



June 5, 2018

Dear Pathfinder Directors & Staff:

It is time to start a brand-new Pathfinder year. What a privilege to work with young people, teaching them about God and the great outdoors He has created. Pathfinder leadership is a time-consuming commitment. Thank you for taking time to be effective leaders for the young people today.

Enclosed is your Dakota Conference Director's Packet. Please look through it carefully, fill out the required forms, and return them to the Dakota Conference office. The report forms are designed to help you plan your schedule which includes the required elements to having a well-balanced Pathfinder club. The lists of staff and club members is important for insurance purposes. When all the paperwork is in the conference will send you a **Certificate of Operation**.

Old and new clubs need to submit forms A, B, and C. Your staff do not need to redo a background check and Staff/Volunteer form if one was turned in last year.

Please take note of the point system on your monthly report. I will be handing out awards at the end of the year for clubs who reach the gold, silver, or bronze levels. If you have questions about the point system please give me a call.

Enclosed is a list of 2018-2019 Pathfinder events for our conference. With the International Camporee in the near future, 2019, it is important to log on to the website, [www.camporee.org](http://www.camporee.org) and keep up with all the updates. You can download the camporee app for your phone or sign up for the camporee newsletter, at [www.camporee.org](http://www.camporee.org). The cost for the International Camporee is \$195.00 per person. On March 1, 2019, the cost increases by \$20.00; so register early.

I eagerly wait to receive your forms showing that you are **officially** registered as a club. May God bless you as you minister for Him.

Prayers,

Sue Nelson  
Pathfinder Director

Enclosures



# Club Certification Application—Information & Process

## Instructions to complete application:

1. After you organize your club, set a calendar for the year, and prepare a budget for your club, you are ready to complete the **Pathfinder Club Annual Application (A)**.
2. **Staff/Volunteer Forms:** Have all staff (including you) complete a **Staff/Volunteer Application Form** AND the **Background Check**- signing with your Social Security number for the form to be considered complete and valid. Have each applicant place these two forms in a sealed envelope with his name printed on the outside. Collect the envelopes to submit with your application. If you have submitted these forms within the past three years you do not need to resubmit them again.
3. **Staff Registration Form.** Fill out your **Yearly Staff Registration Form (B)**. Please do not list anyone for whom you do not have a **Staff/ Volunteer Form** or a **Background Check** form. (If new staff want to join your club later, you can add them on following the procedure for **\*add-ons** given below.)
4. Parents will have completed a *Membership Application* (with *Health Record* and *Consent to Treat* forms). Use these forms to compile your **Pathfinder Membership List ©** form. (You will keep the *Membership Applications* and *Consent to Treat* forms with the club; please do not mail them to the Conference.)
5. Please complete the **Pathfinder Club Annual Application (A)**, filling in all information.
6. Contact your church pastor (or head elder if no pastor), submit to him your plans for the club, and submit your calendar and budget for church board approval. **Obtain your pastor's signature** on your **Pathfinder Club Annual Application (A)**, to indicate you have church board approval of your club and its planned activities.
7. **Sign your Pathfinder Club Annual Application (A)**. This indicates you have taken responsibility for your club and all activities relating to your club, and for your staff and club members.
8. Please **submit** your **Pathfinder Club Annual Application (A)**, **Pathfinder Staff Registration Form (B)**, **Pathfinder Membership List (C)**, **Staff/ Volunteer Forms**, and **Background Checks** to the Youth Ministries office by mail. Please do not fax or email copies as original, signed documents are necessary.
9. Once processed and complete, you will receive a **Certificate of Operation** for your club to display in your church, and your club will have appropriate privileges as you participate in all Conference and Area scheduled activities for Pathfinder Club ministries.

**\*ADD-ONS** during the year (STAFF or PATHFINDER MEMBER):

To submit add-ons, please contact the Youth Ministries Department at the Conference Office and ask for the appropriate blank corresponding form (**Staff Registration Form (B)** or **Pathfinder Membership List (C)**), complete the form, and submit it to us. New staff must provide you a completed **Staff/Volunteer Form** and a **Background Check** form. Please remember to include these with your list of add-ons.

### Clarification for staff working in various ministries -

If you are staff working with an Adventurer Club, etc., but help out as staff with a Pathfinder or Master Guide Club, etc., complete only one **Staff/Volunteer Form** and **Background Check** form.