

STATE ADMINISTRATOR – QUARTERLY CHECKLIST

FLORIDA CONFERENCE PAD - OFFICIALLY APPOINTED VOLUNTEER (OAV) – Pathfinders and Adventurers

(Circle one) - **Q1** (Jan-Mar) **Q2** (Apr-Jun) **Q3** (July-Sept) **Q4** (Oct-Dec) // Year – 20 ____

The following are the basic responsibilities for an **STATE ADMINISTRATOR IN THE FLORIDA CONFERENCE**.

Your MAIN Goal is to: Contact / Support Your AREA Administrator(s) on a Regular Basis. Completing the checklist below will help you reach this goal and stay on target during the year.

MY BIG THREE: We strongly suggest that at least TWO weeks before EACH new quarter begins, every STATE Administrator would make time to fill out the form – **MY BIG THREE** – a planning tool (OAV info web page) to you know what to focus on in the next Quarter (about 90 days). This will be the basis for your Quarterly/Annual Review with the PAD. More importantly it will help you put your energy into what is most important.

WEEKLY

(Plan on 10 - 30 minutes weekly to complete these tasks)

- ☐ Yes ☐ No Did you PRAY for ALL of your Area Administrators/their family/ministry/Clubs?
☐ Yes ☐ No Did you PRAY WITH at least ONE of your Area Administrators (AA)?
☐ Yes ☐ No Did you invest at least five minutes to make/review a schedule of when you will contact/support/visit AA's?

MONTHLY

(Plan on 30 – 90 minutes weekly to complete these tasks)

- ☐ Yes ☐ No Did you log in to your YMMS account to review / reflect on the following?
-AREA Administrator (AA) Accounts
☐ Yes ☐ No -Which AA's do have/do not have an account?
☐ Yes ☐ No -Are they using it/logging in?
☐ Yes ☐ No -Do they need help with YMMS?
-Calendar
☐ Yes ☐ No -Did you review what events are coming up in your Areas?
☐ Yes ☐ No -Have you asked what do your AA's want you to attend/support?
☐ Yes ☐ No -Are there special Club Meetings? Trips? Special Days? Ask how can you support these activities?
-Registration
☐ Yes ☐ No -Are your AA's registered for upcoming events?
☐ Yes ☐ No -Are their Zone/Cluster volunteers registered?
☐ Yes ☐ No -Do your AA's know registration deadlines?
☐ Yes ☐ No -Have they communicated with their ZA's/CC's?
☐ Yes ☐ No -Have you encouraged your AA's to contact their ZA's/CC's and encourage them to have their Clubs to register for events?
-Growth
☐ Yes ☐ No -What is working / not working to grow the Clubs in the Areas?
☐ Yes ☐ No -How can you help? Where does your AA most need you/your support?
☐ Yes ☐ No -Where do you need to involve your Director/Associate Director?
☐ Yes ☐ No -Did you contact ALL of your AA's at least once by email?
☐ Yes ☐ No -Did you contact ALL of your AA's at least once by phone call?
☐ Yes ☐ No -Did you contact ALL of your AA's at least once by text?
☐ Yes ☐ No -Did you communicate with your leader you report to at least once? (State → PAD Office)
☐ Yes ☐ No -Did you submit a monthly Report/Reimbursement form to PAD?
☐ Yes ☐ No -Did you attend your home church at least ONCE as a church member with your family?

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FLORIDA CONFERENCE PAD - OFFICIALLY APPOINTED VOLUNTEER (OAV) – Pathfinders and Adventurers

QUARTERLY

(Plan on four (4) – six (6) hours monthly to complete these tasks)

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| <input type="checkbox"/> Yes <input type="checkbox"/> No | -Did you meet together with ALL of your Area Administrators by Zoom OR in person? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | -Did you visit EACH of your Area Administrators in person OR Zoom - individually ? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | -Did you visit at least TWO churches in each Area? With your Area Administrators knowledge or maybe even at their request or with them? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | -Did you meet with at least TWO pastors in each Area while visiting their Churches? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | -Did you make any plans for/promote STATE wide events in each Area? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | -Did you review which Clubs in each Area seem to attend most things? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | -Did you review which Clubs in each Area don't attend anything? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | -Ask how can you work with your AA's to improve this. |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | -Did you review to see if Areas are growing? Adding members? What are they doing? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | -Are any churches starting new Clubs in an Area? How can your team support them? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | -Did you intentionally integrate the principles of A New Kind of Leader into Conversations/meetings/plans? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | -Did you schedule time to review the quarter with your Area Administrators? |