

## How to start a club

1. Download the Yearly Application form online at [www.gccsda.org](http://www.gccsda.org). (Click on the following menus: Ministries, Children's Ministries, and then Pathfinders). This form includes both Pathfinders and Adventurers.
2. If downloaded by a club director, deliver to the pastor/church/board chair. It is the responsibility of the pastor/church board to fill out the Yearly Application form with signatures and obtain complete contact information for the appointed director(s). The form then needs to be mailed to the conference office (address at the bottom of the form) or faxed to 706-625-3684.
3. Obtain the North American Division (NAD) Pathfinder Staff Manual 2007 Edition from the Adventist Book Center (800-866-4307) or Advent Source (800-328-0525) or [www.adventsource.org](http://www.adventsource.org). A copy may be available at the church or from the previous director.
4. Carefully study the manual. It includes understanding the pathfinder, club organization, and club events.
5. Look for the online information including your user name and password in the GCC manual that will give you instructions for registering your staff and Pathfinders. Each club member is **only** covered by GCC secondary insurance **when** you have **completed** registration.
6. Become familiar with the online website. The Georgia-Cumberland Conference (GCC) Director's Manual (supplementary to the NAD manual) will be available at the home page (click GCC Manual Online).
7. Have each staff member complete a Part 2 form (you can find it in your GCC manual or at the [gccsda.com](http://gccsda.com) website when you locate Pathfinders under ministries. Please make sure that the form is completely filled out (box checked, witness signature and all information included) and then fax (706-625-3684) or mail to the conference office. Keep a copy for your records until that person has been processed (cleared). Please register your Pathfinder staff (core staff for sure) online by August 2. Adventurer staff must be registered by Sept.
8. Register as many staff as possible for your club for the convention. Directors are required to attend. Download the form at either [www.gccsda.com](http://www.gccsda.com) under Ministries/Children's Ministries/Adventurers or Pathfinders or at the [gccsda.com/adventurers](http://gccsda.com/adventurers) or [pathfinders](http://gccsda.com/pathfinders) home page under GCC Manual Online.
9. You can find the conference calendar for both clubs when you go to the [gccsda.com](http://gccsda.com) website under forms in the respective club pages. Check your email regularly for important updates and/or reminders. Conference communication is by email. You will be alerted regarding upcoming registration deadlines via email.
10. Avoid the stress that last minute registration often causes. Register early as conference events are posted.
11. Mark your calendar for two required training events for directors.

Adventurer Ministries Convention - Sept. 17-18	Pathfinder Leadership Convention - Aug. 20-22, 2010
Adventurer Directors' Council - Jan. 15, 2011	Pathfinder Director's Council - Jan. 16, 2011
12. **Have a great year!** If you have questions regarding registration, always email [gccregistration@gccsda.com](mailto:gccregistration@gccsda.com). All other questions can be directed to [pathfinders@gccsda.com](mailto:pathfinders@gccsda.com).

**Georgia-Cumberland Conference of SDA, Attn: Registration, PO Box 12000, Calhoun, GA 30703**