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PREFACE

The Southeastern California Conference (SECC) Adventurer leaders have two volumes of basic information for Adventurer Leadership.

NORTH AMERICAN DIVISION (NAD) ADVENTURER CLUB

DIRECTOR'S GUIDE - New

Produced by the North American Division (NAD), Adventist Youth Ministries, which covers Youth, Pathfinders, Adventurers and Camps (YPAC). The manual contains an immense wealth of information and ideas for a successful Adventurer club.

SOUTHEASTERN CALIFORNIA CONFERENCE (SECC) ADVENTURER POLICY BOOK

Provides the Adventurer leader with events, policies and procedures unique to this conference. It is mandatory that each club owns a current Policy Book. Since the Policy Book will need constant revision, we would appreciate your written suggestions for improvements. We hope this book will help you plan your Adventurer year in the most efficient and productive way.

Both the policy book and Adventurer Club Director's Guide are available at the SECC Youth Ministries Department.

May the Lord bless you as your work with Him in this ministry.

ADVENTIST NORTH AMERICAN DIVISION

ADVENTURER PROGRAM

ADVENTURER MINISTRIES MISSION STATEMENT

The NAD Adventurer program serves an intercultural community of children in Pre-K through grade 4 and their parents and care givers through a holistic ministry. The purpose of the program is to support parents and care givers in leading and encouraging their children in a growing, joyful, love relationship with Jesus Christ. It offers instructional curriculum, family enrichment, supplementary resources, and volunteer training from within the Seventh-day Adventist philosophy. The Adventurer program should work to fulfill the gospel commission (Matthew 28:18-20) and depends on the support of a congregation strong in mission and empowered by the Holy Spirit.

PHILOSOPHY OF THE ADVENTURER PROGRAM

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 relationship and to further the child's 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, motives, 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).

UNIQUENESS OF THE ADVENTURER CLUB

The Adventurer Club was created to give children an opportunity to belong to an organized peer group. Children are invited to participate in various activities which will improve their social skills. From the time children start school until they reach puberty, their need to be with and be accepted by their peer group is increasingly strong.

The Adventurer Club involves children in grades Pre-K to 4 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 experience. One of the Adventurer Club objectives is to provide a meaningful and exciting experience as the children look forward with anticipation to some day being Pathfinders.

PLEDGES

PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG

I pledge allegiance to the flag of the United States of America,
And to the Republic for which it stands, one nation under God,
Indivisible, with liberty and justice for all.

PLEDGE OF ALLEGIANCE TO THE CHRISTIAN FLAG

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.

PLEDGE OF ALLEGIANCE TO THE BIBLE

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.

ADVENTURER PLEDGE

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

ADVENTURER 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

We are Adventurers!

Copyright 2006 - Jomah Music and Publications

Music and Words by Joann M. Herrington

Music score for "We are Adventurers!" featuring Voice, Piano (Pno.), and Piano (Pno.) parts. The score is in 2/4 time and includes lyrics.

Chorus:

Voice: We are Ad-ven-tur-ers; at home, at school, at play; We are Ad-ven-tur-

Piano: (Accompaniment)

Verse:

Voice: ers, We're learn-ing ev'ry day to be hon-est, kind, and true, to be like Je-sus through and

Piano: (Accompaniment)

Bridge:

Voice: through - - - We are Ad-ven-tur-ers!

Piano: (Accompaniment)

Chords indicated above the staff: F, Bb, F, C7, F, F7, Bb, C7, F, A7, Dmin, Gmin, F, C7, F.

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GENERAL POLICIES

CHURCH BOARD ADVENTURER REPRESENTATION

As stated in the SDA Church Manual and NAD Adventurer Manual, the Adventurer Director will be a member of the local Church Board. It is important that the Adventurer Director be an active member of the Board and work to serve the needs of both the church and the Adventurer club.

PARENT/CARE GIVER ATTENDS ALL ADVENTURER OUTINGS

1. Parent/care giver will accompany Adventurers on all outings.
2. Transport Information for Volunteer Cars form must be completed if anyone other than a family member is in the car.
3. All occupants of the car must have a seat belt.
4. First aid kit will be available on the outing.
5. Someone with first aid or medical training will attend.
6. Medical release and insurance forms will be taken on the trip. (See insurance section)

POINT SYSTEM IS NOT USED IN ADVENTURERS

Adventurer clubs do not use the point system to earn yearly conference-wide trophies. Recognition is given to all clubs that participate in conference activities.

PROCEDURE for SUBMITTING a NEW ADVENTURER STAR/CHIP/AWARD

Those wishing to submit a proposal for a new NAD Adventurer Stars/Chips/Awards must ensure the Stars/Chips/Awards is applicable to the North American Division. Stars/Chips/Awards submitted will be reviewed and possibly revised. Stars/Chips/Awards are intended to introduce the children to the particular topic, not to become proficient in the topic.

All submission can be completed at the following link: <https://www.clubministries.org/submit-an-adventurer-award-idea/>

Summary of the steps for an Adventurer Award submission or evaluation:

1. Submit your proposal to the Awards Task Force, including the following:
 - a. Name and patch design
 - b. Statement of purpose or need for the Star/Chip/Award (what benefit should the Adventurers receive physically, mentally and/or spiritually?)
 - d. When deciding on your requirements, try to incorporate the different learning styles and consider the following:
 - Spiritual application
 - Facts knowledge - introductory level to topic
 - Craft inclusion
 - Physical activity Star/Chip/Award
 - e. Answers (or description) for the requirements including list of resource materials.
 - f. Specify the level for which this Star/Chip/Award is intended (PreK, K, 1, 2, 3, 4).
 - g. Specify what category the Star/Chip/Award is for:
 - My God
 - My Family
 - My World
 - My Self
2. Once the NAD Awards Task Force has received the proposal, it will be reviewed and may be modified/revised/changed/edited to ensure that the requirements meet the standards of the NAD.
3. Pilot the modified requirements with different clubs. Gather information, assess, evaluate, tweak, modify based on piloting results and recommendations.
4. Once piloted, complete the evaluation form and return it to the Task Force.

* All accepted proposals for an Adventurer Award become the exclusive property of the NAD Youth Ministries Department. Such proposals may be altered, modified, or changed in any way deemed appropriate by the NAD Adventurer Awards Task Force.



Evaluation Form for Proposed Adventurer Star/Chip/Award

Name of Star/chip/Award _____

1. How many Adventurers completed this Star/Chip/Award? _____

2. How long did it take to complete this Star/Chip/Award? _____

3. What did the Adventurers like the most while completing this Star/Chip/ Award:

4. Describe how the Star/Chip/Award met its purpose:

5. What suggestions would improve this Star/Chip/Award?

6. Would you recommend that the NAD accept this Star/Chip/Award?

☐ Yes ☐ No

7. Sketch your suggestion for the design of this Star/Chip/Award.

Club Name _____

Conference Name _____

Evaluator's Name (please print) _____

DISPLAYING the AMERICAN FLAG at ADVENTURER EVENTS

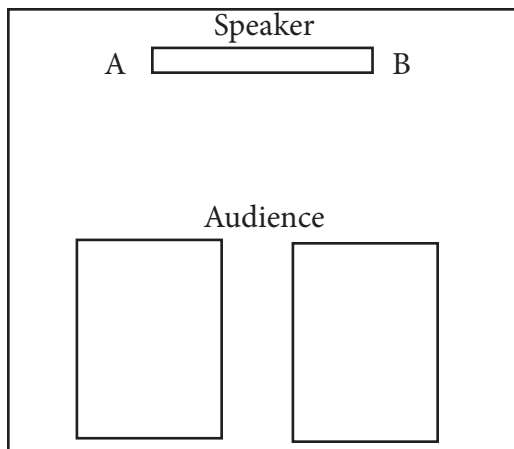
GENERAL

The U.S. Flag code states that the American Flag is to be given the place of honor which is always to the right side of any speaker, stage, sanctuary, other flags, etc. If you have any questions about flag placement, visit the Betsy Ross web site at www.ushistory.org/betsy/flageti.html.

Some prefer to simply say “The American Flag is always on the right of whatever it is displayed with.”

Raised Platform

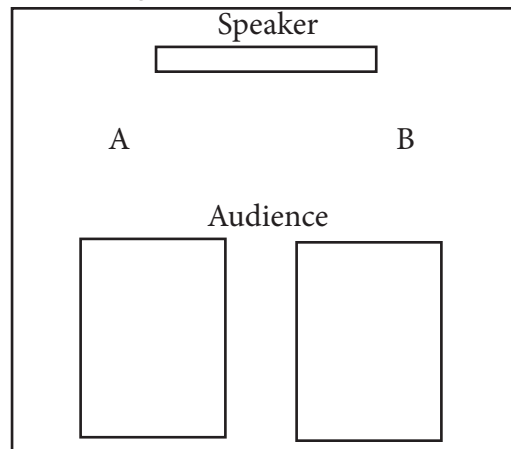
Flags on Platform



Note: A stands for the National Flag
B stands for any other flag

Raised Platform

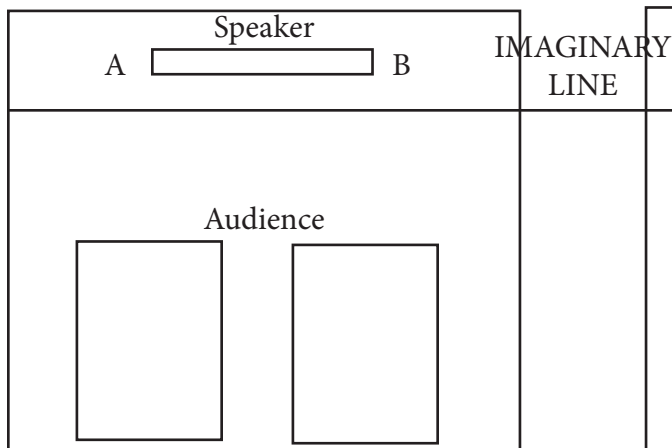
Flags NOT on Platform



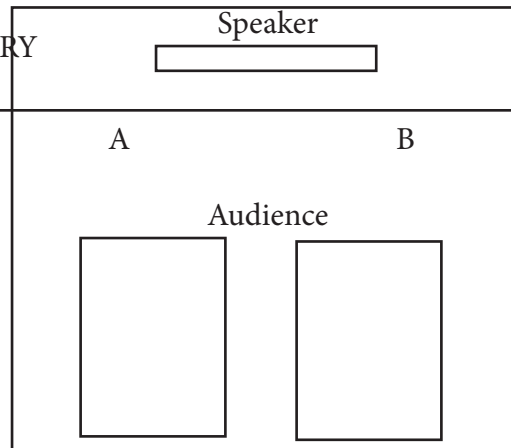
Diagrams apply to:

Lecture Halls, Classrooms, Club
rooms, churches, auditoriums,
etc.

Entire Floor Same level

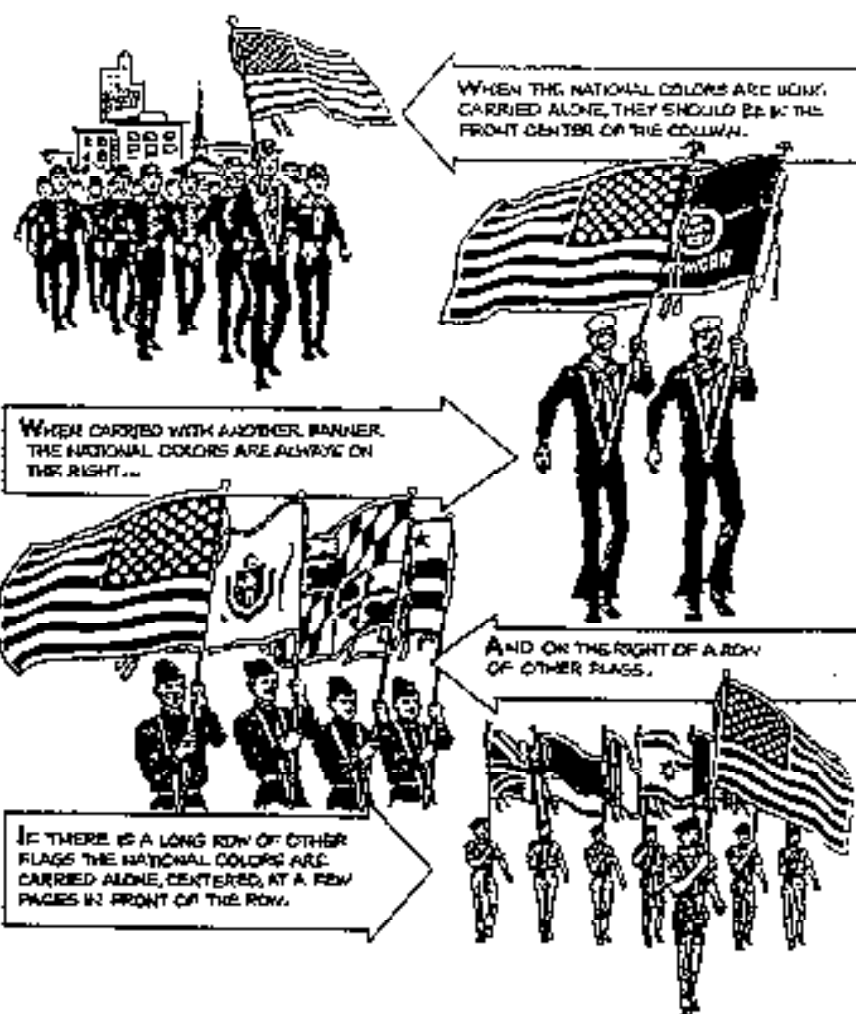


Entire Floor Same level

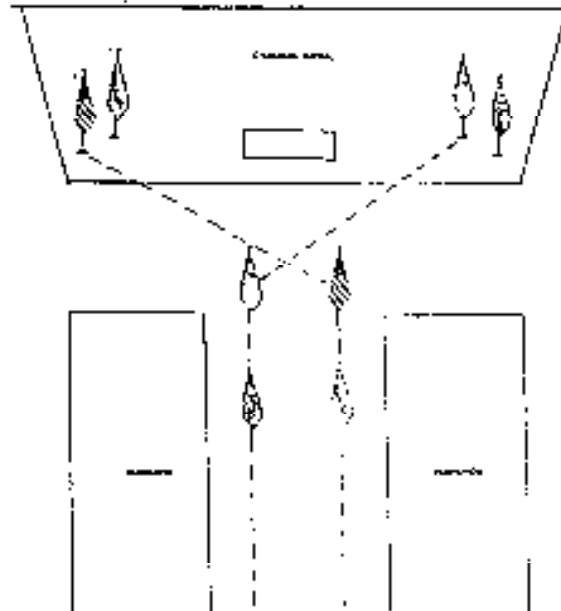
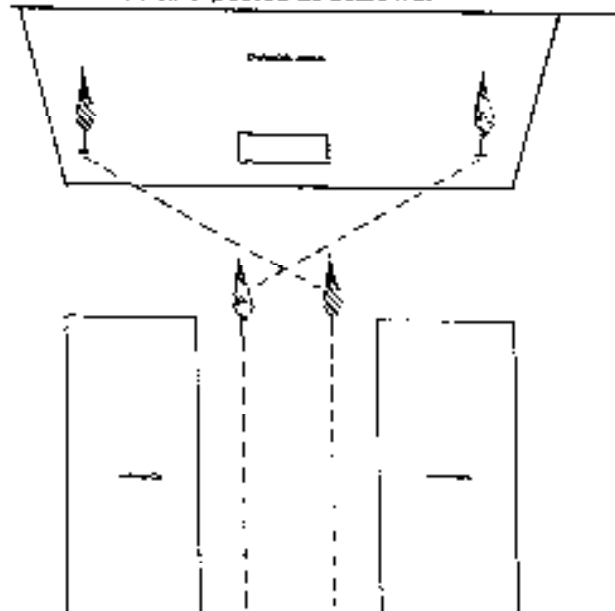


When there is not a raised platform in the meeting place DRAW an imaginary line on the floor half way between the speaker and the audience.

FLAGS ON PARADE

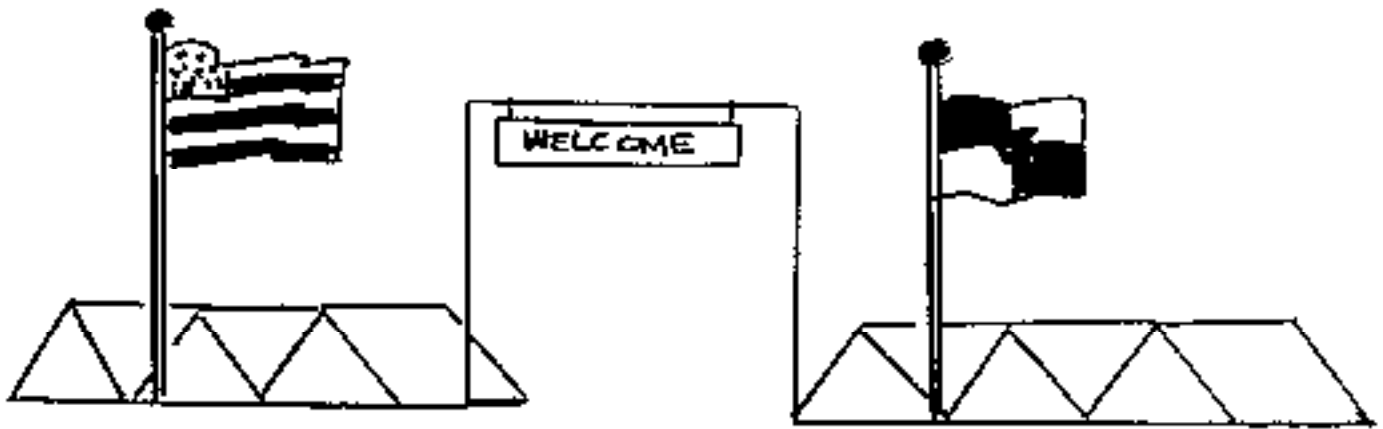


When a color guard is used in a church service or other Pathfinder ceremony the flags should be carried and posted as follows:



DISPLAYING the AMERICAN FLAG at ADVENTURER CAMPOUTS

When the flag of the United States is displayed at a Camporee or campout, it should be placed at the right of those who are camping and not at the right of those entering the camp. (if the flag were a person it would be greeting the visitors or inspectors and would naturally face from camp.



CARE OF YOUR FLAGS

Do not store when wet, damp, or dirty. Dirt is sharp, it cuts fabrics, it dulls colors, it causes wear. Have your flags dry cleaned yearly and more often if they have gotten soiled. If your flags are hanging in your Pathfinder room or church set where they will be out of direct sunlight. Exposure to direct sunlight, soot, gas fumes, or heavy humid stale air causes damage to flags.

Watch the corners of the "fly end" of your flag, this is normally the first area to show signs of wear. Trim off the worn hem and rehem the end. It's perfectly proper and when done promptly can greatly extend the life of your flag.

REGISTRATION REQUIREMENTS

GRADE REQUIREMENTS FOR ADVENTURERS

Eligibility for being in Adventurers is based on the child being in grades Pre-K through 4th by September 1st and not based on their age. The curriculum classes were created to meet the knowledge of the children in these grades.

<u>Class</u>	<u>Grade</u>
Little Lambs	Pre-K
Eager Beavers	Kindergarten
Busy Bee	1 st Grade
Sunbeam	2 nd Grade
Builder	3 rd Grade
Helping Hand	4 th Grade

SECC CURRICULUM

In June 2015, Southeastern California Conference (SECC) Adventurer Coordinators voted to accept the Active Ants curriculum developed for children 3 years of age. This curriculum was developed by Mercy Martinez in 2005 and piloted by some churches in SECC. The Active Ants is not an official class of the North American Division (NAD). The manual, pins and patches are only available for purchase at SECC Youth Ministries.

LOOKING FORWARD TO PATHFINDERS

Adventurers look forward to the day when they will become Pathfinders. One of the goals of the Adventurer director and staff must be to keep the Pathfinder experience exciting and new by not infringing on their program. The Adventurer program is a unique, special and geared to the emotional and spiritual needs of this age child. Don't let Adventurers miss this opportunity by pushing them into the Pathfinder mold. Let them be Adventurers and let them look forward to being Pathfinders.

INCLUDED IN LOCAL REGISTRATION

Club registration includes, but is not limited to the following:

1. Selecting proper size of T-shirt, scarf and sash or class- A uniform (Class- A (dress) uniforms are not required).
2. Give parents a yearly schedule of club activities, SECC events, insurance information and Parent Adventurer Manual. (Parent manual is optional).
3. Adventurer Registration/Application form completed by parent and Adventurer.
4. Completion of membership card. See page 18 in Adventurer Manual.
5. Collect registration fees and give receipt.
6. Parents sign up for regular participation in yearly schedule.
7. Regular staff complete the Club Accident Insurance Application and registration forms.

SECC CLUB REGISTRATION

To be an SECC registered club, it is mandatory that all Adventurer Clubs register every participant - Adventurers, leaders, and volunteers - with the conference Youth Ministries Office to be covered by Adventurer Insurance. Registration/insurance fees are \$10 per person which can be billed to the church or paid by church check. Anyone who joins/registers during the year must follow the same procedure in order to be covered by Adventurer Insurance. Adventurer functions are exempt from local church insurance.

The official Adventurer year is similar to the school calendar, September 1 - August 31. Adventurer club registration should be submitted after September 1. Although there isn't a hard deadline for registering the Adventurer or Master Guide club with the conference, we encourage a timely submission to cover liability and insurance. Registration needs to be submitted to the Youth Ministries office 15 days prior to an outing or conference event.

ADVENTURER CLUB MEMBERSHIP

The Adventurer club membership definitions, requirements and forms are found in this section under their specific roles:

- Leaders
- Adventurers
- Volunteers
- Master Guides

Each position requires different forms to be completed. Please read through each to make sure the correct forms are completed. Coordinator leadership definitions and requirements are available under SECC Policies, Adventurer Leadership.

ADVENTURER CLUB REGISTRATION PAPERS

Each participant will complete the following applicable forms and turn into the club:

- Adventurer Application/Insurance
 - This form registers each person into the local Adventurer club and enrolls them into the Adventurer insurance coverage
 - Complete each year by members and leaders
- Verified Volunteers
 - This is an online process for background screening and awareness training: www.ncsrisk.org/adventist
 - Complete every three(3) years by anyone 18 years or older by the individual
 - For more information, go online and select Verified Volunteers
- Children & Youth Volunteer Worker Form: This form is an initial process to inform the church as to who is 18 years or older working with minors in the church
 - Complete only once by each leader and volunteer, 18 years or older, and turn into the local church office

These forms are located in the document center.

ADVENTURER CLUB REGISTRATION PROCESS

Adventurer Clubs can register their participants online at seccyouth.com by following the process below. Completed application/insurance forms are filed with the club. Once the registration process is completed, the club is recognized as an active club with the Southeastern California Conference.

Registration Process

The club director or secretary will:

- Collect completed forms for each member and leader and keep on file at the local club
- Submit Excel registration form
 - Returning Clubs: The previous year's Excel registration form will be emailed to you. Update with returning and new members and leaders and email to youth.student@seccsda.org.
 - New Clubs: Download and enter information for each member and leader on the Excel club registration form, [click here](#). Then email to youth.student@seccsda.org.
- Make sure adults who are 18 years or older complete the online background screening if new or those whoser screening is over three(3) years old
- Turn in the Children & Youth Volunteer Worker form to the local church office by any new adults, 18 years or older

MEMBERSHIP DEFINITIONS & REQUIREMENTS

Leader

- Definition: anyone holding a leadership position in the club as defined in the Leadership section of this policy book or other positions as defined by the local club/church.
- Requirements:
 1. Submit an application.
 2. Submit an online background check and awareness training, www.ncsrisk.org/adventist, every three(3) years for those 18 years or older.
 3. Submit a primary screening application, [SECC Application for Children & Youth Volunteer Worker Position](#), to the local church office. This form only needs to be submitted one time and on file at the church where volunteering.
 4. Review Sexual Misconduct Policy on pages.

Member

- Definition: Adventurers are Pre-K through 4th grade
- Requirements:
 1. Submit an application.

Volunteer*

- Definition: an adult (18+) who assists, teacher, accompanies on off-site or overnight trips or has frequent contact with children and is not leader as defined above.
- Requirements:
 1. Submit a primary screening application, [SECC Application for Children & Youth Volunteer Worker Position](#), to the local church office. This form only

- needs to be submitted one time and on file at the church where volunteering.
2. Submit an online background check and awareness training, www.ncsrisk.org/adventist, every three(3) years for those 18 years or older.
3. Review Sexual Misconduct Policy on pages.

Volunteer/Driver*

- Definition: an adult (21+) who uses their personal or rents a vehicle to drive Adventurers who are not their own children to off-site trips.
- Requirements:
 1. Submit a primary screening application, SECC Application for Children & Youth Volunteer Worker Position, to the local church office. This form only needs to be submitted one time and on file at the church where volunteering.
 2. Submit an online background check and awareness training, www.ncsrisk.org/adventist, every three(3) years for those 18 years or older.
 3. Review Sexual Misconduct Policy on pages.

Master Guide

- Definition: any youth or adult working on or meeting the course requirements and involved in Adventurer, Pathfinder, and/or Youth Ministry.
- Requirements:
 1. Submit an application for either SECC Pathfinder & Staff Registration/Insurance or SECC Master Guide Club Registration/Insurance, annually.
 2. Submit an online background screening and awareness training, www.ncsrisk.org/adventist, every three(3) years for those 18 or older.
 3. Submit a primary screening application, SECC Application for Children & Youth Volunteer Worker Position, to the local church office. This form only needs to be submitted one time and on file at the church where volunteering.
 4. Review Youth Ministries Sexual Misconduct Policy in this section.

*The law does not allow criminal background screening on anyone under age 18. Teenage volunteers need to be in the presence of an adult.

SEXUAL MISCONDUCT

Screening Church Leadership & Volunteers

The risk to the local church today is too high NOT to take all of the precautions necessary and rely on the data available to alert them about harmful individuals.

Screening is the “filter” to allow continued care, teaching, and ministry to take place. Screening is a means to end the anxiety and speculation involved with enlisting persons to serve. It will also help to prevent/avoid:

1. The trauma to victim of sexual misconduct. The church is not immune to the risk and when it does occur, the shock and anger intensifies when it is learned that the church leaders did not avail themselves to information and resources to prevent the crisis.
2. The emotional and spiritual impact on the congregation. These result first in disbelief, which later gives way to shock, anger, and disillusion. The trust level between church staff and congregation is affected and the trust level between

- congregational membership is affected. This can divide or split a church congregation and sometimes the congregation never recovers.
3. The negative news media coverage. The church congregation becomes embarrassed to admit where they attend and often relocate or transfer their membership to other churches. Loss in membership and financial support weakens the congregation.
 4. The stress of litigations and investigation process. The depositions, the amount of business conference time and energy takes its toll on the staff and congregation.
 5. The financial cost. Litigation costs for sexual misconduct is among the most costly trials/settlements of all tort activity. The amount of attorney costs and testifying result in major ministry funding to be spent in defense/settlement of a claim.

Churches must show due diligence to protect all pastors, leaders, volunteers, and, especially, the youth. SECC Youth Ministries will be implementing a primary screening and background check procedures for leaders and volunteers. Because of the impacts listed above, it is suggested that the church be responsible for the fees for the background check and not the leader or volunteer.

Information gathered in the screening process for leaders and volunteers is to be considered HIGHLY CONFIDENTIAL. A church can be brought into litigation if they fail to contain documentation and its intentionally, or inadvertently, accessed by persons without proper authorization.

Volunteer screening files need to be kept indefinitely. All information should be retained in a locked cabinet. It would be best that a list of all screened volunteers be kept as a reference without having to go back through the files each time they are enlisted. Files kept on volunteers who were denied enlistment to a position should be kept absolutely confidential or reviewed by the Senior Pastor and kept in a locked file.

Screening is a very important administrative process that requires dialogue and continued accountability by a number of church leaders. It must be continued from year to year. All volunteers must be screened to keep the system consistent and secure the credibility of the church. Any SECC Local church that will use volunteers

CALIFORNIA LAW AB506

Any SECC local church that will use volunteers in any capacity is required to follow this SECC Church Volunteer Policy. There are two types of volunteers, with additional requirements for the volunteers working frequently and closely with children. Please make sure that the volunteer is properly identified for the services he/or she will provide to the church. All documents that the volunteer is required to complete and/or sign, must be uploaded here VOLUNTEERS for record keeping and clearance for volunteer services.

Volunteer Categories:

- Volunteer I: A church volunteer with infrequent, minimal to no contact with children, and does not work more than 16 hours in a month or 32 hours in a calendar year with children. Examples: Kitchen or potluck helper, adult Sabbath School leader.
- Volunteer II: A church volunteer who works with children on a frequent, regular basis, i.e., more than 16 hours in a month or 36 hours in a calendar year or goes on any overnight

outing with children). Examples: Pathfinder leader, regular Children's Sabbath School teacher.

Volunteer List and DMV Requirement – Applicable to All Volunteers

- **Volunteer List:** Churches are required to upload a list of all their volunteers to the SECC Human Resources Department, on an ongoing basis, and must identify each of the volunteers as either a "Volunteer I or Volunteer II" as defined above. A volunteer list template (VOLUNTEER LIST.) is available to use when submitting a report of all volunteers. Please email all volunteer lists to HumanResources@seccsda.org.
- **DMV Check:** For any volunteer who will be driving as part of their volunteer duties (Volunteer I or II), a DMV check/clearance is required (see #2 in the Volunteer I Requirements).

Volunteer I Requirements:

- (1) Sign a Volunteer Acknowledgment form.
- (2) Register with Sterling Volunteers at <https://www.ncsrisk.org/adventist/> and go through process (every two years) which provides:

- Child Safety Training
- Background Check
- If driving, Motor Vehicle Report Check

- (3) Wait for clearance from SECC HR to begin volunteer services.

Volunteer II Requirements:

- (1) Sign a Volunteer Acknowledgement form.
- (2) Get a Live Scan background check, that will be run through the DOJ and FBI. This requires completing the "Request for Live Scan Service" form to be given to the Live Scan operator. A copy of the completed "Request for Live Scan Service" Form received from the Live Scan operator must afterwards be uploaded here VOLUNTEERS.
- (3) Be advised that there is a fee for the Live Scan check, which must be paid at the time of service. Please note that due to our status as a non-profit youth organization, Live Scan operators should waive the \$32 DOJ fee. As such, you should only be charged for the vendor rolling fee (typically anywhere from \$25 to \$35) and the FBI fee of \$15, approximately up to \$50.
- (4) Complete the two-hour online mandated reporter training for Volunteers provided by the Office of Child Abuse Prevention in the California State Department of Social Services, <https://mandatedreporter.ca.com/>, and upload the certificate of completion to VOLUNTEERS. The training must be completed every 2 years and new certificate of completion uploaded.
- (5) Wait for clearance from SECC HR to begin volunteer services.

Where to Find the SECC Volunteer Acknowledgement and "Request for Live Scan Services" Forms

The Volunteer Acknowledgment form, and the "Request for Live Scan Services" form

is found on the Volunteer tab on the SECC website at Human Resources – Southeastern California Conference. These forms must be completed, signed, and uploaded to VOLUNTEERS. These completed forms are required to be cleared to volunteer.

Questions? Please contact the SECC Human Resources Department (Human.Resources@seccsda.org, (951) 509 – 2356).

YOUTH MINISTRIES SEXUAL MISCONDUCT POLICY

Purpose: To establish proper preventative measures to protect individuals against sexual misconduct as well as to specify courses of action in the case of allegations or an actual incident regarding sexual misconduct.

Standard of Conduct: All volunteers, whether leaders, extended or basic, of SECC Youth Ministries are expected to comply with the established policy on Sexual Misconduct. Any actions contrary to the policy will be dealt with swiftly and may include disciplinary measures up to and including termination, as well as legal ramifications when applicable.

Definitions

Child Sexual Abuse - any sexual activity with a child - whether in the home by a caretaker, in a day care situation, a foster/residential setting, or any other setting, including on the street by a person unknown to the child. The abuser may be an adult, an adolescent, or another child, provided the child is four years older than the victim (National Resource Center on Child Sexual Abuse, 1992).

Sexual Misconduct - inappropriate behavior relating to or involving a sexual nature.

Sexual Activity - may be violent or non-violent, touching or non-touching, and is an exploitation of a child's vulnerability and powerlessness. It involves children in sexual behaviors for which they are not personally, socially, and developmentally ready.

Pre-Screening of Leaders/Volunteers

1. All Pathfinder & Adventurer leaders will fill out an application and a primary screening for volunteer workers application.
2. All other leaders and volunteer workers, extended or basic, will fill out a primary screening for volunteer workers application.
3. All leaders and volunteer workers will provide a valid form of ID (i.e., state driver's license, social security card, or other acceptable form of ID).
4. All leaders and volunteer workers will provide at least two (2) professional/personal references upon application to be conducted prior to any service with the church. The references are to be conducted by an authority within the church. The authority should note any information they tried to secure by could not verify or obtain.
5. All leaders and extended volunteer workers will submit an online background check and awareness training, www.ncsrisk.org/adventist, every three(3) years for those 18 years or older.
6. No leader or volunteer ever convicted of a sexual related crime is eligible for service in a position with direct relation to children.

Common Supervisory Policies and Procedures

1. Two Adult Rule - minimum of two (2) adults in any setting or activity regarding children. In cases where an adult has a legitimate reason to be alone with a child (i.e., counseling, visitation), all leaders or volunteers workers should obtain the consent of the child's parent or guardian prior to being alone with the child.
2. Always provide appropriate supervision of children/youth; never leave children/youth alone without supervision.
3. Have adults (age 18+) present with teenage volunteers. The law does not allow criminal background screening on anyone under age 18.
4. Leaders/volunteers will not touch students in ways that "annoy or molest" them within the meaning of the California Penal Code (647.6) or in ways that are reasonably offensive.
5. Ask a child/youth permission before physically touching him/her when responding to an injury or problem (especially if it is an area that would normally be covered by a T-shirt and/or shorts) and, if at all possible, only in the presence of another adult.
6. Any supervisor is responsible to address suspicious behavior or any behavior that may be contrary to church policy and to document and report such occurrences to the proper authorities.

Reporting Procedures

1. All allegations must be taken seriously.
2. All allegations should be reported to the established authority as immediately as possible.
3. The established authority will notify the parents or legal guardian.
4. All situations will be handled forthrightly with due respect for people's privacy and confidentiality.
5. Full cooperation will be given to civil authorities when applicable.
6. No accused will be addressed by anyone other than the established authorities until the safety of the child or victim is secured.
7. No victim involved in an allegation or anyone responsible for reporting an allegation will be retaliated against.

Investigation of an Allegation

1. All allegations will be investigated expeditiously by established authorities.
2. Any accused leader or volunteer worker will be relieved temporarily of his or her duties until the investigation is completed.
3. All details, interviews, and information will remain confidential to those legitimately involved in the investigation. Any individual or group responsible for a breach in this confidentiality is subject to disciplinary action up to and including termination.
4. No individual involved in an allegation or anyone responsible for investigating an allegation will be retaliated against.

SECC CLUB MINISTRIES

Registration/Insurance Form

This application is for:

☐ **PATHFINDER CLUB** ☐ **ADVENTURER CLUB**

Select a club position:

☐ **Staff** check one: ___ director ___ asst. director ___ secretary ___ instructor ___ other
☐ **Member** check, if applicable: ___ teen ___ master guide

Applicant's Information

Church _____ Date _____

Name _____ Phone _____

Address _____ City _____ Zip Code _____

Email _____

Age _____ Birth Date _____ Grade in School _____

School you attend _____

Church you attend _____ Are you baptized? _____

Applicant's Agreement

I, _____, want to join the _____.
(applicant's name) (Pathfinder/Adventurer club name)

I will attend all "Share Your Faith" activities, outings, and other club activities, including virtual meetings and activities, unless I am ill. I will proudly wear my Pathfinder/Adventurer uniform. I will obey club rules and understand that they have been made for my safety and that of my peers. I will be cheerful, helpful, honest, kind and courteous.

(applicant's signature)

Approval/Consent of Parent/Guardian

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

1. Encouraging my Pathfinder/Adventurer to take an active part in all in-person/virtual club meetings and functions
2. Attending all in-person/virtual events to which parents are invited in support of my Pathfinder/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 injury
5. Giving my permission for the above named Pathfinder/Adventurer to attend all in-person/virtual Pathfinder/Adventurer activities
6. Paying Southeastern CA Conference registration/insurance fees in the amount of \$10.00
7. Paying local club fees in the amount of \$ _____

Further, I/we understand by agreeing to allow the minor to participate in online activities identified above involve certain risks associated with only activity. In addition, the sponsoring organization stated above cannot guarantee that participation in this online activity will not expose your hardware to viruses, and other malicious software or code-based tools. I/we still wish to proceed with the activities described herein I/we do so and assume all risk and understanding of the risks involved. I/we fully understand the sponsoring organization cannot fully protect me, my child, or my computer systems, including software and hardware. Any technical support for my computer systems, the use of any software only computer systems or accessed through the internet are my sole responsibility. I understand that supervision of what my child accesses online, the information they share, and any messages with volunteers, employees, other parents and other minors are my responsibility. I/we agree to fully supervise all activities the minor participates in and to screen and assume responsibility for all messages my child sends and receives. I/we have read and understand the foregoing. Please check below to indicate the participation of minor identified above.

- ☐ I give permission for the minor to participate in Pathfinder/Adventurer Club in-person/virtually with the sponsoring organization.
- ☐ I do not give permission for the minor to participate in the Pathfinder/Adventurer Club in-person/virtually with the sponsoring organization.

(parent/guardian's signature)

Completing this form and typing in your name is considered binding.
A copy of this document needs to be provided to the parent/guardian.

SOUTHEASTERN CALIFORNIA CONFERENCE
APPLICATION FOR CHILDREN & YOUTH VOLUNTEER WORKER POSITION

Turn into the church office for new volunteers. Once on file it doesn't need to be completed again.

Adventurer Church Name

Name _____

Address _____

City _____ State _____ Zip Code _____

Home Phone () _____ Work Phone () _____

Social Security # _____ Other Licenses _____

Driver's License _____ Expiration Date _____

What type of children's or youth work do you prefer? _____
(Sabbath School teacher, VBS teacher, children's music program, nursery, coordinator, etc.)

What time commitment can you make? _____

Are you a member of the Seventh-day Adventist Church? _____ YES _____ NO

If YES, how long? _____ How long in this congregation? _____

Where have you attended church in the past five years? _____

What previous work have you done with youth and children? What are your gifts in this kind of work? _____

What training have you had for work with children? _____

What non-church activities have you done involving children? _____

List names of other members of this congregation with whom you have a relationship. _____

Family Ministry
SECC 1997

Have you ever been accused of sexual misconduct with a minor? _____ Yes _____ No

Do you have any disability that will impair your work with children? _____

Education: Name of High School/Academy _____ Degree/Diploma _____ Yes _____ No

Name of College _____ Degree/Diploma _____ Yes _____ No

Where are you currently employed? _____ Position _____

Work Address _____

Previous employment (five years- past to current) _____

Please list two references, which are not former employers or relatives, who know of your work with minors.

Name _____ Telephone () _____

Addr _____
