

Manual for Inspections



Florida Conference Pathfinder & Adventurer Department

Official Manual since July 31st, 2025

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Purpose for Inspections

“As we near the close of time, ... Order must be observed, and there must be union in maintaining order, or Satan will take advantage.” – Ellen G. White, Testimonies for the Church, Volume 1, page 210, paragraph 2

“As our numbers increased, it was evident that without some form of organization, there would be great confusion, and the work could not be carried forward successfully. To provide for the support of the ministry, for carrying on the work in new fields, for protecting both the church and ministry from unworthy members, for holding church property, for the publication of the truth through the press, and for other objects, organization was indispensable.” – The Church: Its Organization, Order and Discipline referencing General Conference Daily Bulletin (January 29, 1892)

The purpose of inspections is not to punish but rather to inform, aid, and prevent issues from arising. Additionally, it is an opportunity for ministry where we can encourage our young people and minister and share Jesus’ love with one another. The opportunity to pray with the young people during inspections is the greatest privilege of an inspector.

The language in this manual reflects that the intended audience is primarily Pathfinder Clubs. This is because Adventurer Clubs are not inspected in the same way that Pathfinder Clubs are. Adventurers are welcome to join in and participate in inspections if they are present, however, it is important to note that if it is a graded event, points are never docked due to the Adventurer(s). Educational commentary may be provided, but any commentary to the Adventurer(s) directly should be encouraging, positive affirmations. If a correction is desired to be made, it should be made to the Adventurer’s accompanying adult(s) as the responsible party and it should be clear that there is no penalty.

Campsite Inspections

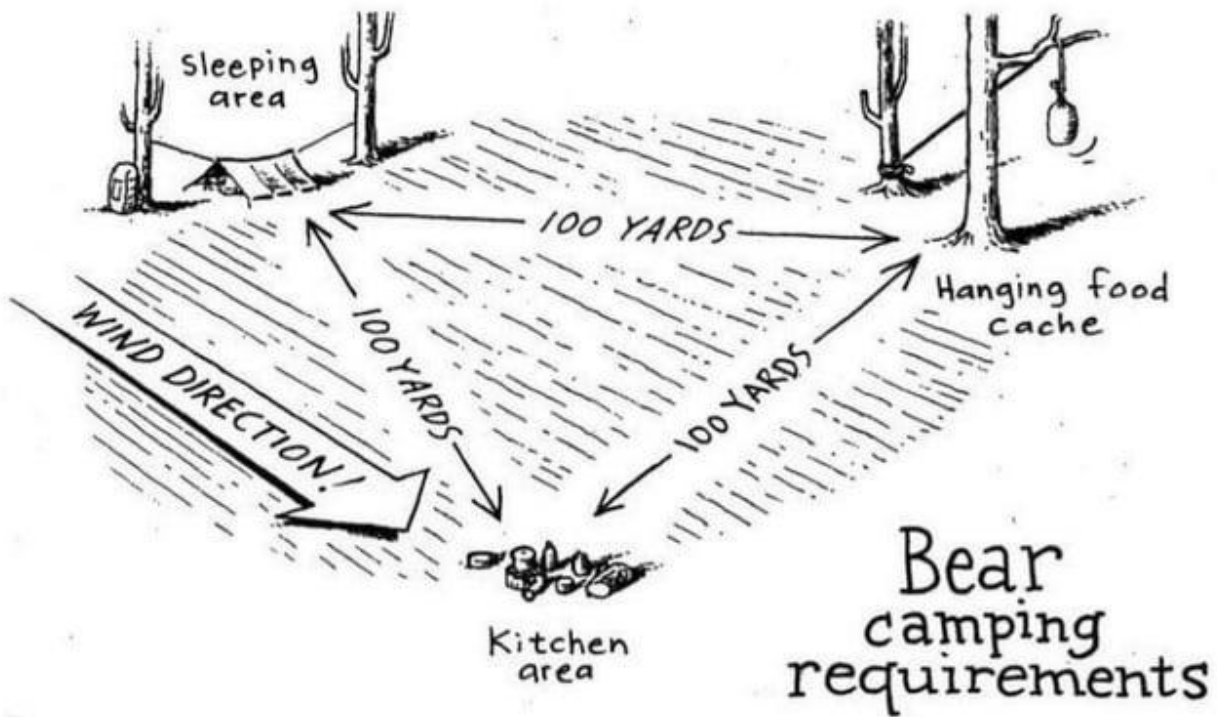
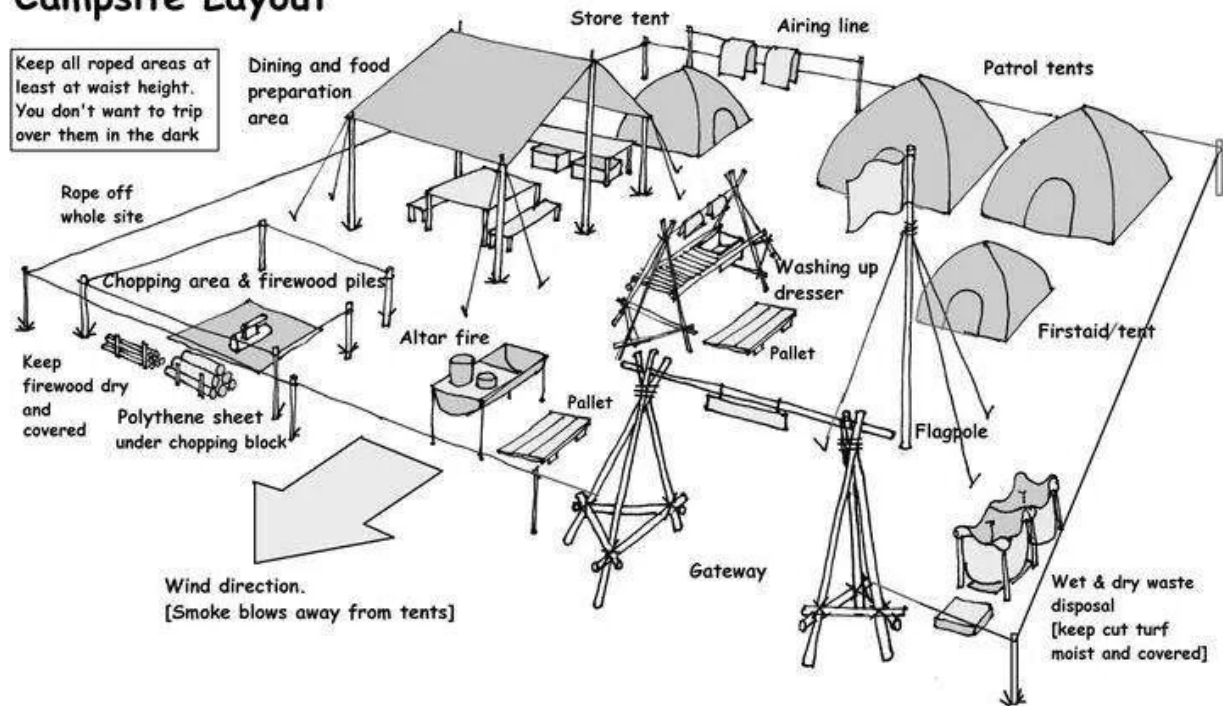
“And Balaam lifted up his eyes, and he saw Israel abiding in his tents according to their tribes; and the spirit of God came upon him. ... How goodly are thy tents, O Jacob, and thy tabernacles, O Israel!” – Numbers 24:2, 5 KJV

Campsite inspections ideally should occur every time a campout occurs because the established standard are specifically in place to encourage safety to prevent issues as much as possible and such that if an issue arises, negative consequences are easier to mitigate. Campsite set up styles and scale vary based upon the type of event, event location, size of club, duration, culture, and etc. but the general premises of safety should remain the same.

Though there are many Pathfinder honors and their answer keys that expound in great detail the foundational principles for how to set up a campsite (Camping Skills I, II, III, IV; Winter Camping; and etc.), this manual contains brief explanations for how a Florida Conference Campsite Inspector approaches a campsite for inspection. Furthermore, there are two Pathfinder Honors – Camp Safety and Camp Safety Advanced – which require one or five campsite inspections. This manual can be used to complement the materials for those Honor Instructions.

Ideal Principal Layout Example Diagrams

Campsite Layout



Camporee Campsite Inspections

You should always have your campsite be ready for inspections, because setting up camp is a matter of safety first and decoration second. Most often, campsite inspections at a camporee will be completed by only a handful of inspectors overseen by the Florida Conference Chief Inspector, and it can happen anytime during the camporee (outside of designated set up and tear down times). This is in the spirit of no one knows the day or the hour so you should always be ready (Matthew 24:36, 44).

Scoring

There are six categories for inspection items with a total of 20 inspection lines. Each line is worth up to 5 points each thus giving the inspection a total possible score out of 100 points. All lines are possible to have partial credit unless designated by an *, in which case the score is either 5 or 0 points. The six categories of inspection are tents, cooking area, health facilities, campsite, safety, and courtesy. The expectations for each category are as previously stated in this manual. The following placements could be earned based off of the scoresheets. As the scores could range from 0 points to 100 points, the following categories were used.

Points Earned	Placement
100	Grand Prize
90 - 99.99	First
80 - 89.99	Second
70 - 70.99	Third
<69.99 or "Not Ready"	Participation

Tents

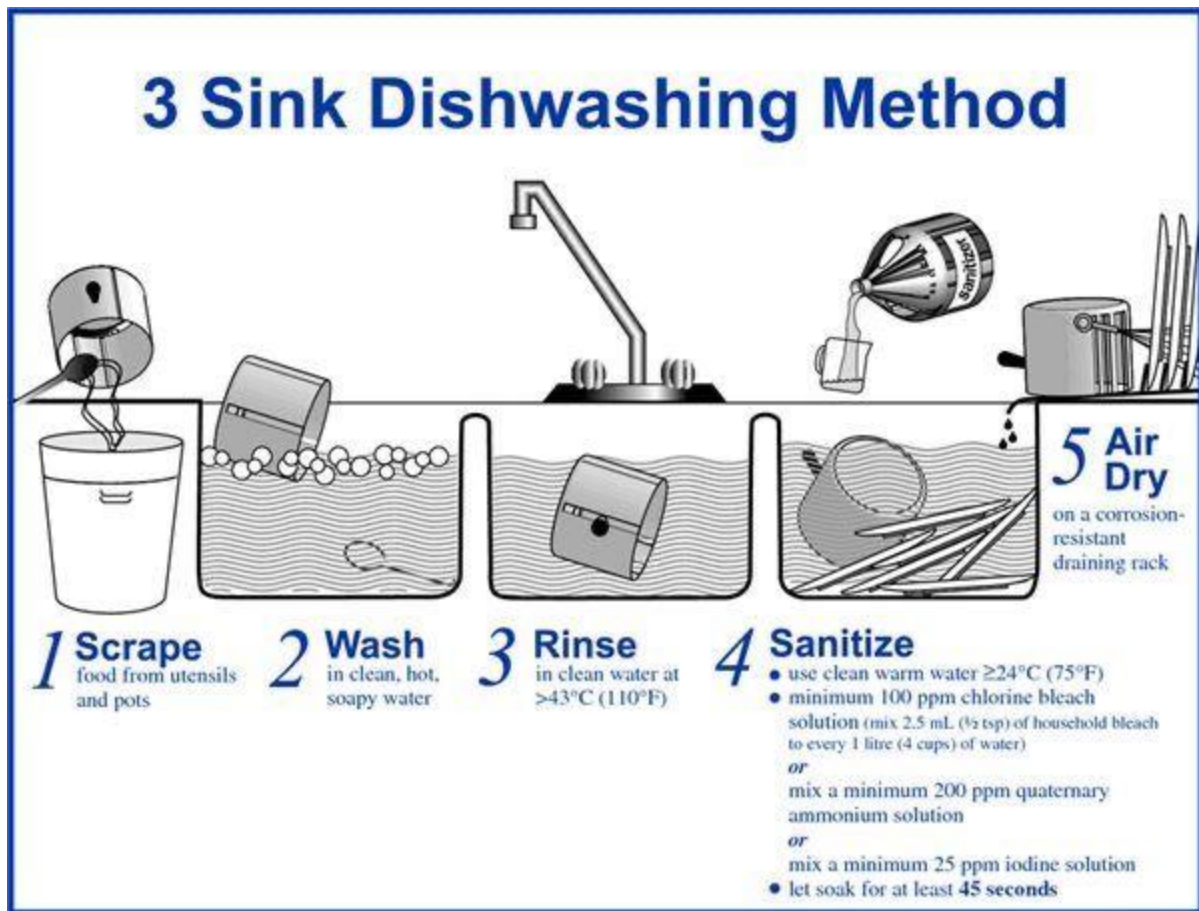
There are three lines for this category which includes tent alignment, uniformity of doors and windows, and interior neat. The tents should be neat, not scattered in placement, ropes and tie-downs should be installed properly and not pose a tripping hazard or should be marked as a tripping hazard if it is unavoidable. The doors of the tents should be closed at all times to prevent unwelcome guests (e.g. insects) from entering tents generally by the means of a closed screen. The solid door panel itself can and should be open during the peak heat of the day, assuming that there is not a chance of rain. The interior should be neat. We do understand that people may be living in the tents for up to a week (depending on the event), but for the health of the people living inside of the tent and for the care of the tent itself, personal belongings should be tidy, the floor should not be trashed, and if the Bible is left in the tent then having it in a respectable location (such as being placed on the pillow) is desired. Inspectors will not enter inside the personal tent spaces, as safety is paramount. However, they can look inside through windows and doors.

Cooking Area

There are four lines for this category which includes Menu and KP list posted; clean stoves; clean food utensils; and trash and garbage disposal. Cleanliness is emphasized in these categories as food safety practices should always be a priority. The planned menu and Kitchen Patrol Duty (KP Duty defined as a list of people serving the club at any particular meal for clean-up and/or preparing the meal) should be posted such that everyone is on the same page about when they are responsible for helping the club and that they know what to do when they are in the Kitchen. The stoves should be clean (when not in use) and should be a safe distance away from any flammable object (e.g. tent walls, tree branches, etc.) such that there is no risk for melting/burning someone's camping home. Food utensils should be clean (when not in use) and should be stored in an animal and insect free container. Trash and garbage do not belong on campsite grounds but rather in a designated garbage/trash can. Furthermore, garbage/trash cans should not be overflowing but should be emptied regularly otherwise they do not meet their purpose and litter will be everywhere.

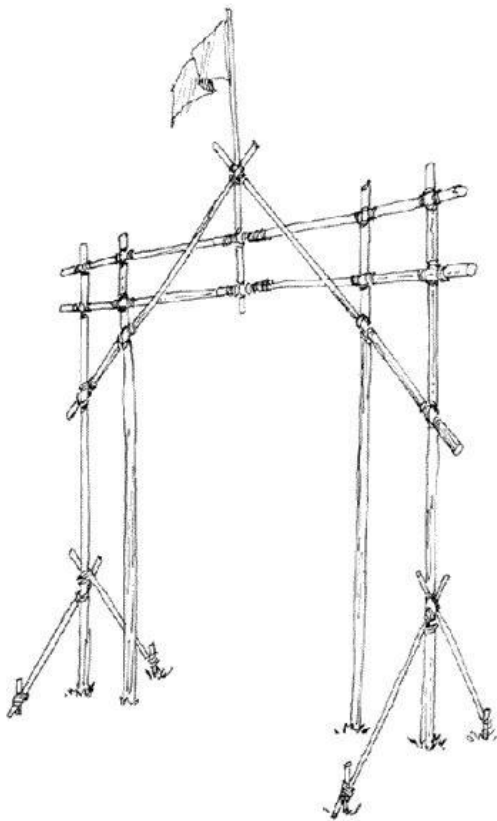
Health Facilities

There are four lines for this category with the two lines designated with an * are as follows: *First Aid Kit, *Medical Consent forms, Dishwashing area, and Overall proper sanitation. The first aid kit should be visible, available, well equipped for the size of the club, and the materials within the first aid kit should not be expired. If something were to happen, it is important that the first aid resources are on hand and that the materials are effective such that they actually provide aid and not harm. Furthermore, if something were to happen to a Pathfinder, Medical consent forms need to be accessible such that the Pathfinder's parent(s)/guardian(s) can be informed and that medical care is not delayed while medical professionals struggle to obtain permission to provide care. Due to the nature of these matters, the first aid kit and medical consent forms are either 0 or 5 points each. Additionally, the dishwashing area should be neat, clean, and organized or in proper use. This means the standard three bin dishwashing station (scrape, soap, rinse, sanitization, and dry) must be used. Grey water must be properly disposed of and contained. Proper sanitation should be available to everyone and utilized appropriately.



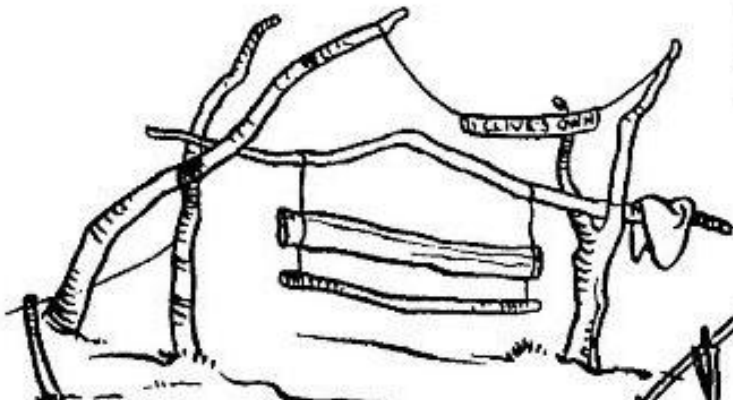
Campsite

There are four lines for this category which includes cleanliness, camp furniture, campsite entrance, and flag placement. Cleanliness in this category mainly pertains to litter, but can extend to other issues if warranted. The camp furniture needs to be safe to use, clean, and when not in use, it needs to be organized. The campsite entrance should be easily identifiable and flags should be posted correctly. Camp gates may be as simple or elaborate as clubs desire, but safety is first. It needs to be tall enough to avoid injury (minimum 6 feet and 8 inches of clearance) and it must be securely tied down to avoid falling. Some examples or ideas of lashed camp gate entrances are as follows.

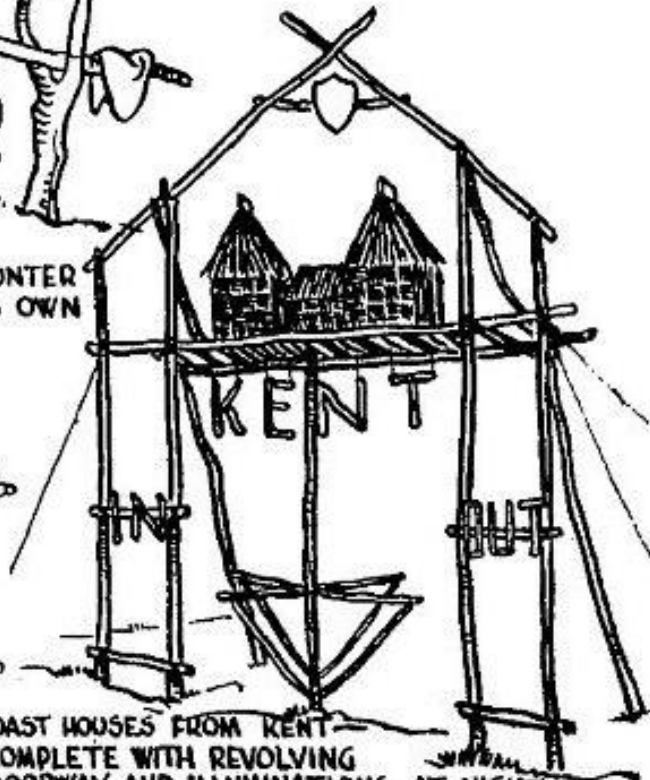


WELSH JAMBOREE CAMP GATEWAYS

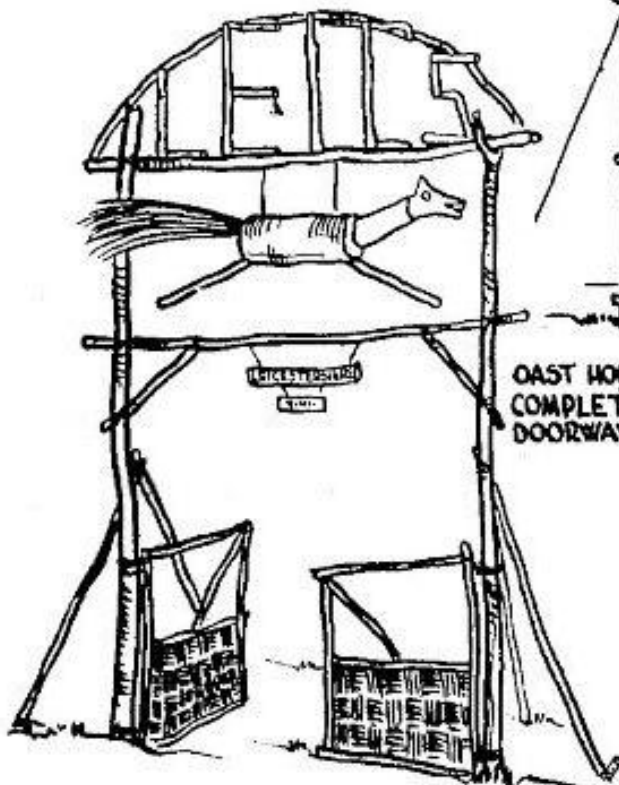
PICTON CASTLE
HAVERFORDWEST
AUGUST 1952



AN INGENIOUS AND EFFECTIVE COUNTER
BALANCE GATE BY THE 1ST CLIVES OWN



OAST HOUSES FROM KENT
COMPLETE WITH REVOLVING
DOORWAY AND ILLUMINATIONS AT NIGHT

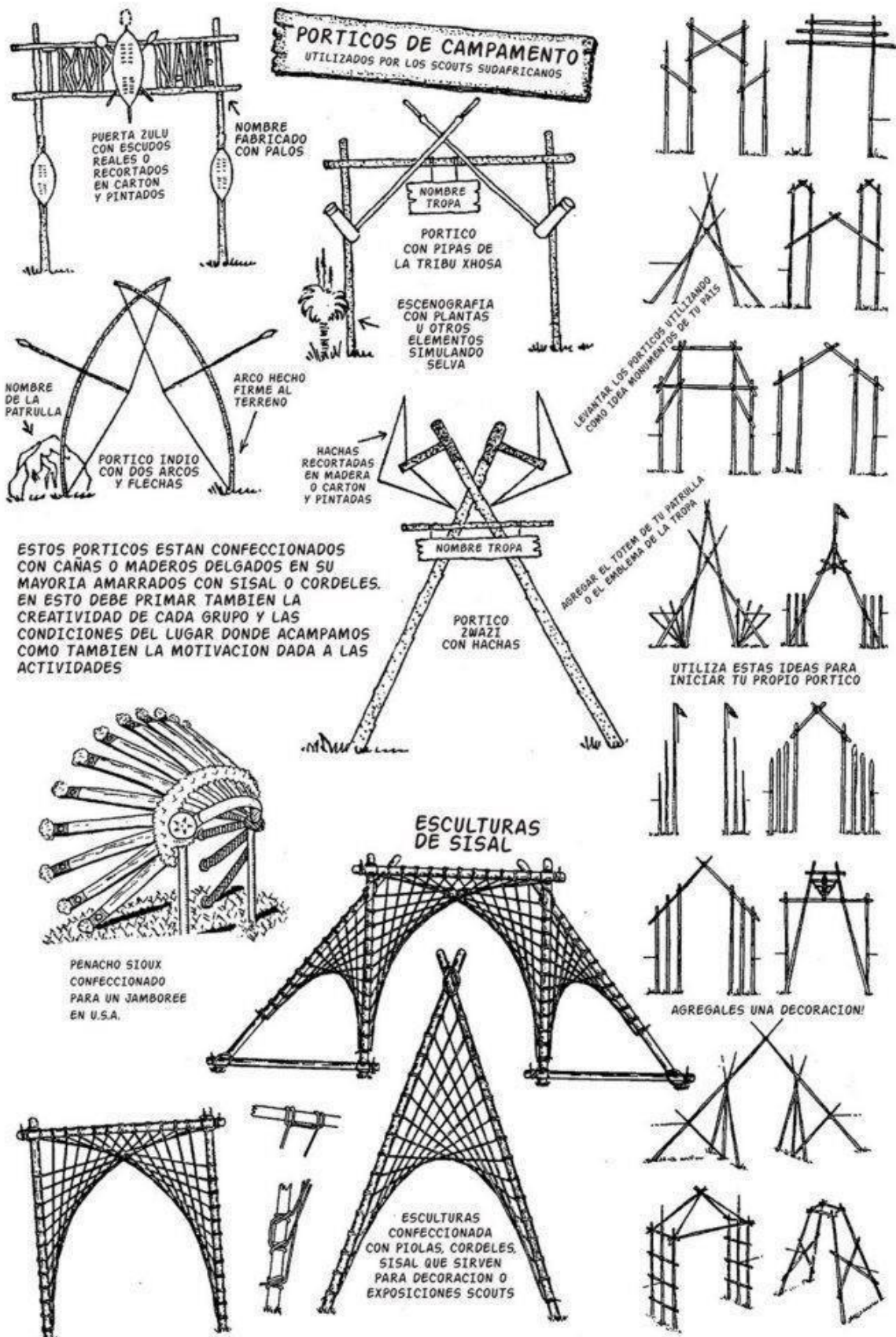


THE HUNTING COUNTRY WAS WELL
REPRESENTED BY THIS CLEVER FEATURE
FROM LEICESTERSHIRE



WHILST NORTHAMPTONSHIRE
ADVERTISED ITS MAIN INDUSTRY IN
THIS STRIKING FASHION.

G. RIDGE
1952



How the flags are honored is up to the club, but there are multiple options available. The first option is to have a flagpole. Alternatively, the camp entrance could be honored by having the flags posted.

Firstly, it is important to know general flag order etiquette. Because the Florida Conference is in the United States, the biggest in dimensions and the highest in placement is the flag for the United States of America. If all of the flags are in a row at an equal height, the American flag is given the highest position, followed by any other flags that may or may not be used. Other national flags take precedence next, followed by state flags (in alphabetical order) and organization flags, ordered from largest to smallest (State, Christian, Master Guide, Pathfinder, Adventurer, etc.). For more etiquette rules, check out the guide on the next page.

If the flags are part of the gate entrance, then the determination of the highest ranked spot is dependent upon who the flags belong to. In this case, please reference the table and diagrams below for proper placement.

	Flags are Posted Outside of the Gate (outside of camp and therefore the flag belongs to the “audience”)	Flags are Posted Inside of the Gate (inside of camp and therefore the flag belongs to the “stage”)
Inspector’s Vantage Point from Outside the Camp	American flag is on the right ; All other flags are on the left	American flag is on the left ; All other flags are on the right
Camper’s Vantage Point from Inside the Camp	American flag is on the left ; All other flags are on the right	American flag is on the right ; All other flags are on the left

FLAG ETIQUETTE

The fundamental rule of flag etiquette is: treat all flags with respect and common sense.

The Stars and Stripes takes precedence over all other flags when flown within the United States. It should not be flown lower than another flag nor should it be smaller than another flag flown with it. Other flags may, however, be flown at the same height and in the same size. Other national flags should not be smaller nor flown lower than the Stars and Stripes when displayed together. If it is not possible to display two or more national flags at the same height, it is not proper to display them together at all.



The point of honor is on the extreme left from the standpoint of the observer ("the flag's right"). The order from left to right of flags flown together is: the Stars and Stripes, other national flags in alphabetical order, state flags, county and city flags, organizational flags, personal flags.



It is not illegal or improper to fly any flag (state, ethnic group, organization etc.) alone but it is always preferable to display the Stars and Stripes at the same time.



If one flag is at half-staff in mourning, other flags flown with it should be at half-staff. First raise the flags to their peaks, then lower to half-staff. The Stars and Stripes is raised first and lowered last.



It is proper to fly the Stars and Stripes at night, but only if it is spotlighted.



In a public gathering (lecture hall, church, etc.) The Stars and Stripes should be to the right of the speakers or on the wall behind them.



The Stars and Stripes should be in the center of a group of flags only when the center pole is taller than the others or when a fan-like arrangement makes the center pole higher than others.



Displaying flag with canton on the left (canton is the blue field with the 50 stars). The canton of the flag should always be to the observers left.

Over a Street - when the U.S. flag is displayed other than from a staff, it should be displayed flat or suspended so its folds fall free. When displayed over a street, place the union so it faces north or east, depending on the direction of the street.



On a wall - when displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right, that is to the observer's left. In a window, the union should be to the flag's right when viewed from outside.



Display flag with canton on the right (canton is the blue field with the 50 stars). Display canton facing right when displayed on a casket, when displayed as a decal on the right side of a vehicle (bus, truck, plane, etc.) When worn as a patch on the right arm (but use on left arm is preferable).



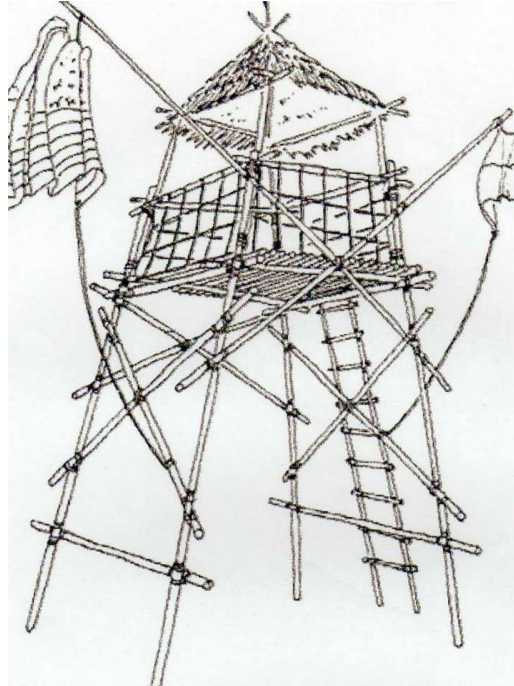
A salute (hand over heart for those not in uniform) should be rendered when the flag is raised, lowered, or carried by on parade; when the Pledge of Allegiance is played (unless the flag is not present).



The American flag is posted outside of the gate, therefore it is to the right of the inspector's viewpoint outside of the camp.



This example has the American Flag to the left side for the inspector's vantage point. Please note that the white picket fence is in front of the flags, and therefore since the flags are inside of camp, the American flag is correctly posted to the right of the campsite.



This is an example of crossed flags incorporated to a welcome gate tower. The view of the picture is from outside of the camp and the American flag hangs to the left but the base is posted to the right, which is why it holds to the rule.

Safety

There are four lines for this category with the two lines designated with an * are as follows: *fire safety procedures posed, *date of the last fire drill, Class ABC fire extinguisher, and the “For Fire Only” shovel and water bucket. The fire safety procedures form (following) must be posted at every campsite and it also includes the date of the last fire drill on the bottom of the sheet. It is *strongly recommended* that as soon as your campsite is set up and after a word of Thanksgiving to God for safe travels thus far, that you go over the fire safety procedures with your club and complete a fire drill. Go over the content on the form with your club. It is recommended to add to it another piece of paper with numbers for people to contact and a rendezvous location, and then post both pieces of paper where they can easily be viewed (probably next to the KP duty and menu). Additionally, every club should have an up-to-date Class ABC fire extinguisher that is easily accessible, a shovel, and a sand bucket filled with water and marked “For Fire Only” at all times. Water buckets are allowed too, but the sand bucket is required, because it is more universally applicable whereas a water bucket must never be used on an oil cooking fire, for example. Just like a first aid kit, these are items to have ready as a first response in the case of fire.

Courtesy

The one line item in this category is for whether the director/appointee on the campsite welcomes the inspectors and overall has a welcoming attitude during the process. Campsites, as much as humanly possible, should never be left completely unattended for safety reasons, so there should be someone at the campsite to greet the inspectors. We should all approach this as an educational opportunity with positive attitudes with the intention of reflecting Jesus' perfect character to honor His ministry.

Fire Safety Procedures IN CASE OF FIRE:

1. **Get away!**
2. **Yell for help!**
3. **STOP-DROP-ROLL**—If you or someone's clothes catch on fire, roll on the ground to smother flames. **DO NOT RUN!**
4. **Help extinguish fire** by smothering it with appropriate method-such as: fire extinguisher for kitchen fire, blankets, shovel, buckets of water or sand for ground fire.
5. **Follow directions** of person in charge. (Call 9 – 1 – 1 when directed)

CLASSES OF FIRE/FIRE EXTINGUISHERS

Class A = Ordinary combustibles e.g., wood, cloth, paper, only

Class B = Flammable liquids e.g., gas, oil, oil based paints

Class C = Energized electric e.g., circuit breakers, fuse boxes, appliances

Class ABC – fire extinguishers will extinguish all of the above.

Extinguishers containing water are UNSUITABLE for grease or electrical fires!

To fire a fire extinguisher PASS!

P – Pull Pin

A – Aim hose at the base of the fire

S – Squeeze handle

S – Sweep from side to side

FLORIDA STATUTE

Requirements of Figure Extinguishers: While camping it is recommended that no Pathfinder use more than or less than a 5 lbs. capacity extinguisher. The extinguisher must be inspected and tagged annually by the Fire Inspector or the Fire Marshall. It is also recommended that each club have their fire extinguishers inspected at the same time their church has their annual inspection. Each club must have an ABC (multi-purpose Fire Extinguisher.)

FIRE SAFETY DRILL

THIS FORM MUST BE POSTED IN CAMPSITE AT EVERY CAMPOREE.

Review above procedures and **know how to use the fire extinguisher!**

Our club held a successful fire drill on _____. All members of the club participated.

Club/Church Director _____

Campsite Inspection Form

Club Name _____ Number of Campers _____

Each Line has a value of 0 – 5 points and can be scored within that range unless otherwise marked with an * as being without partial points.

Tents

- ___ 1. Tents Alignment (neat, not scattered, ropes and tie-downs installed properly)
- ___ 2. Uniformity of doors and windows (screen closed and solid door panel open if without chance of rain during peak heat)
- ___ 3. Interior neat (floor clean, personal belongings tidy, Bible on pillow if in the tent)

Cooking Area

- ___ 4. Menu and KP (Kitchen Policy) list posted
- ___ 5. Stove clean, safe distance from tent
- ___ 6. Food utensils clean and stored animal and insect free
- ___ 7. Trash and garbage disposed of properly

Health Facilities

- ___ *8. First Aid Kit (Visible, available, well equipped for size of club, not expired)
- ___ *9. Medial Consents for All Pathfinders accessible and safe on site
- ___ 10. Dishwashing and clean up area neat, clean, and organized (or in use properly)
- ___ 11. Overall proper sanitation available and utilized

Campsite

- ___ 12. Cleanliness as paper and trash is policed around campsite
- ___ 13. Camp furniture is safe to use, clean, and organized
- ___ 14. Campsite entrance is easily identifiable
- ___ 15. Flags correctly posted, neat, and clean

As the Inspector(s) face(s) at the Campsite front entrance:

- a. The US Flag is on the left side by itself (when inside camp) with the suggested other possible flags to the right in order (State, Christian, Pathfinder, Adventurer, etc.)
- b. The US Flag is mounted on a flag pole or in an alternative respectable display

Safety

- ___ *16. Fire safety procedures posted (including contact numbers and rendezvous location)
- ___ *17. Date of last fire drill (must be *within* the current camping event)
- ___ 18. Up to date Class ABC fire extinguisher – easily accessible
- ___ 19. Shovel and sand filled bucked marked “For Fire Only” (water bucket allowed; sand bucket required)

Courtesy

- ___ 20. Does the Director/Appointee welcome inspector(s) and have a welcoming attitude

Score: _____ / 100

Area Inspector (Print): _____

State Inspector: Eric Stillwell