinder Ministries, 12501 Old Columbia Pike, Silver Spring, Maryland 20904.

All rights reserved. Except for the xeroxable forms and activity sheets, which may be copied for Pathfinder use, no part of this book may be reproduced in any form without the written permission of the publisher, unless otherwise noted in the text.

Copyright © 1994, 1998 by NAD Pathfinder Ministries

Designed by Glen Milam of Wesley Thor Studios, Takoma Park, Maryland. Printed in the United States of America.

Additional copies of this manual are available from:

AdventSource, 5040 Prescott Avenue, Lincoln, Nebraska 68506

Additional Pathfinder materials are available from the AdventSource:

Pathfinder Staff Manual

AY Honor Manual

AY/Pathfinder Class Instructors Manual

AY/Pathfinder Class Activity Diaries

AY/Pathfinder Class Record Cards

AY Audio Resource Library

The Pathfinder Story

Call 1-800-328-0525 for a catalog, or to order.

Welcome to TLT

Society has changed over the years. One of the most significant changes is our concern with the adult-teen relationship in the developmental process of the adolescent. Teens of today desire different things from teens of yesteryear. Today's adolescent will experience drives and needs that can push him/her into action. These drives can pull or attract teens to negative activities or toward a desirable goal or object.

The Teen Leadership Training (TLT) program is designed to challenge and empower the teen Pathfinder with new and increased responsibilities, while allowing them the security of a place they know and love. The TLT experience will assist the Pathfinder teen to form adult-Pathfinder relationships as an expression of their developing identity as teenagers. The TLT member must learn how to give of themselves and how to receive from others. They must allow themselves to be known while getting to know others.

The TLT member needs to believe in him/herself. Each teen must have courage, determination, dedication, and competitive drive. He/she must be willing to sacrifice the little things in life to pay the price for the things that matter.

The TLT program demands creativity. Teens are tired of doing the same old thing. They want to experience achievement and responsibility through a leadership experience with their friends. Teens want opportunities to stretch their abilities through a "shared service experience" of Pathfinder ministry.

Teen Pathfinders want to use their energy and commitment when they find something that involves character-building and provides strength to live this life while preparing for the greater life as a son or daughter of God.

Purpose

The Teen Leadership Training (TLT) program is designed to train and mentor youth in service and leadership skills.

The TLT vision encompasses a core of youth fulfilling meaningful and responsible Pathfinder leadership positions in the Pathfinder Club and Conference/Union Pathfinder ministry, supporting the mission of the SDA Church as they learn to give of themselves and to receive of others.

TLT youth will experience acceptance, achievement, and responsibility in developing self-efficacy, self-respect, and identity through adult-teen mentoring in a "shared service experience" in developing a redemptive relationship with God.

Mission Statement

The Teen Leadership Training (TLT) program is designed to address adolescent developmental needs and promote leadership skills, enabling and empowering teens to become full partners in the mission of the SDA Church with Pathfinder adult leadership in a "shared service experience" of the Pathfinder ministry in the North American Division.

TLT Pledge

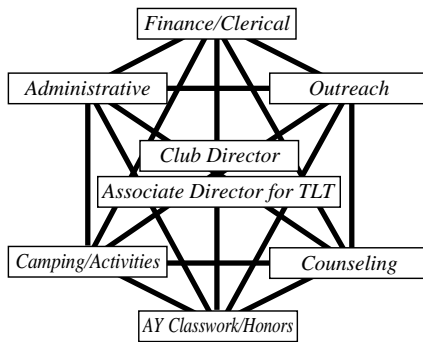
“Loving the Lord Jesus, I promise to take an active part in the work of the Teen Leadership Training program, doing what I can to help others and to finish the work of the gospel in all the world.”

Leadership

A leader is a person who directs, guides, influences, and controls thoughts, feelings, and behavior of others to a particular end.

Leadership makes a difference. To be effective leaders, we must influence others to think and act, as well as to follow. We must set an example that others “choose” to follow. The secret to eliciting that choice is the very essence of leadership.

Program & Communication Flow Chart



Goals

To help teens experience their developmental needs by making them feel:

- A. A sense of achievement
- B. A sense of responsibility
- C. A sense of respect for authority
- D. A sense of acceptance in adult leadership circles
- E. A sense of life skills

Objectives

- A. Encourage TLT members to belong to the church and to actively participate in leadership in the church/conference Pathfinder ministry.
- B. Involve TLT members as associates with Pathfinder adult leadership, holding responsible positions in local and Conference Pathfinder ministries.
- C. Challenge TLT members in the mission and ministry of Christ through Pathfinding, making God’s Word meaningful and fruitful in their lives.
- D. Encounter skill-building opportunities through positive communication and friendship networks created to increase resilience to peer pressure, increase self-efficiency, and self-esteem.

The TLT Program

The TLT program is a four-year course designed to include all aspects of Pathfinder club management, programming operations, and encourage teens to explore and develop their talents in leadership, planning and social skills.

The program gives the TLT member permission to experience Pathfinder leadership under adult supervision.

The program uses six major departments of a club as training sections. These include: Administrative, Finance/Clerical, Camping/Activities, Outreach, Counseling, and AY Classwork/Honors. Within each of these operations are several service areas that must be completed. Some clubs, due to size or location, will not require completion of all items under each section.

The key to the success of the TLT program is *clear and ample communication*. There must be effective and frequent communication between the TLT member and the Pathfinder club leadership.

Requirements for Membership

- A. Be in grades 9-12, and submit application which has been:
 1. processed and signed by the sponsoring Pathfinder Club Director
 2. recommended by the church pastor
 3. registered with the Conference Pathfinder Director.
- B. Application to be renewed, accepted, and registered annually.
- C. Actively participate in leadership skill development assignments.
- D. Personality traits promoted by Christian ethics and the TLT Pledge must be an integral part of the participant's lifestyle.

The TLT Program and the Pathfinder Club

The TLT program is for those in grades 9-12 who wish to advance into leadership positions. The program is optional, and some teen Pathfinders may choose not to take part.

TLTs are not to form a separate club. They are members of a Pathfinder club.

In club formation, TLTs should join a regular teen unit, or if numbers allow, they could form a separate unit.

In parades or other dress formations, TLTs should form at the rear of columns, between the Pathfinders and the staff.

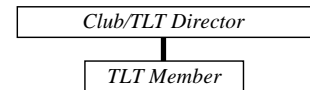
Leadership Skill Development Program

- A. Pathfinder Club Leadership Skill Development
 1. attend staff meetings
 2. accept leadership responsibilities
 - a. club programming
 - b. associate staff member
 - c. teach AY Pathfinder curriculum
- B. Conference Leadership Skill Development
 1. assist in Conference Pathfinder Camporee
 2. assist in Conference Pathfinder Fair
 3. assist in Conference special events
 4. assist in marketing Pathfinder ministry
 5. attend Conference Pathfinder leadership training
 6. assist in Union/Conference special events
- C. Union Leadership Skill Development
 1. attend Union Pathfinder leadership training
 2. assist Union special events

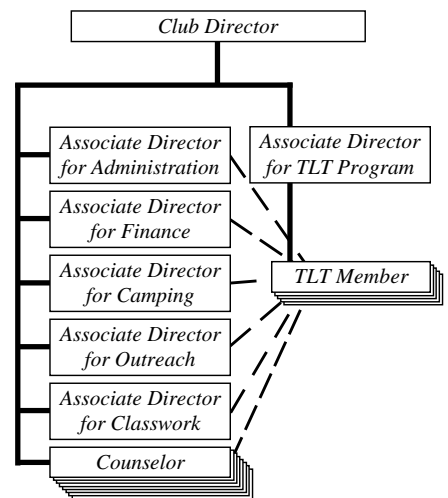
Associate Director for TLT Job Description

The basic job function of the TLT Director, whether an associate or the club director, is to coordinate the assignment of TLTs to operational departments and to mentor the TLT throughout the training period.

Typical Small Club TLT Organizational Flow Chart

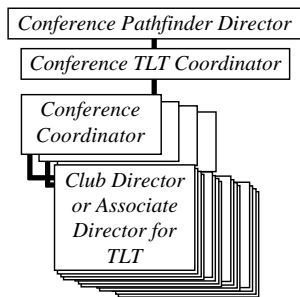


Typical Large Club TLT Organizational Flow Chart



These office titles may vary according to club or conference. Associate Director is the same office as Deputy Director. In some cases one person may fill more than one position.

Typical Conference TLT Organizational Flow Chart



Organization

- A. Sponsor—Conference Pathfinder/Youth Director
- B. Conference TLT Coordinator
- C. Conference Coordinator (Could be Federation, Area, or District Coordinator)
- D. Club Director or Associate Director for TLT

Procedures

Application

A Pathfinder or high school age youth wishing to join the TLT Program should complete a *TLT Application Form* and obtain three recommendation forms. (Suggestions: one from a pastor, one from a teacher, and one from a Pathfinder staff person.) These forms should be turned in to the Pathfinder club director at least two weeks before the beginning of the local Pathfinder quarter or year.

Acceptance

Each club will establish its own acceptance or application committee. In a small club this committee might consist of just the club director. The TLT's commitment to Pathfinding, appropriate maturity level, and Christian witness should all be considered, in addition to the application and recommendations. A red and black shoulder cord is issued to the applicant upon acceptance into the program. All new TLTs start at Level 1.

TLT Program Application

Name _____ Home Phone _____
 Address _____ City _____ Zip _____
 Age _____ Date of Birth _____ Grade _____ Citizenship _____
 Home Church _____ Baptized Yes No
 Name of school now attending _____
 School Address _____ City _____ Zip _____

Class or classes completed:

<input type="checkbox"/> Friend	<input type="checkbox"/> Trail Companion	<input type="checkbox"/> Ranger	<input type="checkbox"/> Wilderness Voyager
<input type="checkbox"/> Trail Friend	<input type="checkbox"/> Explorer	<input type="checkbox"/> Frontier Ranger	<input type="checkbox"/> Guide
<input type="checkbox"/> Companion	<input type="checkbox"/> Frontier Explorer	<input type="checkbox"/> Voyager	<input type="checkbox"/> Wilderness Guide

List your participation in Pathfinder clubs:

Club _____	Year _____	Director _____
------------	------------	----------------

I, the undersigned, apply to the _____ club leadership for a position in the TLT Program. I understand that my application and future participation are evaluated on my performance in Pathfinding and my adherence to the TLT Pledge as well as the Pathfinder Pledge and Law. I agree to participate in the TLT Program as outlined in the TLT Manual and commit myself to developing my Christian leadership potential to its fullest.

Signature _____ Date _____

Mark the two operational departments selected for the 1st year operational assignment:

<input type="checkbox"/> Recommended 1 st year	<input type="checkbox"/> Recommended 2 nd year	<input type="checkbox"/> Recommended 3 rd year
<input type="checkbox"/> Administrative	<input type="checkbox"/> Outreach	<input type="checkbox"/> Finance/Critical
<input type="checkbox"/> AV Classroom/History	<input type="checkbox"/> Camping/Activity	<input type="checkbox"/> Counseling

Club Official Use Only

Approved Disapproved Date _____ Club Director Signature _____
 Date to begin service _____ TLT Director Signature _____

Conference Official Use Only

Date received _____ Conference Director Signature _____

A xeroxable copy of the TLT Application is located at the rear of this manual.

TLT Program Recommendation

I, the undersigned, am applying to the _____ club leadership for a position in the TLT Program of Pathfinding. I understand that my application and future participation are evaluated on my performance in Pathfinding and my adherence to the TLT Pledge as well as the Pathfinder Pledge and Law. I agree to participate in the TLT Program as outlined in the TLT Manual and commit myself to developing my Christian leadership potential to its fullest.

Please complete this recommendation form for me and return it to the following:

Pathfinder Club Director's Name _____
 Address _____ City _____ Zip _____

Thank you for your honest evaluation. Please keep me and the Pathfinder program in your prayers.

TLT Pledge— Loving the Lord Jesus, I promise to take an active part in the work of the Trail Leadership Training program, doing what I can to help others and to finish the work of the gospel in all the world.

Signature _____ Date _____

Please answer the following questions.

How do you know the applicant and for how long? _____

What qualities does the applicant bring to the program? _____

How does the applicant relate to people? _____

How does the applicant respond to stress? _____

Does the applicant have any potential problems that might hinder his/her participation? _____

Recommender's Signature _____ Date _____

A xeroxable copy of the TLT Recommendation is located at the rear of this manual.

Probation Period

Each new or transferring TLT must complete a minimum 60-day probationary period. During this period the TLT will preform as a regular part of the TLT Program and the club administration will evaluate the TLTs commitment to the program.

Should the club administration find significant cause, the TLT can be dismissed at the end of the probationary period.

Department Evaluation and Promotion

A review of each TLT will occur at the completion of each operational rotation. The TLT Director and the assigned operational staff member will conduct the review. Evaluation sheets are provided. There are core requirements which must be completed by all TLTs and there are optional requirements which are to be done at the discretion of the club. The TLT will proceed to their next operational assignment upon a satisfactory evaluation.

Being a TLT requires great responsibility. If any conduct is deemed unbecoming, or the TLT has failed to complete his/her assignments, a review of the TLT will occur. If it is deemed necessary by the review, disciplinary action may need to be taken, up to and including dismissal from the TLT Program.

Upon successful completion of a level, the TLT will receive a service star which indicates the level completed. The star is the same as the adult service star, except it is black and gold.

Administrative Operations Evaluation	
TLT _____	Term Dates _____ Evaluation Date _____
Planning	
01. Attended to planning items including, but not limited to:	
a. Budget Meetings	<input type="checkbox"/>
b. Elections	<input type="checkbox"/>
c. Investments	<input type="checkbox"/>
Worship	
02. Developed ideas for worship, including themes, topics, plans and activities.	<input type="checkbox"/>
03. Planned and scheduled worship. Prepared materials, musical requests, sermon notes, and all thank-you notes. Prepared a backup program if there was a problem.	<input type="checkbox"/>
04. Worked with staff, lay leaders, or club members to make sure that opportunity was given for them to do worship necessary for completion of requirements.	<input type="checkbox"/>
Activities	
05. Attended to planning and coordinating the weekly and special meeting schedule. This included time for AY Classroom, home instruction, special events, meetings, services, and evening trips.	<input type="checkbox"/>
06. Arranged, scheduled and supervised staff in conducting church and home instruction during meetings and events.	<input type="checkbox"/>
07. Taught home evening and drilling techniques.	<input type="checkbox"/>
08. Was responsible for posting the weekly schedule in the Pathfinder meeting place, including weekend schedules on meeting days.	<input type="checkbox"/>
09. Attended to organizing, training, and scheduling of the exhibitors and team.	<input type="checkbox"/>
Security	
10. Trained, scheduled and supervised security personnel as necessary:	
a. In or direct entrance	<input type="checkbox"/>
b. Entrance to the building	<input type="checkbox"/>
c. Entrance to the Pathfinder meeting room	<input type="checkbox"/>
d. Parking lot	<input type="checkbox"/>
11. Attended to establishing or continuing contact with local emergency and police agencies.	<input type="checkbox"/>
12. Checked in and in security equipment and supervised its storage, upkeep and repair.	<input type="checkbox"/>
General	
13. Met deadlines.	<input type="checkbox"/>
14. Worked cheerfully and without prodding.	<input type="checkbox"/>
15. Communicated effectively.	<input type="checkbox"/>
16. Exhibited Christian spirit.	<input type="checkbox"/>
= Activities required activity	
☑ Approves for Advance ☑ Disapproves for Advance Reviewing Staff _____ Date _____	

Xeroxable copies of the TLT operational evaluation sheets are located at the rear of this manual.

TLT Program Level 1 Checklist	
Entry Requirements	Date _____ Signature _____
1. Be in at least the 9th grade. (All new TLTs start at Level 1.)	<input type="checkbox"/>
2. Complete the TLT Program Application.	<input type="checkbox"/>
Submit three recommendation forms.	<input type="checkbox"/>
Be approved by the club leadership.	<input type="checkbox"/>
3. a. If in the 9th grade, the applicant must have been a Pathfinder with the local club during the previous year, or complete a club orientation program. Had an attendance record of at least 80%. Have completed at least one level of progressive Classroom during their most recent active year.	<input type="checkbox"/>
b. If in the 10th, 11th, or 12th grade, the applicant must complete a club orientation program. Had an attendance record of at least 80%. Have completed at least one level of progressive Classroom during their most recent active year.	<input type="checkbox"/>
TLT Duties	
1. Satisfactorily completed two operational rotations:	<input type="checkbox"/>
☑ Administrative Operations	
☑ Classroom Hours Operations	
☑ Outreach Operations	
☑ Camping/Activity Operations	
☑ Counseling Operations	
☑ Finance/Clerical Operations	
2. Completed the requirements for the level of standard Classroom for the grade level of the TLT.	<input type="checkbox"/>
3. Maintained an 80% or above club attendance.	<input type="checkbox"/>
Maintained an 80% proper uniform record.	<input type="checkbox"/>
4. Participated in a Conference/Union leadership skill development program.	<input type="checkbox"/>
☑ Approves for Advance ☑ Disapproves for Advance Reviewing Staff _____ Date _____	

Xeroxable copies of the TLT Level 1 checklists are located at the rear of this manual.

Orientation Program Outline

- *Pathfinder objectives and purpose*
- *AY Pathfinder curriculum*
- *Program format*
- *Basic club policies including: finances, attendance, enrollment, etc.*
- *Leadership style/chain of command*
- *Discipline techniques and procedures*
- *Club goals*
- *Communication channels*
- *Expectations*

Recommended

Level 1 Operational Departments

- *Administrative*
- *AY Classwork/Honors*

Split your Level 1 TLTs into two groups. The groups rotate the two operational departments at midyear.

Recommended

Level 2 Operational Departments

- *Outreach*
- *Camping/Activities*

Split your Level 2 TLTs into two groups. The groups rotate the two operational departments at midyear.

Program Outline

Level 1 Entry Requirements

1. The applicant must be in at least the 9th grade. (All new TLTs start at Level 1.)
2. The applicant must complete the *TLT Program Application*, submit three recommendation forms, and be approved by the club leadership.
3.
 - a. If in the 9th grade, the applicant must have been a Pathfinder with the local club during the previous year, or complete a club orientation program. They should have an attendance record of at least 80%, and completion of at least one level of AY/Pathfinder Classwork during the most recent active year.
 - b. If in the 10th, 11th, or 12th grade, the applicant must complete a club orientation program.

Level 1 TLT Duties

1. The TLT Director, in consultation with the TLT, will assign two operational departments for the TLT to work with during the year. For a period of four and a half months (in nine-month programs) or six months (in twelve-month programs), the TLT will act as an associate to the director or the designated staff member responsible for the assigned operations department. Upon successful completion of the first operational assignment, the TLT will move to the second operational assignment.
2. The TLT must complete the requirements for the standard AY Classwork for the grade level of the TLT.
3. The TLT must maintain an 80% or above club attendance and 80% proper uniform record.
4. Participate in a Conference/Union leadership skill development program.

Level 2 Entry Requirements

1. The TLT must be in at least the 10th grade.
2. The TLT must have satisfactorily completed the TLT Program Level 1.

Level 2 TLT Duties

1. The TLT Director, in consultation with the TLT, will assign two operational departments for the TLT to work with during the year. For a period of four and a half months (in nine-month programs) or six months (in twelve-month programs), the TLT will act as an associate to the director or the designated staff member responsible for the assigned operations department. Upon successful completion of the first operational assignment, the TLT will move to the second operational assignment.
2. The TLT must complete the requirements for the level of standard AY Classwork for the grade level of the TLT.
3. The TLT must maintain an 80% or above club attendance and 80% proper uniform record.
4. Participate in a Conference/Union leadership skill development program.

Level 3 Entry Requirements

1. The TLT must be in at least the 11th grade.
2. The TLT must have satisfactory completed the TLT Program Level 2.

Level 3 TLT Duties

1. The TLT Director, in consultation with the TLT, will assign two operational departments for the TLT to work with during the year. For a period of four and a half months (in nine-month programs) or six months (in twelve-month programs), the TLT will act as an associate to the director or the designated staff member responsible for the assigned operations department. Upon successful completion of the first operational assignment, the TLT will move to the second operational assignment.
2. The TLT must complete a major portion of the Master Guide classwork.
3. The TLT must maintain an 80% or above club attendance and 80% proper uniform record.
4. Participate in a Conference/Union leadership skill development program.

Level 4 Entry Requirements

1. The TLT must be in at least the 12th grade.
2. The TLT must have satisfactory completed the TLT Program Level 3.

Level 4 TLT Duties

1. The TLT, in consultation with the TLT Director, will choose an area of operations to work with during the year. The TLT will act as an associate to the director or the designated staff member responsible for the assigned operations department.
2. The TLT must complete the requirements for the Master Guide classwork.
3. The TLT must maintain an 80% or above club attendance and 80% proper uniform record.
4. Participate in a Conference/Union leadership skill development program.

Recommended

Level 3 Operational Departments

- Counseling
- Finance/Clerical

Split your Level 3 TLTs into two groups. The groups rotate the two operational departments at midyear.

Option

Four Year Outline

An optional system would place the TLT in three areas the first year, the remaining three areas the second year, choose two areas to concentrate in during the third year, and specialize in one area during the fourth year. This system allows for a faster introduction to all departments; however, the shorter sections may not cover enough of the year's schedule to allow adequate insight into all areas. (i.e. Some clubs only camp twice a year. If a TLT was assigned to the camping/activities department during an off period, they would miss a major component of the department.)

Why Red and Black?

Red for the blood of Jesus, black for the trials of leadership.

Uniforms and Insignia

Class A Uniform (Men)

- Pathfinder uniform shirt with epaulets
 - Pathfinder belt, shoes, socks, sash, and scarf
 - Pathfinder green pants (A conference may opt for black pants consistent in cut and fabric.)
 - Pathfinder insignia(s) - *See Pathfinder Staff Manual*
 - Red with black inlay TLT braided cord over the left shoulder
 - TLT office strip on the right arm between the club name stripe and the Pathfinder triangle
 - TLT service stars on the left breast pocket as earned
- * *Other items as per conference policy*

Class A Uniform (Women)

- Pathfinder uniform shirt with epaulets
 - Pathfinder belt, shoes, stockings, sash, and scarf
 - Pathfinder green skirt, culottes, or slacks (A conference may opt for black black knee length A-line skirt, black culottes, or black slacks consistent in cut and fabric.)
 - Pathfinder insignia(s) - *See Pathfinder Staff Manual*
 - Red with black inlay TLT braided cord over the left shoulder
 - TLT office strip on the right arm between the club name stripe and the Pathfinder triangle
 - TLT service stars on the left breast pocket as earned
- * *Other items as per conference policy*

Field Uniform

- In accordance with conference policy

Option

Level and Department Insignia

If it chooses, a conference can develop a system to identify TLT level and/or departmental affiliation. These systems may be used in addition to the required insignia but not in place of them. Methods might include:

- *Shoulder pins*
- *Striped shoulder boards*
- *Sleeve stripes*
- *Additional shoulder cord loops*
- *Color coded shoulder tabs or boards*
- *Pocket pins*
- *Collar pins*

Operational Departments for TLT

The TLT Program is based on rotations in six operational departments. Due to size, location, or management style, not all of the specified tasks will be applicable to all clubs. However, there are certain

activities that are inherent in Pathfinding. These core requirements are noted by the ® symbol. Noted activities constitute the minimum required activity for completion of a TLT level.

Administrative Operations

Planning

- ® 1. Assist in planning events including, but not limited to:
 - a. Regular meetings
 - b. Induction
 - c. Investiture

Worship

- ® 1. Develop ideas for worships, including themes, topics, guests and activities.
- ® 2. Plan and schedule worships. Prepare materials, invite speakers, introduce them, and send thank you notes. Be prepared with a backup program if there is a problem.
- 3. Work with units, AY classes, or class instructors to make sure that opportunity is given for them to do worships necessary for completion of requirements.

Activities

- ® 1. Assist in planning and coordinating the yearly and single meeting schedules. This includes times for AY/Pathfinder Classwork, honor instruction, special events, worships, outings, and camping trips.
- ® 2. Arrange, schedule and supervise units in conducting opening and closing exercises during meetings and events.
- ® 3. Teach basic marching and drilling techniques.
- 4. Be responsible for posting the weekly schedule in the Pathfinder meeting place (including weekend schedules on camping trips).
- 5. Assist in organizing, training, and scheduling of the exhibition drill team.

Security

- ® 1. Plan, schedule and supervise security personnel if necessary.
 - a. Lot or drive entrance
 - b. Entrance to the building
 - c. Entrance to the Pathfinder meeting room
 - d. Parking lot
- ® 2. Assist in establishing or continuing contact with local emergency and police agencies.
- 3. Check out and in security equipment and supervise its storage, upkeep and repair.

General

- ® 1. Meet deadlines.
- ® 2. Work cheerfully and without prodding.
- ® 3. Communicate effectively.
- ® 4. Exhibit Christian spirit.

AY Classwork/Honor Operations

AY Classwork

- ® 1. Assist in planning and carrying out AY/Pathfinder Classwork instruction for the year or assigned time period.
- 2. Assist in coordination with other operations, in making sure that AY/Pathfinder Classwork requirements are cared for in the most appropriate fashion possible.
- 3. Assist in recruitment of AY/Pathfinder Classwork instructors.
- 4. Assist in support of AY/Pathfinder Classwork instructors.

AY Honors

- ® 1. Assist in planning and carrying out honor selection for instruction, including integration of honors required by AY/Pathfinder Classwork.
- ® 2. Provide support for honor instructors by helping with procurement of supplies, distribution of supplies and equipment, set up of teaching area, and provide substitute or teaching assistance.
- 3. Assist in recruitment of AY Honor instructors.

General

- ® 1. Meet deadlines.
- ® 2. Work cheerfully and without prodding.
- ® 3. Communicate effectively.
- ® 4. Exhibit Christian spirit.

® *Indicates required activity*

Outreach Operations

Planning

- ® 1. Assist in planning events including but not limited to:
 - a. Can Collecting
 - b. Community Service
 - c. Day Camps
 - d. Evangelism
 - e. Pathfinder Sabbath
 - f. Vacatino Bible School

Logistics

- ® 1. Collect and record permission slips, fees or other required paperwork. Coordinate with the TLT attached to Finance/Clerical Operations on record-keeping.
- 2. Track and tally the group total for clerical and security reasons.
- 3. Assist in promoting the event and preparing all necessary materials.
- 4. Assist in unpacking, accounting for, and repairing materials upon return from an event.
- 5. Assist in making arrangements for adequate transportation, including vehicle preparation and reservation, written directions provided to all drivers, and emergency policies and meeting places arranged for and communicated to all parties concerned.
- 6. Assist in acquisition of adequate staff coverage for the event.

Activities

- ® 1. Work with Administrative, and Classwork/Honors to have programming for the event.
- ® 2. Plan and be ready to carry through alternative plans should the program have to be changed for any reason. (i.e. rain, snow, cancellation etc.)

Food

- ® 1. Develop a menu and food supplies list for the event as needed.
- 2. Assist in the purchase of required foodstuffs and supplies.
- 3. Assist in unit assignment to KP, food preparation, water detail, and wash station.

Security

- 1. Coordinate with the TLT attached to Administrative Operations to confirm adequate and proper security is arranged for at departure, on site, and at the return point.

General

- ® 1. Meet deadlines.
- ® 2. Work cheerfully and without prodding.
- ® 3. Communicate effectively.
- ® 4. Exhibit Christian spirit.

® *Indicates required activity*

Camping/Activity Operations

Planning

- ® 1. Assist in planning events including, but not limited to:
 - a. Camping Trips
 - b. Field Trips
 - c. Parties
- 2. Assist in creating, planning, and developing special events not regularly scheduled by the club.

Food

- ® 1. Develop a menu and food supplies list for the event.
- ® 2. Assist in the purchase of required foodstuffs and supplies.
- ® 3. Assist in unit assignment to KP, food preparation, water detail, and wash station.

Logistics

- ® 1. Collect and record permission slips, fees or other required paperwork in preparation for departure. Coordinate with the TLT attached to Finance/ Clerical Operations on record keeping.
- ® 2. Track and tally the group total for clerical and security reasons.
- 3. Assist in preparing and packing all general club gear.
- 4. Assist in unpacking, accounting for, and repairing general club gear upon return from an event.
- 5. Assist in making arrangements for adequate transportation, including vehicle preparation and reservation, written directions provided to all drivers, and emergency policies and meeting places arranged for and communicated to all parties concerned.
- 6. Assist in acquisition of adequate staff coverage for the event.

Activities

- ® 1. Work with Administrative, and Special Operations to have programming for the trip.
- ® 2. Work with Classwork/Honors, to insure events or activities needed have time allocated, and that proper preparations are made.
- 3. Post a schedule listing all assignments, menus, and activities.
- 4. Assist in finding instructors or guests for events.
- 5. Plan and be ready to carry through alternative plans should the program have to be changed for any reason. (i.e., rain, snow, cancellation, etc.)

Security

- 1. Coordinate with the TLT attached to Administrative Operations to confirm adequate and proper security is arranged for at departure, on site (including night watch), and at the return point.

General

- ® 1. Meet deadlines.
- ® 2. Work cheerfully and without prodding.
- ® 3. Communicate effectively.
- ® 4. Exhibit Christian spirit.

Counseling Operations

Unit Activities

- ® 1. Assist in, or lead in planning and carrying out a unit day event.
- ® 2. Assist in, or lead in planning and carrying out unit activities during allotted unit time during regular club meetings. This could include unit AY Honor instruction, worship planning, preparation for a unit activity or other activities as directed by the unit counselor or club director.
- 3. Assist in, or lead in planning a unit camping trip.

Club Camping Trips

- ® 1. Assist in, or lead in planning and carrying out unit activities during allotted time on club camping trips.
- ® 2. Assist in, or lead in providing supervision to unit members. Areas in need of special attention include, but are not limited to: site selection and set up, preparation for inspection, unit time, hikes, group meetings, curfew and lights out, and the striking of camp.

AY Classwork/Honors

- ® 1. Assist AY/Pathfinder Classwork instructors by motivating and encouraging unit members to keep up with their AY/Pathfinder Classwork requirements.
- ® 2. Assist AY Honor instructors by motivating and encouraging unit members to pay attention and complete instructions and projects.

General

- ® 1. Meet deadlines.
- ® 2. Work cheerfully and without prodding.
- ® 3. Communicate effectively.
- ® 4. Exhibit Christian spirit.

Financial/Clerical Operations

Finance

- ® 1. Assist in collection and accounting of registration/dues/uniform monies.
- ® 2. Assist in collection and accounting of camping trip and event monies.
- ® 3. Initiate or continue a working relationship with the local church treasurer.
- ® 4. Gain a basic understanding of a debit/credit accounting system.
- ® 5. Assist in collection and accounting of fund-raising monies.
- 6. Assist in collection and accounting of Pathfinder program and honor monies.
- 7. Assist in accounting reimbursements and accounts payable.

Clerical

- ® 1. Assist in taking, processing, and distributing uniform orders.
- ® 2. Assist or lead out in keeping and tracking attendance records for club events and tallying them for use by the club directors and conference reports.
- ® 3. Assist or lead out in collection of permission slips for events.
- 4. Assist or lead out in AY Honor paperwork. Include a list of those who have completed the requirements and document their receipt of the AY Honor token.
- 5. Assist or lead out in submitting monthly reports of club activities and attendance totals to the conference and area coordinator.
- 6. Be able to answer parental and Pathfinder questions concerning general policies and guidelines of the Pathfinder club.
- 7. Assist or lead out in the registration process including tracking, filing, and distribution of applications, info packets, schedules, health forms, and consent forms.

General

- ® 1. Meet deadlines.
- ® 2. Work cheerfully and without prodding.
- ® 3. Communicate effectively.
- ® 4. Exhibit Christian spirit.

® Indicates required activity

TLT Program Application

Name _____ Home Phone _____

Address _____ City _____ Zip _____

Age _____ Date of Birth _____ Grade _____ Citizenship _____

Home Church _____ Baptized Yes No

Name of school now attending _____

School Address _____ City _____ Zip _____

Class or classes completed:

- | | | | |
|---------------------------------------|--|--|---|
| <input type="checkbox"/> Friend | <input type="checkbox"/> Trail Companion | <input type="checkbox"/> Ranger | <input type="checkbox"/> Wilderness Voyager |
| <input type="checkbox"/> Trail Friend | <input type="checkbox"/> Explorer | <input type="checkbox"/> Frontier Ranger | <input type="checkbox"/> Guide |
| <input type="checkbox"/> Companion | <input type="checkbox"/> Frontier Explorer | <input type="checkbox"/> Voyager | <input type="checkbox"/> Wilderness Guide |

List your participation in Pathfinder clubs:

Club	Year	Director
_____	_____	_____
_____	_____	_____
_____	_____	_____

I, the undersigned, apply to the _____ club leadership for a position in the TLT Program. I understand that my application and future participation are evaluated on my performance in Pathfinding and my adherence to the TLT Pledge as well as the Pathfinder Pledge and Law. I agree to participate in the TLT Program as outlined in the TLT Manual and commit myself to developing my Christian leadership potential to its fullest.

Signature _____ Date _____

Mark the two operational departments selected for the 1st year operational assignment:

- | | | |
|--|---|---|
| <i>Recommend 1st year</i> | <i>Recommend 2nd year</i> | <i>Recommend 3rd year</i> |
| <input type="checkbox"/> Administrative | <input type="checkbox"/> Outreach | <input type="checkbox"/> Finance/Clerical |
| <input type="checkbox"/> AY Classwork/Honors | <input type="checkbox"/> Camping/Activity | <input type="checkbox"/> Counseling |

Club Official Use Only

Approved Disapproved Date ____/____/____ Club Director Signature _____

Date to begin service ____/____/____ TLT Director Signature _____

Conference Official Use Only

Date received ____/____/____ Conference Director Signature _____



TLT Program Recommendation

I, the undersigned, am applying to the _____ club leadership for a position in the TLT Program of Pathfinding. I understand that my application and future participation are evaluated on my performance in Pathfinding and my adherence to the TLT Pledge as well as the Pathfinder Pledge and Law. I agree to participate in the TLT Program as outlined in the TLT Manual and commit myself to developing my Christian leadership potential to its fullest.

Please complete this recommendation form for me and return it to the following:

Pathfinder Club Director's Name _____

Address _____ City _____ Zip _____

Thank your for your honest evaluation. Please keep me and the Pathfinder program in your prayers.

TLT Pledge - Loving the Lord Jesus, I promise to take an active part in the work of the Teen Leadership Training program, doing what I can to help others and to finish the work of the gospel in all the world.

Signature _____ Date ____/____/____

Please answer the following questions.

How do you know the applicant and for how long? _____

What qualities does the applicant bring to the program? _____

How does the applicant relate to people? _____

How does the applicant respond to stress? _____

Does the applicant have any potential problems that might hinder his/her participation? _____

Recommender's Signature _____ Date ____/____/____

Administrative Operations Evaluation

TLT _____ Term Dates _____ Evaluation Date _____

Planning

- | | Complete | Incomplete | N/A | Notes |
|---|--------------------------|--------------------------|-----|-------|
| ® 1. Assisted in planning events including, but not limited to: | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |
| a. Regular Meetings | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |
| b. Induction | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |
| c. Investiture | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |

Worship

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|-------|
| ® 1. Developed ideas for worships, including themes, topics, guests and activities. | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |
| ® 2. Planned and scheduled worships. Prepared materials, invited speakers, introduced them, and sent thank-you notes. Prepared a backup program if there was a problem. | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |
| 3. Worked with units, AY classes, or class instructors to make sure that opportunity was given for them to do worships necessary for completion of requirements. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Activities

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|-------|
| ® 1. Assisted in planning and coordinating the yearly and single meeting schedules. This included time for AY Classwork, honor instruction, special events, worships, outings, and camping trips. | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |
| ® 2. Arranged, scheduled and supervised units in conducting opening and closing exercises during meetings and events. | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |
| ® 3. Taught basic marching and drilling techniques. | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |
| 4. Was responsible for posting the weekly schedule in the Pathfinder meeting place, including weekend schedules on camping trips. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 5. Assisted in organizing, training, and scheduling of the exhibition drill team. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Security

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|-------|
| ® 1. Planned, scheduled and supervised security personnel as necessary. | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |
| a. Lot or drive entrance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| b. Entrance to the building | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| c. Entrance to the Pathfinder meeting room | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| d. Parking lot | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| ® 2. Assisted in establishing or continuing contact with local emergency and police agencies. | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |
| 3. Checked out and in security equipment and supervised its storage, upkeep and repair. | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |

General

- | | | | | |
|--|--------------------------|--------------------------|--|-------|
| ® 1. Met deadlines. | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |
| ® 2. Worked cheerfully and without prodding. | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |
| ® 3. Communicated effectively. | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |
| ® 4. Exhibited Christian spirit. | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |

® Indicates required activity

Approve for Advance Disapprove for Advance Reviewing Staff _____ Date _____

AY Classwork/Honors Operations Evaluation

TLT _____ Term Dates _____ Evaluation Date _____

AY Classwork

- | | Complete | Incomplete | N/A | Notes |
|---|--------------------------|--------------------------|--------------------------|-------|
| Ⓡ 1. Assisted in planning and carrying out progressive AY/Pathfinder Classwork instruction for the year or assigned time period. | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |
| 2. Assisted in coordination with other operations, in making sure that AY/Pathfinder Classwork requirements are cared for in the most appropriate fashion possible. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 3. Assisted in recruitment of AY/Pathfinder Classwork instructors. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 4. Assisted in support of AY/Pathfinder Classwork instructors. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

AY Honors

- | | | | | |
|--|--------------------------|--------------------------|--------------------------|-------|
| Ⓡ 1. Assisted in planning and carrying out honor selection for instruction, including integration of honors required by AY/Pathfinder Classwork. | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |
| Ⓡ 2. Provided support for AY Honor instructors by helping with procurement of supplies, distribution of supplies and equipment, set up of teaching area, and arranged for substitute if necessary. | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |
| 3. Assisted in recruitment of AY Honor instructors. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

General

- | | | | | |
|--|--------------------------|--------------------------|--|-------|
| Ⓡ 1. Met deadlines. | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |
| Ⓡ 2. Worked cheerfully and without prodding. | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |
| Ⓡ 3. Communicated effectively. | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |
| Ⓡ 4. Exhibited Christian spirit. | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |

Ⓡ *Indicates required activity*

Approve for Advance Disapprove for Advance Reviewing Staff _____ Date _____

Outreach Operations Evaluation

TLT _____ Term Dates _____ Evaluation Date _____

Planning

- ® 1. Assisted in planning events including but not limited to:
 - a. Can Collecting
 - b. Community Service
 - c. Day Camps
 - d. Evangelism
 - e. Pathfinder Sabbath
 - f. VBS

Complete	Incomplete	N/A	Notes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Logistics

- ® 1. Collected and recorded permission slips, fees or other required paperwork. Coordinated with the TLT attached to Finance/Clerical Operations on record keeping.
- 2. Tracked and tallied the group total for clerical and security reasons.
- 3. Assisted in promoting the event and preparing and packing all necessary materials.
- 4. Assisted in unpacking, accounting for, and repairing materials upon return from an event.
- 5. Assisted in making arrangements for adequate transportation, including vehicle preparation and reservation, written directions provided to all drivers, and emergency policies and meeting places arranged for and communicated to all parties concerned.
- 6. Assisted in acquisition of adequate staff coverage for the event.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Activities

- ® 1. Worked with Administrative, and Classwork/Honors to have programming for the event.
- ® 2. Planned and was ready to carry through alternative plans should the program have had to be changed for any reason. (i.e. rain, snow, cancellation etc.)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Food

- ® 1. Developed a menu and food supplies list for the event as needed.
- 2. Assisted in the purchase of required foodstuffs and supplies
- 3. Assisted in unit assignment to KP, food preparation, water detail, and wash station.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Security

- 1. Coordinated with the TLT attached to Administrative Operations to confirm adequate and proper security is arranged for at departure, on site, and at the return point.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

General

- ® 1. Met deadlines.
- ® 2. Worked cheerfully and without prodding.
- ® 3. Communicated effectively.
- ® 4. Exhibited Christian spirit.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

® *Indicates required activity*

Approve for Advance Disapprove for Advance Reviewing Staff _____ Date _____

Camping/Activity Operations Evaluation

TLT _____ Term Dates _____ Evaluation Date _____

Planning

- | | Complete | Incomplete | N/A | Notes |
|---|--------------------------|--------------------------|--------------------------|-------|
| Ⓡ 1. Assisted in planning events including, but not limited to: | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |
| a. Camping Trips | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| b. Field Trips | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 2. Assisted in creating, planning, and development of special events not regularly scheduled by the club. | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |

Food

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|-------|
| Ⓡ 1. Developed a menu and food supplies list for the event. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Ⓡ 2. Assisted in the purchase of required foodstuffs and supplies. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Ⓡ 3. Assisted in unit assignment to KP, food preparation, water detail, and wash station. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Logistics

- | | | | | |
|--|--------------------------|--------------------------|--------------------------|-------|
| Ⓡ 1. Collected and recorded permission slips, fees or other required paperwork in preparation for departure. Coordinate with the TLT attached to Finance/Clerical Operations on record keeping. | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |
| Ⓡ 2. Tracked and tallied the group total for clerical and security reasons. | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |
| 3. Assisted in preparing and packing all general club gear. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 4. Assisted in unpacking, accounting for, and repairing general club gear upon return from an event. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 5. Assisted in making arrangements for adequate transportation, including vehicle preparation and reservation, written directions provided to all drivers, and emergency policies and meeting places arranged for and communicated to all parties concerned. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 6. Assisted in acquisition of adequate staff coverage for the event. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Activities

- | | | | | |
|--|--------------------------|--------------------------|--------------------------|-------|
| Ⓡ 1. Worked with Administrative, and Special Operations to have programming for the trip. | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |
| Ⓡ 2. Worked with Classwork/Honors, to insure events or activities needed have time allocated, and that proper preparations are made. | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |
| 3. Posted a schedule listing all assignments, menus, and activities. | | | | _____ |
| 4. Assisted in finding instructors or guests for events. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 5. Planned and was ready to carry through alternative plans should the program have to be changed for any reason. (i.e., rain, snow, cancellation, etc.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Security

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|-------|
| 1. Coordinated with the TLT attached to Administrative Operations to confirm adequate and proper security is arranged for at departure, on site (including night watch), and at the return point. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
|---|--------------------------|--------------------------|--------------------------|-------|

General

- | | | | | |
|--|--------------------------|--------------------------|--|-------|
| Ⓡ 1. Met deadlines. | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |
| Ⓡ 2. Worked cheerfully and without prodding. | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |
| Ⓡ 3. Communicated effectively. | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |
| Ⓡ 4. Exhibited Christian spirit. | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |

Ⓡ *Indicates required activity*

Approve for Advance Disapprove for Advance Reviewing Staff _____ Date _____

Counseling Operations Evaluation

TLT _____ Term Dates _____ Evaluation Date _____

Unit Activities

- | | Complete | Incomplete | N/A | Notes |
|---|--------------------------|--------------------------|--------------------------|-------|
| Ⓡ 1. Assisted in, or lead in planning and carrying out a unit day event. | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |
| Ⓡ 2. Assisted in, or lead in planning and carrying out unit activities during allotted unit time during regular club meetings. This could include unit honor instruction, worship planning, preparation for a unit activity or other activities as directed by the unit counselor or club director. | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |
| 3. Assisted in, or lead in planning a unit camping trip. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Club Camping Trips

- | | | | | |
|---|--------------------------|--------------------------|--|-------|
| Ⓡ 1. Assisted in, or lead in planning and carrying out unit activities during allotted time on club camping trips. | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |
| Ⓡ 2. Assisted in, or lead in providing supervision to unit members. Areas in need of special attention include, but are not limited to: site selection and set up, preparation for inspection, unit time, hikes, group meetings, curfew and lights out, and the striking of camp. | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |

AY Classwork/Honors

- | | | | | |
|---|--------------------------|--------------------------|--|-------|
| Ⓡ 1. Assisted AY Classwork instructors by motivating and encouraging unit members to keep up with their AY Classwork requirements. | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |
| Ⓡ 2. Assisted honor instructors by motivating and encouraging unit members to pay attention and complete instructions and projects. | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |

General

- | | | | | |
|--|--------------------------|--------------------------|--|-------|
| Ⓡ 1. Met deadlines. | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |
| Ⓡ 2. Worked cheerfully and without prodding. | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |
| Ⓡ 3. Communicated effectively. | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |
| Ⓡ 4. Exhibited Christian spirit. | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |

Ⓡ *Indicates required activity*

Approve for Advance Disapprove for Advance Reviewing Staff _____ Date _____

Finance/Clerical Operations Evaluation

TLT _____ Term Dates _____ Evaluation Date _____

Finance

- | | Complete | Incomplete | N/A | Notes |
|---|--------------------------|--------------------------|--------------------------|-------|
| ® 1. Assisted in collection and accounting of registration/dues/uniform monies. | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |
| ® 2. Assisted in collection and accounting of camping trip and event monies. | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |
| ® 3. Initiated or continued a working relationship with the local church treasurer. | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |
| ® 4. Gained a basic understanding of a debit/credit accounting system. | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |
| ® 5. Assisted in collection and accounting of fund raising monies. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 6. Assisted in collection and accounting of Pathfinder program and honor monies. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 7. Assisted in accounting reimbursements and accounts payable. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Clerical

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|-------|
| ® 1. Assisted in taking, processing, and distributing uniform orders. | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |
| ® 2. Assisted or lead out in keeping and tracking attendance records for club events and tallying them for use by the club directors and conference reports. | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |
| ® 3. Assisted or lead out in collection of permission slips for events. | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |
| 4. Assisted or lead out in AY Honor paperwork. Kept list of those who have completed the requirements and documented their receipt of the AY Honor token. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 5. Assisted or lead out in submitting monthly reports of club activities and attendance totals to the conference and area coordinator. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 6. Was able to answer parental and Pathfinder questions concerning general policies and guidelines of the Pathfinder club. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 7. Assisted or lead out in the registration process including tracking, filing, and distribution of applications, info packets, schedules, health forms, and consent forms. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

General

- | | | | | |
|--|--------------------------|--------------------------|--|-------|
| ® 1. Met deadlines. | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |
| ® 2. Worked cheerfully and without prodding. | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |
| ® 3. Communicated effectively. | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |
| ® 4. Exhibited Christian spirit. | <input type="checkbox"/> | <input type="checkbox"/> | | _____ |

® *Indicates required activity*

Approve for Advance Disapprove for Advance Reviewing Staff _____ Date _____