

A Pathfinder is in the 5<sup>th</sup> through 10<sup>th</sup> grade and a member of a club.

An Adventurer is in the 1<sup>st</sup> through 4<sup>th</sup> grade and a member of a club.

A TLT is a teenager, a member of a club and working on the TLT program curriculum.

Pathfinder/Adventurer Staff are adults (age 18 or older) who volunteer to help and support the club director with the various activities of the club. Each staff member must be screened according to the volunteer screening policy adopted by the Idaho Conference.

See your church's volunteer screening coordinator for the appropriate forms.

## **Pathfinder/Adventurer Organizational Rules**

(The term "Pathfinder" shall refer to all Pathfinder / Adventurers / TLTs in this document unless otherwise specified)

These are the Organizational Rules for the Idaho Conference. These rules are drawn from the North American Division Pathfinder Staff Manual. For anything not addressed in these rules, please consult the NAD Pathfinder Staff Manual, marketed by AdventSource.

### **I. Governing Committees**

#### **A. Pathfinder Executive Committee**

##### **1. Members**

- i. Idaho Conference Pathfinder Director – Chairperson
- ii. Executive Secretary - Secretary
- iii. Special Events Coordinator
- iv. Area Coordinators
- v. Adventurer Director/Deputy Director and Coordinators

##### **2. Purpose**

- i. Plan and organize all Conference sponsored events and activities.
- ii. Plan ways to improve and grow the organization.

##### **3. Terms of Membership**

- i. The term of membership for the Pathfinder Executive Committee members shall be two years. Each member of the Pathfinder Executive Committee will be voted to office by the Pathfinder Council during the Pathfinder year—end meeting, to be held in May or June.

##### **4. Responsibility**

- i. The Pathfinder Executive Committee will report to the Pathfinder Council at each council meeting.

##### **5. Scheduled Meetings**

- i. The Pathfinder Executive Committee will meet as necessary.

#### **B. Pathfinder Council**

##### **1. Members**

- i. Idaho Conference Pathfinder Director - Chairperson
- ii. Executive Secretary - Secretary
- iii. Special Events Coordinator
- iv. Area Coordinators
- v. Conference Adventurer Director/Dept. Director
- vi. Pathfinder Bible Experience Coordinator
- vii. Newsletter Coordinator
- vii. Club Directors—Pathfinder & Adventurer
- viii. Teen Extreme Coordinator
- ix. One TLT from each District
- x. Idaho Conference Representative – Ex-officio

##### **2. Purpose**

- i. Give direction and approval to the Pathfinder Executive Committee.
- ii. Work with the Pathfinder Executive Committee to implement plans, events and activities.

3. Terms of Membership
  - i. The term of membership for the Idaho Conference Pathfinder Director, Executive Secretary, Adventurer Director and all Coordinators shall be two years. These members will be voted into office by the Pathfinder Council during the Pathfinder year--end meeting, to be held in May or June.
  - ii. The term of membership for the TLTs shall be one year. These members will be voted to office at Leadership during the Business Meeting usually held in the fall.
  - iii. If a Club Director is unable to attend the scheduled meeting, he/she may send a staff member from their club to represent them.
  - iv. Each Director of a Pathfinder club and each Director of a Adventurer club represented shall have one vote for all actions taken.
4. Scheduled Meetings
  - i. The Pathfinder Council will meet as necessary with a minimum of four meetings a year.  
(Leadership, Biblefest, Derby, May/June)
  - ii. Meetings will be scheduled to coincide with Conference Events to reduce the travel time to all members as much as possible.
  - iii. A quorum is a simple majority of all voting members of the Council.

## II. Policies

### A. Job Descriptions

1. Idaho Conference Pathfinder Director:
  - i. Chairperson of the Pathfinder Executive Committee and Pathfinder Council.
  - ii. Plans and attends all organizational meetings to plan the Conference functions as well as the overall program.
  - iii. Oversees all Camporees, Fairs, training courses, requested investitures and all other Conference events.
  - iv. Gives support to the Special Events and District Coordinators.
  - v. Plans the program for all events.
  - vi. Visits Clubs as possible at their local meetings or events.
  - vii. Approves all forms and mailings.
  - viii. Creates budgets and gets approval from the Conference Finance Committee.
  - ix. Leads organization in promoting the growth of Pathfinders within the Conference.
2. Executive Secretary:
  - i. Attends all organizational meetings to assist in the planning of Conference functions as well as the overall program.
  - ii. Assists the Conference Director and Coordinators at all Camporees, Fairs, training courses, and all other Conference events.
  - iii. Creates and updates paperwork, forms, and information for the Idaho Conference Pathfinder Staff Manual.
  - iv. Takes minutes of all meetings.
  - v. Keeps track of points outside of and at all functions.
  - vi. Orders and picks up all banners, trophies, and ribbons with the assistance of the Conference Director.
3. Special Events Coordinator:
  - i. Attends all organizational meetings to assist in the planning of Conference functions as well as the overall program.
  - ii. Assist the Conference Director and District Coordinators at all Camporees, Fairs, training courses, and all other Conference events.
  - iii. Keeps inventory of, and prepares the trailer for all needed events. Makes arrangements for the trailer to be early to all needed events.
  - iv. Organizes staff to set up and take down all Conference or Academy equipment needed for

- each event. (Ex: tents, tables, chairs, derby track, etc.)
- v. At all events assign necessary space to Districts or Clubs for camping or booths.

4. Area Coordinator:

- i. Is available to give assistance to the local Pastor and/or Club leadership in promoting Pathfinder policies and programs.
- ii. Visits each club in their District often enough to become familiar with the Club programs, Staff, and Pathfinders.
- iii. Attends all organizational meetings to assist in the planning of Conference functions as well as the overall Pathfinder program.
- iv. Assists the Conference Director at all Camporees, Fairs, training courses, requested investitures, and all other Conference events.
- v. Assists clubs in own District with Pathfinder Sabbaths, investitures, and inspections.
- vi. Encourage and assist churches without Pathfinder clubs in getting a club started.

5. Newsletter Coordinator:

- i. Member of the Pathfinder Council.
- ii. Produces a newsletter at least four times a year.
- iii. Submits draft of newsletter to the Idaho Conference Pathfinder Director for approval.
- i. Works with the editor of the newsletter (Pathfinder Director or designee).

6. Bible Experience Coordinator:

- i. Member of the Pathfinder Council.
- ii. Responsible for organization, promotion, and implementation of the Bible Experience program in the Idaho Conference.
- iii. Provide assistance to clubs to encourage them to participate in Bible Experience events.

7. Conference Adventurer Director:

- i. Member of the Pathfinder Council.
- ii. Coordinates Adventurer activities at conference Pathfinder events.
- iii. Coordinates with local Adventurer clubs to provide special events for Adventurers and their families.
- iv. Provides training for Adventurer staff.
- v. Is available to local club leadership and pastors to promote the Adventurer program.
- vi. Visits Adventurer clubs to become familiar with staff, children, and parents.
- vii. Attends all organizational meetings to assist in the planning of Conference functions as well as the overall program.

8. Conference Adventurer Deputy Director

- i. Assists Conference Adventurer Director as needed

9. Conference Teen Extreme Coordinator

- i. Coordinates teen events in conjunction with Conference Director

B. Conference Sponsored Events (points awarded for participation):

1. Camporee
2. Leadership
3. Spiritual Retreat
4. Biblefest
5. Leadership Training
6. Bible Experience
7. Pinewood Derby
8. Pathfinder Fair

There are no excused absences for conference sponsored events. In order to receive full points for an event, the following criteria apply (with the exception of Leadership, which requires attendance of at least one staff member or TLT from a club to receive points and Fair, which has a different point calculation):

Points will be awarded based on the % of Pathfinder participation.

- 1% - 49% = 50% of total points
- 50% - 100% = 100% of total points

Clubs will be classified as follows by the total points earned in the year.

Gold Club	90-100% of total
Silver Club	80-89% of total
Bronze Club	70-79% of total
Participating Club	1-69% of total

This allows all clubs the opportunity to become Gold Clubs. Each club has an Achievement plaque. Achievement levels will be recognized at Fair and the appropriate engraved plates will be sent to clubs following the fair, signifying the level of achievement they attained.

C. Points

1. Points will be awarded for each club as follows:		Possible	Total
i.	Monthly Reports (September-April) (bonus points are given for activities turned in during the summer) (50% of points will be given if turned in after the end of the month)	100 per month	800
ii.	Registration	100	100
iii.	Submit a Yearly Calendar	100	100
iv.	Camporee Participation (Required when conference sponsored. Clubs will receive bonus points for attending union and NAD sponsored camporees.)	100	100
v.	Leadership Participation	200	200
vi.	Biblefest Participation	100	100
vii.	Bible Experience Participation	100	100
viii.	Pinewood Derby Participation	100	100
ix.	Fair Participation	400	400
	Attendance	50 (compared to last reported club membership)	
	Uniforms	50 (number in uniform as % of those attending fair)	
	Club Inspection	100	
	Booth Inspection	150	
	Drill Team	50	
viii.	Pathfinder Sabbath Participation	100	100
ix.	Investiture Participation	100	100
x.	Coordinator's Inspection to be scheduled by each coordinator	100	100

Total: 2,300

## Send each club their percentage points so they know

### Club Inspection Guidelines

(This is an explanation of the Idaho Conference Pathfinder Formal Inspection form—located in the Forms section of this manual.)

1. Uniform % of Pathfinders Complete. This is a percentage of how many Pathfinders are present the night of inspection. For example, if there were 20 members, but only 18 were present that night, the percentage is based on 18 rather than 20. That way, if there are 18 members present and two aren't in uniform, the percentage would be calculated:  $16/18=89\%=5$  points. Breakdowns are as follows:  
86-100%=5 points      67-85%=4 points      50-66%=3 points  
30-49% =2 points      10-29%=1 points      0-9% =0 points  
Uniform % Staff Complete. Same.
2. General Appearance. How does the club look? Are their uniforms clean and pressed, hair neat, etc.
3. Pathfinder Attendance. Here's where a club gets marked down if there are 20 members and only 18 are present. Calculation:  $18/20=90\%= 5$  points. See #1 for point values.
4. Staff Attendance. See #3 above.
5. On Time. This means "did the program start on time?", not "were all the Pathfinders there on time?".
6. Spiritual Emphasis. What kind of activities does the club do on a regular basis to promote spirituality? Interesting weekly worships, share your faith activities, prayer requests, Christian concerts, etc.
7. Formation. Do the Pathfinders know where to line up when they're called to Fall In?
8. Drill & March. This is evaluated based on whether the club has a drill team and if they are practicing for the fair, etc.
9. Instruction. What honors and crafts have the club been working on? Those will be noted on the report.
10. Program. How is the overall program going. Has the club been planning for and participating in conference events. Have they completed AY honors and awards. Did they have a Pathfinder Sabbath to let their church know about their program?
11. Organization. Does the evening go smoothly? Does the staff know what to do? Have tasks been delegated? Does the staff meet regularly to plan?
12. Staffing. Is it adequate for the number of Pathfinders? Can the director sit down with the coordinator after the opening exercises and talk about their club or are they the only one there who knows what's going on? Is the staff consistent? Are they there nearly every week?
13. Meeting Room. Some clubs have their own Pathfinder room where they are able to

display trophies. Most clubs meet in the Fellowship room of the church. Is the room set up ahead of time so the meeting could start on time? Does the club have a trophy cabinet in the church or some way to display their accomplishments? If they are allowed to hang posters on the wall, are they neat, etc.

14. Flags, Guidons, Banners. Were flags set up before the meeting started, did the club display their guidons, did they have a banner. Note: guidons and banners might not be displayed each week because the club doesn't have a permanent place to meet.
15. Attitude & Involvement. Are the kids having fun and are they generally where they're supposed to be and doing what they're supposed to be doing?
16. Courtesy. Is there an environment of courtesy? Is everyone treated well?
17. Discipline. Do Pathfinders fall in immediately and stand at attention quietly? Are they quiet during opening exercises or are they interrupting? Do they stay with their unit or work group and participate without wandering off?
18. Pathfinder Leadership Training. If the club was represented by staff at leadership, they receive the full 5 points.
21. Advancement. What are the director's goals for the club this year and what are they doing to reach those goals?
22. The blank area at the top of the form can be used for an overview of the clubs accomplishments, kind of a "you've accomplished great things this year, keep up the good work!"

#### D. Uniform Policy

Three classes of uniforms provide flexibility, reality, and a level of comfort for the various activities that Pathfinders/Adventurers become involved in.

1. The following are approved Pathfinder (Adventurer) uniforms:

- i. Class A Black(Adv. Navy) Bottoms & Khaki Tops (Adv. White or Lt. Blue), Sash, Scarf, Appropriate Patches, Black Shoes, Black (Adv. Navy or White) Socks (for Boys/Men or Girls/Women), Bare skin, Skin-toned or Black (Adv. Navy or White) Hose/Tights (for Girls/Women), Pathfinder Belt
- ii. Staff Class A As for Pathfinder/Adventurer with Appropriate Pathfinder/Adventurer Tie & Name tag

(Class A for one club meeting per month (the week to be determined by the club director) and Church, Biblefest, Bible Experience, Fair & Club Inspection)

- iii. Class B Blue or Black modest bottoms & Khaki Tops with scarf & slide and cords if appropriate (Adv. Blue modest bottoms & White or Blue tops) (Informal for Camporees)

- iv. Class C Pathfinders/Adventurers: Modest bottoms and Club T-shirts.  
TLTs: Same as Pathfinders, but at their director's discretion, may substitute TLT shirt.  
Staff: Same as Pathfinders, but at their director's discretion, may substitute club staff

shirt or Idaho Conference staff shirt.  
(Class C for Club Meetings and Outings)

E. New Club Policy

1. Flags, Banners and Guidons must be in place by the Fair the first year to be eligible for Points.
2. Field Uniforms must be in place by the Fair the first year to be eligible for Uniform Points.
3. Full Dress Formal Uniforms must be in place by the Fair the second year to be eligible for Uniform Points.

F. Pathfinder Lodge

1. The Pathfinder Lodge is available during the Pathfinder season for all Pathfinder Clubs.

The following are the rules for use:

- i. A \$100.00 deposit must be paid with registration form. The fee for the weekend is \$3.00/person per night not to exceed \$100.00 for the weekend. This check will be deposited into the Pathfinder Lodge Capital Improvement account and if you have fewer than 17 people in attendance you will be entitled to a refund of the balance, **which you must request after your weekend stay**. If your reservations are canceled 2 weeks prior to your weekend, you will be entitled to a full refund. If you **do not use** your scheduled weekend and **do not cancel** your reservation, **your deposit will be given to Camp Ida-Haven** to cover their loss of revenue.
- ii. The lodge is to be left **cleaner** than you found it! Your club will be financially responsible for any damage as well as a \$75.00 cleaning fee if unacceptable. If the "Exit Walk Through" is not completed, you will be billed the cleaning fee above. Remember, this is our lodge, please help us keep it in good condition.
- iii. All rules posted by Camp Ida-Haven must be followed, including **NO PETS!**
- iv. Use must be Pathfinder club related in order to qualify for special pricing.

G. Pathfinder Supplies

Most Pathfinder Supplies are provided by AdventSource.

(please contact secretary for ordering code for the Idaho conference)

The following is available from the Pathfinder secretary with varying costs:

- i. Idaho Conference Uniform Patch
- ii. North Pacific Union Uniform Patch
- iii. Idaho Conference Pins (black background)
- iv. Idaho Conference Staff Shirts (to be ordered)
- v. Idaho Conference TLT Shirts (to be ordered)
- vi. Jumpstart Counselor cords (to be ordered)

H. Camporees

- i. Attendance to camporees are 100 points
- ii. Extra points are given for inspection on Sabbath morning for the following: (Total 200 extra)
  - Club banner 25 points
  - Club flags (American, State, Pathfinder) 25 points each
  - Club guidons (one for each unit) 25 points
  - Pathfinders stand at attention by their tent in Class B uniform 25 points
  - Neatness of tents (Bible on pillow is mandatory) 25 points
  - Kitchen is neat, orderly & safety equipment on hand (water bucket, shovel, fire extinguisher) 25 points

Camporee Uniforms – Class B (to be worn for inspection and morning worship)  
Field uniform/Pathfinder shirts (to worn for Sabbath afternoon activities)

New clubs are required to have only attendance and kitchen safety equipment for a total of 100 points

## RESOURCES

### Directors

#### Pathfinders

Dan Gilbert (Director) idaho.conf.pathfinders@gmail.com  
16933 Prairie Lane  
Nampa ID 83651  
208-283-8774

#### Adventurers

Kathy Knuth (Director) knuthm@yahoo.com  
Mark Knuth (Deputy Director)  
3812 Dorman Avenue  
Caldwell ID 83605  
Kathy: 208-880-6273  
Mark: 208-989-0936

### Coordinators

Dan Gilbert (Pathfinders) idaho.conf.pathfinders@gmail.com  
Susan Gilbert (Pathfinders/Bible Experience) idaho.pathfinder.bible.exp@gmail.com  
16933 Prairie Lane  
Nampa, ID 83651  
Dan: 208-283-8774  
Susan: 208-283-7997

Don Russell (Pathfinders) drussell.pathfinders@gmail.com  
Holly Russell (Pathfinders) mason1aidon2r@gmail.com  
13 S Rolling Green St  
Nampa, ID 83687  
Don: 208-250-3289  
Holly: 208-250-6685

Ken Christensen (Teen Extreme) idaklymr74@gmail.com  
Rochelle Christensen (Teen Extreme & Newsletter) rmchrstnsn@gmail.com  
Ken: 208-830-4835  
Rochelle: 208-830-7152

Dawn Spotts (Medical Coordinator) nursecricket@gmail.com  
1315 E. Locust Ln.  
Nampa, ID 83605  
408-230-4543

Jack & Debbie Witt (Pathfinder Coordinators in Training) wittsend33@gmail.com



23974 Old Hwy 30  
Caldwell, ID 83607  
Debbie: 208-250-6331

Tim Olsen (Adventurer Coordinator in Training)  
2238 Leo Dr.  
Nampa, ID 83605  
208-463-1065

nampanewts@gmail.com

Kristi Spotts (Adventurer Coordinator in Training)  
16712 Logan St.  
Caldwell, ID 83607  
208-695-7192

caldwell.pf.treasure@gmail.com

### **Executive Secretary**

Jodi Giem  
8068 E Jacob Drive  
Nampa ID 83687  
208-631-5885

idahopathfinders@gmail.com

### **Clubs**

Baker Valley Mountaineers  
Boise Ponderosa  
Caldwell Flames  
Caldwell Galaxy  
Eagle Golden Eagles  
Experience Mustangs  
LaGrande Blue Mountain Rangers  
Nampa Newts  
Nampa Conquistadores  
Payette Hedgehogs  
Pocatello Falcons  
Twin Falls Trailblazers  
Vale Explorers

**Idaho Conference Pathfinders**

Email: [idahopathfinders@gmail.com](mailto:idahopathfinders@gmail.com)

[www.idahoadventist.org](http://www.idahoadventist.org)

**Adventist Book Center**

Phone: 208-465-2532

E-Mail: [idaho.abc@pacificpress.com](mailto:idaho.abc@pacificpress.com)

Website: [www.AdventistBookCenter.com](http://www.AdventistBookCenter.com)

**Adventsource**

5040 Prescott Avenue

Lincoln, Nebraska 68506

Phone: 402.486.2519

Fax: 402.486.2572

Toll Free: 800.328.0525

Hours: ..... Mon. - Thurs. 7:00 am - 7:00 pm

(Central Time) ..... Friday 7:00 am - 3:00 pm

Website: [www.AdventSource.org](http://www.AdventSource.org)

(For password for investiture supplies – contact the Pathfinder secretary at [idahopathfinders@gmail.com](mailto:idahopathfinders@gmail.com))

**Info@lascraft-engraving.com (formerly Alex’s Engraving) (name tags)**

13543 San Juan

Yucaipa, California 92399

Phone: 909.795.6013

Fax: 909.795.8585

Website: [www.lascraft-engraving.com](http://www.lascraft-engraving.com)

**Boy Scouts of America**

8109 W. Franklin Road

Boise, Idaho 83709

Phone: 208.376.4411

**Camp Ida-Haven**

P.O. Box 4330

McCall, Idaho 83638

Phone: 208.634.5922

Fax: 208.634.7449

E-mail: [douglas@idahaven.org](mailto:douglas@idahaven.org), [darla@idahaven.org](mailto:darla@idahaven.org)

Camp Director..... Darla Roe

Camp Ranger..... Douglas Roe

**Pathfinder Names (club crescents)**

Pathfinder Club Names

3172 Willo Drive

Berrien Springs, Mi 49103

269.208.5853

<http://www.pathfinderclubnames.com>

**North American Division Pathfinders online**

[www.pathfindersonline.org](http://www.pathfindersonline.org)

[www.adventurer-club.org](http://www.adventurer-club.org)

