

Proposed process for Club leaders Re: Investiture Request, Honour request, Honour Replacement, Pin Replacement and Club registration.

Club registrations:

All clubs must be registered within three months of its launch. And thereafter must re-register annually in the month of January or immediately upon the election of a director by the church if one was not chosen by the due re- registration date. Registration must be done by filling out completely the required “ CLUB REGISTRATION” form available from the Youth Department. This form must be returned to the department.

Honour Request.

Honour is the heart beat of the pathfinder ministry. A few of them are compulsory but the vast majority is to be done based on personal interest or as seen necessary by the club directors or counselors. For both the compulsory and elected Honour the procedure to ensure that the badges are obtained are the same.

Step 1. Complete the requirements and do appropriate evaluation.

2. Show evidence of completing the requirements. (This is done by completely filling out the “Honour request” form available from the Youth Department

3. Return form to Youth Department.

4. Pay for the Honour Badge

5. Collect Honour badge

Note: If the evidence of the completed honour is from a certificate then a copy of the certificate must be produced along with the Request form.

If it is from a course component of work done as part of a wider study programme, then the Instructor must state in writing that he / she has seen the honor requirements and the applicant (name stated) has completed under their tutorship the requirements satisfactorily; this should be signed and stamped with the organizations / institution’s stamp.

If a counselor chooses to do his / his own evaluation or if the instructor is not NaCOC designated, then the request for honors must be accompanied with a

A. A copy of the evaluation,

B. a marking scheme of the evaluation and

C. The individual scores from the evaluation.

It is advised that **before** you begin to do instructions in any honor that this be **communicated to the Youth Department** so that arrangements can be made to ensure availability of badges on completion. You may be required to pay for the badges in advance if it is necessary to make an order from supplies especially for your club.

When the completed form is brought to the youth department, it will be signed when approved and the form will be kept in the department’s files. The applicant is advised to make a copy. However when there are multiple honors requested on a single form and all

the badges are not available or not delivered for whatever reason, then the form is kept by the club / applicant until all the badges on the form are delivered and then it will be kept by the department. So each time badges are to be delivered it must be done with the producing of the Honour request form with a signature of approval.

Investiture Requests

Receiving of pins and Ribbons are the due reward for completing the requirements of any given class. The Youth Department may place on its calendar of events an investiture date(s) and clubs may work toward completing the class requirements in time for any such investiture. However Districts or Regions may make a request to the Youth Department to have a special investiture on specific dates. This request should be made in writing to the Secretary of the National Club Operations Council (Na.C.O.C). This is the required procedure for any investiture request either “calendared” or special request.

1. The intended investiture candidate should complete all the requirements in the class.
2. Collect Investiture form from the Youth Department; fill it out and sign according to the instructions.
3. Return filled out and signed form to the department at least six weeks before the date on which the investiture is scheduled to take place.

Please Note:

- A. *No request will be recognized from clubs that have not been duly registered with the Youth Department.*
- B. Investiture forms with candidates’ names must be submitted accompanied by the candidate’s requirement card.
4. All pathfinder Classes will be evaluated via a written test
5. All Adventure classes will be evaluated via an oral test
6. All Master Guide, PIA and PLA classes will be evaluated via an interview.
7. All evaluations and investitures require that candidates be in full uniform.
8. All clubs should aim to participate in at least one investiture per year.

Exceptions:

1. Upon special request at the submission of the Investiture forms and Cards, an oral test can be organized in special cases for persons doing the Pathfinder classes.
2. If the Adventurer uses and completes the workbooks, these may be submitted; in such a case, no oral test will be required.

Replacements of Lost Pins and Honour Patches

Any pin, ribbon or honor badge lost can be replaced at a minimal cost to the member. In the case of a broken pin or ribbon, if the broken pin or ribbon can be produced, it will be replaced free of charge.

In all other cases the members are required to get the appropriate “Lost pin and Honor” form, fill it out and have it signed by the authorized person(s) then submit the form to the Youth Department.

Making Orders

Forms are also available to order hard copies of the Manuals and for honor badges.