



2024 FORM PACK

TABLE OF CONTENTS

2024



ADVENTURER INFORMATION

- Letter of Introduction
- 2024 Youth Calendar
- Special Dates for Adventurers
- GSC Adventurer Advisory
- Club Directory
- Adventurer Information
- Adventurer Uniform Guide
- Working With Children

ADVENTURER RESOURCES

- Image Consent - Release Form
- Little Lamb
- Early Birds
- SPD Adventurer Awards
- GSC Adventurer Awards
- ABC Supplies Price List
- General Consent Form
- Health Record
- Adventurer Application Form
- Adventurer Staff Registration
- Club Attendance Record

ADVENTURER FORMS

- Adventurer Statistical Report
- Application for New Adventurer Club
- Adventurer Award Order
- Adventurer Supplies Order
- Incident Report Form
- Adventist Outdoor Activity Notification
- Safety Management Plan

PLEASE DO NOT USE OLD FORMS,
ONLY FORMS FROM THIS PACK

THESE FORMS ARE A MASTER COPY
PLEASE DUPLICATE FOR USE

THESE FORMS ARE ALSO AVAILABLE AT WWW.SYDNEYADVENTISTYOUTH.COM



LETTER OF INTRODUCTION

2024



Adventurer Leader,

2024 has commenced and the theme for our Youth Department is “Be Full of Good Works”. This theme has been drawn from the inspirational verses that speak of Tabitha, a disciple. She was well known in Joppa to be a woman full of good works and acts of charity. She learned from the apostle’s teachings about scripture and Jesus. Her impact was a powerful one in her community.

As the year unfolds our prayer is that your club will engage in a greater impact for your community, one that will help people to see Jesus through your acts of charity and good works. This year we will be having the GSC Youth Department Service Day. This will be hosted at two venues to assist both Pathfinders and Adventures to assemble in an act of good works.

This year we will also have our Adventurer Camporee in the month of November. The theme will be “It’s a Wonderful Journey”, and our special guest speaker is Pr. Andrew Olsen, who will share with us the joys we can have on our journey towards heaven and the endless possibilities that we can experience there with Him.

We want to thank you for your efforts in getting your Adventurers ready for this new year of club meetings and service. We pray that as you do with the aid of your staff team, God will continue blessing the ministry that is ahead of you.

Pr Moses, Pr Dejan, Pr Eden and Miss Jacinda

2024 YOUTH CALENDAR

2024



SYDNEY ADVENTIST YOUTH 2024 CALENDAR

JANUARY

- 7-8 Summer Camp Staff Training
- 9-14 Teen Summer Camp
- 16-21 Junior Summer Camp

FEBRUARY

- 03 Path/ADV Open House
- 04 AO 1
- 09 - 12 Converge (Australia Wide Event)
- 24 StormCo Training Day
- 25 AO 2

MARCH

- 2-3 Path/ADV/PSA/MG Leadership Weekend 1
- 10 Youth Leaders Brunch
- 15 Youth Worship Night
- 16 Global Youth Day
- 16-23 Youth Week of Prayer
- 17 Map & Compass
- 22 High School Worship Night
- 23-24 AO 3

APRIL

- 06 Master Guide History Workshop
- 13-14 Drill Master Class Workshop
- 22-28 Big Camp

MAY

- 5 AO 4
- 18 World Adventurer Day
- 24 High School Worship Night
- 26 Pathfinder Fair
- 31 Youth Worship Night

JUNE

- 7-10 StormCo Trip
- 14 Youth Worship Night
- 15 Pathfinder Service Day
- 22 Youth Rally + Sports Comp

JULY

- 26-29 Shred IT (Australia Wide Event)

AUGUST

- 10 Southern Youth Rally
- 23 High School Worship Night
- 23-25 Path/ADV Leadership Weekend 2

SEPTEMBER

- 7 Imagine Social
- 21 World Pathfinder Day
- 27-29 Pathfinder Expedition

OCTOBER

- 3-7 Youth & Young Adult Camp
- 20 AO 5
- 26 Adventurer Rally

NOVEMBER

- 1-3 Adventurer Camporee
- 15 Youth Worship Night
- 23 Pathfinder Rally
- 24 AO 6

DECEMBER

ADVENTURER EVENTS

2024



Special Conference-Sponsored Adventurer Dates for 2024

Adventurer Open House: February 03

What a great opportunity to invite local church members and community members to visit the local Adventurer Club. We appreciate that there are clubs who currently do this at other times in the year already. If you're not hosting an Open House already, why not join in with a Sydney-wide date. This will be a great moral booster for your club, and you may even receive a couple of new applicants to the club.

The conference has some promotional banners that you can book in with Jacinda Ralph (jacindaralph@adventist.org.au). We also carry some Informational Booklets that you can give away to your attendees. Many of our District Directors are always willing to support a local Adventurer Open House event, please reach out to them directly.

Adventurer Leadership Award (ALA): Mar 2- 3 & Aug 23-25 (Camp out weekend at Thirlmere)

The Adventurer Leadership Award (also known as ALA) is leadership training for Adventurer leaders and club staff members. The ALA will run in conjunction with Master Guide, Pathfinder Leadership Award, and the Pathfinder Specialist Award. These two event dates are a few requirements that will help you in completing ALA, please discuss with your DD on how to achieve other requirements.

ALA will cover:

- Administration, programming and leadership.
- Creativity, collecting resources, engaging activities, nature awareness, and spirituality.
- Camping, marching, awards and variety of skills.

*Due to scheduling in the year, we highly recommend that newly appointed Club leaders to always reach out to the District Director for guidance on Adventurer Programming and Calendar Events. This will assist you in starting your club on the right foot forward.

Big Camp: April 22 - 28

This year the Greater Sydney Conference will be hosting its first ever Conference Wide Big Camp at the Jindabyne Adventist Alpine Village. As part of the conference, we'd like to invite all clubs and churches to attend. On the 25th of April all campers who are Pathfinders and Adventurers are encouraged to bring their Parade Uniform to attend the local Jindabyne Dawn Service. We will organise a special patch for those who attend in their parade uniform to celebrate the special and unique occasion. Don't miss out!

World Adventurer Day: May 18

This event is a world-wide event that is scheduled by the General Conference Youth Department. This is an opportunity for your local club to be involved in a local club event of your choice; church service, club meeting, evening club service. The General Conference will share media graphics and even a couple of sermon outlines that you could use for your service/club meeting. These are just suggestions so feel free to adapt the sermon outlines as you see fit for your local club. <https://www.gc youthministries.org>

Service Day: June 15

The Service Day runs every even year. Last year we had the Live Your Best Life -Walk. The Service Day is an opportunity for local clubs to come together with other Pathfinder clubs from their district to participate in a select Conference Service Activity. This event will require some preparation prior to the June 15th event. More details will be released on how this can be done. This will be a registered event. Clubs that attend with their members to the Conference Service Event will qualify for the Service Day Patch -2024.

Adventurer Rally: October 26

The Adventurer Rally is a time of collective worship and celebration of all that has happened in Adventurer year. This event is generally hosted at MVAC Hall in the afternoon.

Adventurer Camporee: Nov 1-3

Camporee is a fun-filled weekend of adventure, worship, and activities for all the local Adventurer Clubs from the GSC. This is a campout weekend for mums and dads to come along with their adventurer to camporee. We will have Pr Andrew Olsen share encouraging messages for our Adventurers. Bring your tent, sleeping bags, and your camp kitchen to enjoy the weekend with your local club. Clubs will camp in communal sites, and sizing of club camp site will be approximated to your member numbers.



The Greater Sydney Conference has formed an Adventurer Advisory in response to the growth of Adventurers in this Conference.

The purpose of the Advisory is to:

- Provide support to the local Adventurer Clubs
- Promote Adventurer ministry in this Conference
- Organise special Conference Adventurer activities
- Develop current Adventurer resources

The Advisory is made up of our Adventurer District Directors (ADDs).

They are available to consult with local Clubs. They support and review club work in preparation for investitures. Allocated districts are outlined on the next page. Honorary Adventurer District Directors will assist ADD's when required.

CLUB DIRECTORY

2024



Northern District

ADDs – Margaret Williams, Alisa Cooper & Christopher Engel

- Castle Hill
- Dundas
- Epping
- Kellyville
- Mile End
- New Hope
- Parramatta
- Wahroonga
- Waitara
- Wantok
- Chatswood
- Thornleigh

Western District

ADDs – Edna Rima & Mary Iro-Leota

- Blacktown
- Blacktown Indian
- Bidwill Tongan
- FiloShip
- Lord Howe Island
- Mount Druitt
- Mount Druitt Samoan
- Mountain View
- Penrith
- Xcell
- Hawkesbury

South/South Western District

ADDs – Jacinta Puletele Fidow & Nomusa Mutsiwerera

- Cabramatta
- Cabramatta Fijian
- Cabramatta West Spanish
- Campbelltown
- Campbelltown Fijian
- Cambden Valley
- Hoxton Park
- Illawarra
- Sydney Cook Islands
- Sydney Tongan
- Wetherill Park Spanish
- Minto Samoan
- Liverpool Samoan
- Narellan
- Indian Fijian

Central District

ADDs – Shelley Phipps

- Auburn
- Bankstown
- Concord
- Enmore Fijian
- Fairfield
- Granville Fijian
- Holroyd
- Hurstville
- Lakemba Tongan
- Stanmore
- Sydney Chinese
- Sydney Ghana
- Sydney Indonesian
- Sydney Korean
- Sydney Portuguese
- Woollara

ADVENTURER INFO

2024



ADVENTURER AGE

Please do not start a child in Little Lamb UNTIL they have turned 4 years. This will make it easier for them to move into Pathfinders when they have successfully completed Adventurers and will be 10 (or turning 10 before the end of school Term 1).

ADVENTURER UNIFORM

A uniform is worn at all Adventurer events. There are 3 types, your club will need to have at least 1 Dress Uniform and 1 Field Uniform, please see below for the descriptors:

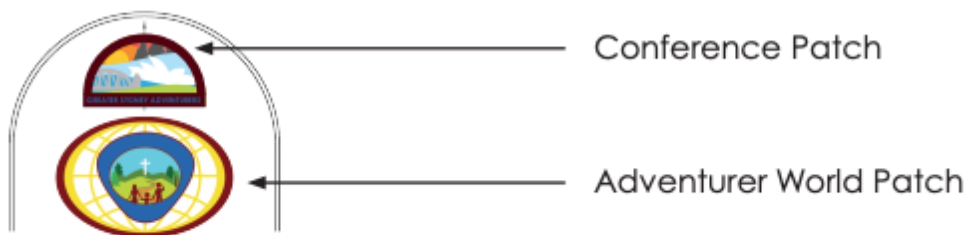
1. Dress Uniform:

This uniform provides identification and acknowledgement of classes completed, events attended and stars, diamonds or awards that they have achieved. The uniform is made up of the following things:

1. Navy blue skirt, skort, trousers, track pants or shorts with white top, green SPD scarf and Adventurer cap.
2. Navy blue sash which can be purchased from the Sydney Adventist Book Centre (ABC) in both adult and child sizes.
3. Sleeve Club emblem should be positioned 5cm from the top of the right sleeve. The sleeve world emblem should be positioned 5cm from the top of the left sleeve.
4. Stars, Diamonds and Awards should be placed on the sash starting from the front and event patches on the back.

The Dress uniform can be worn at club meetings, church services, Conference events and any other occasion as requested.

LEFT SLEEVE



RIGHT SLEEVE



UNIFORM GUIDE

2024



1b. Dress Uniform:

This uniform provides identification and acknowledgement of classes completed, events attended and stars, diamonds or awards that they have achieved. The uniform is made up of the following things:

- The Adventurer polo shirt – comes with blue sleeves with the three patches attached.
- Green scarf for adventurers with a white woggle (Maroon scarf for leaders)
- Blue sash – please note the layout of conference patch, club name and pins is different. Awards go below the pins and camporee patches go on the back
- Blue skirt, shorts or pants – no change here
- All items, OTHER than the blue skirt, shorts or pants, are available at your local ABC book store.



2. Field Uniform:

1. Club t-shirt or polo shirt should include the club name and the Adventurer badge or the word 'Adventurer(s)'.
2. Skorts, track pants or shorts.

* The Field Uniform can be used during club meeting activities, during Camporee (after Dress Uniform Parade has finished) and other low key non-conference event.

WORKING WITH CHILDREN

2024



Adsafe

the working
with children
check

Working With Children Check

A Working With Children Check is a requirement for people who work or volunteer in child-related work. It involves a national criminal history check and a review of findings of workplace misconduct.

The result of a Working With Children Check is either a clearance to work with children for five years, or a bar against working with children. Cleared applicants are subject to ongoing monitoring and relevant new records may lead to the clearance being revoked.

The local Church is responsible to make sure that ONLY approved persons can work with children - this includes Adventurers, Pathfinders, Sabbath School, and other child-related ministries. Every church will have a person who is responsible for keeping records of each person's registration number.

Steps to obtain a registration number:

- Be at least 18 years of age
- Type into web search 'https://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check'
- Click on the new government site
- Click on the 'start here' box and answer the questions
- You will receive an email from 'working with children' that will include an APP number
- Take this document to your local NSW Motor and Maritime Registry. Take proof of identification with you (such as a drivers license or passport etc.)

The church cannot have any adult working with children, Adventurers, or Pathfinders until they have a WWCC number. This includes parents and family members at campouts.

AdSafe Training

The Seventh Day Adventist Church also requires that ALL volunteers complete their online AdSafe Code of Conduct, and Safer Churches Awareness Training. Please visit the following website:

<https://elearning.adsafe.org.au/>

Please create an AdSafe account, then proceed to complete the TWO modules:



Code of Conduct

An outline of appropriate conduct for employees and volunteers working in child-related roles or making leader...

100%



Safer Churches Awareness Training

For those in Leadership or Child Related Roles - Valid for 3 Years.

100%

ADVENTURER RESOURCES



IMAGE CONSENT - RELEASE

2024



I give permission for the SEVENTH-DAY ADVENTIST CHURCH (GREATER SYDNEY CONFERENCE) LIMITED (ABN 69 106 908 794) and its employees to use my name, photograph, image, audio recording, and video recording, for the purposes of advertising, media publicity, publication, and general display, including but not limited to publication on internet web sites, social media, broadcasts and any other publications of the Greater Sydney Conference.

I waive any rights and claims, present and future, to any fees or royalties or other benefits whatsoever for or in connection with the use of the images and video recordings taken of me.

I understand that the Greater Sydney Conference cannot control unauthorised use of my image by persons not associated with the Conference upon the publication. I release the Greater Sydney Conference from any loss, damage, or expenses connected with the publication of my image.

If I wish to withdraw permission for my image to be used, I must inform the Greater Sydney Conference in writing.

I understand that this form is only valid for the 2024 Adventurer year.

Name: _____

Signature: _____ Date: _____

If under 18 years of age, parental consent is needed. If you agree with the above release conditions, please sign below.

Parent/Guardian Signature

Signature: _____ Date: _____

LITTLE LAMB AWARDS

2024



Bible Friends I



Community Helpers



Creation



Finger Play



Healthy Foods



Healthy Me



Little Boy Jesus



My Friend Jesus



My Family



Sharing



Special Helper



Story Listening I



Woolly Lamb

To print the Interactive Checklist, Record Book, and Awards List, head over to:
<https://adventurer.org.au/classes/>

EARLY BIRD AWARDS

2024



Bible Friends II



Birds



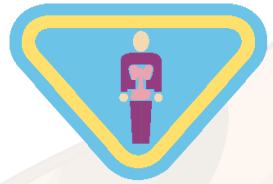
Fire Safety



God's World



Helping at Home



Know your Body



Left & Right



Manners Fun



My Community Friends



Playing with Friends



Scavenger Hunt



Story Listening II

To print the Interactive Checklist, Record Book, and Awards List, head over to:
<https://adventurer.org.au/classes/>

Back to Category Awards

BUSY BEE AWARDS

2024



Bible I



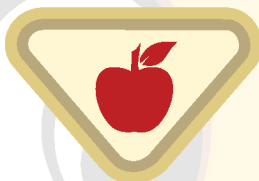
Delightful Sabbath



Flowers



Friend of Animals



Health Specialist



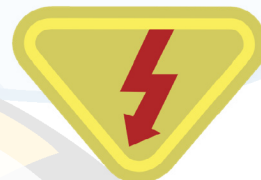
Home Helper



Listening



Reading I



Safety Specialist

To print the Interactive Checklist, Record Book, and Awards List, head over to:
<https://adventurer.org.au/classes/>

Back to Category Awards

SUNBEAM AWARDS

2024



Acts of Kindness



Bible II



Courtesy



Fitness Fun



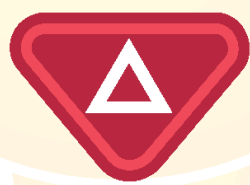
Friend of Nature



Parables of Jesus



Reading II



Road Safety



Seasons

To print the Interactive Checklist, Record Book, and Awards List, head over to:
<https://adventurer.org.au/classes/>

Back to Category Awards

BUILDER AWARDS

2024



Bible III



Building Blocks



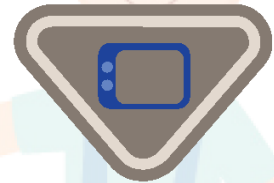
Caring Friend



Family Helper



First Aid Helper



Media Critic



Habitats



Prayer



Reading III



Temperance



Wise Steward

To print the Interactive Checklist, Record Book, and Awards List, head over to:
<https://adventurer.org.au/classes/>

HELPING HANDS AWARDS

2024



Bible IV



Cooperation



Country Fun



Early Adventist Pioneer



Hands of Service



Hygiene



My Church



My Picture Book



Reading IV



Steps to Jesus

GSC AWARDS

2024

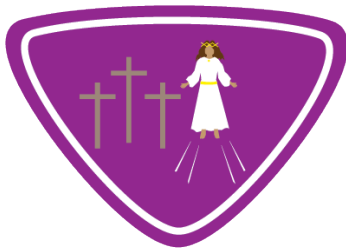


The Greater Sydney Conference Adventurer Advsiory have created a new Award for clubs - the Easter Award. This Award was made during the 2020 COVID-19 isolation period. It is accompanied by a video and worksheet.

Please visit the Sydney Adventist YouTube channel to see the video. Alternativley, copy and paste this url into your search engine:

https://www.youtube.com/watch?v=shE1FE_WVWs&t=1s

Please contact the Conference directly to order this specific Award.



Easter Award

GENERAL CONSENT

2024



General Consent and Release Form

I declare that I have read the information sheet and personal equipment list for my safe participation in _____ (activity), held on _____ (date) and will endeavour to ensure I have all the items listed. I also understand that it is a condition of participation to accurately complete the Health Record attached.

I have been informed of the nature of the activity and understand that there may be an element of risk involved. I agree to be responsible for taking the time to learn safety techniques and the proper use and limitations of the equipment I will be using. I acknowledge I may refuse to participate in any part of the activity I feel apprehensive about, (if this does not endanger myself or the other participants and leaders).

I agree that if I suffer injury or illness, the organisers can arrange medical treatment and emergency evacuation services, as the organisers deem necessary for my safety or well being.

I am aware, in signing this document, of the risks of the above named activity and am willing to accept this risk and agree to release, to the full extent permitted by law, AUSTRALASIAN CONFERENCE ASSOCIATION LIMITED (ACN 000 003 930) and/or SEVENTH-DAY ADVENTIST CHURCH (GREATER SYDNEY CONFERENCE) LIMITED and its employees and agents from responsibility for any injuries which I may suffer as a result of participation in this activity.

Name of participant _____

Signature of participant _____ Date _____

Parent/Guardian approval must be given for participants aged 10-18 years.

Name of Parent/Guardian _____

Signature of Parent/Guardian _____ Date _____

HEALTH RECORD

2024



Health Record

(This information will be kept confidential)

Name _____ Male / Female (circle one) Age _____ DOB _____

Height _____ Weight _____ Applicant's Blood Group (If known) _____

Medicare No. _____ Position _____ Other Health Care _____

Contact person in an emergency _____ Phone _____

Address of contact _____

Doctor's Name _____ Phone _____

If you answer "yes" to items 1-18, please supply full details on the lines below.

1. Heart Problems yes ☐ no ☐

3. Travel Sickness yes ☐ no ☐

5. Operations yes ☐ no ☐

7. Migraines yes ☐ no ☐

9. Fits, Epilepsy, etc yes ☐ no ☐

11. Diabetic yes ☐ no ☐

13 Bedwetting yes ☐ no ☐

yes ☐ no ☐

15. Disability yes ☐ no ☐

17. Drug Reactions yes ☐ no ☐

19. Can You Swim? yes ☐ no ☐

2. Respiratory Problems yes ☐ no ☐

4. Phobias yes ☐ no ☐

6. Recent Illnesses yes ☐ no ☐

8. Blackouts yes ☐ no ☐

10. Asthmatic yes ☐ no ☐

12. Restrictions on Activities yes ☐ no ☐

14. Special Diet yes ☐ no ☐

16. Medication Required yes ☐ no ☐

18. Allergies yes ☐ no ☐

20. Last Tetanus Booster – Date:

DETAILS: _____

Authorisation and Agreement

In the event of accident or illness, I also authorise the Adventurer Director to consent, where it is impractical or communicate with me, for me / my child to receive any x-ray examination, anaesthetic, medical, surgical or hospital treatment as may be deemed necessary by a licensed physician and/or surgeon. I also authorise to engage such treatment. I agree to pay the appropriate fees for such and any ambulance or other emergency transportation costs, which may be required.

I agree to meet the expense of me / my child being returned home, by the director or leaders. I understand that such an arrangement may be necessary due to illness, injury, or if, in the opinion of the Adventurer Director, non-cooperation of any description or the inability to meet the rigours and requirements of the activity.

I agree to me / my child attending the activity on this understanding.

Signed: _____ Participant _____ Date _____

Signed: _____ Parent/Guardian (if applicant is aged under 18yrs) _____ Date _____

APPLICATION FORM

2024



Name _____ Contact Number _____

Age _____ DOB _____ Parent's email _____

Address _____

School _____ Year _____ Church _____

Please complete the following questions:

I would like to join the _____ Adventurer Club

Have you been an Adventurer before? ☐ Yes ☐ No If yes, where? _____

Please tick the classes you have completed:

Little Lamb (4 yrs) ☐

Early Bird (5 yrs) ☐

Busy Bee (6 yrs) ☐

Sunbeam (7 yrs) ☐

Builder (8 yrs) ☐

Helping Hand (9 yrs) ☐

What class do you wish to join? _____ Do you have a full uniform? ☐ Yes ☐ No

BASIC MEDICAL DETAILS

Medicare Number _____ Position on card _____

Emergency Contact Name _____ Contact Number _____

Medical Record

Allergies ☐ Plants _____
☐ Foods _____
☐ Bee Stings _____
☐ Drugs _____
☐ Other _____

Medication Required _____

Physical Abnormality _____

Medical History _____

_____ Last Tetanus Injection _____

APPLICATION FORM

2024



TO BE COMPLETED BY PARENT/GUARDIAN

As a parent/guardian I have worked with Adventurers in the following activities _____

I am willing to assist the Adventurer Club in

- ☐ Being a teacher ☐ Craft Leader ☐ Transport
☐ Fundraising ☐ Equipment Repair
☐ Making a Donation
☐ Other _____

Name _____ Working With children Check Number _____

CONSENT & RELEASE - TO BE COMPLETED BY PARENT/GUARDIAN

We have read the requirements for membership in the _____ Adventurer Club and hereby certify that _____ (child's name) has reached the age of 4 years or over. We wish that he/she becomes an Adventurer.

As parents/guardians, we understand that the Adventurer Club Program is an active one for the applicant. It includes many opportunities for service, adventure and fun.

In the event of accident or illness, I also authorise the Adventurer Director to consent, where it is impractical or communicate with me, for me / my child to receive any x-ray examination, anaesthetic, medical, surgical or hospital treatment as may be deemed necessary by a licensed physician and/or surgeon. I also authorise to engage such treatment. I agree to pay the appropriate fees for such and any ambulance or other emergency transportation costs, which may be required.

I agree to meet the expense of me / my child being returned home, by the director or leaders. I understand that such an arrangement may be necessary due to illness, injury, or if, in the opinion of the Adventurer Director, non-cooperation of any description or the inability to meet the rigours and requirements of the activity.

I agree to me / my child attending the club on this understanding. If you do not want your child/ren to be photographed then you need to write a letter to the Adventurer Director.

Signed _____
Participant Date

Signed _____
Parent/Guardian (if applicant is aged under 18yrs) Date



STAFF REGISTER

2024
ADVENTURER
CLUB

CLUB _____

CLUB

[illegible]

CLUB ATTENDANCE

2024

ADVENTURER CLUB

[illegible]

ADVENTURER FORMS



STATISTICAL REPORT

2024



Adventurer Club _____

Church (s) _____

Director Name _____ Mobile _____

Email address _____

Secretary Name _____ Mobile _____

Email address _____

Adventurer District Director _____

ADVENTURER CLASS	MALE	FEMALE	TOTAL
Little Lamb			
Early Bird			
Busy Bee			
Sunbeam			
Builder			
Helping Hand			
TOTAL			

OTHER GROUPS	MALE	FEMALE	TOTAL
Staff			
Adventurers from non SDA family			

CLUB STATUS	Please TICK
Continuing	
New Club	
Resumed	

PLEASE SEND TO THE CONFERENCE OFFICE
BY MARCH 31 OF THE YEAR

E | gsc_youth@adventist.org.au

STAFF STATUS _____ MG _____ ALA _____ First Aid _____

Number of staff trained in _____

All Staff have Working with Children Check and number is listed with Church Clerk? O YES O NO

All Staff have completed the Adsafes Code of Conduct and Safer Churches Awareness Training? O YES O NO

Filled In By _____

Position (Director, Secretary etc.) _____

Signature _____ Date _____

NEW CLUB APPLICATION

2024



Name of Club: _____

Sponsoring Church: _____

Club Director's Name: _____

Address: _____

_____, Postcode: _____

Phone No: (H) _____ (W) _____ (M) _____

Email: _____

Number joining the following classes:

Little Lamb _____

Early Bird _____

Busy Bee _____

Sunbeam _____

Builder _____

Helping Hand _____

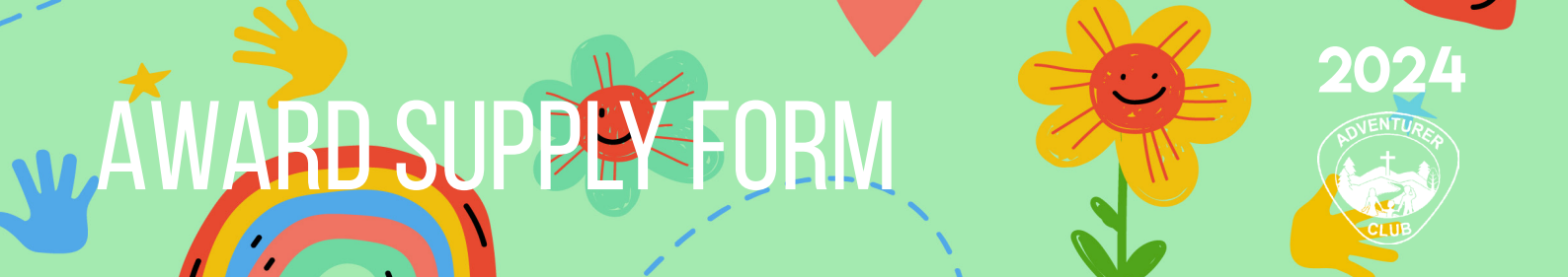
Number of staff involved in the club: _____

Number of children from non-SDA families: _____

Director's Signature: _____ Date: _____

Church Pastor's Signature: _____ Date: _____

Please send this form to: gsc_youth@adventist.org.au



Australia

Adventist Book Centre
Adventurer Award Supply Form

PLEASE PRINT CLEARLY

CLUB NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

DISTRICT DIRECTOR: PRINT NAME _____ SIGNATURE: _____

DATE REQUIRED BY: _____

NAME OF AWARD / PINS / STARS / DIAMONDS	QUANTITY

*** Forms must be completed properly in order to be processed. Please attach listing of names & teachers signatures with this form.**

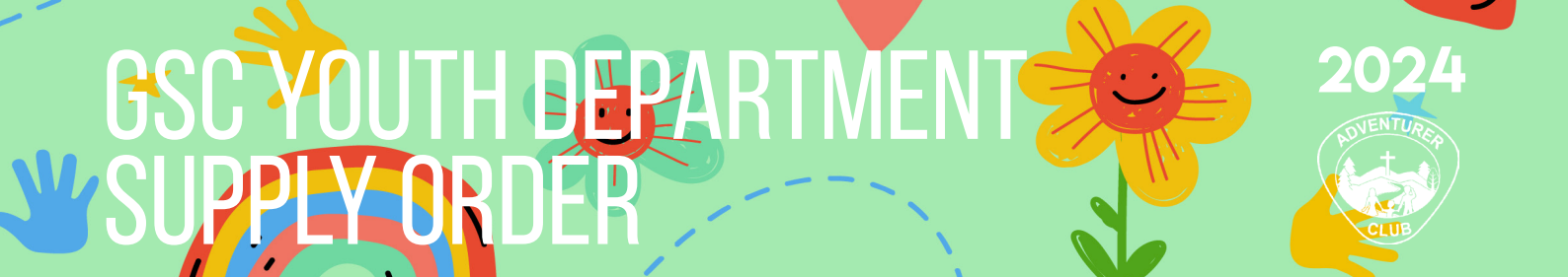
*** Please note this is only a supply form that can only be prepared and signed by your DD.**

***Once your DD has approved this supply form, and you’ve sent a copy via email to the ABC, proceed to place the order via the website: adventistbookcentre.com.au/clubs/honours.html**

OFFICE USE ONLY Invoice Number: _____ Packed by: _____ Date: _____
--

PLEASE COMPLETE THE FOLLOWING DETAILS

[illegible]



CLUB NAME: _____

NAME OF PERSON ORDERING: _____ MOBILE: _____

AUTHORISING PERSON: _____ (Club Director)

AUTHORISING SIGNATURE: _____ DATE: _____

These items are supplied by the Youth Department, not the ABC.

QUANTITY	ITEM	COST
	Book Club Certificate	\$0.00
	Little Lamb Class Card	\$0.00
	Early Bird Class Card	\$0.00
	Busy Bee Class Card	\$0.00
	Sunbeam Class Card	\$0.00
	Builder Class Card	\$0.00
	Helping Hand Class Card	\$0.00
	Advanced Helping Hand Class Card	\$0.00
	Adventurer Cap	Sold at ABC

*Items will be dispatched in church boxes unless requested otherwise.

INCIDENT REPORT

2024



INCIDENT REPORT FORM



Risk Management Service

This form should be used for notification of all instances involving personal injury to, or property damage of, third parties occurring on denominational property or during denominationally sponsored activities. This is not a claim form and should not be completed by a potential claimant.

Organisation Details

Institution/Church/School _____

Address _____

_____ State _____ Postcode _____

Phone _____ Fax _____

Injured Person

Name _____

Address _____

_____ State _____ Postcode _____

Phone _____ Gender _____ Age _____

Details of Injury or Property Damage

Apparent injury or property damage _____

Was the injury of a serious nature? **Yes / No** if yes, give details

Treatment Given (if any)

First aid given by _____

Address _____

Treated by doctor (name) _____

Address _____

Medical diagnosis by doctor (if known) _____

Ambulance involved? **Yes / No** depot _____

Hospital treatment? Outpatient/admitted _____

Name of hospital _____

INCIDENT REPORT

2024



When, Where, How

Date of incident _____/_____/20____ time _____ am/pm

Exact location _____

Full description of incident including type of activity & names of all

Persons directly involved _____

(attach separate statement if space insufficient)

Was a registered motor vehicle involved? **Yes / No**

If yes, give details _____

Were police involved? **Yes / No**

If yes, give name of office & station _____

Witnesses - obtain & forward Written Statements

Name _____

Address _____

_____ State _____ Postcode _____

Name _____

Address _____

_____ State _____ Postcode _____

Name _____

Address _____

_____ State _____ Postcode _____

Claim Potential

Has any claim been made? **Yes / No**

If answer "no", do you anticipate a claim will be made _____

If claim has been made, was it **verbal / in writing**? _____

If **"verbal"**, please give full details _____

If **"in writing"** please take a copy for your records and attach the original document to this report.

INCIDENT REPORT

2024



Organiser or Controller of activity

Name _____ Title _____
Surname Christian Name

Address _____

State _____ Postcode _____

Phone _____ Fax _____

Signed _____ Date ____/____/20____

Official Title _____

Signed _____ (Principal/Manager)

NOTE: DO NOT ADMIT LIABILITY!

To do so may prejudice your liability protection.

- Mail this report promptly to: **Risk Management Service
Locked Bag 2014
WAHROONGA NSW 2076**
- Ensure your supervisor has been informed and has signed this form prior to mailing
- If the incident is serious, immediately phone (02) 9847 3372 or Fax (02) 9489 7428
- Supply originals of all correspondence, accounts, and other documents relating to the incident.
- Keep copies for your own records.
- Please keep the Risk Management Service promptly advised of any further developments.
- This form is not to be used for workers' compensation claims.

ACTIVITY NOTIFICATION

2024



ADVENTIST OUTDOORS
Greater Sydney

Email: gsc_youth@adventist.org.au

ADVENTIST OUTDOORS ACTIVITY NOTIFICATION

To be sent to ADVENTIST OUTDOORS Greater Sydney office to arrive one (1) week prior to conduct of activity
Conference Adventist Outdoors Chairperson must receive a copy of the FRONT ONLY
Contact Person must receive a copy of both sides of this document

Church/Organisation/Club Name:		Today's Date	
Types of activity(ies):			
Church department for which the activity is conducted: <input type="checkbox"/> PATHFINDERS <input type="checkbox"/> YOUTH DEPT <input type="checkbox"/> ADVENTURERS <input type="checkbox"/> SCHOOL/EDUCATION <input type="checkbox"/> OTHER (Please specify if "other")		Authority from Church Department / Local Church <input type="checkbox"/> YES <input type="checkbox"/> NO	
Base / Emergency Name: This person should notify the Police or agreed emergency personnel if not contacted by: TIME _____ DAY _____ DATE _____	HOME: WORK: EMAIL: MOBILE:	Parents or next of kin of party members have been given Contact details <input type="checkbox"/> YES <input type="checkbox"/> NO	
Leader's name:	HOME: WORK: EMAIL: MOBILE:	Relevant Qualifications:	
Assistant Leaders name: (Please attach extra page with further names if necessary)	HOME: WORK: EMAIL: MOBILE:	Relevant Qualifications:	
Location of Activity:		DATE OF ACTIVITY:	
<input type="checkbox"/> PRIVATE PROPERTY <input type="checkbox"/> STATE FOREST <input type="checkbox"/> NATIONAL PARK <input type="checkbox"/> WILDERNESS <input type="checkbox"/> CHURCH PROPERTY <input type="checkbox"/> OTHER (Please specify if "other")			
Objective of activity			
<input type="checkbox"/> RECREATIONAL <input type="checkbox"/> PATHFINDER CLASS REQ'TS <input type="checkbox"/> HONOUR REQ'TS <input type="checkbox"/> EDUCATIONAL <input type="checkbox"/> TRAINING <input type="checkbox"/> OTHER (Please specify if "other")			
If training indicate level of training being undertaken		NUMBER OF PARTICIPANTS:	
<input type="checkbox"/> INSTRUCTOR <input type="checkbox"/> LEADER <input type="checkbox"/> SKILLS <input type="checkbox"/> OTHER (Please specify if "other")		TOTAL _____	
		ADULTS _____	
		CHILDREN / YOUTH _____	
		AGED _____ to _____	

- ☐ Verification of Insurance required by land manager or other (eg, State Forests, National Parks, etc)
☐ Risk Management Plan completed – copy attached

Please print name and address (of person filling in form) : _____

_____ Phone number: _____

SIGNED: _____ Date: _____

[illegible]

ACTIVITY NOTIFICATION

2024



GUIDELINES for completion of ADVENTIST OUTDOORS GREATER SYDNEY OUTDOOR ACTIVITY NOTIFICATION

1. This form is to be used for any notifiable activities for the purposes of knowing what clubs / activity leaders are doing what and where, statistics, record keeping, etc.
2. Its use for the future is this; as we develop the system of accrediting and registering all activity leaders, there will need to be a certification and recertification process. One of the requirements of this is logged or recorded experience in the activities. Part of the verification of activity leaders' experience is the Activity Notification Form.
3. Notifiable activities include (but not restricted to) : abseiling, base camping, bushwalking, canoeing, canyoning, caving, challenge ropes courses, cross country skiing, high ropes courses, horse riding, indoor climbing, kayaking, liloing, rock climbing, ropes courses. If unsure, please ring and check.
4. The Outdoor Activity Notification needs to be sent (either faxed or mailed) to the ADVENTIST OUTDOORS Greater Sydney office (details above) to arrive one week prior to the activity. Electronic may be a good option for some. However, if late, please send it in anyway. Better late than never!!
5. Details of the form:
 - **Type of activity:** This is a general description, for example, 2 night campout, and then a list of specific activities to be included, for example, abseiling, canoeing, bushwalking. Each of these activities will need to have a qualified or ADVENTIST OUTDOORS registered leader to carry out the activity.
 - **Today's date:** not the date of the activity / ies, but the date the form is being completed and sent. The date of the activities is found later in the form.
 - **Church Department:** Each activity being conducted for the Church should be "owned" by a Church department, which is ultimately responsible for the activity. It goes without saying, then, that the Church department for which the activity is being conducted should know about the activity and give authority for it. For example, if the activity is being conducted for a school, then the principal should have knowledge of the activity and have given permission for it to go ahead. Name the Church department which will accept responsibility for the activity.
 - **Authority from Church Department / Local School:** The activity approval must be reflected in the minutes of the approving organisation, the local church board. These minutes will also include a list of the staff involved (this will include leaders, assistants, counselors, activity specialists or any approved adult supervisors).
 - **Base/Emergency contact name:** The base/emergency contact is a person who is not on the activity, but who will be available for the whole time of the activity, from leaving the Church car park to return to the Church car park. It should be an adult who is responsible and can maintain calm in the event of an incident. This person is the one who can notify parents, etc if, for example, the group is late due to a flat tyre or something similar. This person would also be in contact with the group / group leader in the event of an incident. The group leader and this person should have a pre-arranged plan of action for an incident, and should have a pre-arranged "late time" for unexpected delays. If this time is exceeded, then the plan is put into place. It might be, if more than three hours past the expected time due back, the local minister is called. Or, if the group or activity or location is high-risk, and still nothing is heard, then the local minister and the base/emergency contact agree on who to call and what to do from there.

ACTIVITY NOTIFICATION

2024



- **Parents or next of kin have Base/ Emergency Contact details:** Just as the Base Contact should have details of each person in the group on the activity, each parent or next of kin should have the Base/Emergency Contact's details, should they have queries about expected arrivals, etc. This is recorded here.
- **Leader's name:** Each activity being undertaken will have one leader who runs the activity, and is ultimately responsible for it. Each activity being undertaken, even if more than one, should have a person recognised or qualified by ADVENTIST OUTDOORS leading it. If more than one activity is being undertaken, and more than one leader is involved; it may be that every activity is lead by a different leader, then you may need to attach more pages with names and details of leaders for each activity.
- **Relevant Qualifications:** This provides knowledge of the experience of the leaders This includes Pathfinder Qualifications, Outdoor Activity Skills certificates, Outdoor person , or they are currently in training for the appropriate qualification.
- **ADVENTIST OUTDOORS Id No:** This should be recorded here, where possible. All persons involved in activities are encouraged to be registered with ADVENTIST OUTDOORS.
- **Location of property:** This should be a specific address, including Grid Reference where possible. Then, in the event that ADVENTIST OUTDOORS or Conference leadership needs to find the activity, it can be done.
- **Date of activity:** This is the date of the overall activity, eg, campout, and also date of other activities if more than one. Attaching an itinerary may be easier, eg, abseiling on Sunday, bushwalking on Saturday afternoon, canoeing Friday afternoon, etc.
- **Details of property:** This aids in our database to indicate how many activities per year are conducted in State Forests, how many in National Parks, how many in Private Property, etc, and may eventually help us to obtain permits when others may have difficulties.
- **Objective of activity:** When any activity is conducted, the purpose and ultimate outcome of the activity should be clearly known. Some alternatives are listed, others may be personal development, outdoor education, family activity, etc.
- **If training, level of training undertaken:** This is to provide for cover whilst our leaders are in training. It also provides a record of training which is being undertaken throughout the Conference. All training needs to be properly notified to ADVENTIST OUTDOORS and recognised.
- **Number of participants:** The total number of participants who are involved in any activity. Then break up into number of adults, and number of children and youth and their ages. This assists, to some extent, in determining the ratios of children to adults involved in activities throughout the Conference, and thus the number of leaders we need to continue to train throughout the Conference.
- **Ownership of equipment:** This assists in determining the equipment in use throughout the Conference, and the amount and types of equipment which may be needed in the future. It may also help in determining insurance needs for equipment in the future.
- **Verification of insurance required by land managers:** This is asked for as some land managers have very strict requirements for the use of land under their care. ADVENTIST OUTDOORS also needs to have some idea of how many times insurance arrangements are being invoked throughout the Conference.
- **Risk Assessment Completed:** This means that you have recognised the possible risks involved in the activity and have planned the activity so that those risks are either removed or reduced in an approved manner. This is why one of the team needs to have completed their revised Pathfinder Leaders Award (PLA) or is qualified in the activity where the method of risk assessment is taught. We have a duty of care to our participants that no one will have a negative experience. Please attach a copy of your Notification.
- **Comments or additional information:** Please let us know anything extra which you may think of value. It may be that some of these may need to be included in new versions of the Outdoor Activity Notification.
- **Please print name and address:** This is the name and address of the person completing the form. It should be, if not one of the leaders of the activity itself, then perhaps one of the leaders of the group, for example, the Pathfinder Club secretary. It should, however, be someone with a thorough knowledge of the activity and the arrangements for it, and the authority to complete



ACTIVITY NOTIFICATION

2024



it. If any arrangements are unclear, it may be that the person completing the form will be called to clarify the information.

- **2nd Page:** This must be filled out and given to the Base/Emergency contact person. It contains important information for the Emergency Response Team.
- **Vehicle Registration:** This information is required by some land owners and is very important if an emergency situation has to be dealt with. Please attach if not enough space.
- **Intended Route:** Entry point refers to where the activity will begin. If the activity is a Base camp then just fill out the details at this point.
- **Grid Reference:** is a set of numbers that give specific location on a topographic map.
- **Map:** the name of the map
- **Exit Point:** Refers to where you plan to end the adventure. If it is a Base camp then you would only need to complete the details in the Entry Point.
- **Intended Escape Route and/or alternate plans:** This is details for the emergency response team. It gives an indication of intended procedures realizing that there may be changes to these plans in the situation.
- **Emergency Communication:** Indicate what communication methods would operate in the activity location.
- **Participants:** This list is again vital for any emergency situation. Knowing the skill level of the group will also govern how quickly the emergency procedure will be dealt with. If the list is greater than the space available, please attach to this document.

SAFETY MANAGEMENT PLAN

2024



Safety Management Plan (25.11.13GSC)

Activity Context

CHURCH/ORGANISATION/CLUB NAME: _____

Activity

Location

Date

Anticipated Time

Group/Ages

Experience(of group)

Leader

Training(of leader)

Leader Experience

Notification Form Approved

This document outlines the best practice and anticipated response to any danger, emergency or accident for this activity. This document will be given to every staff member involved and its contents will be shared with the participants involved in the activity. We also acknowledge that if such an anticipated event happens, due to the difference between the real and the anticipated, there may be some other safe and responsible response that may be taken outside of what has been recorded here. This Safety Management Plan reflects the best response based upon the experience that we have had or industry procedure that is currently available. This will be the first procedure method considered in managing the danger.

Risk in the outdoors generally, but not always, come from three main sources. These are problems that PEOPLE bring to the activity, the EQUIPMENT being used in the activity and The ENVIRONMENT where the activity is taking place

Item	Dangers (Risk/Hazard/Peril) List only the major contributing dangers that are specific to this activity	Control Strategies (To reduce or eliminate risk) 1. Eliminate (get rid of) 2. Substitute (put something safer in its place 'change') 3. Engineer Controls (make something new) 4. Administrative Controls (Instructions & signs) 5. Personal protective equipment (PFD, helmet, etc)	Person/s Responsible List the person or people responsible for making sure that the control strategy takes place
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SAFETY MANAGEMENT PLAN

2024



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15			

Specific Guidelines

As per the location of the activity (bush, by a river or water, in a public camping site etc)

Communications

As relevant to your activity

Medical Procedure.

Medical person (First Aider, Health Professional) _____

Back up person _____

CHOICE FOR RUNNING THE ACTIVITY	
NAME OF LEADER WHO MAKES THE FINAL CHOICE_ _____	
<p>WHY – ACCEPT</p>	<p>WHY – REJECT</p>

