

NNSW Adventurer Leader Yearly Check List



You should have the below items actioned by the end of the month they are listed in.

MONTH	ITEM	ACTION
FEBRUARY	Club Program	Lock in dates for: <ul style="list-style-type: none"> •Regular Meetings •Investitures •Special Adventurer Events e.g. Adventurer Day •Conference Events e.g. Camporee
	Completed Club Program	Present to Church board for approval
	Staff Working With Children Check Details	Record and present to Church clerk
	Staff AdSafe Details	Record and present to Church clerk
MARCH	Adventurer Club Report and Insurance Form	Complete and send to Conference Office and area District Director
	Yearly Program	Complete and send to Conference Office and area District Director
JULY	Investiture Requirements (Act now to ensure supply)	Complete form and send order to Better Books and Food
SEPTEMBER	Complete Plans for Investiture	Confirm investing officer (ie. District Director, Conference Representative, etc.)
OCTOBER to NOVEMBER	Adventurer Club Report & Insurance Form	Complete and send to Conference Office and area District Director
NOVEMBER to DECEMBER	Investiture	