

STEPS TO BE AN OFFICIAL CLUB

These are the steps that clubs need to complete in order to:

- Register Your Club Officially
- Earn Certificate of Operation

Completing these steps by October 13 is a requirement to qualify for Club of the Year. Certificates will be mailed to clubs by February. Priority will be given to those clubs who request inspections by the deadline.

☐ 1. CLUB REGISTRATION on YMMS www.nadyouth.com

- Every director/secretary will need to request an account in the Youth Ministries Management System (YMMS) or reactivate their old account if returning. This step must be completed by either the Club Director or Club Secretary (see Club Packet doc for instructions).
- Add members to your YMMS member list and event dates to your club calendar on YMMS.

Note: if your club is already on YMMS, you will **ONLY** need to update member information (SV dates, roles, etc), add new members and/or deactivate ex-members and add calendar dates for the new club year.

☐ 2. STERLING VOLUNTEERS www.ncsrisk.org

Each adult staff member must complete their Adventist Screening Verification (**background check and training modules**) through Sterling Volunteer. Legal names **MUST** be used through the entire process (see additional tips for directors: www.carolinasda.org/sterlingvolunteers).

- Driver Questionnaire Checklist:

Please process all Driver Questionnaires for any Volunteer Drivers you might have for the year. Anyone driving kids (other than their own) to club events/activities need to appear "Eligible" as Drivers on their Sterling Volunteers report and should appear on the club's member list as "APPROVED" under the "Driver" column on YMMS.

☐ 3. SUBMIT INITIAL REPORT on YMMS www.nadyouth.com

Please make sure to submit your Initial Report on YMMS, so that we can verify that steps 1 and 2 have been completed. ***Double check to make sure that all your staff members' SV Status are "APPROVED".**

(See our website resources for instructions on submitting reports through YMMS: www.carolinasda.org/registration)

CLUB OF THE YEAR DEADLINES 2025

All forms and reports listed above will be available for submission on the YMMS system 2 weeks prior to the deadline.

Notice: All YMMS submission windows go from Monday to Monday and all due dates are on the first Monday of each month. i.e: if the due date is Nov 17, the window to submit reports opens on Nov 3.

OCTOBER 13

- Be listed on church's eAdventist officer list (reach out to your church clerk or pastor)
- Request your YMMS Account (new leaders) / Reactivate your YMMS Account (existing accounts)
- Register your club members / Update your existing club members list
- Review/update SV status/dates for all members on YMMS
- Submit via YMMS:
 - Initial Report
 - Club of the Year Intent Form

NOVEMBER 17

- Quarterly Report #1
- Inspection Request (follow instructions please)

DECEMBER 15

- Can Collection Report + Outreach Project Proposal
- Pathfinder Bible Experience (PBE) Registration

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CLUB OF THE YEAR DEADLINES 2026

FEBRUARY 2

- Test Event Registration (register all your members)
- Quarterly Report #2
- Adventurer Bible Game (ABG) Registration

APRIL 6

- Outreach Project Report

MAY 4

- Quarterly Report #3
- Club of the Year Summary
- Pathfinder of the Year App

EVENT REGISTRATION WINDOWS:

FEB 2 - 16	Work Bee 2026
FEB 23 - MAR 9	Fun Days 2026
MAR 23 - APR 6	Pathfinder Camporee 2026

All event registration will be done through the YMMS.

Parents coming to Fun Day need to be in your YMMS club members list, choose the role "Parent of Adventurer" for them.

All adults 18+ in charge of minors are required to have an ELIGIBLE background check to be able to register for the events. Please make sure to have everyone SV status on YMMS showing as "approved" before the event registration window opens, so you can ensure that the registration process will be smooth.

CLUB OF THE YEAR REQUIREMENTS

In order to qualify for the Club of the Year award, clubs must check all the boxes and fill out the Club of the Year Summary report on YMMS by **May 4, 2026**.

- ☐ **A)** Review registration resources (www.carolinasda.org/registration) and take quiz by October 13, 2025

→ **SCAN TO TAKE QUIZ**



- ☐ **B)** Complete mandatory steps to be an official club by October 13, 2026

1. Club Registration on YMMS
2. All staff screened (Sterling Volunteers, background check)
3. Driver Questionnaires
4. Submit initial report on YMMS

- ☐ **C)** Submit Club of the Year Intent Form by October 13, 2025

- ☐ **D)** Submit at least 5 monthly news and pics through google forms linked on web

- ☐ **E)** Have at least 2 meetings a month (3 hours min x month)

- ☐ **F)** Sign up all your club members to the TEST EVENT by February 2nd

- ☐ **G)** At least 80% of eligible club members attended the designated Pathfinder Camporee/Area Campout or Adventurer Fun Day

- ☐ **H)** Full club participation in a pre-approved Outreach Activity reported on YMMS (Pathfinder clubs need to accumulate at least 20 hours in a major Outreach activity)

- ☐ **I)** Submit ALL quarterly reports on YMMS by its due dates (Nov/Feb/May)

- ☐ **J)** Have an Induction Service, Pathfinder/Adventurer Sabbath and Investiture Service

- ☐ **K)** Have a formal Club Inspection

- ☐ **L)** Will have representation at Camp Meeting 2026 (Award Ceremony on May 30)

- ☐ **M)** Will have at least 1 activity during the summer 2026

Please be mindful of the deadlines for each item on the list, see the Club of the Year Deadlines list.