

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 |
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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.

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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.

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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.

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Expectations

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

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