



# Teen Leadership Training

A Program to Challenge Teen Pathfinders  
2014 Edition



North  
American  
Division  
Pathfinder  
Ministries

*Created by the North American Division Office of Pathfinder Ministries,  
12501 Old Columbia Pike, Silver Spring, Maryland 20904.*

*Designed by Glen Milam of Wesley Thor Studios, Smithsburg, Maryland.  
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# Teen Leadership Training



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## Historical Notes

*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 original FLITE Program curriculum, utilizing the rotation of six departments for training, was 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.*

*Most second edition changes and conference-level training sections were developed and piloted by the Oregon Conference Pathfinder TLT Council over a six-year period under the direction of Tracy Wood, Oregon Conference Pathfinder Director. Assistance was given by Glen Milam, Dixie & Arnold Plata, Rod Bardell, Paul & Carolyn Betlinski, Glenn & Anne Campbell, John Chadwick, Bob & Connie Gaede, Gary Halbasch, Sandy Heusser, Jim Helein, Ray & Nita Jordan, Wes & Maretta Kandoll, Loren Rogers, Rachel Scribner, Ralph & Sharon Staley, Aileen Stanley, Fred & Darla Thomas.*

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*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.*

# "I want to do more."

**F**ranklin Moses had been a Pathfinder for five years. He had completed his freshman year in high school and was finding the continued routine of Pathfinders "a bit boring." He wanted more. At registration he approached the directors and told them of his desire. He told them he was considering the JROTC program at the high school because he wanted leadership training. They responded by inviting him to attend the conference leadership training weekend that was scheduled just a few days later. He loved hanging with the staff and was thrilled to join the training.

While riding home from a second leadership weekend with two staff members a year later, Franklin suggested they develop a program to formally train teens to be Pathfinder leaders. The ensuing three hour discussion provided the core design of the TLT program.

Anyone involved in training or education knows that the best way to learn something is by doing it. You really can't "do it" in seminars with 50 people. So at its foundation is the need/desire to provide one-on-one training for teen Pathfinders who wish to become Pathfinder leaders in the near future. At its inception, the TLT curriculum was designed to provide training for one young man who wanted to do more. If you keep that in mind as you work through the curriculum or mentor a young person through it, it is unlikely that you will go wrong.

## Welcome to TLT Program

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 doing so in 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.



Franklin Moses, on the right, wanted to be trained to lead.

### Relationship Building

The fundamental principal of effective leadership is building relationships. Without relationships there is no leadership. There is no limit to what teens and adults can accomplish when in relationship together with God.

### 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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## TLT Staff Influence

The influence of TLT Staff is directly proportional to their modeling of the TLT Pledge and their facilitation of the goals of the TLT program.

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## TLT Program Expectations

The Objectives of the TLT program are directly linked to the Operation Expectations. As TLTs and Staff fulfill the Operation Expectations the TLT program Objectives are fulfilled. The TLT program enables all participants to: become organized, build relationships, enlarge networks, and grow spiritually.

## 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.

## 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 confidence in the development of life skills

## Objectives

- A.** Encourage TLT members to belong to the church and to actively participate in the organized leadership of 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.** Enable TLT in skill-building opportunities through positive communication and friendship networks created to increase resilience to peer pressure, increase self-efficiency, and increase self-confidence.
- D.** Challenge TLT members in the mission and ministry of Christ through Pathfinding, making God’s Word meaningful and fruitful in their lives.

## The Structure of 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 with an assigned mentor..

The program uses six major departments of a club as training sections. These include: Administrative, Outreach, Teaching, Activities, Records and Counseling. 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 optional items under each section.

With the TLT program there are two training options: club-provided training, and conference-provided training. Club-provided training is where the club director or TLT mentor assigns and teaches the operational tasks on his/her own and works together to fulfill each requirement. Conference-provided training is where the TLT and the TLT mentor attend training workshops at conference-sponsored TLT training events and then return back to the club to fulfill the operational tasks together.

Some conferences have developed a TLT academic credit option in cooperation with their conference education department. The education department grants elective credit to TLTs attending junior and senior academies who are enrolled in the TLT program and complete the TLT requirements. For TLTs not attending Adventist schools, academic credit documents are provided to their parents for inclusion with their academic records. To participate in the TLT academic credit option attendance at conference-provided TLT training events are required.

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. Therefore, it is imperative that TLTs attend staff meetings on a regular basis.

## Requirements for Membership

- A.** Be in grades 9-12 and have completed at least one level of Investiture Achievement and had an attendance record of at least 80% during the most recent active year.
  1. Submit three recommendation forms, to be included with the application, from: a pastor, a teacher, and a Pathfinder staff person.
  2. Submit an application to be approved and signed by the sponsoring Pathfinder club director.
  3. Register the approved application with the conference Pathfinder director.
- B.** Application to be renewed, approved and registered annually.
- C.** Actively participate in leadership skill development assignments.
- D.** Personality traits promoted by Christian ethics, the Pathfinder Pledge and Law, and the TLT Pledge must be an integral part of the participant's lifestyle.

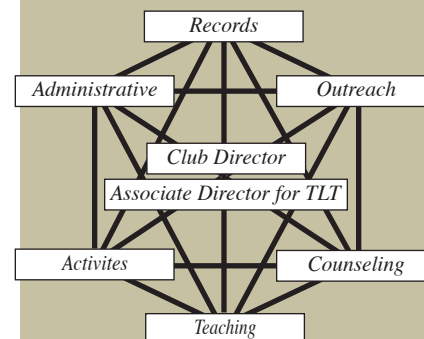
## The TLT Program and the Pathfinder Club

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.

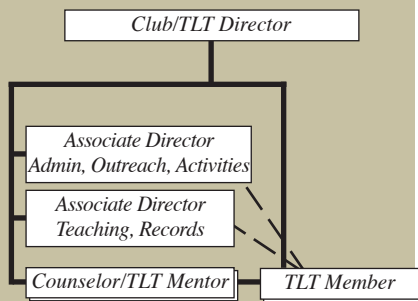
TLTs are not to form a separate club. They are members of a Pathfinder club. In club formation, TLTs should join a regular teen unit, or if numbers allow, they could form a separate unit. It is critical for club unity and *esprit de corps* that TLT's are not seen as "better" than regular Pathfinders. They are Pathfinders. They are Pathfinders who have volunteered to help lead. Resist the natural proclivity to make them appear exclusive.

In parades TLTs should march just in front of the staff.

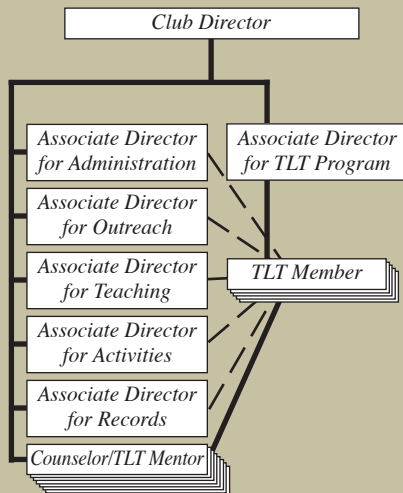
### Program & Communication Flow Chart



## 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.

You may have a treasurer and a clerk or registrar who do records. The director may plan camp outs and someone else plans other events. One person may coordinate Investiture Achievement and someone else may coordinate honor instructions, but both involve teaching skills. On the other hand, in many clubs one person may fill more than one position.

At the Club-level the TLT is the primary focus of mentoring for the TLT Mentor and the Club/TLT Director or Associate Director for the TLT program. (Notice the Typical Small Club TLT Organizational Flow Chart)

# Organization

## Local Club Organization

In order to enable the TLT Operations to be most effective for TLTs it is best that Pathfinder clubs organize their staff responsibilities around the TLT Operational Departments.

- Small Club – there may be associate directors in charge of two or three Operational Departments and at the same time serve as counselors.
- Large Club – there may be an associate director for each Operational Department and a counselor for each unit.

Many clubs fall somewhere between these two designations and must make organizational assignments as works best for the club staff and their TLTs.

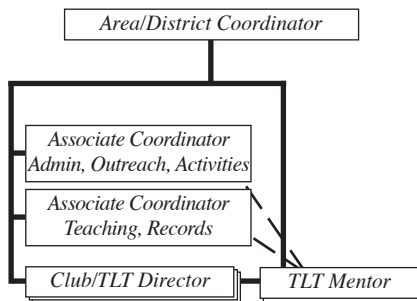
## Area/District Organization

In order to enable the TLT Special Operations to be most effective for TLT Mentors and TLTs it is best that area/district coordinators organize their area/district staff responsibilities around the TLT Operational Departments.

## Conference Organization

In order to enable the TLT program to be most effective for Club/TLT directors and mentors it is best that the conference director organize the conference coordinators and staff responsibilities around the TLT Operational Departments.

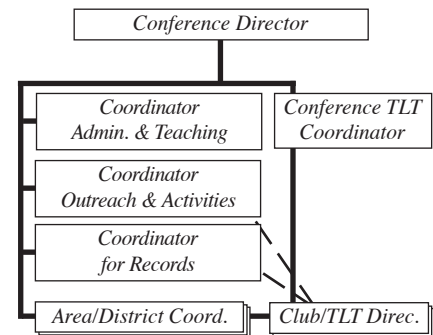
## Typical Area/District TLT Organizational Flow Chart



These office title combinations may vary according to area/district.

At the Area/District-level the TLT Mentor is the focus of mentoring for the Club/TLT Director and the Area/District Coordinator. (Notice the Typical Area/District TLT Organization Flow Chart)

## Typical Conference TLT Organizational Flow Chart



These office title combinations may vary according to conference.

At the Conference-level the Club/TLT Director is the focus of mentoring for the Area/District Coordinator and the Conference TLT Coordinator. (Notice the Typical Conference TLT Organizational Flow Chart)



## Procedures

### Application

A Pathfinder or high school age youth wishing to join the TLT Program must 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 year or midyear.

### Acceptance

Each club will establish its own TLT Council. The TLTs commitment to Pathfinding, appropriate maturity level, and Christian witness should all be considered, in addition to the application and recommendations.

The TLT Council will work with the Pathfinder in selection of a TLT mentor. Both the club director and the selected TLT mentor will sign the application as a commitment to the TLT and his/her success.

Upon approval into the TLT program by the TLT Council, a copy of the TLT's application will be sent to the conference Pathfinder director to be registered with the conference.

### 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.

A red and black shoulder cord and the TLT scarf are issued to the applicant upon completion of the probation period.

### Department Evaluation and Promotion

A review of each TLT will occur at the completion of each operational rotation. The Club/TLT Director and the assigned operational staff member will conduct the review with the mentor and the TLT. Evaluation sheets are provided. There are required tasks which must be completed by all TLTs and there are optional tasks which are to be done at the discretion of the club. The TLT will proceed to their next operational assignment upon a satisfactory evaluation.

Upon successful completion of a level, the TLT will receive a level star pin which indicates the level completed. The star is the same as the adult service star pin, except it is black and gold rather than red and gold.

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.

## *Recommended*

### Club TLT Council

The purpose of the Club TLT Council is to accept applications, confirm staff mentors, coordinate the assignment of TLTs to operational departments, and plan and direct the TLT Program of the club.

The Club TLT Council should be made up of:

- Club Director
- Associate Director for TLT Program
- 1 Male mentor
- 1 Female mentor

All staff who are actively involved in mentoring TLTs are advisory members to the Club TLT Council.

## *Recommended*

### Conference TLT Council

The purpose of the Conference TLT Council is to plan and direct the TLT Program of the conference. The Conference TLT Council is a sub-committee of the Conference Pathfinder Executive Council as established in each conference. The Conference TLT Council Chair reports to the Conference Pathfinder Executive Council. It should be made up of at least:

- Conference TLT Coordinator
- 1 Club Director
- 1 Male mentor
- 1 Female mentor

The conference Pathfinder director and all conference coordinators and staff are advisory members to the Conference TLT Council.

## 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 make sure the TLTs are mentored throughout the training period.

## Recommended

### Club Orientation Program (COP)

All TLTs, regardless of level should take this COP as a review.

## The Mentor

There are two classifications of mentors in the TLT program. The Mentor, is an individual who will work with a specific TLT for the full four years of their training. Obviously staff members change, but this is the TLTs primary mentor.

The basic job function of the TLT Mentor, whether the associate director for TLT or the TLT's Counselor, is to assist the TLT in their developmental needs as outlined in the Goals section (pg. 6). Mentors continually challenge, motivate, inspire, and encourage their TLTs; therefore, the success of the TLT's leadership development is directly related to the modeling and support given by their assigned TLT Mentor.

The second classification is the operational mentor. These are the specialists who are responsible for various aspects of club leadership. They work with the TLT for shorter periods of time that relate directly to the operational tasks they perform.

### Selecting a TLT Mentor

A TLT should be given the opportunity to choose who they want as their mentor.

The Club/TLT Director is to assist a TLT in recruiting their assigned TLT Mentor. A selected mentor must be or become a Pathfinder club staff member. It is recommended that a mentor have a maximum of three TLTs to mentor at one time.

TLT Mentor criteria:

- Must be an approved volunteer to work with minors by the church or conference.
- Must be at least 18 years of age and 5 years older than the TLTs they mentor.
- If at all possible, they should be someone other than the TLT's parent.
- Must be the same gender as the TLTs they mentor – exception when the parent is the mentor.

## Program Outline

### Level 1 Entry Requirements

1. The applicant must be in at least the 9th grade and have completed at least one level of Investiture Achievement and had an attendance record of at least 80% during the most recent active year. All new TLTs start at Level 1.
2. The applicant must submit three recommendations with an application, be approved by the sponsoring Pathfinder club director, and be registered with the conference Pathfinder director.
3. The applicant must complete a Club Orientation Program (COP) covering:
  - Pathfinder objectives and purpose
  - Investiture Achievement
  - Program format
  - Basic club policies including: finances, attendance, enrollment, etc.
  - Leadership style/chain of command
  - Discipline techniques and procedures
  - Club goals
  - Communication channels
  - Expectations

## 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 Investiture Achievement 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 completed the TLT Program Level 1.
3. Resubmit an application and re-register with the conference.

## 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 Investiture Achievement 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 3 Entry Requirements

1. The TLT must be in at least the 11th grade.
2. The TLT must have completed the TLT Program Level 2.
3. Resubmit an application and re-register with the conference.

## 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 curriculum.
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.

## *Recommended*

### Level 1 Operational Departments

Split your Level 1 TLTs into two groups. The groups rotate the two operational departments at midyear.

- Administrative Operations
- Outreach Operations

Level 1 TLTs work on the Voyager requirements.

## *Recommended*

### Level 2 Operational Departments

Split your Level 2 TLTs into two groups. The groups rotate the two operational departments at midyear.

- Teaching Operations
- Activities Operations

Level 2 TLTs work on the Guide requirements.

## *Recommended*

### Level 3 Operational Departments

Split your Level 3 TLTs into two groups. The groups rotate the two operational departments at midyear.

- Records Operations
- Special Operations #1

Level 3 TLTs work on the Basic Staff Training and *Master Guide: Leadership Development* requirements.

## ***Recommended***

### **Level 4 Operational Departments**

Split your Level 4 TLTs into two groups. The groups rotate the two operational departments at midyear.

- Counselor Operations
- Special Operations #2

Level 4 TLTs work on the *Master Guide: New Skills* requirements.

## ***Other Options***

### **3 Departments a Year**

An optional system would place the TLT in three departments the first year, the remaining three departments 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 activities department during an off period, they would miss a major component of the department.)

### **2+2+2+Major Interest**

Another optional system would place the TLT in two departments for each of the first three years and let them specialize in one area during the fourth year.

### **Level 4 Entry Requirements**

1. The TLT must be in at least the 12th grade.
2. The TLT must have completed the TLT Program Level 3.
3. Resubmit an application and re-register with the conference.

### **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 a major portion of the Master Guide curriculum.
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.

# Uniforms and Insignia

## Class A Uniform

The TLT uniform insignia are added to the Class A Uniform listed in the Pathfinder Staff Manual. Required items are:

- Red and black inlay TLT braided cord over the left shoulder
- TLT Pathfinder scarf with red trim stitching (rather than black) and the standard Pathfinder slide
- TLT level star pins on left chest pocket as earned. These look just like the regular staff service stars except the enamel color is black rather than red.

Optional\* items provide by NAD and AdventSource

- TLT office strip on the right arm between the club name stripe and Pathfinder triangle – optional
- TLT pin on left chest pocket – optional
- TLT patch on sash – optional

## Field Uniform

- The TLT t-shirt may be worn by TLT's in place of a field uniform in accordance with conference policy.
- The TLT polo shirt may be worn by TLT staff in place of a field uniform in accordance with conference policy.



Uniform insignia are available from AdventSource including the TLT pin, TLT cord, TLT name stripe and TLT patch illustrated here.

## Why Red and Black?

- Red for the blood of Jesus
- Black for the challenges of leadership.

## 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

## Curricula of the TLT Program

- For TLTs and staff: *Teen Leadership Training*, current edition, NAD Pathfinder Ministries, AdventSource #001007
- For staff: *Tools for Teen Leaders*, 2009, NAD Pathfinder Ministries, AdventSource #000805

## Leadership Skills Development Program

- A. Pathfinder Club Leadership Skills Development – Levels 1-4**
  1. Attend club staff meetings
    - a. Assist in club planning and programming
    - b. Assist in promoting TLT Program within the club
  2. Accept leadership responsibilities
    - a. Assist in teaching AY Pathfinder curricula and honors
    - b. Fulfill the TLT program tasks as assigned by club staff
- B. Conference Leadership Skills Development – Levels 1-4**
  1. Attend area/district-level staff meetings
    - a. Assist in planning and carrying out area/district events such as: Honors Day, Campout, Pinewood Derby, Bible Experience ...
    - b. Assist in promoting TLT Program throughout the area/district
  2. Attend Conference Leadership trainings
    - a. Assist in planning and carrying out conference events such as: Camporee, Fair, Bible Experience ...
    - b. Participate in a conference-sponsored TLT academic credit option if available
- C. Union Leadership Skills Development – Levels 3-4 and beyond**
  1. Attend Union Leadership training
    - a. Assist in planning and carrying out union events such as: Camporee, Bible Experience, Bible Camp ...
    - b. Assist in developing TLT & Teen Events ministries within conferences
  2. Participate in developing union-level collegiate ministries programs
    - a. Assist college/university staff with TLT recruiting
    - b. Assist in developing Adventist Christian Fellowship chapters on college/university campuses

## TLT Workshop Instructors

If academic credit is granted in cooperation with a conference education department it is imperative that TLTs receive the best instruction possible. Therefore, TLT workshop instructors must have training in teaching methods or be experts in the field of the subject matter they teach.

- Those with a college degree in ministry or education (current educational certification is not required).
- Pathfinder staff who have earned their Pathfinder Instructor's Award or received the AYMT Pathfinder Instructor Certification.
- Instructors with work experience or expertise in the subject matter they teach.

Instructors must fill out a TLT INSTRUCTOR INFORMATION form which is kept on file with the conference.

## TLT Academic Credit Option

In cooperation between the Conference Pathfinder and Conference Education departments, elective academic credit may be granted to TLTs attending junior and senior academies. TLTs must be enrolled in the TLT Program and complete the required operational tasks.

For TLTs not attending Adventist schools academic credit documentation may be provided to parents for inclusion with their TLT's academic records.

### How TLT academic credit option works

1. The Pathfinder year is divided in half based on two semesters of the school year.
2. At the start of each semester the TLT, with their mentor, must attend a conference-sponsored training event to receive the required TLT curriculum training.
3. The TLT and mentor must follow-up with the curriculum training by completing the Operational tasks (lab exercises) within their local club for each semester.
4. At the completion of each Operation the TLT and Mentor must attend an Operation evaluation meeting with a conference TLT Council member for review of the completed requirements. (See page 9.)
5. The TLT and mentor must turn in to the conference TLT council a report specifying the number of hours the TLT spent with the Pathfinder club over the course of each semester.
6. The conference TLT Council, in cooperation with the Conference Education department, submits a TLT CREDIT APPLICATION to the TLT's school, or provides academic credit documentation to the parents.

### Workshop Hours & Lab Hour

TLTs must have 6 hours (minimum) of workshop instruction per semester. Your state and conference requirements may vary.

TLTs must have 72 hours (minimum) of lab time per semester. Your state and conference requirements may vary. Lab hours include all Pathfinder activities such as:

- Club or staff meeting times including meeting set-up and tear-down
- Area/district/conference events and activities. (Do not include the 6 workshop instruction hours)
- Time spent on day or weekend activities (Do not include sleeping time)
- Driving time and loading/unloading for activities and events

### Academic Credit Documentation

At the end of each semester a credit application form specifying each TLT's workshop hours and lab hours earned is provided to their school registrar requesting that elective credit be granted. The title used to specify TLT credit on academic transcripts is "Teen Leadership Training." Elective credit is given on a pass/fail basis and is not figured into the student's GPA. The number of elective credits is based on the NAD Department of Education hourly requirements, of  $\frac{1}{4}$  (0.25) credit per semester.

## College Scholarship Potential

TLTs who complete the TLT program have had four years of leadership mentoring with highly developed leadership competencies. The purpose of the TLT Academic Credit Option is to provide college admission officers the educational documentation needed to substantiate granting leadership scholarships to TLTs. In addition, the TLT Academic Credit Option enables college admission officers to get to know home school and public school students as well as academy students.

## Workshop Hours Outline

- Hour 1 – Club Orientation Program and Department Evaluation Review
- Hour 2 – Operational Workshop #1
- Hour 3 – Operational Workshop #2
- Hour 4 – Operational Workshop #3
- Hour 5 – Operational Workshop #4
- Hour 6 – Lab Planning (write assignment notes)

## TLT Academic Records

Attendance records and assignment records are kept by the conference TLT Council. The grade book for Teen Leadership Training consists of:

- TLT WORKSHOP ATTENDANCE SHEET
- TLT LAB HOURS REPORT
- TLT PERSONAL RECORD CHART

These forms are in the back of this manual.

## Operational Key Words

**Assist** - TLTs help by giving assistance to staff and other TLTs.

**Coordinate** - TLTs work side by side with staff and other TLTs.

**Develop** - TLTs work on their own and lead staff and other TLTs.

## TLT Competencies

- Be organized
- Build relationships
- Enlarge networks
- Grow spiritually

There are four required tasks which are common to all operational departments. They are: meet deadlines, work together without prodding, communicate effectively, and exhibit a Christian spirit. These tasks are fundamental skills of leadership and will be developed throughout the TLT program.

## Operational Departments for TLT

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 tasks that are inherent in Pathfinding. These required tasks are noted by the ® symbol on the operation pages. Noted tasks constitute the minimum required activity for completion of a TLT Level.

## Special Operations

In addition to the six operational departments TLTs are required to choose two operational areas in which to specialize. The purpose of the Special Operations is to further expand their knowledge and experience in their areas of interest and to give them opportunities of responsibility and accountability beyond the scope of their Pathfinder club. TLTs will take on even more leadership responsibility within their club then they did when completing their previous operational departments.

Also, TLTs, along with their mentors, will work together with their area/district coordinator or conference TLT council to complete a specialization project of the TLT's choosing. Options for projects are limitless. They are intended to broaden the scope and experience of leadership beyond the local Pathfinder club ministry.

## Suggested Specialization Project Ideas

Specialization Projects done properly will enable the TLT to continue in leadership positions wherever they may be with a spirit that will welcome the continuing challenge of leadership.

- Administrative – be a teen-observer on the Conference Executive Committee
- Event Planning – work with the conference Camp Meeting Coordinator
- Spiritual Leadership – become a certified lay-preacher for your conference
- Drill & Flags – provide Memorial Day and Veterans Day cemetery services
- Safety – become a state certified Security Guard, or Church and School Safety Officer
- Teaching – become a teachers aid at a school, or plan and carry out an Area-level Basic Staff Training
- Honors – write and pilot a Pathfinder Honor, or plan and carry out an Area-level Honors Day
- Outreach – plan and go on a mission trip with a church or school
- Camping – plan and carry out an Area/District Campout with your Area Coordinator
- Foods – get a state-issued Food Safety Certificate, assist on the conference Cook Team
- Counseling – tutor children at a school, or plan area-level activities with Area Coordinator
- Finance – assist the conference Treasurer at conference events
- Clerical – work with the conference Secretary at conference events
- Communications – assist conference Communications personnel at conference events
- First aid – assist with campmeeting and other conference events



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# TLT Program Level Requirements

## TLT Level 1

### Entry Requirements

- 1a.** The applicant must be in at least the 9th grade
- b.** Have completed at least one level of Investiture Achievement and had an attendance record of at least 80% during the most recent active year. All new TLTs start at Level 1
  
- 2a.** Submit three recommendations
- b.** Submit an application
- c.** Be approved by the sponsoring Pathfinder club director
- d.** Registered with the conference Pathfinder director
  
- 3.** Complete a Club Orientation Program covering:
  - Pathfinder objectives and purpose
  - Investiture Achievement
  - Program format
  - Basic club policies including: finances, attendance, enrollment, etc.
  - Leadership style/chain of command
  - Discipline techniques and procedures
  - Club goals
  - Communication channels
  - Expectations

### TLT Duties

- 1.** Satisfactorily complete two operational rotations:
  - Administrative Operations
  - Outreach Operations
  - Teaching Operations
  - Activity Operations
  - Records Operations
  - Counseling Operations
  
- 2.** Complete the requirements for the level of standard Investiture Achievement for the grade level of the TLT
  
- 3.** Maintain an 80% or above club attendance  
  
Maintain an 80% proper uniform record
  
- 4.** Participate in a Conference/Union leadership skill development program

## TLT Level 2

### Entry Requirements

- 1.** The TLT must be in at least the 10th grade
- 2.** Complete the TLT Program Level 1
- 3.** Resubmit an application and re-register with the conference

### TLT Duties

- 1.** Satisfactorily complete two operational rotations:
  - Administrative Operations
  - Outreach Operations
  - Teaching Operations
  - Activity Operations
  - Records Operations
  - Counseling Operations
  
- 2.** Complete the requirements for the level of standard Investiture Achievement for the grade level of the TLT
  
- 3.** Maintain an 80% or above club attendance  
  
Maintain an 80% proper uniform record
  
- 4.** Participate in a Conference/Union leadership skill development program

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## **TLT Level 3**

### **Entry Requirements**

1. The TLT must be in at least the 11th grade
2. Complete the TLT Program Level 2
3. Resubmit an application and re-register with the conference

### **TLT Duties**

1. Satisfactorily complete two operational rotations:  
Administrative Operations  
Outreach Operations  
Teaching Operations  
Activity Operations  
Records Operations  
Counseling Operations
2. The TLT must complete a major portion of the Master Guide curriculum
3. Maintain an 80% or above club attendance  
  
Maintain an 80% proper uniform record
4. Participate in a Conference/Union leadership skill development program

## **TLT Level 4**

### **Entry Requirements**

1. The TLT must be in at least the 12th grade
2. Complete the TLT Program Level 3
3. Resubmit an application and re-register with the conference

### **TLT Duties**

1. Satisfactorily complete two operational rotations:  
Administrative Operations  
Outreach Operations  
Teaching Operations  
Activity Operations  
Records Operations  
Counseling Operations
2. The TLT must complete a major portion of the Master Guide curriculum
3. Maintain an 80% or above club attendance  
  
Maintain an 80% proper uniform record
4. Participate in a Conference/Union leadership skill development program

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# Operational Departmental Tasks

Required tasks are noted by the ® symbol.

## Administrative Operations

### Club Planning

- ®1. Assist in planning club activities including, but not limited to:
  - a. Regular meetings
  - b. Induction
  - c. Investiture
- ®2. Assist in planning and coordinating the yearly and single meeting schedules. This includes times for Investiture Achievement, honor instruction, special events, worships, outings, and camping trips.
- 3. Develop the weekly schedule in the Pathfinder meeting place (including weekend schedules on camping trips).

### Worships

- ®1. Assist in developing ideas for worships including themes, topics, guests and activities.
- ®2. Assist in planning and scheduling worships. Prepare materials, invite speakers, introduce them, and send thank you notes. Be prepared with a backup program if there is a problem.
- 3. Coordinate with TLT's assigned to teaching and counseling operations to make sure that opportunity is given for Pathfinders to do worships necessary for completion of requirements.

### Drill & Exercises

- ®1. Assist in arranging, scheduling, and facilitating units in conducting opening and closing exercises during meetings and events including the posting of colors
- ®2. Assist in teaching basic marching and drilling techniques.
- 3. Develop, train, and schedule the exhibition drill team.

### On-Site Safety

- ®1. Assist in planning, scheduling and coordinating safety personnel and equipment when necessary.
  - a. Parking lot and driveway entrances.
  - b. Entrances to the building and the Pathfinder meeting areas.
- ®2. Assist in establishing or continuing contact with local emergency and police agencies.
- 3. Develop a check out system for safety equipment and assist with its storage, upkeep and repair. This may include club flash lights, traffic cones, reflective vests, fire extinguishers, fire buckets, first aid kits, tool boxes, roadside emergency kits, etc.

### Expectations

- ®1. Meet deadlines.
- ®2. Work together without prodding.
- ®3. Communicate effectively.
- ®4. Exhibit a Christian spirit.

## Outreach Operations

### Outreach Planning

- ®1. Assist in planning at least two events including one of the following, but not limited to:
  - a. Can Collecting
  - b. Community Service
  - c. Outreach Dinners
  - d. Pathfinder Sabbath
  - e. Vacation Bible School
  - f. Evangelism
  - g. Other \_\_\_\_\_
- ®2. Coordinate with Administrative, and Teaching Operations to have programming for the event.
- 3. Assist in planning and be ready to carry through alternative plans should the program have to be changed for any reason. (i.e. rain, snow, cancellation, etc.)

### Logistics

- ®1. Assist in developing a packing list, preparing and packing all materials and necessary equipment, and unpacking, accounting for, and repairing all equipment upon return from an event.
- ®2. Assist with developing a menu and food supplies list for the event as needed.
- 3. Coordinate with the TLTs assigned to Administrative and Activities Operations to confirm adequate and proper safety is arranged for both on-site and off-site activities as needed.

### Communications

- ®1. Assist in promoting the event by preparing, posting, and mailing all necessary promotional materials.
- ®2. Assist in preparing, distributing and posting information at the event such as programs or bulletins, menus, staff assignments, and activities.
- 3. Develop a report about the event by writing/blogging the details quoting people's experiences and including pictures of what happened. Share your report with your club, your church, your Area Coordinator, and your Conference leaders.

### Share Your Faith

- ®1. Develop and practice the skill of speaking and reading clearly in front of a large group. Practice voice projection, annunciation of words, clarity of thought (i.e. announcements, scripture reading, public speaking or preaching, storytelling, ...)
- ®2. Develop and practice the skill of praying in public. Learn different styles and types of prayers (i.e. private prayer, meal prayers, intercessory prayer, congregational prayer invocation prayer, benediction ...)
- 3. Develop your personal testimony into a three minute short story. Share it with your friends, your family, and your staff.

### Expectations

- ®1. Meet deadlines.
- ®2. Work together without prodding.
- ®3. Communicate effectively.
- ®4. Exhibit a Christian spirit.

## Teaching Operations

### Instructional Planning

- ®1. Assist in planning and carrying out Investiture Achievement instruction for the year or assigned time period.
- ®2. Assist in planning and carrying out Honor selection for instruction, including integration of honors required by Investiture Achievement.
3. Coordinate with other operations in making sure that Investiture Achievement requirements are cared for in the most appropriate fashion possible.

### Logistics

- ®1. Assist with procurement of supplies and equipment. Provide substitute or teaching assistance.
- ®2. Assist with set up of the teaching area, distribution of supplies and equipment. Provide clean-up and storage of leftover supplies and equipment following the instruction.
3. Develop an Honor, piloting the honor, and submitting it for approval to the NAD Honors Committee.

### Recruitment

- ®1. Assist in recruitment of Investiture Achievement instructors and Honor instructors.
- ®2. Assist in providing teaching requirements and resources to instructors along with information about the setting for teaching, time frame of instruction, and how many students to plan for.
3. Develop a follow up plan with instructors after teaching is completed. Send thank you notes and ask for feedback. Coordinate with the TLT assigned to Records Operations to make sure all expenses have been reimbursed to the instructor.

### Teaching

- ®1. Assist in teaching an Investiture Achievement requirement to Pathfinders as specified by the Guide or Master Guide requirements.
- ®2. Assist in teaching an Honor to Pathfinders as specified by the Guide or Master Guide requirements.
3. Develop lesson plans that are relevant to the learning styles of your Pathfinders. Prepare handouts as necessary for the workshops that you teach. Submit your lesson plans to the club staff to be used by other instructors in the future.

### Expectations

- ®1. Meet deadlines.
- ®2. Work together without prodding.
- ®3. Communicate effectively.
- ®4. Exhibit a Christian spirit.

## Activities Operations

### Event Planning

- ®1. Assist in planning at least two off-site events including one of the following, but not limited to:
  - a. Camping Trips
  - b. Field Trips
  - c. Pathfinder Bible Experience Trips (Area, Conference, Union, Division levels)
  - d. Special events not regularly scheduled by the club
  - e. Other \_\_\_\_\_
- ®2. Coordinate with Administrative and Teaching Operations to insure events or activities needed have time allocated for Investiture Achievement requirements, and that proper preparations are made. Prepare, mail, and post all necessary promotional materials, a schedule, task assignments, menus, and activities.
3. Assist in planning for photography/videography personnel to provide pictures to be used for reporting the event and for promoting your Pathfinder club ministry.

### Logistics

- ®1. Assist in planning campsite layout and facilitate campsite setup.
- ®2. Assist in developing a packing list, preparing and packing all general club gear, and unpacking, accounting for, and repairing general club gear upon return from an event.
3. Develop and be ready to carry through alternative plans should the event have to be changed for any reason. (i.e., rain, snow, cancellation, etc.)

### Food

- ®1. Assist in developing a menu and food supplies list for the event. Assist in the purchase of required food items and supplies.
- ®2. Assist in unit assignment to KP, food preparation, water detail, and wash station.
3. Develop club guidelines for food safety. Learn about your state-required food safety/handlers permit. Get a permit if your state allows for minors to acquire one.

### Off-Site Safety

- ®1. Assist in planning, scheduling, and arranging for adequate and proper safety at departure, on site (including night watch if needed), and at the return point.
- ®2. Coordinate with the TLT attached to Records Operations to collect and record permission slips, fees or other required paperwork in preparation for departure. Track and tally the group total for clerical and security reasons.
3. 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.

### Expectations

- ®1. Meet deadlines.
- ®2. Work together without prodding.
- ®3. Communicate effectively.
- ®4. Exhibit a Christian spirit.

## Records Operations

### Clerical

- ® 1. Assist or lead out in keeping and tracking attendance records for club meetings and events and tallying them for use by the club director for church board, area coordinator and conference reports.
- ® 2. Assist or lead out in the distribution and collection of permission slips for events.
- 3. Assist or lead out in the preparation and distribution of applications, information packets, schedules, health forms, consent forms and other club correspondence to parents and the church family.

### Reports

- ® 1. Assist or lead out in Investiture Achievement and Honor reporting. Include a list of those who have completed the requirements and document their receipt of the Investiture uniform items and Honor patches. Assist in taking, processing, and distributing uniform orders.
- ® 2. Assist or lead out in submitting monthly reports of club activities and attendance totals to the church board, area coordinator and the conference.
- 3. Assist with preparing and posting documents, photos and reports of events and activities on the church's website or club's webpage.

### Finances

- ® 1. Develop an understanding of how the business practices of budgeting, collecting and accounting enable the ministry of Pathfinding to operate and thrive. Practice general stewardship principles as they relate to the Pathfinder Pledge and Law.
- ® 2. Assist the club treasurer in collecting money and writing receipts for: registration fees, dues, uniform items, club trips, special events and needed supplies.
- 3. Assist in planning, collecting and accounting of fund-raising money.

### Accounting

- ® 1. Develop a basic understanding of a debit/credit accounting system and assist the club treasurer with the financial records. Assist each month in the processes of monitoring the Pathfinder club yearly budget and preparing monthly reports for the club director and church board.
- ® 2. Develop or continue a working relationship with the church treasurer. Learn the cash flow and accounting processes of how money flows from the Pathfinder parent, through the club, to the church treasurer, and on, when paying for conference events, uniform items and Pathfinder resources.
- 3. Assist the club treasurer in accounting reimbursements and accounts payable.

### Expectations

- ® 1. Meet deadlines.
- ® 2. Work together without prodding.
- ® 3. Communicate effectively.
- ® 4. Exhibit a Christian spirit.

## Counseling Operations

### Unit Planning

- ® 1. Assist or lead in planning and carrying out unit activities during allotted unit time at regular club meetings. This could include unit honor instruction, unit worship planning, preparation for a unit event, or other activities as directed by the unit counselor or club director.
- ® 2. Assist or lead in planning and carrying out an off-site unit day activity. Coordinate with TLT attached to Activities Operations to confirm that all planning, logistics, food, and safety have been accounted for.
- 3. Assist or lead in planning a unit camping trip. Coordinate with the TLT assigned to Activities Operations to confirm that all planning, logistics, food, and safety have been accounted for.

### Club Trips

- ® 1. Assist or lead in planning and carrying out unit activities during allotted time on club camping trips. This could include, but are not limited to: campsite set up, preparation for inspection, hikes, group meetings, curfew and lights out, and the striking of camp.
- ® 2. Assist or lead in the proper care and posting of club flags and unit guidons during transportation and at the campsite.
- 3. Coordinate with the TLT assigned to Activities Operations for Off-Site Safety to assist in monitoring all safety issues within the unit. Know where the club first aid kits are and be familiar with their contents.

### Teamwork

- ® 1. Assist unit counselors in helping units become close-knit teams. Plan age-appropriate games and activities that build cooperation and teamwork within units and throughout the club. Create unit guidons and mascots if this is your club practice.
- ® 2. Assist unit Captains and Scribes to learn their responsibilities and to be successful in providing leadership to their unit. Help unit members learn democratic processes for making group-decisions.
- 3. Assist Pathfinder Instructors by motivating and encouraging unit members to pay attention and to complete their Investiture Achievement and honor requirements.

### Personal Safety

- ® 1. Assist in planning, scheduling and coordinating adequate and proper adult supervision ratios for all unit activities. Develop a unit-based buddy system for all Pathfinders.
- ® 2. Learn and follow appropriate personal safety guidelines when working with minors and adults. Apply for approved volunteer status with your pastor or the church safety officer.
- 3. Assist in planning, preparing, and monitoring a social media site for the club. Follow all social media safety guidelines as prescribed by your church, conference Pathfinder Department, and conference Communications Department.

### Expectations

- ® 1. Meet deadlines.
- ® 2. Work together without prodding.
- ® 3. Communicate effectively.
- ® 4. Exhibit a Christian spirit.

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# Special Operations #1

## Club Requirements

- ®1. Select an area of specialization in consultation with your TLT mentor and area coordinator or conference TLT council. This could be an existing operation or one that is created. (example of an existing operation would be Activity Operations)
  - a. \_\_\_\_\_
- ®2. Agree upon four training areas with their tasks that will be completed at the club-level. This will involve more responsibilities than were previously experienced when operational requirements were completed. The training areas may be from one operation or may be selected from different operations depending on the area of specialization.

List them here (example for Activity Operations: Event Planning, Logistics, Food, Off-Site Safety)

  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
- ®3. If 18 years of age, work with the club staff as an associate staff member.

## Project

- ®1. Select and complete a special project that is beyond the scope of your Pathfinder club. This is to be approved in consultation with your TLT mentor and area coordinator or conference TLT Council.
- ®2. Write a report following the project explaining the project and the leadership skills that were learned. Present this report at the Operation Evaluation Review.
- ®3. Receive certification in an area of expertise that is relevant to leadership and to life skills. An example could be First Aid/CPR/AED Certification.

## Training

- ®1. Attend Basic Staff Training workshops and fulfill all certification requirements for completion.
- ®2. The TLT must complete a major portion of the Master Guide curriculum. (Recommended: *Master Guide: Leadership Development* requirements)
- ®3. Assist in planning and teaching with TLT instructors four TLT workshops focused in the selected area of specialization as agreed on by the conference TLT Council. These workshops may all be from one operation, or may be selected from different operations depending on the area of specialization.

## Expectations

- ®1. Meet deadlines.
- ®2. Work together without prodding.
- ®3. Communicate effectively.
- ®4. Exhibit a Christian spirit.

# Special Operations #2

## Club Requirements

- ®1. Select an area of specialization in consultation with your TLT mentor and area coordinator or conference TLT council. This could be an existing operation or one that is created. (example of a created operation would be Spiritual Leadership)
  - a. \_\_\_\_\_
- ®2. Agree upon four training areas with their tasks that will be completed at the club-level. This will involve more responsibilities than were previously experienced when operational requirements were completed. The training areas may be from one operation or may be selected from different operations depending on the area of specialization.

List them here (example for Spiritual Leadership: Admin Worships, Outreach Planning, Outreach Share your Faith, Counseling Teamwork)

  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
- ®3. If 18 years of age, work with the club staff as an associate staff member.

## Project

- ®1. Select and complete a special project that is beyond the scope of your Pathfinder club. This is to be approved in consultation with your TLT mentor and area coordinator or conference TLT Council.
- ®2. Write a report following the project explaining the project and the leadership skills that were learned. Present this report at the Operation Evaluation Review.
- ®3. Receive certification in an area of expertise that is relevant to leadership and to life skills. An example would be conference approval to preach or teach at area churches.

## Training

- ®1. Attend the seminars required for the Master Guide: New Skills Development.
- ®2. The TLT must complete a major portion of the Master Guide curriculum. (Recommended: Work on the reminder of the *Master Guide: New Skills Development* requirements)
- ®3. Assist in planning and teaching with TLT instructors four TLT workshops focused in the selected area of specialization as agreed on by the conference TLT Council. These workshops may all be from one operation, or may be selected from different operations depending on their area of specialization.

## Expectations

- ®1. Meet deadlines.
- ®2. Work together without prodding.
- ®3. Communicate effectively.
- ®4. Exhibit a Christian spirit.



# TLT Program Application

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

E-mail \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State / Prov. \_\_\_\_\_ Zip \_\_\_\_\_

Age \_\_\_\_ Birth Date \_\_\_\_\_ Home Church \_\_\_\_\_ Baptized  Yes  No

School Name \_\_\_\_\_ Grade \_\_\_\_\_

School Address \_\_\_\_\_

City \_\_\_\_\_ State / Prov. \_\_\_\_\_ 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.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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

- |   |                                     |                                     |
|---|-------------------------------------|-------------------------------------|
| <i>Recommended 1<sup>st</sup> year</i>  | <i>Recommended for later</i>        | <i>Recommended for later</i>        |
| <input type="checkbox"/> Administrative | <input type="checkbox"/> Teaching   | <input type="checkbox"/> Records    |
| <input type="checkbox"/> Outreach       | <input type="checkbox"/> Activities | <input type="checkbox"/> Counseling |

### Club Official Use Only

Approved for participation Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Club/TLT Director Signature \_\_\_\_\_

TLT Mentor e-mail \_\_\_\_\_ TLT Mentor Signature \_\_\_\_\_

### Conference Official Use Only

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

# TLT Program Recommendation



I, \_\_\_\_\_, 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 \_\_\_\_\_ State / Prov. \_\_\_\_\_ 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.

**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 \_\_\_\_/\_\_\_\_/\_\_\_\_

Print Name \_\_\_\_\_



# TLT Program Level 1 Checklist



TLT \_\_\_\_\_ Mentor/Staff \_\_\_\_\_ Term Dates \_\_\_\_\_

## Entry Requirements

- |   | <i>Date</i>              | <i>Initial</i> |
|---|--------------------------|----------------|
| <b>1a.</b> The applicant must be in at least the 9th grade  | <input type="checkbox"/> | _____          |
| <b>b.</b> Have completed at least one level of Investiture Achievement and had an attendance record of at least 80% during the most recent active year. All new TLTs start at Level 1 | <input type="checkbox"/> | _____          |
| <b>2a.</b> Submit three recommendations   | <input type="checkbox"/> | _____          |
| <b>b.</b> Submit an application   | <input type="checkbox"/> | _____          |
| <b>c.</b> Be approved by the sponsoring Pathfinder club director  | <input type="checkbox"/> | _____          |
| <b>d.</b> Registered with the conference Pathfinder director  | <input type="checkbox"/> | _____          |
| <b>3.</b> Complete a Club Orientation Program covering:   | <input type="checkbox"/> | _____          |
| • Pathfinder objectives and purpose   | <input type="checkbox"/> | _____          |
| • Investiture Achievement   | <input type="checkbox"/> | _____          |
| • Program format  | <input type="checkbox"/> | _____          |
| • Basic club policies including: finances, attendance, enrollment, etc.   | <input type="checkbox"/> | _____          |
| • Leadership style/chain of command   | <input type="checkbox"/> | _____          |
| • Discipline techniques and procedures  | <input type="checkbox"/> | _____          |
| • Club goals  | <input type="checkbox"/> | _____          |
| • Communication channels  | <input type="checkbox"/> | _____          |
| • Expectations  | <input type="checkbox"/> | _____          |

## TLT Duties

- |  |                          |       |
|--|--------------------------|-------|
| <b>1.</b> Satisfactorily complete two operational rotations:   | <input type="checkbox"/> | _____ |
| Administrative Operations <input type="checkbox"/>   | _____                    |       |
| Outreach Operations <input type="checkbox"/>   | _____                    |       |
| Teaching Operations <input type="checkbox"/>   | _____                    |       |
| Activity Operations <input type="checkbox"/>   | _____                    |       |
| Records Operations <input type="checkbox"/>  | _____                    |       |
| Counseling Operations <input type="checkbox"/>   | _____                    |       |
| <b>2.</b> Complete the requirements for the level of standard Investiture Achievement for the grade level of the TLT | <input type="checkbox"/> | _____ |
| <b>3.</b> Maintain an 80% or above club attendance   | <input type="checkbox"/> | _____ |
| Maintain an 80% proper uniform record  | <input type="checkbox"/> | _____ |
| <b>4.</b> Participate in a Conference/Union leadership skill development program                                     | <input type="checkbox"/> | _____ |

## TLT Future Plans

I intend to continue in the TLT program.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Level checklist complete. Approved for advance.      Reviewing Staff \_\_\_\_\_ Date \_\_\_\_\_

# TLT Program Level 2 Checklist



## Entry Requirements

- |  | <i>Date</i>                    | <i>Initial</i> |
|--|--------------------------------|----------------|
| 1. The TLT must be in at least the 10th grade                  | <input type="checkbox"/> _____ | _____          |
| 2. Complete the TLT Program Level 1                            | <input type="checkbox"/> _____ | _____          |
| 3. Resubmit an application and re-register with the conference | <input type="checkbox"/> _____ | _____          |

## TLT Duties

- |   |                          |       |
|---|--------------------------|-------|
| 1. Satisfactorily complete two operational rotations:   | <input type="checkbox"/> | _____ |
| Administrative Operations   | <input type="checkbox"/> | _____ |
| Outreach Operations   | <input type="checkbox"/> | _____ |
| Teaching Operations   | <input type="checkbox"/> | _____ |
| Activity Operations   | <input type="checkbox"/> | _____ |
| Records Operations  | <input type="checkbox"/> | _____ |
| Counseling Operations   | <input type="checkbox"/> | _____ |
| 2. Complete the requirements for the level of standard Investiture Achievement for the grade level of the TLT | <input type="checkbox"/> | _____ |
| 3. Maintain an 80% or above club attendance   | <input type="checkbox"/> | _____ |
| Maintain an 80% proper uniform record   | <input type="checkbox"/> | _____ |
| 4. Participate in a Conference/Union leadership skill development program                                     | <input type="checkbox"/> | _____ |

## TLT Future Plans

I intend to continue in the TLT program.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Level checklist complete. Approved for advance.      Reviewing Staff \_\_\_\_\_ Date \_\_\_\_\_

# TLT Program Level 3 Checklist



## Entry Requirements

- |  | <i>Date</i>                    | <i>Initial</i> |
|--|--------------------------------|----------------|
| 1. The TLT must be in at least the 11th grade                  | <input type="checkbox"/> _____ | _____          |
| 2. Complete the TLT Program Level 2                            | <input type="checkbox"/> _____ | _____          |
| 3. Resubmit an application and re-register with the conference | <input type="checkbox"/> _____ | _____          |

## TLT Duties

- |   |                          |       |
|---|--------------------------|-------|
| 1. Satisfactorily complete two operational rotations:                     | <input type="checkbox"/> | _____ |
| Administrative Operations   | <input type="checkbox"/> | _____ |
| Outreach Operations   | <input type="checkbox"/> | _____ |
| Teaching Operations   | <input type="checkbox"/> | _____ |
| Activity Operations   | <input type="checkbox"/> | _____ |
| Records Operations  | <input type="checkbox"/> | _____ |
| Counseling Operations   | <input type="checkbox"/> | _____ |
| Special Operations #1   | <input type="checkbox"/> | _____ |
| Special Operations #2   | <input type="checkbox"/> | _____ |
| 2. The TLT must complete a major portion of the Master Guide curriculum   | <input type="checkbox"/> | _____ |
| 3. Maintain an 80% or above club attendance                               | <input type="checkbox"/> | _____ |
| Maintain an 80% proper uniform record                                     | <input type="checkbox"/> | _____ |
| 4. Participate in a Conference/Union leadership skill development program | <input type="checkbox"/> | _____ |

## TLT Future Plans

I intend to continue in the TLT program.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Level checklist complete. Approved for advance.      Reviewing Staff \_\_\_\_\_ Date \_\_\_\_\_

# TLT Program Level 4 Checklist



## Entry Requirements

- |  | <i>Date</i>              | <i>Initial</i> |
|--|--------------------------|----------------|
| 1. The TLT must be in at least the 12th grade                  | <input type="checkbox"/> | _____          |
| 2. Complete the TLT Program Level 3                            | <input type="checkbox"/> | _____          |
| 3. Resubmit an application and re-register with the conference | <input type="checkbox"/> | _____          |

## TLT Duties

- |   |                          |       |
|---|--------------------------|-------|
| 1. Satisfactorily complete two operational rotations:                     | <input type="checkbox"/> | _____ |
| Administrative Operations <input type="checkbox"/> _____                  |                          |       |
| Outreach Operations <input type="checkbox"/> _____                        |                          |       |
| Teaching Operations <input type="checkbox"/> _____                        |                          |       |
| Activity Operations <input type="checkbox"/> _____                        |                          |       |
| Records Operations <input type="checkbox"/> _____                         |                          |       |
| Counseling Operations <input type="checkbox"/> _____                      |                          |       |
| Special Operations #1 <input type="checkbox"/> _____                      |                          |       |
| Special Operations #2 <input type="checkbox"/> _____                      |                          |       |
| 2. The TLT must complete a major portion of the Master Guide curriculum   | <input type="checkbox"/> | _____ |
| 3. Maintain an 80% or above club attendance                               | <input type="checkbox"/> | _____ |
| Maintain an 80% proper uniform record                                     | <input type="checkbox"/> | _____ |
| 4. Participate in a Conference/Union leadership skill development program | <input type="checkbox"/> | _____ |

## TLT Future Plans

I intend to:

1. Participate in a Union Leadership Skills Development Program
2. Complete my Master Guide requirements by (date) \_\_\_\_/\_\_\_\_/\_\_\_\_ and be invested at (event) \_\_\_\_\_.

TLT Signature \_\_\_\_\_

Level checklist complete. Approved for advance.      Reviewing Staff \_\_\_\_\_ Date \_\_\_\_\_

# Administrative Operations Tasks



TLT \_\_\_\_\_ Mentor/Staff \_\_\_\_\_ Term Dates \_\_\_\_\_

## Club Planning

- ®1. Assist in planning club activities including, but not limited to:
  - a. Regular meetings
  - b. Induction
  - c. Investiture
- ®2. Assist in planning and coordinating the yearly and single meeting schedules. This includes times for Investiture Achievement, honor instruction, special events, worships, outings, and camping trips.
- ®3. Develop the weekly schedule in the Pathfinder meeting place (including weekend schedules on camping trips).

Complete

M/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"/>	_____

## Worships

- ®1. Assist in developing ideas for worships including themes, topics, guests and activities.
- ®2. Assist in planning and scheduling worships. Prepare materials, invite speakers, introduce them, and send thank you notes. Be prepared with a backup program if there is a problem.
- ®3. Coordinate with TLT's assigned to teaching and counseling operations to make sure that opportunity is given for Pathfinders to do worships necessary for completion of requirements.

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

## Drill & Exercises

- ®1. Assist in arranging, scheduling, and facilitating units in conducting opening and closing exercises during meetings and events including the posting of colors
- ®2. Assist in teaching basic marching and drilling techniques.
- ®3. Develop, train, and schedule the exhibition drill team.

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

## On-Site Safety

- ®1. Assist in planning, scheduling and coordinating safety personnel and equipment when necessary.
  - a. Parking lot and driveway entrances.
  - b. Entrances to the building and the Pathfinder meeting areas.
- ®2. Assist in establishing or continuing contact with local emergency and police agencies.
- ®3. Develop a check out system for safety equipment and assist with its storage, upkeep and repair. This may include club flash lights, traffic cones, reflective vests, fire extinguishers, fire buckets, first aid kits, tool boxes, roadside emergency kits, etc.

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

## Expectations

- ®1. Meet deadlines.
- ®2. Work together without prodding.
- ®3. Communicate effectively.
- ®4. Exhibit a Christian spirit.

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

Task checklist complete. Approved for advance.      Reviewing Staff \_\_\_\_\_ Date \_\_\_\_\_

# Outreach Operations Tasks



TLT \_\_\_\_\_ Mentor/Staff \_\_\_\_\_ Term Dates \_\_\_\_\_

## Outreach Planning

- ®1. Assist in planning at least two events including one of the following, but not limited to:
- a. Can Collecting
  - b. Community Service
  - c. Outreach Dinners
  - d. Pathfinder Sabbath
  - e. Vacation Bible School
  - f. Evangelism
  - g. Other \_\_\_\_\_

®2. Coordinate with Administrative, and Teaching Operations to have programming for the event.

3. Assist in planning and be ready to carry through alternative plans should the program have to be changed for any reason. (i.e. rain, snow, cancellation, etc.)

Complete  
M/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"/>	_____

## Logistics

®1. Assist in developing a packing list, preparing and packing all materials and necessary equipment, and unpacking, accounting for, and repairing all equipment upon return from an event.

®2. Assist with developing a menu and food supplies list for the event as needed.

3. Coordinate with the TLTs assigned to Administrative and Activities Operations to confirm adequate and proper safety is arranged for both on-site and off-site activities as needed.

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

## Communications

®1. Assist in promoting the event by preparing, posting, and mailing all necessary promotional materials.

®2. Assist in preparing, distributing and posting information at the event such as programs or bulletins, menus, staff assignments, and activities.

3. Develop a report about the event by writing/blogging the details quoting people's experiences and including pictures of what happened. Share your report with your club, your church, your Area Coordinator, and your Conference leaders.

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

## Share Your Faith

®1. Develop and practice the skill of speaking and reading clearly in front of a large group. Practice voice projection, annunciation of words, clarity of thought (i.e. announcements, scripture reading, public speaking or preaching, storytelling, ...)

®2. Develop and practice the skill of praying in public. Learn different styles and types of prayers (i.e. private prayer, meal prayers, intercessory prayer, congregational prayer invocation prayer, benediction ...)

3. Develop your personal testimony into a three minute short story. Share it with your friends, your family, and your staff.

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

## Expectations

®1. Meet deadlines.

®2. Work together without prodding.

®3. Communicate effectively.

®4. Exhibit a Christian spirit.

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

Task checklist complete. Approved for advance.      Reviewing Staff \_\_\_\_\_ Date \_\_\_\_\_

# Teaching Operations Tasks



TLT \_\_\_\_\_ Mentor/Staff \_\_\_\_\_ Term Dates \_\_\_\_\_

## Instructional Planning

- ®1. Assist in planning and carrying out Investiture Achievement instruction for the year or assigned time period.
- ®2. Assist in planning and carrying out Honor selection for instruction, including integration of honors required by AY Investiture Achievement.
- 3. Coordinate with other operations in making sure that AY Investiture Achievement requirements are cared for in the most appropriate fashion possible.

Complete	N/A	Notes
<input type="checkbox"/>		_____
		_____
<input type="checkbox"/>		_____
		_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
		_____

## Logistics

- ®1. Assist with procurement of supplies and equipment. Provide substitute or teaching assistance.
- ®2. Assist with set up of the teaching area, distribution of supplies and equipment. Provide clean-up and storage of leftover supplies and equipment following the instruction.
- 3. Develop an Honor, piloting the honor, and submitting it for approval to the NAD Honors Committee.

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

## Recruitment

- ®1. Assist in recruitment of Investiture Achievement instructors and Honor instructors.
- ®2. Assist in providing teaching requirements and resources to instructors along with information about the setting for teaching, time frame of instruction, and how many students to plan for.
- 3. Develop a follow up plan with instructors after teaching is completed. Send thank you notes and ask for feedback. Coordinate with the TLT assigned to Records Operations to make sure all expenses have been reimbursed to the instructor.

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

## Teaching

- ®1. Assist in teaching an Investiture Achievement requirement to Pathfinders as specified by the Guide or Master Guide requirements.
- ®2. Assist in teaching an Honor to Pathfinders as specified by the Guide or Master Guide requirements.
- 3. Develop lesson plans that are relevant to the learning styles of your Pathfinders. Prepare handouts as necessary for the workshops that you teach. Submit your lesson plans to the club staff to be used by other instructors in the future.

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

## Expectations

- ®1. Meet deadlines.
- ®2. Work together without prodding.
- ®3. Communicate effectively.
- ®4. Exhibit a Christian spirit.

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

Task checklist complete. Approved for advance.      Reviewing Staff \_\_\_\_\_ Date \_\_\_\_\_

# Activity Operations Tasks



TLT \_\_\_\_\_ Mentor/Staff \_\_\_\_\_ Term Dates \_\_\_\_\_

## Event Planning

- Ⓜ1. Assist in planning at least two off-site events including one of the following, but not limited to:
  - a. Camping Trips
  - b. Field Trips
  - c. Pathfinder Bible Experience Trips (Area, Conference, Union, Division levels)
  - d. Special events not regularly scheduled by the club
  - e. Other \_\_\_\_\_
- Ⓜ2. Coordinate with Administrative and Teaching Operations to insure events or activities needed have time allocated for Investiture requirements, and that proper preparations are made. Prepare, mail, and post all necessary promotional materials, a schedule, task assignments, menus, and activities.
- 3. Assist in planning for photography/videography personnel to provide pictures to be used for reporting the event and for promoting your Pathfinder club ministry.

Complete

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

## Logistics

- Ⓜ1. Assist in planning campsite layout & facilitate campsite setup.
- Ⓜ2. Assist in developing a packing list, preparing and packing all general club gear, and unpacking, accounting for, and repairing general club gear upon return from an event.
- 3. Develop and be ready to carry through alternative plans should the event have to be changed for any reason. (i.e., rain, snow, cancellation, etc.)

<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"/>	_____

## Food

- Ⓜ1. Assist in developing a menu and food supplies list for the event. Assist in the purchase of required food items & supplies.
- Ⓜ2. Assist in unit assignment to KP, food preparation, water detail, and wash station.
- 3. Develop club guidelines for food safety. Learn about your state-required food safety/handlers permit. Get a permit if your state allows for minors to acquire one.

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

## Off-Site Safety

- Ⓜ1. Assist in planning, scheduling, and arranging for adequate and proper safety at departure, on site (including night watch if needed), and at the return point.
- Ⓜ2. Coordinate with the TLT attached to Records Operations to collect and record permission slips, fees or other required paperwork in preparation for departure. Track and tally the group total for clerical and security reasons.
- 3. 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.

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

## Expectations

- Ⓜ1. Meet deadlines.
- Ⓜ2. Work together without prodding.
- Ⓜ3. Communicate effectively.
- Ⓜ4. Exhibit a Christian spirit.

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

Task checklist complete. Approved for advance.      Reviewing Staff \_\_\_\_\_ Date \_\_\_\_\_



# Records Operations Tasks



TLT \_\_\_\_\_ Mentor/Staff \_\_\_\_\_ Term Dates \_\_\_\_\_

## Clerical

- ® 1. Assist or lead out in keeping and tracking attendance records for club meetings and events and tallying them for use by the club director for church board, area coordinator and conference reports.
- ® 2. Assist or lead out in the distribution and collection of permission slips for events.
- ® 3. Assist or lead out in the preparation and distribution of applications, information packets, schedules, health forms, consent forms and other club correspondence to parents and the church family.

Complete	M/A	Notes
<input type="checkbox"/>		_____
		_____
<input type="checkbox"/>		_____
		_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
		_____
		_____

## Reports

- ® 1. Assist or lead out in AY Investiture Achievement and Honor reporting. Include a list of those who have completed the requirements and document their receipt of the Investiture uniform items and Honor patches. Assist in taking, processing, and distributing uniform orders.
- ® 2. Assist or lead out in submitting monthly reports of club activities and attendance totals to the church board, area coordinator and the conference.
- ® 3. Assist with preparing and posting documents, photos and reports of events and activities on the church's website or club's webpage.

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

## Finances

- ® 1. Develop an understanding of how the business practices of budgeting, collecting and accounting enable the ministry of Pathfindering to operate and thrive. Practice general stewardship principles as they relate to the Pathfinder Pledge and Law.
- ® 2. Assist the club treasurer in collecting money and writing receipts for: registration fees, dues, uniform items, club trips, special events and needed supplies.
- ® 3. Assist in planning, collecting and accounting of fund-raising money.

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

## Accounting

- ® 1. Develop a basic understanding of a debit/credit accounting system and assist the club treasurer with the financial records. Assist each month in the processes of monitoring the Pathfinder club yearly budget and preparing monthly reports for the club director and church board.
- ® 2. Develop or continue a working relationship with the church treasurer. Learn the cash flow and accounting processes of how money flows from the Pathfinder parent, through the club, to the church treasurer, and on, when paying for conference events, uniform items and Pathfinder resources.
- ® 3. Assist the club treasurer in accounting reimbursements and accounts payable.

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

## Expectations

- ® 1. Meet deadlines.
- ® 2. Work together without prodding.
- ® 3. Communicate effectively.
- ® 4. Exhibit a Christian spirit.

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

Task checklist complete. Approved for advance.      Reviewing Staff \_\_\_\_\_ Date \_\_\_\_\_

# Counseling Operations Tasks



TLT \_\_\_\_\_ Mentor/Staff \_\_\_\_\_ Term Dates \_\_\_\_\_

## Unit Planning

- ® 1. Assist or lead in planning and carrying out unit activities during allotted unit time at regular club meetings. This could include unit honor instruction, unit worship planning, preparation for a unit event, or other activities as directed by the unit counselor or club director.
- ® 2. Assist or lead in planning and carrying out an off-site unit day activity. Coordinate with TLT attached to Activities Operations to confirm that all planning, logistics, food, and safety have been accounted for.
- 3. Assist or lead in planning a unit camping trip. Coordinate with the TLT assigned to Activities Operations to confirm that all planning, logistics, food, and safety have been accounted for.

Complete	N/A	Notes
<input type="checkbox"/>		_____
		_____
		_____
		_____
<input type="checkbox"/>		_____
		_____
		_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
		_____
		_____

## Club Trips

- ® 1. Assist or lead in planning and carrying out unit activities during allotted time on club camping trips. This could include, but are not limited to: campsite set up, preparation for inspection, hikes, group meetings, curfew and lights out, and the striking of camp.
- ® 2. Assist or lead in the proper care and posting of club flags and unit guidons during transportation and at the campsite.
- 3. Coordinate with the TLT assigned to Activities Operations for Off-Site Safety to assist in monitoring all safety issues within the unit. Know where the club first aid kits are and be familiar with their contents.

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

## Teamwork

- ® 1. Assist unit counselors in helping units become close-knit teams. Plan age-appropriate games and activities that build cooperation and teamwork within units and throughout the club. Create unit guidons and mascots if this is your club practice.
- ® 2. Assist unit Captains and Scribes to learn their responsibilities and to be successful in providing leadership to their unit. Help unit members learn democratic processes for making group-decisions.
- 3. Assist Pathfinder Instructors by motivating and encouraging unit members to pay attention and to complete their Investiture Achievement and honor requirements.

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

## Personal Safety

- ® 1. Assist in planning, scheduling and coordinating adequate and proper adult supervision ratios for all unit activities. Develop a unit-based buddy system for all Pathfinders.
- ® 2. Learn and follow appropriate personal safety guidelines when working with minors and adults. Apply for approved volunteer status with your pastor or the church safety officer.
- 3. Assist in planning, preparing, and monitoring a social media site for the club. Follow all social media safety guidelines as prescribed by your church, conference Pathfinder Department, and conference Communications Department.

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

## Expectations

- ® 1. Meet deadlines.
- ® 2. Work together without prodding.
- ® 3. Communicate effectively.
- ® 4. Exhibit a Christian spirit.

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

Task checklist complete. Approved for advance.      Reviewing Staff \_\_\_\_\_ Date \_\_\_\_\_

# Special Operations #1 Tasks



TLT \_\_\_\_\_ Mentor/Staff \_\_\_\_\_ Term Dates \_\_\_\_\_

## Club Requirements

- ®1. Select an area of specialization in consultation with your TLT mentor and area coordinator or conference TLT council. This could be an existing operation or one that is created. (example of an existing operation would be Activity Operations)
  - a. \_\_\_\_\_
- ®2. Agree upon four training areas with their tasks that will be completed at the club-level. This will involve more responsibilities than were previously experienced when operational requirements were completed. The training areas may be from one operation or may be selected from different operations depending on the area of specialization.
  - List them here (example for Activity Operations: Event Planning, Logistics, Food, Off-Site Safety)
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
- 3. If 18 years of age, work with the club staff as an associate staff member.

Complete

N/A

Notes





## Project

- ®1. Select and complete a special project that is beyond the scope of your Pathfinder club. This is to be approved in consultation with your TLT mentor and area coordinator or conference TLT Council.
- ®2. Write a report following the project explaining the project and the leadership skills that were learned. Present this report at the Operation Evaluation Review.
- 3. Receive certification in an area of expertise that is relevant to leadership and to life skills. An example could be First Aid/CPR/AED Certification.

## Training

- ®1. Attend Basic Staff Training workshops and fulfill all certification requirements for completion.
- ®2. The TLT must complete a major portion of the Master Guide curriculum. (Recommended: *Master Guide: Leadership Development* requirements)
- 3. Assist in planning and teaching with TLT instructors four TLT workshops focused in the selected area of specialization as agreed on by the conference TLT Council. These workshops may all be from one operation, or may be selected from different operations depending on the area of specialization.

## Expectations

- ®1. Meet deadlines.
- ®2. Work together without prodding.
- ®3. Communicate effectively.
- ®4. Exhibit a Christian spirit.





Task checklist complete. Approved for advance.      Reviewing Staff \_\_\_\_\_ Date \_\_\_\_\_

# Special Operations #2 Tasks



TLT \_\_\_\_\_ Mentor/Staff \_\_\_\_\_ Term Dates \_\_\_\_\_

## Club Requirements

®1. Select an area of specialization in consultation with your TLT mentor and area coordinator or conference TLT council. This could be an existing operation or one that is created. (example of a created operation would be Spiritual Leadership)

Complete  
N/A  
Notes

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

a. \_\_\_\_\_  
®2. Agree upon four training areas with their tasks that will be completed at the club-level. This will involve more responsibilities than were previously experienced when operational requirements were completed. The training areas may be from one operation or may be selected from different operations depending on the area of specialization.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List them here (example for Spiritual Leadership: Admin Worship, Outreach Planning, Outreach Share your Faith, Counseling Teamwork)

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. If 18 years of age, work with the club staff as an associate staff member.

\_\_\_\_\_  
\_\_\_\_\_

## Project

®1. Select and complete a special project that is beyond the scope of your Pathfinder club. This is to be approved in consultation with your TLT mentor and area coordinator or conference TLT Council.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

®2. Write a report following the project explaining the project and the leadership skills that were learned. Present this report at the Operation Evaluation Review.

\_\_\_\_\_  
\_\_\_\_\_

3. Receive certification in an area of expertise that is relevant to leadership and to life skills. An example would be conference approval to preach or teach at area churches.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Training

®1. Attend the seminars required for the Master Guide: New Skills Development.

\_\_\_\_\_  
\_\_\_\_\_

®2. The TLT must complete a major portion of the Master Guide curriculum. (Recommended: Work on the reminder of the *Master Guide: New Skills Development* requirements)

\_\_\_\_\_  
\_\_\_\_\_

3. Assist in planning and teaching with TLT instructors four TLT workshops focused in the selected area of specialization as agreed on by the conference TLT Council. These workshops may all be from one operation, or may be selected from different operations depending on their area of specialization.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Expectations

- ®1. Meet deadlines.
- ®2. Work together without prodding.
- ®3. Communicate effectively.
- ®4. Exhibit a Christian spirit.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Task checklist complete. Approved for advance. Reviewing Staff \_\_\_\_\_ Date \_\_\_\_\_

# TLT Instructor's Information



Thank you for filling out this form. The reason we are requesting this personal information is to support our records for academic credit in the TLT program. Also, it will assist us as we look for instructors for future training events.

Name \_\_\_\_\_ Date \_\_\_\_\_

E-mail \_\_\_\_\_ Preferred Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State / Prov. \_\_\_\_\_ Zip \_\_\_\_\_

Check the level of Pathfinder classes or advanced training that you have achieved.

- |                                    |                                  |   |
|------------------------------------|----------------------------------|---|
| <input type="checkbox"/> Friend    | <input type="checkbox"/> Ranger  | <input type="checkbox"/> Master Guide                       |
| <input type="checkbox"/> Companion | <input type="checkbox"/> Voyager | <input type="checkbox"/> Pathfinder Leadership Award (PLA)  |
| <input type="checkbox"/> Explorer  | <input type="checkbox"/> Guide   | <input type="checkbox"/> Pathfinder Instructors Award (PIA) |

List any AYMT Certifications you have earned. Write on the back if there is not enough space.

-----

-----

-----

Years of service as a Pathfinder Staff \_\_\_\_\_

Circle the highest year of education completed: 8 9 10 11 12 13 14 15 16 17 18 \_\_\_\_

College Degree \_\_\_\_\_ Granting Institution \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_

Other training you have had. Write on the back if there is not enough space.

-----

-----

Work experience relevant to the TLT training workshops	Years of experience
--	---------------------

-----	-----
-----	-----
-----	-----

Workshops taught in the past
------------------------------

-----
-----
-----

List areas of instruction that you are interested in teaching in the future.

-----

# TLT Academic Credit Grade Book

# TLT Workshop Attendance



Workshop Name \_\_\_\_\_

Instructor Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Directions** All Mentors and TLTs attending this workshop must sign in. Please print.

Name	Club Name
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____

# TLT Academic Credit Grade Book

## TLT Lab Hours Report



I certify that I am the Mentor of \_\_\_\_\_ and that he / she has completed a minimum of 72 hours of lab time during this school semester during club meetings or activities and Conference-sponsored events.

To document lab time, I have attached our club's Pathfinder Calendar

### Guidelines for recording lab hours

- Club or Staff meeting times, plus set-up and tear-down before and after the meetings.
- 2-3 hours per week (record actual hours)
- Club and District day or weekend activities (Do not include sleeping time)
- Club travel time and loading / unloading time for trips

### Conference events

- Include all hours as specified on the weekend schedule plus travel time.
- Subtract 6 hours for training workshops which are accounted for on the TLT Workshop Attendance Sheets.

### Record of time spent fulfilling the TLT Workshop Requirements

Date	Lab Time	Date	Lab Time	Date	Lab Time
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Total Reported Hours: \_\_\_\_\_

TLT Signature \_\_\_\_\_ Date \_\_\_\_\_  
Mentor or Club Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

# TLT Academic Credit Grade Book

# TLT Personal Record Chart



Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
 E-mail \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State / Prov. \_\_\_\_\_ Zip \_\_\_\_\_  
 Club \_\_\_\_\_ Mentor \_\_\_\_\_  
 Application Date \_\_\_/\_\_\_/\_\_\_ Grade \_\_\_\_\_ Birthday \_\_\_/\_\_\_/\_\_\_ Baptized \_\_\_/\_\_\_/\_\_\_  
**Completion Dates** Voyager \_\_\_/\_\_\_/\_\_\_ Guide \_\_\_/\_\_\_/\_\_\_ BST \_\_\_/\_\_\_/\_\_\_ Master Guide \_\_\_/\_\_\_/\_\_\_  
**Level Stars Issued** Level 1 \_\_\_/\_\_\_/\_\_\_ Level 2 \_\_\_/\_\_\_/\_\_\_ Level 3 \_\_\_/\_\_\_/\_\_\_ Level 4 \_\_\_/\_\_\_/\_\_\_

### Operations Information

**Administrative** Workshop Attendance Record: 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_ 6 \_\_\_  
 Date of instruction \_\_\_/\_\_\_/\_\_\_ Date of completion \_\_\_/\_\_\_/\_\_\_ Reviewing Staff \_\_\_\_\_  
 Lab Hours Attendance Record: \_\_\_\_\_ hours. TLT Mentor approval \_\_\_\_\_  
 Notes \_\_\_\_\_

**Outreach** Workshop Attendance Record: 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_ 6 \_\_\_  
 Date of instruction \_\_\_/\_\_\_/\_\_\_ Date of completion \_\_\_/\_\_\_/\_\_\_ Reviewing Staff \_\_\_\_\_  
 Lab Hours Attendance Record: \_\_\_\_\_ hours. TLT Mentor approval \_\_\_\_\_  
 Notes \_\_\_\_\_

**Teaching** Workshop Attendance Record: 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_ 6 \_\_\_  
 Date of instruction \_\_\_/\_\_\_/\_\_\_ Date of completion \_\_\_/\_\_\_/\_\_\_ Reviewing Staff \_\_\_\_\_  
 Lab Hours Attendance Record: \_\_\_\_\_ hours. TLT Mentor approval \_\_\_\_\_  
 Notes \_\_\_\_\_

**Activities** Workshop Attendance Record: 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_ 6 \_\_\_  
 Date of instruction \_\_\_/\_\_\_/\_\_\_ Date of completion \_\_\_/\_\_\_/\_\_\_ Reviewing Staff \_\_\_\_\_  
 Lab Hours Attendance Record: \_\_\_\_\_ hours. TLT Mentor approval \_\_\_\_\_  
 Notes \_\_\_\_\_

**Counseling** Workshop Attendance Record: 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_ 6 \_\_\_  
 Date of instruction \_\_\_/\_\_\_/\_\_\_ Date of completion \_\_\_/\_\_\_/\_\_\_ Reviewing Staff \_\_\_\_\_  
 Lab Hours Attendance Record: \_\_\_\_\_ hours. TLT Mentor approval \_\_\_\_\_  
 Notes \_\_\_\_\_

**Records** Workshop Attendance Record: 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_ 6 \_\_\_  
 Date of instruction \_\_\_/\_\_\_/\_\_\_ Date of completion \_\_\_/\_\_\_/\_\_\_ Reviewing Staff \_\_\_\_\_  
 Lab Hours Attendance Record: \_\_\_\_\_ hours. TLT Mentor approval \_\_\_\_\_  
 Notes \_\_\_\_\_

**Special Operation #1:**  
 Workshop Attendance Record: 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_ 6 \_\_\_  
 Date of instruction \_\_\_/\_\_\_/\_\_\_ Date of completion \_\_\_/\_\_\_/\_\_\_ Reviewing Staff \_\_\_\_\_  
 Lab Hours Attendance Record: \_\_\_\_\_ hours. TLT Mentor approval \_\_\_\_\_  
 Notes \_\_\_\_\_

**Special Operation #2:**  
 Workshop Attendance Record: 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_ 6 \_\_\_  
 Date of instruction \_\_\_/\_\_\_/\_\_\_ Date of completion \_\_\_/\_\_\_/\_\_\_ Reviewing Staff \_\_\_\_\_  
 Lab Hours Attendance Record: \_\_\_\_\_ hours. TLT Mentor approval \_\_\_\_\_  
 Notes \_\_\_\_\_



**“Leadership makes a difference. To be effective leaders, we must influence others to think and act, as well as to follow.”**

The Teen Leadership Training program is designed to challenge and empower teen Pathfinders with new and increased responsibilities while allowing them the security of doing so in a place they know and love. Teens who want to stretch their abilities will love the TLT program.

The TLT program is a four-year program for Pathfinders in grades 9-12 and it is structured under the Pathfinder Club organization. It is designed to give TLTs experience in Pathfinder Club administration, outreach, teaching, activities, records and counseling.

This resource includes the following:

- Organization of the TLT program within the Pathfinder Club
- Requirements for TLT membership
- The role of TLT mentors
- Complete program outline
- Uniforms and insignia
- Checklists and other useful forms

The Teen Leadership Training program is a great way to engage the teens in your club. It gives adults the opportunity to mentor young leaders and encourages teens to be role models to younger club members.



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