



TLT Record Book

Name: _____



North
American
Division
Pathfinder
Ministries

Created by the North American Division Office of Pathfinder Ministries

Designed by Glen Milam of Wesley Thor Studios

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Welcome to TLT Program

The Teen Leadership Training (TLT) program is designed to challenge you with new and increased responsibilities in the Pathfinder club. You will need to have courage, determination, dedication, and competitive drive. You must be willing to sacrifice the little things in life to pay the price for the things that matter. The TLT program demands creativity -- you won't be doing the same things that you did as a Pathfinder! Your abilities will be stretched through a "shared service experience" of Pathfinder ministry.

By joining the TLT program you will be involved in character-building activities and will learn to live this life while preparing for the greater life as a son or daughter of God.

The Structure of the TLT Program

The TLT program is a four-year program 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 experience as a 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.

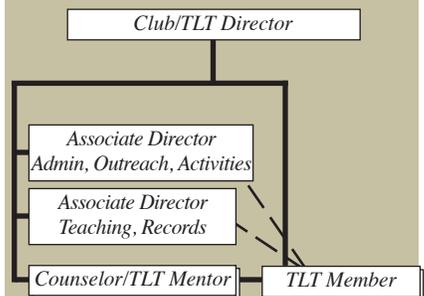
Requirements for Membership

- 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 (see page 20).
 2. Submit an application to be approved and signed by the sponsoring Pathfinder club director (see page 19).
 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 TLT's lifestyle.

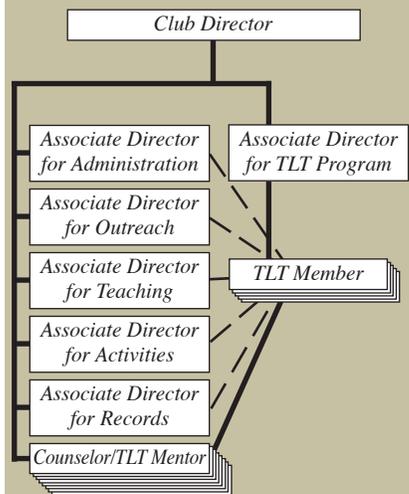
Selecting a TLT Mentor

The Club/TLT Director will assist you in recruiting your 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.

Typical Small Club TLT Organizational Flow Chart



Typical Large Club TLT Organizational Flow Chart



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.

Program Outline

Level 1 Entry Requirements

1. 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. Submit three recommendations with an application, be approved by the sponsoring Pathfinder club director, and be registered with the conference Pathfinder director.
3. Complete a Club Orientation Program (COP).

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. Complete the requirements for the standard Investiture Achievement for the grade level of the TLT.
3. Maintain an 80% or above club attendance and 80% proper uniform record.
4. Participate in a Conference/Union leadership skill development program.

TLT Program Level 1 Checklist

Name/Staff _____ Date _____

Entry Requirements

1a. The applicant must be in at least the 9th grade _____

1b. 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 (p. 22) _____

2b. Be approved by the sponsoring Pathfinder club director _____

2c. 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: (see pages 13-20)

- 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 Future Plans

I intend to continue in the TLT program. _____

Signature _____ Date _____

Level checklist complete. Approved for advance. Reviewing Staff _____ Date _____

See page 6

TLT Program Level 2 Checklist

Name/Staff _____ Date _____

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 (p. 21) _____

TLT Duties

1. Satisfactorily complete two operational rotations: (see pages 13-20)

- 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 Future Plans

I intend to continue in the TLT program. _____

Signature _____ Date _____

Level checklist complete. Approved for advance. Reviewing Staff _____ Date _____

See page 7

Level 2 Entry Requirements

1. Be in at least the 10th grade.
2. 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. 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 and 80% proper uniform record.
4. Participate in a Conference/Union leadership skill development program.

Level 3 Entry Requirements

1. Be in at least the 11th grade.
2. 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. Complete a major portion of the Master Guide curriculum.
3. Maintain an 80% or above club attendance and 80% proper uniform record.
4. Participate in a Conference/Union leadership skill development program.

Level 4 Entry Requirements

1. Be in at least the 12th grade.
2. 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. Complete a major portion of the Master Guide curriculum.
3. Maintain an 80% or above club attendance and 80% proper uniform record.
4. Participate in a Conference/Union leadership skill development program.

TLT Program Level 3 Checklist

Member Staff _____ Date _____

Entry Requirements

	Date	Initial
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 (p. 21)	<input type="checkbox"/>	_____

TLT Duties

1. Satisfactorily complete two operational rotations: (see pages 13-20)	<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 _____

See page 8

TLT Program Level 4 Checklist

Member Staff _____ Date _____

Entry Requirements

	Date	Initial
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 (p. 21)	<input type="checkbox"/>	_____

TLT Duties

1. Satisfactorily complete two operational rotations: (see pages 13-20)	<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 inducted at (event) _____

TLT Signature _____

☑ Level checklist complete. Approved for advance. Reviewing Staff _____ Date _____

See page 9

TLT Uniform 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 pin on left chest pocket
- TLT office strip on the right arm between the club name stripe and Pathfinder triangle
- TLT pin on left chest pocket

Optional

- TLT patch on sash – optional



Pin
#002138



Cord #002060



Name Strip #003028



Patch
#002139



TLT Scarf
(with red trim)
#009508

Field Uniform

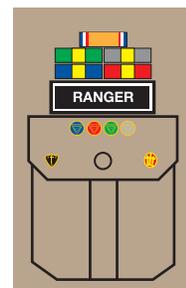
- The TLT t-shirt may be worn by TLT's in place of a field uniform in accordance with conference policy.
- The TLT baseball cap may be worn as part of the field uniform.



T-Shirt



Black Cap
#009601



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 Pathfindering. 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. Here are the operations departments that every TLT will complete:

- Administrative
- Outreach
- Teaching
- Activities
- Records
- Counseling.

Special Operations

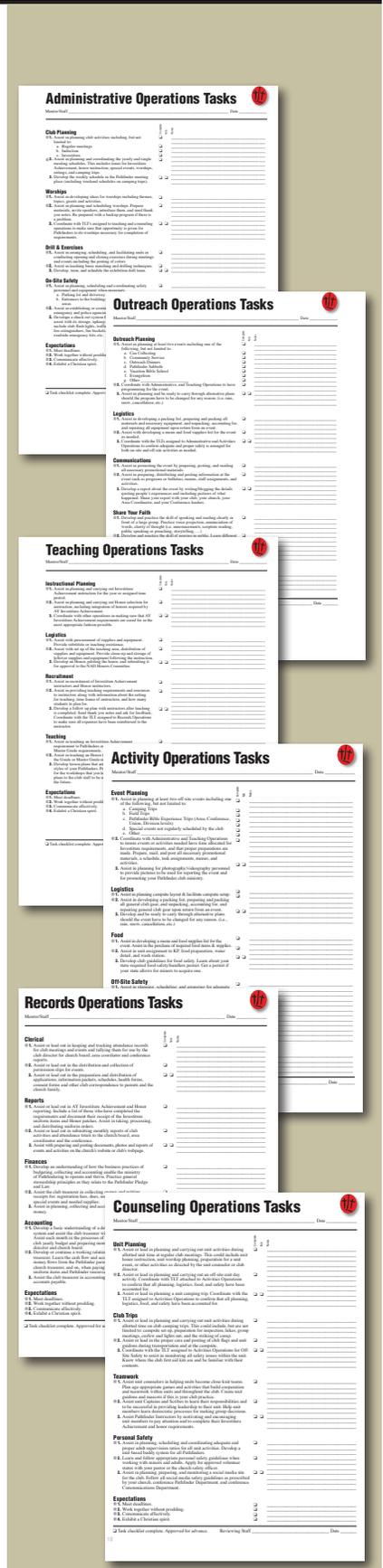
In addition to the six operational departments TLTs are required to choose two operational areas in which to specialize. The purpose of the Special Operations is to further expand your knowledge and experience in their areas of interest and to give them opportunities of responsibility and accountability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



TLT Program Level 1 Checklist



Mentor/Staff _____ Date _____

Entry Requirements

- | | <i>Date</i> | <i>Initial</i> |
|---|--------------------------|----------------|
| 1a. The applicant must be in at least the 9th grade | <input type="checkbox"/> | _____ |
| 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"/> | _____ |
| 2a. Submit three recommendations (p. 19) | <input type="checkbox"/> | _____ |
| b. Submit an application (p. 18) | <input type="checkbox"/> | _____ |
| c. Be approved by the sponsoring Pathfinder club director | <input type="checkbox"/> | _____ |
| d. Registered with the conference Pathfinder director | <input type="checkbox"/> | _____ |
| 3. 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

- | | | |
|--|--------------------------|-------|
| 1. Satisfactorily complete two operational rotations: (see pages 10-17) | <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 2 Checklist



Mentor/Staff _____ Date _____

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 (p. 18) | <input type="checkbox"/> _____ | _____ |

TLT Duties

- | | | |
|---|--------------------------------|-------|
| 1. Satisfactorily complete two operational rotations: (see pages 10-17) | <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



Mentor/Staff _____ Date _____

Entry Requirements

Date *Initial*

- 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 (p. 18) _____

TLT Duties

- 1. Satisfactorily complete two operational rotations: (see pages 10-17) _____
 - Administrative Operations _____
 - Outreach Operations _____
 - Teaching Operations _____
 - Activity Operations _____
 - Records Operations _____
 - Counseling Operations _____
 - Special Operations #1 _____
 - Special Operations #2 _____
- 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 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



Mentor/Staff _____ Date _____

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 (p. 18) | <input type="checkbox"/> | _____ |

TLT Duties

- | | | |
|---|--------------------------|-------|
| 1. Satisfactorily complete two operational rotations: (see pages 10-17) | <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



Mentor/Staff _____ Date _____

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"/>	_____

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"/>		_____

Task checklist complete. Approved for advance. Reviewing Staff _____ Date _____

Outreach Operations Tasks



Mentor/Staff _____ Date _____

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"/>	_____

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"/>		_____

Task checklist complete. Approved for advance. Reviewing Staff _____ Date _____

Teaching Operations Tasks



Mentor/Staff _____ Date _____

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 _____

Records Operations Tasks



Mentor/Staff _____ Date _____

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"/>		_____

Task checklist complete. Approved for advance. Reviewing Staff _____ Date _____

Counseling Operations Tasks



Mentor/Staff _____ Date _____

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"/>		_____

Task checklist complete. Approved for advance. Reviewing Staff _____ Date _____

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 Friend | <input type="checkbox"/> Ranger | <input type="checkbox"/> Frontier Ranger |
| <input type="checkbox"/> Companion | <input type="checkbox"/> Trail Companion | <input type="checkbox"/> Voyager | <input type="checkbox"/> Wilderness Voyager |
| <input type="checkbox"/> Explorer | <input type="checkbox"/> Frontier Explorer | <input type="checkbox"/> Guide | <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 1st 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 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 (TLT) program is designed to challenge teens with new and increased responsibilities. So if you want to stretch your abilities you 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:

- Requirements for TLT membership
- Complete program outline
- Uniforms and insignia
- Checklists and other useful forms

The TLT program is a great way for you to learn leadership skills while you complete your Pathfinder levels.



AdventSource

