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# Teen Leadership Training

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North  
American  
Division  
Pathfinder  
Ministries

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## 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 Samual, 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.*

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# Welcome to TLT

**S**ociety 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.

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## 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.*

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## 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.”*

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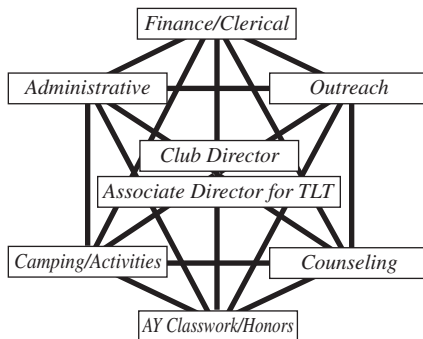
## Leadership

*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.*

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## 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.

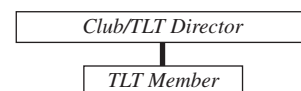
## Leadership Skill Development Program

- 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

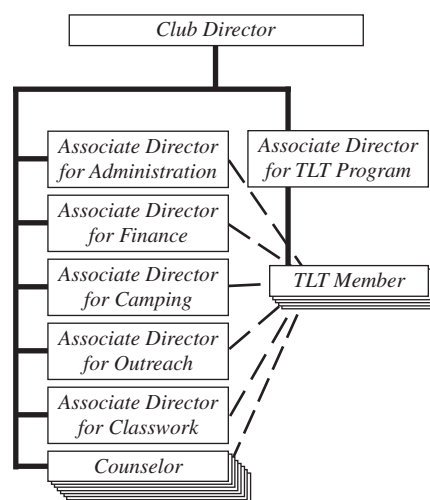
## Associate Director for TLT Job Description

*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

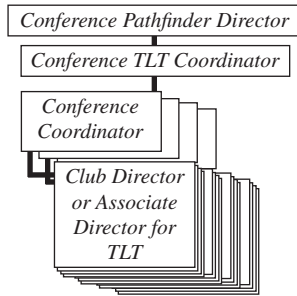


## Typical Large Club TLT Organizational Flow Chart



*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 Pathfindering, 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 \_\_\_\_\_ Regional  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 _____
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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 Pathfindering 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 <sup>st</sup> year	<input type="checkbox"/> Recommended 2 <sup>nd</sup> year	<input type="checkbox"/> Recommended 3 <sup>rd</sup> 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 \_\_\_\_\_ 21

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 Pathfindering. I understand that my application and future participation are evaluated on my performance in Pathfindering 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 Team 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 \_\_\_\_\_ 22

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**

1. Assisted in planning events including, but not limited to:

- a. Regular Meetings
- b. Education
- c. Investment

**Workshop**

1. Developed ideas for workshops, including themes, topics, plans and activities.

2. Planned and scheduled workshops. Prepared materials, printed materials, submitted forms, and met with you notes. Prepared a backup program if there was a problem.

3. Worked with staff, CV Clerks, or club members to make sure that opportunity was given for them to do workshops necessary for completion of requirements.

**Activities**

1. Assisted in planning and coordinating the weekly and special meeting schedule. This included time for AY Classroom, home instruction, special events, meetings, services, and evening trips.

2. Assisted, scheduled and supervised staff in conducting cleanup and closing exercises during meetings and events.

3. Trained home membership and dining techniques.

4. Was responsible for posting the weekly schedule in the Pathfinder meeting place, including weekend schedules on bulletin board.

5. Assisted in organizing, training, and scheduling of the exhibitors and team.

**Security**

1. Trained, scheduled and supervised security personnel as necessary.

- a. In or drive entrance
- b. Entrance to the building
- c. Entrance to the Pathfinder meeting room
- d. Parking lot

2. Assisted in establishing or continuing contact with local emergency and police agencies.

3. Checked in and in security equipment and supervised its storage, upkeep and repair.

**General**

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

**Indicates 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**

1. Be in at least the 9th grade. (All new TLTs start at Level 1.)	<input type="checkbox"/>	Date _____	Signature _____
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"/>	_____	_____

**TLT Duties**

1. Satisfactorily completed two operational rotations:	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> Administrative Operations			
<input type="checkbox"/> Classroom/Hours Operations			
<input type="checkbox"/> Outreach Operations			
<input type="checkbox"/> Camping/Activity Operations			
<input type="checkbox"/> Counseling Operations			
<input type="checkbox"/> 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.

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## 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

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## 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.*

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## 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.*

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## 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.



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### 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.

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## 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.*

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## 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.)*

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## 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

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## 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*

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# Operational Departments for TLT

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The TLT Program is based on rotations in six operational departments. All tasks are to be completed under adult supervision. 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 coordinate 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.

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## 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 unique aspects of camping including, but are not limited to: site selection and set up, preparation for inspection, 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*

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# Voyager Requirements\*

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## Personal Growth

### Requirements

Do Sections I, II, and III for the standard class requirements (Voyager.)

Do Sections I, II, and III for the advanced class requirements (Frontier Voyager.)

#### I. Involvement (Required)

- A. Be age 14 OR in grade 9, or its equivalent.
- B. Be an active member of the AY Society OR Pathfinder Club.

#### II. Commitment (Required)

- A. Repeat from memory the AY Aim, Motto and Pledge.  
AY Aim - "The Advent message to all the world in this generation."  
AY Motto - "The love of Christ constraineth us."  
AY Pledge - "Loving the Lord Jesus, I promise to take an active part in work of the Adventist Youth Ministries doing what I can to help others and to finish the work of the gospel in all the world."
- B. Illustrate the meaning of the Aim by doing one of the following:
  - Art Project
  - Written Composition
  - Panel Discussion
  - Role Playing
  - Musical Interpretation
  - Skit

#### III. Growth (Required)

Earn the Voyager Reading Certificate OR the Senior Reading Certificate. (The Senior Reading Certificate and the Voyager Reading Certificate Requirements are very similar. For simplicity, the Voyager Certificate requirements are listed here.)

## Spiritual Discovery

### Requirements

Do Sections I and select either II or III for the standard class requirements (Voyager.)

Do Sections I, II, and III for the advanced class requirements (Frontier Voyager.)

#### I. Scripture (Required)

- A. Memorize a Bible text in each of the following categories:
  1. Great Passages
  2. Salvation
  3. Doctrine
  4. Prayer
  5. Relationships
  6. Behavior
  7. Promise/Praise

- B. List 6 major events of Christ's life in the Gospel of Mark as compared to Matthew, OR describe the early process of copying the Bible and the early translations.

#### II. Church Heritage (Optional)

Read about J. N. Andrews. Discuss the importance of mission service to the church at that time in history and why Christ gave the great commission (Matt. 28:18-20) and its importance to the church today, OR fulfill other options in the Instructor's Manual.

#### III. Christian Heritage (Optional)

Give an oral or written book report to an audience on an evangelistic personality, such as Roger Williams, Sojourner Truth, or Martin Luther King, Jr.

\*See *AY Classes Instructor's Manual* for more details.

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## Serving Others

### Requirements

Select two of the three sections for the standard class requirements (Voyager.)  
Do Sections I, II, and III for the advanced class requirements (Frontier Voyager.)

- I. One to One** (Optional)  
Make a personal visit to a non-SDA young person, and share five things Jesus has done for you, and follow it up by introducing another Christian friend to help nurture spiritual interest.
- II. Group Witness** (Optional)  
Participate for eight hours in an outreach program.
- III. Community Outreach** (Optional)  
Spend a minimum of three hours with a Pastor or Associate Pastor, observing him or her in his/her pastoral duties.

## Making Friends

### Requirements

Select two of the three sections for the standard class requirements (Voyager.)  
Do Sections I, II, and III for the advanced class requirements (Frontier Voyager.)

- I. Building Relationships** (Optional)  
List and discuss the needs of the handicapped, and help plan and participate in a party for them.
- II. Christian Lifestyle** (Optional)  
Fulfill requirements 3, 5, and 6 of the Stewardship honor.
- III. Good Citizenship** (Optional)  
Diagram the structure of your city government.

## Health and Fitness

### Requirements

Select two of the three sections for the standard class requirements (Voyager.)  
Do Sections I, II, and III for the advanced class requirements (Frontier Voyager.)

- I. Health Principles** (Optional)
  - A.** Prepare and present a written or oral report on what the Bible says about vegetarianism vs. meat eating, and list the advantages of each as indicated by modern studies.
  - B.** Assist in a "Health Screen and Lifestyle" outreach program, OR interview a respiratory therapist or cardiologist regarding the benefits of exercise. Explain the treadmill test.
- II. First Aid / Safety** (Optional for Voyager)
  - A.** Complete the CPR honor.
  - B.** Study and practice "Disaster Safety."
- III. Fitness / Exercise** (Optional)
  - A.** Choose one lifetime exercise activity and record your exercise for one month.
  - B.** Complete one of the fitness tests for your age:
    - President's Physical Fitness
    - Canadian Fitness
    - Health-related Physical Fitness (For the Physically Disabled.)

## Youth Organization

### Requirements

Select two of the three sections for the standard class requirements (Voyager.)  
Do Sections I, II, and III for the advanced class requirements (Frontier Voyager.)

- I. Leadership** (Optional)
  - A.** Plan and lead out in a Pathfinder Club or Sabbath School activity.
  - B.** Plan and teach two requirements in each of the following honors:
    - Camping Skills I
    - Camping Skills II
- II. Club Awareness** (Optional)  
Discuss with your club staff the club-church involvement in the total Pathfinder Club program, OR, for AY Societies, invite a Pathfinder person to speak to your group.
- III. Pathfinder Programming** (Optional)
  - A.** Plan, participate in, and evaluate your church participation in the following:
    1. Induction
    2. Club Meeting
    3. Pathfinder Sabbath
    4. Investiture Service
    5. Yearly Scheduling
    6. Club Campout



- B.** Complete requirements 2, 3 and 6 of the Advanced Drilling and Marching honor.  
*Requirement #2.* With a unit guidon demonstrate the following basic positions:
- a. Order Guidon
  - b. Carry Guidon
  - c. Salute at Order
  - d. Salute at Carry
  - e. Present Guidon
  - f. Raise Guidon

*Requirement #3.* Demonstrate how and when to use the guidon's basic position during all drill commands.

*Requirement #6.* As a member of a drill team do 4 fancy (precision) drill routines, at least one of which includes combination commands.

## Nature Study

### Requirements

Do Section I for the standard class requirements (Voyager.)  
 Do Sections I, II, and III for the advanced class requirements (Frontier Voyager.)

- I. Spiritual Lessons (Required)**  
 Review the story of Nicodemus and relate it to the life cycle of the butterfly, OR draw a life-cycle chart of the caterpillar giving the spiritual significance.
- II. Nature Appreciation (Optional)**
  - A.** House Plants/Butterflies - Raise a plant using hydroponic principles, OR identify and draw, collect or photograph 10 species of butterflies.
  - B.** Edible Wild Plants/ Environmental Conservation - Identify, prepare and eat 10 varieties of edible wild plants, OR investigate and write a report on a small stream. Include a copy of your report in the back of this booklet.
- III. Nature Honor (Optional)**  
 Complete a nature honor at your skill level not previously earned.

## Outdoor Living

### Requirements

Do Sections I or II for the standard class requirements (Voyager.)  
 Do Sections I and II for the advanced class requirements (Frontier Voyager.)

- I. Outdoor Skills (Optional)**
  - A.** Earn the Knot Tying honor.
  - B.** Learn or review the Wilderness Safety rules.
- II. Outdoor Activity (Optional)**  
**Earn one of the following honors:**
  - Backpacking
  - Outdoor Leadership
  - Winter Camping
  - Pioneering
  - Wilderness Living

## Honor Enrichment

### Requirements

This track is not required for the standard class requirements (Voyager.)  
 Do Sections I and II for the advanced class requirements (Frontier Voyager.)

- I. Arts & Crafts/Hobbies/Household Arts (Optional)**  
 Complete one honor at your skill level, not previously earned, in the area of art, craft, hobby, or household skills. (See AY Honor Handbook for requirement helps).
- II. Recreational/ Outdoor Industries/ Vocational (Optional)**
  - A.** Complete one honor at your skill level, not previously earned, in the area of recreational skills, vocational studies, or outdoor industries. (See AY Honor Handbook for requirement helps).
  - B.** Earn the Beginner's Swimming Honor, if not previously earned.



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# Guide Requirements\*

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## Personal Growth

### Requirements

Do Sections I, II, and III for the standard class requirements (Guide.)

Do Sections I, II, and III for the advanced class requirements (Frontier Guide.)

#### I. Involvement (Required)

- A. Be age 15 OR in grade 10, or its equivalent.
- B. Be an active member of the AY Society OR Pathfinder Club.

#### II. Commitment (Required)

- A. Repeat from memory the AY Aim, Motto and Pledge.  
AY Aim - "The Advent message to all the world in this generation."  
AY Motto - "The love of Christ constraineth us."  
AY Pledge - "Loving the Lord Jesus, I promise to take an active part in work of the Adventist Youth Ministries doing what I can to help others and to finish the work of the gospel in all the world."

- B. Illustrate the meaning of the Aim by doing one of the following:

- Art Project
- Written Composition
- Panel Discussion
- Role Playing
- Musical Interpretation
- Skit

#### III. Growth (Required)

Earn the Guide Reading Certificate OR the Senior Reading Certificate. (The Senior Reading Certificate and the Guide Reading Certificate Requirements are very similar. For simplicity, the Guide Certificate requirements are listed here.)

## Spiritual Discovery

### Requirements

Do Sections I and select either II or III for the standard class requirements (Guide.)

Do Sections I, II, and III for the advanced class requirements (Frontier Guide.)

#### I. Scripture (Required)

- A. Memorize a Bible text in each of the following categories:

1. Great Passages
2. Salvation
3. Doctrine
4. Prayer
5. Relationships
6. Behavior
7. Promise/Praise

- B. Trace the origin of three Bible versions that are presently available in your native language, OR list five kinds of laws God gave to Israel, and compare their practical application to yourself in today's society.

#### II. Church Heritage (Optional)

Read and outline three stories of Adventist pioneers. Tell these stories during a Pathfinder Club or AY worship time, OR fulfill other options in the Instructor's Manual.

#### III. Christian Heritage (Optional)

Role play an experience during the closing moments of earth's history.

\*See *AY Classes Instructor's Manual* for more details.

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## Serving Others

### Requirements

Select two of the three sections for the standard class requirements (Guide.)

Do Sections I, II, and III for the advanced class requirements (Frontier Guide.)

- I. One to One** (Optional)  
Make a personal visit to a non-SDA young person, and share the gospel, and outline a plan to spend one year to lead that person to be a disciple of Christ.
- II. Group Witness** (Optional)  
Receive training in an outreach program, and participate for 10 hours in an outreach program.
- III. Community Outreach** (Optional)  
Spend a minimum of four hours with a pastor or his/her associate, assisting the pastor or associate in his/her pastoral duties, such as Bible studies, hospital calls, and home visitation.

## Making Friends

### Requirements

Select two of the three sections for the standard class requirements (Guide.)

Do Sections I, II, and III for the advanced class requirements (Frontier Guide.)

- I. Building Relationships** (Optional)  
List and discuss 10 guidelines for being a good life companion, and weigh the value of a Christian home versus a non-Christian home.
- II. Christian Lifestyle** (Optional)  
Give a written or oral report on respect for God's law and civil authority, and list 20 guidelines for moral behavior, and explain each.
- III. Good Citizenship** (Optional)  
Listen to a lecture on career opportunities for Christians. Visit people working in three careers of your choice and discuss your findings.

## Health and Fitness

### Requirements

Select two of the three sections for the standard class requirements (Guide.)

Do Sections I, II, and III for the advanced class requirements (Frontier Guide.)

- I. Health Principles** (Optional)
  - A.** Make a presentation to elementary students regarding the laws of good health.
  - B.** Make a presentation to elementary students discussing the dangers of drug, alcohol, or tobacco use.
- II. First Aid / Safety** (Optional)
  - A.** Complete a Red Cross First Aid Class, OR lead a group through the Red Alert Honor.
  - B.** Study and practice "Traffic Safety".
- III. Fitness / Exercise** (Optional)
  - A.** Choose one lifetime exercise activity and record your exercise for four months.
  - B.** Complete one of the fitness tests for your age:
    - President's Physical Fitness Award
    - Canadian Fitness Award
    - Health-related Physical Fitness Award (For the physically disabled.)

## Youth Organization

### Requirements

Select two of the three sections for the standard class requirements (Guide.)

Do Sections I, II, and III for the advanced class requirements (Frontier Guide.)

- I. Leadership** (Optional)
  - A.** Attend a Conference-sponsored basic Pathfinder leadership course.
  - B.** Plan and teach two requirements in each of the following honors:
    - Camping Skills III
    - Camping Skills IV
- II. Club Awareness** (Optional)  
Discuss with your club staff the club-community involvement in the total Pathfinder Club program, OR, for the AY Societies, invite a Pathfinder person to speak to your group.
- III. Pathfinder Programming** (Optional)
  - A.** Plan, participate in, and evaluate your church participation in the following:
    1. Induction
    2. Club Meeting
    3. Pathfinder Sabbath
    4. Investiture Service
    5. Yearly Scheduling
    6. Club Campout
  - B.** Complete the requirements for the Advanced Drilling and Marching honor.

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## Nature Study

### Requirements

Do Section I for the standard class requirements (Guide.)

Do Sections I, II, and III for the advanced class requirements (Frontier Guide.)

#### I. Spiritual Lessons (Required)

Read the story of Jesus' childhood in *The Desire of Ages*, ch. 7, and relate it to the place of nature study in His education and ministry by giving orally before an audience an original nature lesson (parable) drawn from your own observations.

#### II. Nature Appreciation (Optional)

**A.** Spiders/Rocks and Minerals - Complete a spider web study project, OR collect or obtain and identify 15 different kinds of rocks and minerals.

**B.** Ecology/Fungi - List 10 ways in which you might actively work to improve the environment in which you live. Put four into practice, OR photograph or draw 15 different fungi and correctly identify them.

#### III. Nature Honor (Optional)

Complete a nature honor at your skill level not previously earned.

## Outdoor Living

### Requirements

Do Sections I or II for the standard class requirements (Guide.)

Do Sections I, II, and III for the advanced class requirements (Frontier Guide.)

#### I. Outdoor Skills (Optional)

**A.** Lead an individual or group through the Knot Tying Honor. Write a description of your methods and their reactions.

**B.** Learn or review the Wilderness Safety rules.

#### II. Outdoor Activity (Optional)

Earn one of the camp honors listed below, not previously earned.

- Backpacking
- Outdoor Leadership
- Winter Camping
- Pioneering
- Wilderness Living

## Honor Enrichment

### Requirements

This track is not required for the standard class requirements (Guide.)

Do Sections I and II for the advanced class requirements (Frontier Guide.)

#### I. Arts & Crafts/Hobbies/Household Arts (Optional)

Complete one honor at your skill level, not previously earned, in the area of art, craft, hobby, or household skills. (See AY Honor Handbook for requirement helps).

#### II. Recreational/Outdoor Industries/Vocational (Optional)

**A.** Complete one honor at your skill level, not previously earned, in the area of recreational skills, vocational studies, or outdoor industries. (See AY Honor Handbook for requirement helps).

**B.** Earn the Beginner's Swimming Honor, if not previously earned.

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# Master Guide Requirements

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## I. Pre-requisites

- A. Be in at least 11th grade or its equivalent.
- B. Be a baptized member of the Seventh-day Adventist Church.
- C. Complete a basic staff training course in one of the following areas:
  - Adventurer
  - Pathfinder
  - Medical Cadet Corps
  - Youth Leadership

## II. Spiritual Development

- A. Read the following:
  1. Matthew, Mark, Luke, and John
  2. the book *Steps to Christ*
  3. the book *Desire of Ages* (at least 10 chapters)
- B. Keep a devotional journal for at least four weeks, summarizing what you read each day.
- C. Demonstrate your knowledge of the 27 fundamental beliefs by completing one of the following:
  1. pass a written test or give an oral presentation over all the beliefs
  2. conduct a complete evangelistic series or seminar
  3. personally give a complete series of Bible studies
- D. Have a Church Heritage certificate.

## III. Skills Development

- A. Supervise a participant(s) through an Adventurer or AY curriculum class.
- B. Have or earn the following AY honors:
  1. Christian Storytelling
  2. Camping Skills I
- C. Earn two additional AY honors not previously earned.
- D. Attend and complete a two-hour seminar in each of the following areas:
  1. leadership skills
  2. communication skills
  3. creativity and resource development
  4. child and youth evangelism
- E. Have a current first aid certificate.

## IV. Leadership Development

- A. Read the book *Education*.
- B. Read one of the following books:
  1. *Child Guidance*
  2. *Messages to Young People*
  3. a book on leadership
- C. Demonstrate your leadership in all of the following:
  1. develop and conduct three worship services
  2. assist your local group (Adventurer, Pathfinder, MCC, youth) in a conference-sponsored event
  3. teach three Adventurer awards or two AY honors
  4. assist in the planning and leading a field trip
  5. be an active Adventurer, Pathfinder, MCC, or youth staff member for at least one year, and attend 75% of the staff meetings

## V. Fitness Lifestyle Development

Participate in a personal physical fitness plan for a minimum of three months, and evaluate and show improvement (recommended: the Cooper Aerobic program or its equivalent).

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# TLT Program Application

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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 \_\_\_\_\_

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

- |  |   |   |
|--|---|---|
| <i>Recommend 1<sup>st</sup> year</i>         | <i>Recommend 2<sup>nd</sup> year</i>      | <i>Recommend 3<sup>rd</sup> 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 \_\_\_\_\_

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## Conference Official Use Only

Date received \_\_\_\_/\_\_\_\_/\_\_\_\_ Conference Director Signature \_\_\_\_\_

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# TLT Program Recommendation

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, 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 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 \_\_\_\_/\_\_\_\_/\_\_\_\_

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## 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

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

Complete    
 Incomplete    
 N/A    
 Notes \_\_\_\_\_

## Worship

- ® 1. Developed ideas for worships, including themes, topics, guests and activities.
- ® 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.
- 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.

## 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.
- ® 2. Arranged, scheduled and supervised units in conducting opening and closing exercises during meetings and events.
- ® 3. Taught basic marching and drilling techniques.
- 4. Was responsible for posting the weekly schedule in the Pathfinder meeting place, including weekend schedules on camping trips.
- 5. Assisted in organizing, training, and scheduling of the exhibition drill team.

## Security

- ® 1. Plan, schedule and coordinate 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 supervised its storage, upkeep and repair.

## General

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

® 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*

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# 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"/>	_____

## 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"/>	_____

## 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"/>		_____

## 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"/>	_____

## 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"/>	_____
--	--------------------------	--------------------------	--------------------------	-------

## 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"/>		_____

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# Camping/Activity Operations

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"/> |     | _____ |
| b. Field Trips  | <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.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 4. Assisted in finding instructors or guests for events.   | <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"/> |  | _____ |

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# Counseling Operations Evaluation

TLT \_\_\_\_\_

Term Dates \_\_\_\_\_

Evaluation Date \_\_\_\_\_

## Unit Activities

- ® 1. Assisted in, or lead in planning and carrying out a unit day event.
- ® 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.
- 3. Assisted in, or lead in planning a unit camping trip.

Complete  
Incomplete  
N/A

Notes

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## 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 unique aspects of camping including, but are not limited to: site selection and set up, preparation for inspection, hikes, group meetings, curfew and lights out, and the striking of camp.

\_\_\_\_\_

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## AY Classwork/Honors

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## General

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

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# Finance/Clerical Operations

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

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# TLT Program Level 1 Checklist

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## Entry Requirements

- |   | <i>Date</i>              | <i>Signature</i> |
|---|--------------------------|------------------|
| 1. Be in at least the 9th grade. (All new TLTs start at Level 1.)   | <input type="checkbox"/> | _____            |
| 2. Complete the <i>TLT Program Application</i> .  | <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 Classwork during the 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 Classwork during their most recent active year.  | <input type="checkbox"/> | _____            |

## TLT Duties

- |   |                          |       |
|---|--------------------------|-------|
| 1. Satisfactorily completed two operational rotations:  | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> Administrative Operations  |                          |       |
| <input type="checkbox"/> Classwork/Honors Operations  |                          |       |
| <input type="checkbox"/> Outreach Operations  |                          |       |
| <input type="checkbox"/> Camping/Activity Operations  |                          |       |
| <input type="checkbox"/> Counseling Operations  |                          |       |
| <input type="checkbox"/> Finance/Clerical Operations  |                          |       |
| 2. Completed the requirements for the level of standard Classwork 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"/> | _____ |

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# TLT Program Level 2 Checklist

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## Entry Requirements

1. The TLT must be in at least the 10th grade.
2. Satisfactorily complete the TLT Program Level 1.

*Date*

*Signature*

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

## TLT Duties

1. Satisfactorily completed two operational rotations:
  - Administrative Operations
  - Classwork/Honors Operations
  - Outreach Operations
  - Camping/Activity Operations
  - Counseling Operations
  - Finance/Clerical Operations
2. Completed the requirements for the level of standard Classwork for the grade level of the TLT.
3. Maintained an 80% or above club attendance.  
Maintained an 80% proper uniform record.
4. Participated in a Conference/Union leadership skill development program.

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

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# TLT Program Level 3 Checklist

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## Entry Requirements

1. Be in at least the 11th grade.
2. Satisfactorily complete the TLT Program Level 2.

*Date*

*Signature*

\_\_\_\_\_

\_\_\_\_\_

## TLT Duties

1. Satisfactorily completed two operational rotations:
  - Administrative Operations
  - Classwork/Honors Operations
  - Outreach Operations
  - Camping/Activity Operations
  - Counseling Operations
  - Finance/Clerical Operations
2. Completed a major portion of the requirements for the Master Guide classwork.
3. Maintained an 80% or above club attendance.  
  
Maintained an 80% proper uniform record.
4. Participated in a Conference/Union leadership skill development program.

\_\_\_\_\_

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# TLT Program Level 4 Checklist

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## Entry Requirements

*Date*

*Signature*

1. The TLT must be in at least the 12th grade.
2. Satisfactorily complete the TLT Program Level 3.

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

## TLT Duties

1. Satisfactorily completed one operational rotations:
  - Administrative Operations
  - Classwork/Honors Operations
  - Outreach Operations
  - Camping/Activity Operations
  - Counseling Operations
  - Finance/Clerical Operations
2. Completed the requirements for the Master Guide class.
3. Maintained an 80% or above club attendance.  
Maintained an 80% proper uniform record.
4. Participated in a Conference/Union leadership skill development program.

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

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