

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"/>	_____

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"/>	_____

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"/>	_____

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 _____