

Club Formal Inspection and Evaluation Description (When the Area Coordinator comes to your club meeting)

The Pathfinder club inspections are conducted by the Conference Youth Director and/or the Area Coordinator to help the local leaders make the clubs more effective. The purpose of the formal inspection is to encourage and uplift the leader and the local club, as opposed to leaving them with a punitive feeling.

The local club director can use the inspections to help the Pathfinders stretch their potential. Perhaps secondarily, it provides a time for the Coordinator or Pathfinder Director, or both, to offer suggestions tailored specifically to your needs. Use the next few pages as a guideline for every weekly meeting, and as a tool to know what the inspection may entail.

Suggestions for the Director

1. The club is to use the inspection like a mirror to see how sharp they can look. Recognize the inspection as an opportunity to be positive and to encourage the club with how well they are doing and how good they can become.
2. Arrange the formal inspection date with your local Area coordinator by January 15.
3. The inspection should be announced to the pathfinders at least two weeks in advance.
4. Perhaps have your own inspection a week or two before the inspectors come. Give written suggestions of pathfinder members as needed. If the sleeve insignia are not in quite the right place or are hanging by a staple, for example, encourage them to have it fixed by the next meeting.
5. When the inspectors arrive, introduce them and give them a few minutes to say a little about why they are there.
6. The director should not plan any special features, such as guest speakers, for the club inspection meeting. Duplicate as closely as possible a regularly scheduled club meeting

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Explanation of the Inspection Sheet

1. Spiritual Programming

Does the club have a devotional, hold beginning and closing prayer and gives evidence of spiritual activities in its honors, crafts and activities?

2. Formation / Uniforms / Appearance

Special attention will be given to opening ceremonies and formal personal inspections. Inspectors will look for straight lines, precise movements, position of the colors, Pathfinder participation in the ceremonies such as Pledge, law, song and prayer.

Inspectors will also look for the basic uniform - full dress - including the following

- a. Sashes and yellow scarves are required
- b. Insignia is neat and clean and in proper areas of uniform
- c. Pathfinder belts, and proper shoes are worn
- d. Shirts are tucked in neatly and worn proudly
- e. Hair neatly groomed
- f. Clean hands, face, fingernails
- g. Good posture

3. Investiture Achievement Levels taught

Does the club mentor the pathfinders through the Investiture Achievement program? Are all participating?

4. Courtesy and Discipline

Common Courtesy - do the Pathfinders treat each others and their leaders courteously? Points may be taken off if the Pathfinders are talking or fooling around during announcements, etc

Do the Pathfinders follow directions quickly and well? Are they where they should be, doing what they should be doing?

5. Drill

At some time during the club meeting, a few minutes should be scheduled to demonstrate that the club can march and that the club has a well-organized program for learning drill. Most clubs include Pathfinders with different levels of marching skill. During the demonstration you may demonstrate your normal drill instruction. The inspectors will want to see the following:

- a. Dress right, dress and ready front
- b. Present arms and order arms
- c. Parade rest
- d. Left, Right and About face
- e. Forward march and halt
- f. Rear march
- g. Columns and flanks
- h. Michigan Salute

6. Honor, Craft and Activities

Are all of the Pathfinders involved in earning their honors towards their IA level? Do the pathfinders take care of the tools and equipment? Do they clean up after class and put away the tools and supplies?

7. Club Meeting program

Mostly concerning whether the meeting was run effectively including devotional, prayer, Pathfinder Pledge, law and song. Flag ceremony. The transition between one activity to the next was smooth with very little wasted time. The Director conducted an informative "Directors minute" for announcements, etc. Fall in and dismissal at the end of the program was crisp, not sloppy.

8. National Flag / Club Flag / Unit Guidons

Should be displayed attractively

9. Self Evaluation Form was completed

The self evaluation form was completed by the director and staff and was presented to the inspector upon arrival.

10. Review of Club calendar, 200 club status, Merit System

The club secretary should show the club calendar and that a regular record is taken of each of the pathfinders attendance. Points are awarded based on records kept, calendar available to review and total membership in attendance during inspection.

Area Coordinator Notes:

This area will be filled in by the Area Coordinator with a general overview of the club. There are no points involved. The inspectors may or may not make notes in these columns.

1. **Environment** - Is the physical setting attractive, well lighted and clean? Is there adequate space for all the Pathfinder needs? Are the building and fixture well maintained?
2. **Teamwork** - Is there adequate personnel? Do they know what is expected of them? Are the responsibilities spread evenly, or is the Director usually the center of all activity?
3. **Program** - Is there a good balance of physical, social, spiritual and mental activity? Are the classes and other activities appropriate to the age group?
4. **Organization and Planning** - Are club records and paper material kept filed for quick use or reference? Are all the supplies and equipment in the right place at the right time? Is everyone ready to perform their job when needed?
5. **Teaching methods** - Do the teachers keep the interest of the Pathfinders? Do they carefully explain what is to be learned or done at the beginning of each class? Do they assist each Pathfinder when needed? Do they allow time for proper clean up? Do they ask summary questions at the end of the class time when appropriate to make sure the pathfinders have understood what was taught?



Conference Club Formal Inspection Form

(To be completed by Area Coordinator)

Club: _____	Pathfinders	_____	Members	Present
Director: _____	TLTs	_____	_____	_____
Inspected By: _____	Staff	_____	_____	_____
Date: _____				

Evaluation	Points 1-10	Notes
1. Spiritual Programming		
2. Formation / Uniforms / Appearance		
3. Investiture Achievement Levels Taught		
4. Courtesy and Discipline		
5. Drill		
6. Honor and Craft and Activity		
7. Club Meeting Program		
8. National Flag / Club Flag / Unit Guidons		
9. Self Evaluation Form Completed (Please review this form with the director)		
10. Review of Calendar, 200 Club status, Merit System		
Total		95-100 Excellant 85-94 Good 70-84 Fair 0-69 Poor

<i>Area Coordinator Notes</i>
Environment
Teamwork
Program
Organization and Planning
Teaching Methods