

# Adventurer Club of the Year Guidelines

## Required Forms & Events

Deadlines:	NOV 9	FEB 1	MAY 1
All reporting will be done in the Youth Ministries Management System (YMMS)	Pathfinder and Adventurers: <a href="http://www.padcms.org">www.padcms.org</a> YMMS Registration System		
For any questions contact:	Zuri Scroggins: <a href="mailto:zscroggins@carolinasda.org">zscroggins@carolinasda.org</a>		

NOV 9	<p><input type="checkbox"/> <b>CLUB REGISTRATION</b> <a href="http://www.padcms.org">www.padcms.org</a></p> <p><b>EVERY CLUB WILL NEED TO REQUEST AN ACCOUNT IN THE YOUTH MINISTRIES MANAGEMENT SYSTEM</b></p> <ul style="list-style-type: none"> <li>This step must be completed by either the Club Director or Club Secretary</li> <li>Go to <a href="http://www.padcms.org">www.padcms.org</a> (YMMS)</li> <li>Click on the bottom RED button that says "Request/Reactivate Account"</li> <li>The button will open a new window where the Director/Secretary will fill out information requested. They will then create a username and temporary password. Remember to Click "Save"</li> </ul> <p><input type="checkbox"/> <b>CALENDAR DATES</b> <a href="http://www.padcms.org">www.padcms.org</a></p> <ul style="list-style-type: none"> <li>Log into your YMMS account, and use the instructions from the youth web page: <a href="http://www.carolinasda.org/pathfinders-and-adventurers">www.carolinasda.org/pathfinders-and-adventurers</a></li> <li><b>Each Club should have these items in their calendars:</b> Club Meetings, Induction, Investiture, Adventurer Sabbath, Inspection, Quarterly Family/Adventurer Activity, Community Outreach Project/Service</li> </ul> <p><input type="checkbox"/> <b>DRIVER QUESTIONNAIRE CHECKLIST</b></p> <ul style="list-style-type: none"> <li>A Volunteer Driver is defined as: A staff member or parent providing transportation to an Adventurer other than their own child(ren) during the Adventurer year.</li> <li>Each driver <b>MUST</b> fill out a Driver Questionnaire Form (DQF) and submit it to their Club Director. The DQF form is found in our web page: <a href="http://www.carolinasda.org/pathfinders-and-adventurers">www.carolinasda.org/pathfinders-and-adventurers</a></li> </ul> <p><input type="checkbox"/> <b>ADVENTIST SCREENING VERIFICATION</b></p> <ul style="list-style-type: none"> <li>Each adult staff member must complete their screening verification and background check. For instructions on this process go to: <a href="http://www.carolinasda.org/pathfinders-and-adventurers">www.carolinasda.org/pathfinders-and-adventurers</a></li> </ul> <p><input type="checkbox"/> <b>QUARTERLY DATA REPORT</b></p> <ul style="list-style-type: none"> <li>Enter quarterly data at <a href="http://www.padcms.org">www.padcms.org</a></li> </ul>
FEB 1	<p><input type="checkbox"/> <b>QUARTERLY DATA REPORT</b></p> <ul style="list-style-type: none"> <li>Enter quarterly data at <a href="http://www.padcms.org">www.padcms.org</a></li> <li>Please review and update any Adventurer information online through YMMS: <a href="http://www.padcms.org">www.padcms.org</a></li> <li>Make sure to enter all your events in the calendar.</li> </ul>
MAY 1	<p><input type="checkbox"/> <b>COMMUNITY OUTREACH SERVICE/PROJECT REPORT</b></p> <ul style="list-style-type: none"> <li>Enter your outreach report at <a href="http://www.padcms.org">www.padcms.org</a></li> </ul> <p><input type="checkbox"/> <b>QUARTERLY DATA REPORT</b></p> <ul style="list-style-type: none"> <li>Enter quarterly data at <a href="http://www.padcms.org">www.padcms.org</a></li> <li>Please review and update any Adventurer information online through YMMS: <a href="http://www.padcms.org">www.padcms.org</a></li> </ul> <p><input type="checkbox"/> <b>YEAR END REPORT</b></p> <ul style="list-style-type: none"> <li>Enter year-end report at <a href="http://www.padcms.org">www.padcms.org</a></li> </ul>