



Leader Handbook

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Welcome to Quest

Quest was founded in 2010 in Redding, CA as a spin off of the Frontier Girls program. Our mission is to instill a love of learning into children and adults of all ages, and to give them the confidence and character to excel in the area of their choice.

Badges are the foundation of our program. We believe that people can do anything they set their minds to and should have the opportunity to explore any subject that interests them. For this reason, we have made a commitment to writing a badge on virtually any subject a child wishes to learn about with the exception of controversial topics we feel are better addressed by parents or religious leaders. We currently offer thousands of individual badges and are adding more every day.

Included in our badge selection are character badges that address everything from joy and honesty to responsibility and modesty. These badges encourage members to put these traits to use in their own lives, helping them to be good, well-mannered, self directed, respectful, disciplined, and honorable citizens.

Our program is designed to help kids and adults develop essential life skills, as well as a desire to explore and learn about the things around them. Your club should be a place where members are encouraged to try new things, take risks, and learn from their mistakes in a supportive environment. Kids should be given a chance to be decision makers and leaders and to gain confidence in their own abilities.

We are constantly making improvements to the program. If you have any questions or comments, we would love to hear from you.

Mission, Motto, and Moral Code

Mission Statement

To instill a love of learning in all children and adults of all ages, and to give them the confidence and character to excel in the area of their choice.

Quest Motto

Curiosity Fuels the Future!

Quest Moral Code

I will be Loving, treating others as I would like to be treated.

I will be Joyful, finding the blessings in every situation.

I will be Peaceful, respecting others opinions and beliefs.

I will be Patient, persevering toward my goals despite obstacles.

I will be Kind, respectful to all and willing to help others at all times.

I will be Good, pure in all I do, think, and say.

I will be Faithful to my family, friends, and country.

I will be Gentle, taking special care of those weaker or less fortunate than I.

I will have Self Control, using my time, materials and talents wisely, and being accountable for my own actions.

Starting Your Quest Club

Each Quest Club is individually owned and operated. Quest is NOT a non-profit organization that you join, but a curriculum that you purchase through Curiosity Untamed LLC. We are a private business that sells program materials and a license to use our name and website. If you wish to have non-profit status, your club needs to be owned by a local non-profit such as a church, school, or veterans group, that uses the program as part of their youth outreach. These organizations should have their own safety policies and insurance in place, and leaders should always check with them before organizing any new activities, trips, or events.

Some clubs do not have the benefit of being owned by a local non-profit and are owned by individuals. These clubs do NOT have non-profit status and need to make sure that people know that any donations made to the club will not be tax deductible. Individual club owners operate their club at their own risk. Make sure to check local laws when running your club. We also recommend that you check with your homeowners insurance to see if volunteer work is covered. If not, talk to your insurance agent about a simple umbrella policy or other insurance options. Make sure that all parents, children, and volunteers understand that they participate in club activities at their own risk.

Steps to getting your club started:

- Have all Leaders and volunteers read through this handbook and familiarize themselves with our website.
- Create a list of children or adults that wish to join your club. While our program is designed to accommodate all ages in a single club, you are more than welcome to have a club with a limited age range if this suits your purpose better. Feel free to cap your club at a number that is comfortable for you.
- Find a Leader, an assistant leader and enough volunteers to run your club. We recommend 1 adult present at each meeting for every 8 children up to age 12 and 1 adult for every 10 children ages 12 & over. Regardless of the size of your club you should always have at least two adults in attendance at any activity.
- Locate an adequate meeting place and schedule meeting dates and times. A meeting place should be easily and safely accessible to the participants and acceptable to parents. It should not be a place where lively games or songs will disturb anyone, nor where the legitimate noise of other groups could ruin a club meeting. Meeting places should be safe, sanitary, with adequate lighting, ventilation, heating, and cooling. A yard, park, or outdoor play area nearby is very desirable, but not necessary. Meeting locations should be large enough for team games and allow for separations into smaller groups when necessary. Churches, schools, community centers, and personal homes can all be potential meeting locations.
- Have a planning meeting with parents to go over costs, registration, badges earned at home, uniforms if you plan to have them, leadership positions, higher awards and club policies.
- Get the participants together for a planning meeting to find out what their interests are and what they want to get out of your Quest Club.
- Plan the first four to eight meetings. Sample meeting plans can be found in the Resources section of our website. You can also get ideas by joining our [Curiosity Untamed/Quest Clubs Forum Facebook group](#) where you can connect with other parents and leaders around the country.
- Have a planning meeting with your volunteers to discuss each person's involvement and responsibilities. Gather supplies for your club.

Now you are ready for your first meeting!

Club Leader Responsibilities

- Make a commitment of one school year (usually Sept. -May, but may vary depending upon school schedules in your area.)
- Ensure that all adult volunteers within your group have been vetted and are well trained before they assume their roles and responsibilities. Ensure that the volunteers are informed of their role and responsibilities as well as of safety and emergency policies, procedures, and standards prior to assuming their duties. Ensure all volunteers have been background checked if required by your charter organization or by local law.
- Plan and implement quality, safe group program activities.
- Help participants develop their leadership and teamwork skills through assistance in planning of appropriate activities based on the participants' interests and abilities.
- Motivate the participants to understand and put into practice the values that are expressed in the Quest Motto and Moral Code.
- Meet with your club on a regular basis; either weekly, biweekly, or monthly depending on what is agreed upon.
- Make sure all club members have an active membership to Curiosity Untamed so that they have access to badge requirements and that accurate records are maintained.
- Ensure that all club activities are safe and follow all policies put in place by your charter organization or Club owner.
- Make sure that the club membership is renewed in a timely manner each year.
- Be able to communicate the Quest program and the club's goals to parents, guardians, charter organizations, sponsoring groups and other adults.
- Ensure that financial records are accurately kept.
- Be a positive role model for kids.
- Have fun!!

Putting Together a Leadership Team

Because Quest Clubs may have multiple age groups working together, you may need a few more volunteers than most groups. A good leadership team does not just magically happen, it evolves over time. You may find yourself working with people you barely know and will need to discover each person's strengths and weaknesses. Don't make assumptions based upon appearances, or upon prior observances under different circumstances, as these may cause you to make incorrect judgments.

Make sure you discuss personal expectations as well as personal interests, strengths, and weaknesses of each team member in advance of meeting with the club members. By establishing good communication early in your relationship, you and the other volunteers may be able to anticipate where adjustments are required in your efforts to build a strong leadership team. Lack of good communication can result in breakdowns within the leadership team and chaos within the club. Flexibility and a good sense of humor will go a long way toward smoothing over many rough spots where leaders, volunteers, or parents disagree.

Before holding a parent meeting or meeting with your club members for the first time, it is very important that the club's leaders and volunteers meet to discuss the club's focus, logistics, and club policies and procedures. As the leader, it is your responsibility to ensure that your entire leadership team is aware of all health and safety policies required by your charter organization or club owner.

As a group, you and your leadership team should also address the following topics:

- Where and when will you meet? How long will your meetings be?
- What dues will you require to help cover the cost of supplies?
- What will your discipline policy be? How much parent involvement/support will you need?
- What will be your policy for late (or early) arrivals/pick ups, and what will be the consequences?
- What will be your policy on purchasing badges and awards? Will the club pay for these? The parent? Or a combination of the two? Most clubs find that they can collect sufficient dues to pay for badges earned as a club, and then parents pay for any badges earned at home. This way if you have one member that earns a tremendous amount of badges, he will not be a drain on the club's finances.
- Who will provide or purchase club supplies? Will the club have sufficient funds to purchase their own supplies or will you count on donations from families? Where will they be stored?
- Member rosters, forms, and confidentiality: Before distributing a group roster, make sure you ask each parent/guardian whether or not s/he is willing to have his/her contact information distributed on a group roster. If any decline, their information must be kept confidential (only the club leader will have this information.) Keep in mind, your club roster should NOT be distributed to anyone outside of your club unless they are part of your charter organization with a need to know.

Once you have worked out your individual club policies and procedures you should put it in writing. Having clear club policies, procedures, and standards help promote safety and keep a club running smoothly. A sample copy of a club policy can be found in the Members Area of the website in the leader section. Make sure that every parent receives a copy of your policies at the beginning of every year.

Working with Parents & Families

Before your first club meeting each year, you should hold a parent meeting to go over the program and what will be expected not only of the kids, but also of the parents. Educate your parents about the Quest program in general and discuss funding, uniforms, coordination, and policies and procedures. Use this time to answer any questions your parents may have. We also recommend passing out a Policies and Standards form for your club at the beginning of every year so parents are fully aware of what is expected of them and their children..

Make sure your parents understand that they are expected to be involved with their children and the club. Parent support is essential if their kids are going to get the most out of their participation in a Quest club. There are so many ways that busy parents can help both within the club as well as at home.

At Club Meetings & Events

- serve as a leader, co-leader, or volunteer
- help monitor the scribe and treasurer before each meeting to ensure records are kept appropriately
- drive to an event or field trip
- keep club records
- help their children attend meetings regularly and on time
- participate in parent meetings
- volunteer to teach the kids a new skill
- attend family activities, and other club functions as invited

From Home

- coordinate the club's fundraising
- help with prep work for crafts before a meeting
- pick up supplies

- provide phone-calling assistance
- signing and returning permission slips
- encouraging their children to talk about what they are doing and learning
- research field trip and campout information
- research and plan community service opportunities
- store club equipment
- provide snacks

One way of enlisting parent's interest and help is to give them a survey. Using the ideas above as well as any other needs your club may have, give each parent a copy of the survey and ask them to check off the areas in which they are willing to help out.

Keep in mind that some parents may wish to help at club meetings, but have younger children or other siblings that may prevent them. You, as the leader, may decide to what extent extra children may be present at your meetings. We recommend that whenever possible parents coordinate with one another to provide babysitting during meetings. One parent can volunteer to watch another's children so that she can volunteer to help at the club meeting. If your meeting place is large enough (such as a church) the babysitting can take place on premise, but in a different room than the club meeting.

Working with parents can sometimes be difficult as personalities clash. Try handling any conflicts by being assertive, not aggressive, by following these tips:

- Diffuse anger by stating how you feel, by using "I" messages
- Don't launch a personal attack
- Speak up. Don't let resentment build and reach a boiling point.
- Don't expect an apology.
- Getting even is counterproductive.
- Make suggestions on ways to work things out.
- Never make threats.
- Check your ego at the door.

Make sure that you communicate well and often with your parents. Use flyers, emails or phone calls to keep the parents up to date on how their child is doing as well as upcoming events. A monthly news bulletin giving plans for meetings and activities, suggesting what the kids can bring from home or how parents can help, and any other information on club projects will go a long way in running a smooth club. If you are planning a trip or other event that needs a permission slip, you can include it with the bulletin for the parent to sign and return.

Including parents in the club now and then can help make the program more important and meaningful to the kids. While children enjoy having an outside program not run by the adults that manage their daily lives, they still want their parents to see them in action and share their accomplishments with their family. Here are few ways you can include families in your activities:

- Investiture/Rededication Ceremony
- Awards Ceremony
- Family hikes or campouts
- A grandmother's party
- A club birthday party
- A potluck dinner or picnic for the entire family

- Put on a show or play
- Put on an exhibit or demonstration of activities to show what the club has been doing
- Plan a day camp or special trip

Working with Your Community

No leader can be an expert on everything their members will want to learn about. Don't be afraid to seek help from your community. We are trying to educate participants on good citizenship. How can they learn about it if they never get a chance to see it in action. Let the members of your community share the joy of teaching your club members something by offering their own expertise. Just as your club should be trying to make their community a better place through service, give your community a chance to make your club members better people as well.

If you need something, ASK! Be simple and straightforward with your request and give them a reason to want to say yes to you. Show them how sharing their knowledge with a Quest club also benefits them. Let them know that certain obstacles within the club can only be overcome with their help.

You may wish to put together a club committee (this is optional). This is a group of adults who wish to help your club. The club committee is usually made up mostly of parent volunteers, but may also include people who are connected to your meeting place (church or school), or business people in the community who are willing to help support your club financially. Some committee members may have special knowledge in areas such as camping, nature, music, budgeting, transportation, etc.

Each club committee will be different depending on the support you have, the number of members in your club, and what interests they have. A few of the jobs a club committee can help you with is to provide assistance for club projects, help acquire equipment, secure a meeting place, research places to hike and camp, arrange opportunities for community service, make and balance a club budget, and assist with fundraisers.

When holding a club committee meeting, try to keep the information clear and straight forward about the jobs that need to be done. Keep the jobs short and simple to give the volunteers the opportunity to take on as much, or as little, as they feel they can handle. Make sure you educate your committee members about the Quest program and how these jobs help the club.

Program Goals for Participants

1. Develop Moral Character

- Develop a strong moral character that will help participants make sound and ethical decisions throughout their lives.
- To love their neighbor as themselves and think of others first.
- To give back to their communities and make their world a better place to live.

2. Develop Interpersonal Skills

- Develop the ability to communicate and interact well with others.
- Learn to respect others' opinions and beliefs.
- Understand and respect individual, cultural, religious, and racial differences.
- Learn the importance of teamwork as well as how to be an effective leader.

3. Foster a Love of Learning

- Seek a variety of new experiences and challenges
- Seek opportunities to learn new skills
- Develop a lifelong love of learning.

4. Develop Confidence and Strength

- Demonstrate competence and responsibility
- Feel comfortable in a leadership position
- Develop the strength to stand up for their convictions and what they believe.

Club Structure

With today's busy schedules it is difficult to get children to the many activities they wish to pursue. For this reason, children of all ages can be part of the same Quest Club. This allows families with more than one child to all be part of the same club so as not to add even more stress to the family schedule. This also allows older children to act in leadership roles to teach and mentor the younger members, while providing the younger kids with role models closer to their own age. Within the club, children are divided into different program levels based on their age. Flag ceremonies, songs, snacks, and club business can all be done as a group. Children may be divided into different program levels to work on various badge requirements when needed, though we suggest keeping them together whenever possible.

There is usually one main leader per club though co-leaders are fine as well. Depending on the size of the club, there may be one or more assistant leaders as well. The club leader is responsible for running the club meetings, tracking finances, gathering supplies, etc. Assistant leaders are responsible for supporting the leader in her tasks, and taking charge of leading a group of participants when the group is split. Parent volunteers will vary depending upon the complexity of the badge work or activities. There should always be a minimum of two adults present at every meeting and. If your club has 10 or more participants you may wish to divide your club into patrols of between 4 to 8 members each. Each patrol will have a patrol leader that will serve as part of the leadership team. These patrol leaders are in charge of making sure their patrol is ready for the meeting, completes their kapers (chores) in a timely manner and that any younger members in the group have a buddy to help them if necessary during crafts or games.

Program Age Levels

The Quest program is divided into 5 age groups. Badges and awards get progressively more difficult as you advance to each new level. Keep in mind that these age levels are simply suggestions. Our badges and awards are designed so that children of all ages can work on projects together if they desire.

Preschool (red): Preschool ages 3-4

Level 1 (yellow): Grades K-2, ages 5-8

Level 2 (blue): Grades 3-5, ages 8-11

Level 3 (green): Grades 6-8, ages 11-14

Level 4 (white): Grades 9-12, ages 14-18

Level 5 (grey): Adults

Unlike traditional merit badge programs, our requirements are simply suggestions for learning more about a subject. As the parent or leader, you may require more or less than we suggest for each badge depending on what you feel

will motivate your members. You may also substitute your own requirements if you have activities or resources available to you that fit within the objectives of the badge or may adapt badge requirements to meet the capabilities of disabled members.

Working with Diverse Members

Every club is different when it comes to the members they serve. Some clubs are all one age or ability level, and others include anyone who wishes to join. In this section you will find a variety of tips for working with participants of different ages and abilities.

Tips for Working with Preschoolers

This section was written by Diana Havir –
(Written in collaboration with Sylvia Duke)

- Never underestimate what they are capable of doing and learning.
- Never overestimate how long they are able to sit and maintain focus on a stationary activity.
- Preschoolers are better with concrete subjects rather than abstract ideas.
- Preschoolers, and the rest of the club as a whole, are best served when the Preschooler's parents or guardians are present at every meeting.
- Make sure to have Preschool-appropriate materials for every activity and watch for choking hazards.

Keeping Older Children Engaged

The biggest challenge to multi-age group clubs is to keep the older children stimulated and to avoid turning them into babysitters. When working on badge requirements during a meeting, there are a variety of tasks that the entire group can work on at one time. If you have a multi-age group that includes Level 1 children, it is best to make sure one of the older kids acts as their “buddy” when doing projects as a whole group. Make sure to stress that the older child is NOT a babysitter, but rather a friend who is there to help with cutting, pasting, reading, etc. during the meeting. This allows the older child to act in a mentoring role while giving the younger child someone to look up to. Make sure to change buddies often so that all the members get to know each other well.

You will need to break up your age levels often enough that you can provide activities that are challenging to your older kids. In addition to badge work at meetings, we recommend offering several outside activities during the year only to Level 3 and 4 kids. For example you may choose to have an all club campout in the spring at a local campground for one night, and then have an older level campout in the fall for two or more nights in a little more rugged terrain. Many clubs have older level “get togethers” outside of regular meetings to work on extra badge requirements, bond socially, or go on more advanced field trips. Every club is different and as your children grow, you need to adjust accordingly.

As kids get older, they will also develop a wider variety of interests. You may find that starting around 6th grade you have a decline in the number of kids who continue in the Quest program. This is a time when kids are presented with numerous options to explore that they may not have encountered before. Some may gravitate toward competitive sports, others to drama clubs, cheerleading, after school jobs, etc. A Quest club may no longer be their first priority. If you wish to maintain Level 3 and 4 groups within your club, you will need to be flexible with how you handle them. Assure the kids that they will always be welcome in your club regardless of their level of involvement. They are not required to participate in all activities or club meetings if there is a conflict with other commitments. You should not expect kids to neglect their schoolwork or shirk their other responsibilities just to attend a Quest function.

As a leader, it is your responsibility to help the kids balance their commitments without getting overwhelmed. Remind the kids that Quest is not about how many badges or awards they earn, but about learning, service, and fun.

Members with Special Needs

Quest is open to everyone including those with disabilities. Disabled members should not only be allowed to reach their full potential, but offer a unique opportunity to teach a variety of character building skills to your group. Simply stated, a disability is defined as a lack of ability of some sort. Disabilities can range from mild to severe and each case must be treated differently depending on the nature of the disability. Each participant's level of skill for any one activity will differ from others.

Disabilities can be divided in 5 major areas:

1. Learning: the ability to understand new ideas and to master new skills.
2. Communication: the ability to read, understand, and convey ideas through speaking and writing.
3. Motor and physical ability: the ability to move about, use tools, and manipulate objects.
4. Emotional adjustment: the ability to accept personal strengths and weaknesses and to react to situations in a socially appropriate manner.
5. Sensory abilities: the capacity to hear, feel, see, smell, and taste.

Members with disabilities are no different than the rest of the participants in your group. All people excel in some areas and struggle in others. While it is sometimes obvious to see where a disabled person will struggle, it is important to find those areas that are their strengths. Be sensitive to a disability, but do not underestimate what a person is capable of doing. Work closely with parents or caregivers to find ways of emphasizing his/her strengths.

Within your club, it will be important to structure your activities so that all members in the club can participate. Many children have never been around someone with a disability before and you will need to educate them about what the disability is and how it may affect club activities. Members should be encouraged to treat those with disabilities with the same kindness and respect they show to others.

For example, Emily is 7 years old and suffers from Spina Bifida, a spinal cord birth defect that affects growth. She walks with crutches and sometimes needs a wheelchair. The club wanted to earn the hiking badge, but knew that this would be a problem for Emily. Instead of dropping the idea, the club discussed possible ways of including her in the badge requirements. Some of the ideas they came up with were:

- Only hiking on paved trails where Emily could use her wheelchair.
- Going on a "Scavenger Hunt Hike" where everyone would bring items back to Emily at the "base" and she would mark them off as they came in and declare the winner.
- Choose a long hike for the older kids and have all the Level 1's, including Emily, meet them at the end of the trail and have lunch made and waiting for them.

You will be surprised at how creative the members of your club will be when they see the importance of making sure that everyone is included.

If a child in your club has an emotional or behavioral disability, you will need to come up with strategies to direct their behavior during meetings and events. For example, if you have a boy with ADHD who has problems sitting still during meetings, you may wish to make him a photographer to give him an excuse to be up and moving around even during the business portion of the meeting. Again, working closely with his parents will provide you with the

most insight into what works and what doesn't. Make sure that parents understand that you are NOT a trained counselor or teacher, but a Quest Club leader. If they are not willing to help you moderate their child's behavior, you have every right to dismiss them from the club. Parents are always welcome to start a club of their own if they are dissatisfied with yours.

Children That Present a Challenge

Most clubs will not be "perfect." They will have 1, 2, or possibly even more kids who need a little extra help with their behavior. As their leader, you can provide essential guidance that they may not be receiving at home. As long as there are kids with broken homes, parents not living, too indulgent parents, failure in school, physical disabilities, too little food to eat, etc., you will probably have some of these kids in your club. It is your responsibility to do all you can to LOVE each of these kids and to help them correct their behavior.

There are many reasons why a child misbehaves. Remember that he/she brings a lot with them to club meetings and Quest activities (family situations, worries about school, feelings and emotions, etc...) The key to behavior management is prevention. Try to understand the changes the children face during adolescence and control your reactions to their behavior accordingly.

There is positive and negative discipline: positive discipline is a productive form of correction that supports the Quest program, while negative discipline undermines a child's sense of security and well-being. Approaching behavior situations with an understanding of positive discipline and negative discipline will help you make better decisions and will help you work with the children, rather than against them. Positive discipline puts the child first and is aimed at helping him/her learn to control themselves. It focuses on the future correction of the behavior. Positive discipline involves emotions of love and concern, giving the child a sense of security. Negative discipline puts you first and is aimed at inflicting a punishment upon the child. It focuses on what is already past and cannot therefore be corrected. Negative discipline involves emotions of hostility and frustration, resulting in feelings of fear and guilt within the child.

Whenever you correct a child's behavior, try to balance it with a positive statement and an explanation if possible. For example, instead of "Susie, be quiet!", try, "Susie, I love that you have so much energy and are so excited about our meeting, but please raise your hand if you have something to say. We want to make sure everyone has a chance to be heard." By giving the child a compliment first, you give them a reason to want to please you. Compliments feel good, and you want more of them. By gently requesting the proper behavior, you are telling the child what is necessary to gain more compliments. As you see a change in behavior, make sure you recognize and reinforce it. After the meeting, you may wish to pull Susie aside and say something like, "Susie, thank you so much for letting the other kids have a chance at offering suggestions this afternoon, especially when I know you had so many more ideas." By approaching the problem this way, the child not only understands why her behavior was wrong, but how good it feels to do the right thing.

When problems and disagreements occur within your meetings, first learn all you can before trying to solve it. Listen a lot but talk little. Make sure you observe the entire situation and don't act on just a piece of it. Many problems are emotions based and therefore not always logical so don't jump to conclusions. Always look at the problem from both individuals point of view before offering a possible solution. If necessary, have the kids take a break and come back fresh.

If a child has consistent behavior problems, make sure to document it on a disciplinary action form and have the parents sign it. It is important to make sure that parents are aware of a child's behavior and support you in trying to correct it. If a child continues to behave inappropriately, you have every right to dismiss them from your club.

The Quiet Sign

If things are getting a little loud or out of control, teach your club the “quiet sign.” Raise your hand and tell them that, “when the hand goes, up the mouth goes shut.” Whenever they see your hand in the air, they should immediately raise their own hand and stop talking.

Club Meetings and Activity Days

Club meetings allow participants to make friends, learn about teamwork and leadership, and be presented with a variety of new activities. Quest is designed to accommodate multiple ages in a single club. The only way for members, each with a different background, each with their own ideas and desires, to become a group is through doing things together. This takes a balance between making things simple and understandable for the Level 1 children, while challenging and exciting for your Level 4s.

There is no set number of meetings you must have each year, nor a set length of time for each meeting. Some clubs meet every week, some just once a month. Some meet for 1 hour, others for 2. It is up to you and your volunteers to arrange a schedule that works for you.

A sample format for a Quest Club meeting follows. Keep in mind that this is only a suggestion. Your meetings should follow your own club goals:

1. **Pre-Meeting.** All members who hold leadership positions should arrive at the meeting 15-30 minutes early. This gives you a chance to go over what you will be doing at the meeting and make sure any patrol leaders know what their responsibilities are for the day. The Scribe and Treasurer should be ready to receive any payments or badge completion forms from other members. Make sure you have paper and pens for coloring or other quiet table activities in place to keep any member who arrives early occupied.
2. **Formal Flag Ceremony.** Quest encourages patriotism in all our clubs and suggests that every meeting begin with a formal flag ceremony. Directions for conducting a ceremony can be found in the Resources section of the website. Make sure that each member gets a chance to play every role within the ceremony (caller, flag bearer, color guard, and audience.) It is important to stress that this is the “serious” part of your meeting. Proper respect for the flag should be taught and members in the audience should stand quietly at attention until the ceremony is over. There is a time for silliness and giggles during your meeting, and a time to be serious. Your members should learn to understand and respect the difference. Once learned, this part of your meeting should not take more than 5 minutes.
3. **Songs and Games.** Songs, especially those that require action of some kind, are a great way to not only develop coordination and rhythm for your younger members but gives everyone a chance to loosen up and get rid of some energy before you sit down to conduct business. Singing puts everyone on an equal footing and helps to create a group feeling. Non-competitive games are another way to get all the members doing something fun together and interacting with one another. A variety of songs and games can be found in the Resources section of the website. As the leader, being a part of your group is very important. Make sure that you participate in songs and games right alongside your members. Your attitude toward them and other people are reflected in their own. If you listen to them, they will learn to listen to each other. If you lower your voice when everyone is shouting, they will become quieter. If you play fair and have fun, they will strive to do the same.
4. **Club Business.** Club business should take place in a democratic atmosphere. Try to find a way for members to sit in a circle where they can all see each other. If this is not possible, at least make sure that all members can be seen

and heard. All major decisions for the club should be discussed and voted upon by the entire club. Conducting club business in a democratic manner gives every person a sense that they are an important part of the group. Each person should have a chance to be heard. Things such as what badges to earn, community service projects to do, or trips to take should come before the whole club. Once these decisions have been made, you may wish to elect a smaller committee to decide upon the details. What badge requirements will be done? When and how will the community service project take place? Will reservations be necessary for a field trip?

5. Badge work. At most of your meetings you will be working on one badge or another. How to structure this part of your meeting will depend greatly on the number of members in your club and their varying ages. Some badge requirements can be done with the whole group at the same time while others will require that you split your club into different age groups. Make sure that your facilities have enough room to split the kids into separate groups if necessary and that you have enough parent volunteers. For many badges, older children are required to teach a skill that they have learned to someone younger. This is a great time to put your older kids in a leadership position and have them plan this segment of your meeting and teach the Level 1 and 2 kids.

6. Snack Time. (optional) (This section courtesy of Melissa Gaunt) It may seem like a self-explanatory subject, but snacks are more than an easy time filler at meetings. In fact, that is probably their least important role.

- Sharing
- Manners
- Fairness (who gets the smallest piece?)
- Routine
- Responsibility
- Generosity
- Acceptance
- Trust
- Social Interaction

It is no longer common for families to eat every meal together at a table. School lunchrooms are increasingly less tolerant of frivolous, happy conversation. Lifestyles don't always include spending inactive time talking with friends...Snacks are so much more than a pointless time filler.

Within a club, it is usually easiest to not have a child bring drinks, but everyone should have a turn at bringing snacks. It feels good to feed your friends. If you, the Leader, provide snacks for the first meeting and start the socializing by talking about how important it is to be mannerly, you will have done your members a great service by letting them know that you expect them to be polite, no matter what snack is served. Leave them the option of "no thanks" and take away the tendency toward "Yuck! That's disgusting and I NEVER eat anything disgusting!" You will start an immediate foundation of security for your members by letting them know that when it's their turn, their snack will be accepted. Every child will be accepted. Wow! It's amazing that something as simple as a handful of raisins could do that isn't it?

A grace may be said, or sung, before eating snacks. The children should always remember to be grateful for the food before them even if it is something as simple as a few crackers. A variety of graces can be found in the Resources section of the website.

7. Announcements and Closing. At the end of your meeting, make any announcements and pass out reminder notices or other important paperwork that needs to make its way home. Write the members' names on the paperwork to go home. This way if one gets left behind (which happens frequently) you will know exactly who it belongs to and who does not have the necessary information.

At the closing of your meeting, make sure that parents know they should wait quietly until you have dismissed the kids. Having a routine closing ceremony for your meetings, such as a final song, helps the kids get accustomed to when they are allowed to leave.

Planning Meetings, Events and Activities

Below is a list of questions to ask yourself when planning a meeting, event or other activity.

- Do we know how to do it? If not, what new skill do we need to learn in order to be successful?
- What are the parts of this project and the steps we need to follow?
- What supplies or materials do we need? Do we have them? Can we supply them? Can they be brought from home? How will we get them?
- How long will it take? Is the timeline realistic?
- How much will it cost? This may take a little research. Ask yourself, “is there a more inexpensive way?” Remember to consider the financial situation of the families. A Quest club should not be expensive.
- What extra help will we need? Will it be necessary or beneficial to bring in more experienced or mature support from your community?
- How does this project relate to the goals and moral code of your club?
- What did we learn the last time we did a similar activity? Can we learn from other groups' experiences?

Once you have decided on an activity, use the Activity Record Sheet in the Quest section of the website in the Leader area to keep track of what badge requirements you have completed, what worked and what didn't. These sheets will help you see at a glance what you have achieved as a club as well as what you still need to fulfill to earn a badge at each level.

Yearly Goals

Having a list of definite objectives to be reached by the end of each year can be very helpful. Here is a list of tangible objectives that could reasonably be reached during the first year and should indicate a healthy flourishing club.

1. Have interesting weekly, biweekly, or monthly meetings that members attend regularly.
2. Go on a hike or a field trip at least once every three months.
3. Earn at least four badges as a club, and make sure that at least one is a character badge
4. Perform a minimum of three service projects; one for your community, one for whoever hosts your club meetings, and one ongoing serviced project of the members' choice.
5. Prompt re-registration of your club and family memberships by end of the school year.
6. Have at least one trained volunteer or assistant leader who could take the leader's place if necessary.
7. Establish a club budget.
8. Set up a leadership team and make sure that each person is trained in her position.
9. Conduct an investiture ceremony within the first two months of the school year and an Award Ceremony at the end of the school year.
10. Have fun!

Opportunities Every Member Should Have

Below is a list of opportunities every Quest club member should have in a well run club. This list can be a good resource when planning meetings and events to ensure that your club is well rounded.

Learn the Quest Program

- Know and understand the Quest motto and moral code.
- Plan and participate in an investiture or rededication ceremony
- Know and use the quiet sign
- Plan and participate in Awards ceremonies

Understand the meaning of citizenship

- Plan and participate in several indoor or outdoor flag ceremonies
- Plan and participate in a community service project
- Demonstrate the relationship between the Quest moral code and citizenship

Leadership

- Take an active part in patrols and club decisions
- Participate in the selection of leadership positions for your club and/or patrol
- Make decisions regarding dues and club money
- Make decisions regarding club rules and procedures
- Receive support from leader regarding decisions
- Develop and use a kaper (chore) chart for meetings and activities

Acquire life skills and knowledge

- Learn new skills and knowledge by earning badges
- Become competent in life skills via the Life Skills Achievement Award

Explore the outdoors

- Participate in many outdoor meetings and activities
- Plan and participate in one or more camping experiences
- Increase outdoor skills—fire building, cooking, hiking.

Express creativity

- Create art for themselves and others
- Use dramatic or choral skills in a presentation
- Learn songs and games; teach them to others
- Learn several useful home arts

Leadership Opportunities for Members

All members in grades 3 and up should have the opportunity to serve in a leadership position within the club. These members are “essential pieces” of the club and are therefore represented by a puzzle piece pin. Positions are held for anywhere from 6 months to 1 year, giving each person enough time to learn and become proficient at the job, but switching often enough that all members should get a chance to serve within 2-3 years. Those members who need to hold a leadership position in order to complete a gem award should be given priority. Not every club will offer every position. Leadership positions available are:

Leader in Training: The Leader in Training is responsible for making sure meetings start on time. They should have a watch at every meeting and give quiet reminders to the Leader when it is time to start, have snacks, etc. They are also responsible for keeping the kids occupied with songs or games if there is a lull in the meeting and the Leader is busy. Your leader in training should be trained in both the scribe and treasurer positions so that they can fill in if necessary. Finally, the Leader in Training is responsible for calling all patrol leaders with any important updates or information between meetings.

Scribe: The Scribe is responsible for taking notes at all meetings when business is discussed. They are also responsible for logging in all badges and service stars earned. An adult should always oversee this position to make sure it is done correctly.

Snack Coordinator: The Snack Coordinator is responsible for creating a snack rotation list and calling to remind members when it is their turn to bring snacks. If for some reason a child cannot bring snacks, it is the snack coordinator's job to find a substitute.

Treasurer: The Treasurer is responsible for reporting the current finances of the club at each Leadership meeting. They should help prepare budgets for all events and activities. The Treasurer is also responsible for logging in all payments to the club, these may include dues, family registrations, uniform fees, or payments for badges and awards. An adult should always oversee this position to make sure it is done correctly.

Care Coordinator: The Care Coordinator is responsible for praying for the club at least once a week. They should have cards ready to sign for all special needs (illness, birthday, thanks, etc.) and make sure they reach the intended recipient.

Photographer: The Photographer takes pictures at all club meetings and events. You may wish to have more than one child serve in this position if you have a large club. This ensures that there are pictures of every child.

Reporter: The reporter is responsible for writing a club newsletter as well as sending photos and write ups to the local media.

Patrol Leader: The Patrol Leaders lead a patrol of between 4 to 8 members and are in charge of making sure their patrol is ready for the meeting, completes their kapers (chores) in a timely manner and that any younger children in the group have a buddy to help them if necessary during crafts or games. Patrol leaders are also responsible for calling the members in their patrol to pass on important updates or information.

Character Education

The Quest motto and moral code are the basis of our program and as such should be reinforced frequently. You have the opportunity to be a real influence on the lives of the members in your club and to help to build them into strong, moral citizens.

Think of everyone in your life whom you feel had something to do with making you the person you are today. Most people can't name more than 5-6 people, outside of their family, that had any influence on them. Why do you remember these people so clearly when others are difficult to remember at all? What made them special? Why did

you accept their influence over someone else's? Usually it was because that person seemed to take a liking to you and you trusted them. They may have made you feel important, or more capable than when you were on your own.

You need to be that person of influence to the members of your club. Before you can influence them however, they must like and trust you. Think about the way you respond to each member in your club. Do you really like the one who brags a lot, wiggles constantly, or talks non-stop? Do you understand why they may have those traits, either through age, family situations, or medical issues? Does the expression on your face and the tone of your voice show that you really like them? Do you believe in their ability to do the right thing? Can you share their interests and be a good listener? Are there interests of your own that you can share? If you answered yes to these questions, you are well on your way to building a trusting relationship with your members.

There is an old saying, "It's the little things that count." Character education focuses on the little things. "Be Joyful" is too broad. What does it mean? How do you implement it in your life? Ask members to list ways they may bring joy into their lives. Examples may include being thankful for small blessings, doing things for others that make them smile, or even singing silly songs. While it may sound simple, how often do people really think about what joy means? Try this exercise with every piece of the Quest moral code.

Every day is made up of small actions and we must teach what is right and appropriate in many different situations. Our goal is to make these actions a habit, thus affecting the participant's overall behavior and attitude. There is another saying, "Thoughts become action, action becomes habit, habit becomes character, and character is everything." We must start with making members think on these things. Actions will follow.

Talking with members will get them thinking, but activities designed to teach specific principles will yield better results as they help members see just how these traits can be used in their lives. Character building activities can be worked into just about anything your club does. For example, if you are working on the Genealogy badge you may want to talk about love at the same time. How is love shown throughout the generations? Can members name three things about each member of their family that they love? Have them do something for each member of their family that shows their love. If you take a field trip to a police station, you can discuss the importance of rules and how they affect a community. Then you can work together to create rules for your club.

It is sometimes helpful to choose a character badge that works well with another badge you are working on so that you can apply one to the other. With the examples above you could work on the Love badge at the same time as the Genealogy badge or the Community Safety badge alongside the Responsibility badge.

Community Service

Quest encourages every member to help better their community and the lives of the people around them. Each club should do a minimum of three service projects each year. One for the community, one for whoever hosts your club meetings, and one ongoing project of the members' choice. For example, your club may choose to sing Christmas carols to the elderly (local community), weed the parking lot of the church that hosts you, and sponsor a child overseas.

Members who participate in community service, either with the club or on their own, may be eligible to earn the Servant's Heart Award. To earn this award, each member must perform a set number of community service hours. See the Badges and Awards section for more details. Make sure each member receives a Service Hour Tally Sheet (available in the forms section of the Member area of the website in the leader section). All service hours should be

logged on that sheet . When a member has enough hours for a Servant's Heart, they should fill out a Servant's Heart completion form and bring it to the next meeting

Community service is any activity that a member volunteers to do for the betterment of their community. Most people think of things like picking up trash, participating in a canned food drive, or singing Christmas Carols to the elderly. While these are worthwhile projects, don't forget to count things like helping to coach a soccer team, or volunteering to help at VBS or Sunday School. These types of events could not happen without enough volunteers. Certain volunteer activity should not count toward community service hours, as it is more of a favor to family or friends. Examples may include your neighbor asking you to watch their puppy, helping someone pack for a move, watching someone's children. Members should learn to help out when needed simply because it is the right thing to do, not because they are being rewarded for it.

The test to identify which activities should count for service hours is simple; if something in your community would not be able to get done without volunteers (streets staying clean, rescue missions stayed stocked, Sunday School classes or sports teams being taught, etc.) then it counts as community service. We believe in rewarding members for these efforts with service hours to encourage them to be active in their communities. If however the activity is simply a good deed for an individual (babysitting for your neighbor, mowing someone's lawn as a favor, etc.) it should be done from the heart We want to teach members that when they see someone in need, they need to take the lead and help them out without expecting anything in return.

Below is a list of possible service projects your club may wish to choose from to participate in during a normal school year (a few each year are fine) Please make sure that the projects you choose are appropriate to the age of your club.

September:

Organize a coat drive in which old coats are donated for use by needy people.

Make "I Care" kits with combs, toothbrushes, shampoo, etc. for the homeless. Paint a mural over graffiti. Donate books to your local library. Make cards for soldiers overseas or who are in hospitals

October

Conduct a community service project during the Big Help Day in October. Offer safety tips for youngsters during Halloween. Create a campaign to encourage biking and walking. Conduct a clothing repair or sewing workshop for needy people. Distribute leaf bags during the fall encouraging residents to clean leaves from their streets and yards.

November

Recognize veterans in your community. This is military family month -support a military family with meals, yard work, babysitting, etc. Adopt a "grand friend" and write them letters and visit them. Donate toys or suitcases to foster children. Adopt a pothole and raise funds to repair it.

December

Trim a mitten Christmas tree to donate mittens to local schools and homeless shelters. Decorate a Christmas tree at a nursing home, hospital, school or homeless shelter. Ring the bell for Salvation Army during the holidays. Serve Christmas dinner at you local veteran's hall.

January

Help cook and/or serve a meal at a homeless shelter. Clean up a vacant lot or park. Start a recycling campaign. Collect unused make-up, perfume and other cosmetics for a center for abused women.

February

Volunteer to return shopping carts during National Supermarkets Month in February. Raise money for Braille books for visually impaired people. Make quilts or baby clothes for low-income families. Make a cancer or AIDS quilt or mural to remember people who have died from these diseases and remind others of their life. Donate it to the community for display.

March

Conduct an Easter Egg Hunt for needy children. On St. Patrick's Day, don't only wear something green, care for something green! Plant flowers in public areas that could use some color. Collect aluminum cans and donate the money to a favorite charity.

April

Participate in National Youth Service Day in April. Make Spring baskets for seniors' residential facility, neighbors or homeless shelters. Bring toys to children in the cancer ward of a hospital. Rake leaves, shovel snow, clean gutter or wash windows for a senior citizen.

May

Plan a Memorial Day program Deliver May Day baskets to women in your community or at nursing homes Participate in a marathon or relay for your favorite charity. Organize a campaign to paint storm drains to prevent dumping of hazardous materials. Plan a special awareness event during Be Kind to Animals Week in May.

June

Visit senior citizens at a nursing home. Organize a canned goods drive. Volunteer to help at a Special Olympics event. Bake cookies and bring them to your local fire or police station. Volunteer to help with Vacation Bible School. Making Service Projects Fun

Below are few ideas to show how you can make doing community service fun for your club. Use your imagination to create a fun activity around the service project you have chosen.

Rake and Run

On a fall day members should each bring a rake and gather to rake leaves. Make sure you have enough drivers for everyone. Drive up and down streets in your neighborhood looking for yards that need to be raked. When one is found, two members go up to the door and ask if the people wish to have their leaves raked for free. If the answer is yes, all the members rake the lawn.

Members should be reminded that they are on other people's property and that they should be careful not to damage anything. When the job is finished the club can leave a "calling card" that offers best wishes and lets the people know who you are. During the spring you could have a similar event called "Splash and Split" where you wash windows. The idea behind this project is simply to show an unexpected act of kindness to others.

Bigger or Better

This is a scavenger hunt. Divide your members into teams, one team per car. Each team starts with a paperclip. They then drive to different areas of town and try to trade their paperclip for something "bigger or better." Once they make a trade, they then try to trade the new item for something even bigger or better than that. Each team has one hour to trade up as well as they can. At the end of the game, all teams meet at a specified thrift shop to donate the items. (One group managed to trade all the way up to a working vacuum cleaner while another ended up with 5 gallons of ice cream that they donated to the local homeless shelter.)

Canned Food Scavenger Hunt

Create a scavenger hunt list of canned food and prepackaged items. Divide your members into teams (one team per car) and have them go around town trying to collect everything on the list. Make sure you include harder to find items like mandarin oranges or artichoke hearts. At each house have the members ask if the family would like to donate any extra canned food in addition to the scavenger hunt items. At the end of the event, donate all canned goods to your local food bank.

Valentines for Vets

At your meeting just before Valentine’s Day, have a Valentine’s Party. Have each of the members bring enough Valentines for each member of your club plus 3 extras. At the party, members make Valentine Cards to attach to one giant card. Then give the giant card and all of the extra Valentines to your local veterans group.

Uniforms

Uniforms are not required for the Quest program, but can enhance the cohesiveness of a club, as well as give members somewhere to display their badges and awards. A sample uniform is shown below.



The level tab on the vest changes color depending on the level you are currently at. Red is for the preschoolers, yellow is for Level 1, blue is for Level 2, green is for Level 3, and white is for Level 4 and grey is for Level 5. These colors coincide with the level gem in all of our award pins. The ribbons also denote what level you are currently at, as well as what levels you have been in the past. The top ribbon will be the color of the level you were when you joined. At each consecutive level a new ribbon is added underneath. The above diagram shows a vest of a child who went all the way from Level 1 to Level 4.

Servant’s Hearts are placed on the ribbon level at which they were earned (red on yellow, silver on blue, gold on green, and gold diamond on white.) Leadership position pins are worn on the level tab along with your membership

pin when you are in office and then moved to the level ribbon you were when you held the position. All higher awards are worn above the ribbons on either side or around the tab. All pins may remain on the uniform as you advance to each new level.

Badges are placed beneath the level ribbons. Each time you graduate to a new level, you should remove all previous badges (new vests are recommended due to the holes left by the pins, not to mention growing kids). You should only wear badges that you have earned at your current level. If you are using the new style badges with the colored level rings you may keep the badges on your vest from level to level if you wish.

Flag patches, ribbons, level tabs, and vests are all available through our Quest shop online. Vests can be ordered in 20 different colors, so you can order the color that suits your group. Colors

Activity Patches

Both members and leaders may wear activity patches on the back of their vests. These patches can represent field trips, campouts, parades, or other activities the members participate in. Patches can be ordered through several online companies such as JoyCrest or Snappy Logos. Patches can be purchased for all kinds of activities such as:

- Fundraising
- Parades
- Campouts
- Roller Skating
- Supporting Veterans
- Visiting Museums
- Water Parks
- Amusement Parks
- Bake Sales Bike Rodeos
- And much more.

If you do not wish to wear patches on vests, or you have too many of them, you can also sew them onto jackets, tote bags, or quilts to take camping.

Badges and Awards

Quest has made a commitment to write a badge for anything a child wishes to learn about as long as it is not a controversial subject we feel is better addressed by parents or religious leaders. Nearly all badges are available at all age levels and are structured so that members constantly spiral back and review information and skills if they earn the badge at multiple age levels.

All Quest badges are divided into nine Areas of Discovery.

Discover Agriculture

Discover Art

Discover Character

Discover Health and Safety

Discover the Home

Discover Knowledge

Discover the Outdoors

Discover Science and Technology

Discover the World

There is a master alphabetical list as well that lists all available badges. Keep in mind that some badges qualify for two or more Areas of Discovery depending on your focus. For example, if you earn the Biographies badge for Albert Einstein, it would fall under Science and Technology, while earning it for Vincent van Gogh would fall under Art. Many badges are written with general requirements that can be customized to earn very specific badges, such as our Animals or Book badge. All badges are custom made to order. The possibilities are endless!

How to Earn Badges

Each badge has two mandatory requirements for each age level and then a set number of optional requirements members may choose from to complete their badge. The number of optional requirements needed is dictated by the age of the member. Of the mandatory requirements, the first is always to complete the mandatory requirements of all lower levels. This is to ensure that a member builds their knowledge from the ground up and does not miss out on any important information. While some of the requirements may be overly simplified due to the fact that they were written with younger members in mind, the knowledge or skill is just as important for the older members and usually quite simple to complete.

Keep in mind that the same requirement done by both a Level 1 and a Level 4 member should look vastly different in execution. The knowledge and skill expected out of a kindergartener is much less than what is expected out of a high schooler. For example, a Preschool mandatory requirement in the Electricity badge states, " Help an adult make an electric potato clock or similar science project involving electricity." As a preschooler, the adult will end up doing most of the work on a project like this with the Preschooler simply helping out. If earning the badge as a Level 4, this requirement is still mandatory, but the Level 4 member should either be able to build a simple device like a Potato clock on their own, or a more advanced device with the help of an adult.

In addition to the mandatory requirements, members have to complete a certain number of optional requirements as well. These requirements simply add more information or skills about the subject at hand and can be used to help focus the member on the aspects of the badge subject that interest them the most. Additional optional requirements may also be written if a member has an opportunity to learn something about the subject that may not yet be listed.

Re-Earning a Badge at a New Age Level

If a member has earned a badge at a younger level and is re-earning it at a higher level, they still have to go back and repeat the lower level mandatory requirements. If the requirement is knowledge based, to complete it they must either show that they still have the knowledge they learned at a lower level, or re-learn it. If it is skill based, they should show improvement since demonstrating the same skill at a younger level.

Members are encouraged to choose new optional requirements when re-earning a badge, but they are welcome to repeat previously completed optional requirements as well. It is expected that if optional requirements used at a lower level are used again when re-earning a badge at a higher level, that the quality of work or understanding has improved. For example, if a member goes on a field trip to a dairy farm as a Level 4, she should retain a lot more information than when she went as a Level 1.

The more often a member re-earns the same badge, the more their knowledge and skills will be retained which is why we have members spiral back and redo lower level mandatory requirements. The idea is to repeat and reinforce the information at each level while adding new information and skills as the members grow.

Have a Badge Idea?

We love when our members submit badge ideas to us for review. You can email us through the website with any idea for a badge we do not already have. You are also more than welcome to write requirements for the badge you submit. The format we use can be found on any badge page.

Awards

A Servant's Heart Award

(worn on level ribbon -remains on vest when advancing levels)

We would like to encourage all Quest club members to help better their community and the lives of the people around them. Members who participate in club service projects or do other community service outside of the club are eligible to earn the Servant's Heart award. More than one heart may be earned each year. To earn a Servant's Heart each child must perform a set number of community service hours. These are:

Preschool – 5 hours = red heart

Level 1 -5 hours = red heart

Level 2 -10 hours = silver heart

Level 3 -15 hours = gold heart

Level 4 -20 hours = gold diamond heart

Leader – 100 hours = gold ruby heart

In the forms section of the Members area on the website is a Service Hour Tally Sheet. Each member should receive one to log all of their community service hours. When they have enough hours for a Servant's Heart, they should fill out a Servant's Heart completion form (found in the forms section) and bring it to the next meeting with their payment for their pin, unless you choose to have each parent order badges and awards on their own.

Make A Difference Award

(Worn around level tab -remains on vest when advancing levels. Pins say, "Make a Difference" around the level gem)

You earn the Make A Difference award by planning and executing your own community service project. Projects should be submitted to the club leader for approval prior to execution. Keep in mind that while children can ask adults for help, they should lead as much of the project themselves as they can.

Make A Difference projects should take time and effort at each age level, but they do not have to be something grand. For example, cleaning up the local park could be a Make A Difference project for any level. If a child and some friends clean up for 2 hours at a time once a week, Level 1 kids would complete their project in two weeks, Level 2 in 5-6 weeks, Level 3 in 10-12 weeks, and Level 4 in 20-25 weeks. The key is that the child is required to lead a group of at least 3 volunteers, so they would need to make calls or advertise in some manner for help. A guideline for some age appropriate projects follows:

Level 1:

A Make a Difference project should take a child roughly 3-5 hours to plan and execute and they should lead a group of at least 3 others in completing the project. Some appropriate examples may be to gather friends and weed the

church parking lot, pick up trash along a favorite hiking trail, make greeting cards for vets, etc. Even at this young age, a child should be able to make their own phone calls to gather friends, learn to set dates and times for the event, make a list of supplies, clean up after the event, and go with a parent to pick up anything needed, or deliver any finished products.

Level 2:

A Make a Difference project should take roughly 10-15 hours to plan and execute and children should lead a group of at least 3 others in completing the project. Some appropriate examples in addition to those listed above may be to organize some story time projects at the local library or organize a canned food drive. At this age children should be able to make their own phone calls, talk to adults and explain how they need help (such as asking businesses for raffle prizes), make their own fliers and learn how to advertise their event.

Level 3:

A Make a Difference project should take roughly 20-25 hours to plan and execute and children should lead a group of at least 3 others in completing the project. Some appropriate examples may be to organize a child care center for a Walk For Life event, or to organize volunteer days at a local animal shelter. They could write and perform a puppet show to teach children safety tips or coordinate a math day for younger children. At this age they should be able to handle every part of their project themselves but can ask for help if they need it.

Level 4:

A Make a Difference project should take roughly 40-50 hours to plan and execute and members should lead a group of at least 3 others in completing the project. Level 4 projects should be ongoing in nature. Find an organization you wish to work with and help them to organize a project that can be done year after year. One example is to work with the local fire department to create a program to teach kids what to do during a fire. You could not only help to write the program but could also help to teach the class for the first year. Other examples might be to work with the local police department to put together a bike safety program and lead a bike rodeo where kids can have their bikes inspected, learn bike safety, and compete in biking competitions. You could even help establish a sustainable food pantry in your community.

Members at all levels may work on projects as a group as long as each member has their own responsibilities and leadership role. Using the bike rodeo example, all members could meet with the police department and help brainstorm on the programming itself. One member may be in charge of helping to inspect bikes and organizing that station, another may be in charge of organizing the bike safety station, and a third may be in charge of organizing and running the bike competition.

Fruit of the Spirit Award

(Worn around level tab -remains on vest when advancing levels. Pins say, "Fruit of the Spirit" around the level gem)
The Fruit of the Spirit Award is earned by earning each of the nine character badges represented in the Quest Moral Code.

- Love
- Joy
- Peace
- Patience
- Kindness
- Gentleness
- Faithfulness

- Goodness
- Self Control

This award can be earned at each level by re-earning the badges at your new level.

Majoring in an Area of Discovery

(Worn around level tab -remains on vest when advancing levels. Pins say, "Discover the World" or other Area of Discovery around the colored gem)

As members get older and start thinking about future careers, we encourage them to fully explore the areas they are interested in. Members at Level 3, 4 and 5 can earn a “Major” in any of the Areas of Discovery. To earn this award you must:

1. Complete 6 badges from their chosen Area of Discovery at their current age level
2. Perform a minimum of 6 community service hours within their area
3. Shadow someone for a day that has a career in their chosen area (minimum 6 hours)

For example, if you wish to major in the Discovery of Art, you may choose to earn the drama, rubber stamping, painting, stitching, musical instrument, and singing badges. Then you might choose to volunteer 6 hours helping out at your local community theater or to teach an art class for Parks and Recreation. Finally, you may choose to shadow a graphic artist or a sculptor for a day.

Life Skills Achievement Awards

(Worn around level tab -remains on vest when advancing levels. Pins say, "Life Skills Achievement" around the level gem)

Many children graduate high school and enter the “real world” completely unprepared to take on the simplest tasks. In today’s busy society, parents often find that it is faster to do chores themselves, than to take the time to teach their children how to do them. The Life Skills Achievement Award was written to ensure that kids at each level can perform skills that they will need later in life. These skills include household chores, personal grooming, physical skills, safety skills, financial skills, and basic living skills. To earn this award, members must be able to complete each skill at their level. If there is a physical or mental handicap that makes it impossible for a child to do a particular task, you may substitute that task with something within their capabilities. You may also substitute a task if you have religious restrictions, such as not eating meat. If you use substitutions, please notify Quest so that we can share your ideas with others. Keep in mind the idea behind this award is for the members to become proficient in each of these skills, not simply perform them one time. (Make sure to follow all state and local age laws involving any of these requirements.) We highly recommend that every child earn this award at every level of the Quest program.

Preschool

1. Know your first and last name and the first and last names of your family members, especially parents, guardians, and frequent caretakers.
2. Be able to spell your first name. Know the names of your street, city and state.
3. Learn to play a simple group game and wait patiently for your turn.

4. Assemble a simple 20-piece puzzle independently.
5. Say sorry when you are wrong and ask for assistance when you need help. Learn simple manners such as saying please and thank you, how to politely address adults, and how to request help appropriately. Do not interrupt others when they are speaking. Simply place a hand on their arm until you have their attention and wait for them to address you.
6. Listen to and follow simple instructions involving three steps without needing to be reminded what was asked. (Ex: "Put away your doll, put on your shoes, and wait by the front door.")
7. Count items up to 20, write numbers up to 20 and know how to count to 100 by rote. Also know basic shapes (circle, square, rectangle, triangle, star, crescent and oval) and basic colors (red, yellow, green, blue, etc.).
8. Recognize, name, write, and sound all the letters of the alphabet and know whether or not two words rhyme.
9. Color inside the lines of a simple coloring book picture. Hold crayons or pencils in appropriate adult-grasp (with first two fingers and thumb) as opposed to a fist.
10. Draw a face and be able to identify the different parts (eyes, ears, nose, mouth, etc.) and draw stick people.
11. Know left from right. Play a game of Simon Says with a parent giving you directions such as "turn left" or "take three baby steps to the right," etc.
12. Help clean your room and help make your bed. Demonstrate that you can put your dirty clothes in the hamper and put your own toys away.
13. Set the table with some assistance.
14. Eat using all utensils and drink out of an open-top glass (not a sippy cup). Use polite table manners such as chewing with your mouth closed, asking someone to pass you something instead of reaching for it, and using your utensils instead of your fingers to eat.
15. Cut pictures out of magazines using child-safe scissors (with parental supervision).
16. Understand the concept of whole, half and quarter.
17. Sort items by size, shape, color, and function (what you eat with vs. what you fix your hair with). Be able to tell when an item does not belong. Match objects that go together: demonstrate your sorting skills by sorting dull knives, spoons, and forks into a silverware tray or by matching socks.
18. Pay attention to a storybook story and be able to briefly tell who the main character is and one thing that happened in the story. Be able to identify the emotions of storybook characters (happy, sad, scared, etc.)
19. Understand what is meant by: more, less, same, equal, bigger, smaller, in front of, behind, next to, on top of, inside, outside, up, and down. Learn simple opposites (up/down, hot/cold, etc).
20. Sing simple songs and repeat simple rhymes. Be able to sing a simple, single-verse song with all the words (like Itsy-Bitsy Spider, Mary had a Little Lamb, or Twinkle, Twinkle Little Star). Be able to clap in a rhythm.
21. When getting ready for the day, brush your own teeth and get yourself dressed, including getting your shoes on the correct feet. Brush your own hair. Demonstrate the ability to operate zippers, snaps and buttons
22. Know how to cross the road safely using Stop, Look & Listen with parental supervision.
23. Be able to pour milk or juice with some assistance; clean up spills, getting your own cloth. Help make a salad for dinner, including washing vegetables and tearing lettuce.
24. Hop on one foot for several steps and jump and land with both feet together. Stand or hop on one foot for 10 seconds without losing balance. Jump 6-inches with both feet together.
25. Throw a ball straight to another person and catch a ball thrown to you. Kick a large ball forward 10 feet without losing balance. When someone throws the ball, be able to catch it from a straight-arm position, trapping it against your chest.
26. With parental supervision, put your face under water at a swimming pool or lake and blow bubbles.

27. With your family establish an outdoor meeting place in case of a house fire and develop a family “stranger danger” secret code word. (If someone you don’t know does not know the family secret code word, you shouldn’t go anywhere with them).
28. Learn how to behave safely around animals you don’t know.
29. Be daytime potty trained. Properly wash your hands with soap and know when hand washing is needed such as before eating or after using the restroom.
30. Understand the basic difference between healthy and unhealthy foods

Level 1:

1. Tie your shoes.
2. Wash, dry, and brush your own hair
3. Sweep the floor and use a dust pan
4. Floss your teeth.
5. Properly make a bed
6. Sort laundry for washing; fold and put away your own clothes
7. Tell time on an analog clock
8. Properly set a table
9. Demonstrate the proper way to hold and use a fork, knife, and spoon and where to place your napkin.
10. Make a sandwich by yourself (including clean up)
11. Pump yourself on a swing
12. Ride a bike with no training wheels
13. Swim 20ft without a floatation device
14. Recognize the values of all US coins and be able to calculate change.
15. Know your complete address with zip code, and phone number with area code
16. Identify and be able to use a screwdriver, hammer, wrench, and pliers
17. Know what to do in case of fire, including stop, drop & roll; stay low to the ground, don’t open hot doors, fire escape plans, etc.
18. Know how to treat small cuts, scrapes and bug bites.
19. Properly turn on and shut down a computer
20. Properly insert a CD or DVD into a computer and start movie/game/music
21. Write a thank you note and properly address and stamp an envelope.
22. Be able to identify any poisonous plants and dangerous animals in your neighborhood and what to do if you come in contact with them.
23. Know how to dial 911 and what type of information you will need to have ready.
24. Throw and catch a ball a distance of 10’
25. Properly weed a small patch of your yard, showing how to pull weeds up by the roots.
26. Plant and care for a seed and then transplant the seedling to a pot or garden.
27. Help cook a simple recipe that includes cracking an egg
28. Show an understanding of basic measurements (inch, foot, yard, mile, ounce, pound, ton, cup, pint, quart, gallon, teaspoon, and tablespoon)
29. Walk one mile without complaint
30. Walk 10’ on a 4 inch wide beam

Level 2:

1. Demonstrate the ability to complete all Level 1 Achievement skills
2. Bake and frost a cake by yourself.
3. Properly vacuum a room and demonstrate how to clean out the filter or change the bag
4. Change the sheets on a bed

5. Sew on a button
6. Sew a simple seam
7. Properly perform an introduction
8. Properly mop a floor
9. Hand wash and dry dishes
10. Load and unload a dishwasher
11. Swim 30 feet without a floatation device, tread water for 3 minutes, and float on your back for 2 minutes.
12. Complete both a forward and backward roll (You can keep from being severely injured during a fall if you know the proper way to roll.)
13. Throw and catch a ball a distance of 20 feet
14. Know the basic Federal Flag Code rules
15. Safely use a glue gun, be able to hammer in a nail, tighten and loosen screws with a screwdriver and bolts with a wrench.
16. Use a can opener
17. Demonstrate how to scramble eggs
18. Fix a complete breakfast including at least one hot food
19. Fix a complete dinner including at least one hot food
20. Wrap a present (with paper, no bags). Learn to fold the ends properly and make a “+” style ribbon tie using only one strand of ribbon.
21. Tie two strings/ropes together using a square knot
22. Know the words to the National Anthem and what they mean.
23. Know how to use a phone book, dictionary, Atlas, and Encyclopedia
24. Demonstrate how to safely use an internet search engine and research information online (only with parent’s permission)
25. Send an email
26. Create a simple flier, card, or invitation using a computer
27. Identify items in a basic first aid kit and know how to use them.
28. Know proper first aid for blisters, minor burns or scalds, snakebite, nosebleeds, frostbite and sunburn.
29. Prepare a budget for a meal, trip, party, or some other occasion.
30. Properly clean a toilet

Level 3:

1. Demonstrate the ability to complete all Level 1 &2 Achievement tasks
2. Do a complete load of laundry (sort, wash, dry, fold, and put away)
3. Scrub showers and sinks, including cleaning out the drains
4. Demonstrate how to properly fold the American Flag
5. Demonstrate the Heimlich maneuver and tell when it is used
6. Demonstrate safe handling and cooking of chicken, beef, and pork.
7. Demonstrate how a compass works and how to orient a map. Explain what map symbols mean.
8. Be able to give accurate directions to your house from several different locations in town.
9. Demonstrate how to properly start, tend, and extinguish a fire (with adult supervision.) This can be in a fireplace, wood stove, or campfire pit.
10. Know first aid for heat exhaustion, heat stroke, hypothermia, serious burns, puncture wounds from splinters, nails and fishhooks, an object in the eye, and shock.
11. Demonstrate non-swimming water rescue methods including the following: reaching with an arm or leg, reaching with a suitable object, and by throwing a line or floatation device. Be able to explain why swimming rescues should not be attempted if a reaching or throwing rescue is possible.
12. Plan, budget, shop for, and cook a complete meal

13. Know your constitutional rights and obligations as a US Citizen
14. Start a savings account and understand deposits, withdrawals, and balances.
15. Send an email with a file attachment and a picture
16. Have a complete understanding of the monthly bills it takes to run a house (mortgage/rent, gas/electricity, water, phones, cable/satellite, internet connections, food, trash, etc.)
17. Know how to tell if your favorite produce is fresh and ripe.
18. Understand standard measurements for length, width, perimeter, area, volume, height, and weight
19. Be able to round to the nearest dollar and estimate the total cost of 5 items in your head.
20. Be able to calculate 10% of any number in your head.
21. Understand how our government works at the local, state, and federal levels.
22. Understand our judicial system and your role within it (jury duty)
23. Demonstrate an organized approach to achieving goals, including identifying and prioritizing tasks and setting and following an effective schedule
24. Demonstrate your understanding of time management and useful tools that can be helpful (calendars, notebooks, computers, etc.)
25. Demonstrate your ability to observe things around you. First, walk $\frac{1}{4}$ mile and try to remember how many cars you saw, what color they were, what type, where they were parked, etc. Walk it again and pay attention to the people you see. Were they male or female, what were they wearing, how old were they, how tall, what color hair did they have, what color eyes, etc. Walk it a third time and observe the buildings. How many stories were there, how many doors and windows did each one have, what color was the main building, what color was the trim, did they have pitched roofs or flat, etc. In times of war, crime, and emergencies, good observation skills become critical. To pass this requirement you do not need to have a perfect memory of everything you see. You DO need to understand the importance of observing things around you and how these details may be important in an emergency.
26. Properly iron a pair of pants, shirt, and dress or skirt.
27. Understand basic child care including how to properly hold, change, and feed an infant, child proof a room for a toddler, and provide appropriate snacks and entertainment.
28. Know the difference between “dry clean only”, “hand wash”, “machine wash”, “tumble dry”, and “line dry.” Understand the consequences of not cleaning an item according to the instructions.
29. Know the difference between different cooking terms including: fry, baste, broil, bake, sauté, poach, whip, and mix.
30. Know what the Poison Control Center is and how to reach them if necessary.

Level 4:

1. Demonstrate the ability to complete all Level 1, 2, & 3 Achievement tasks
2. Understand the concept of interest and how it can work both for and against you (investments vs. credit cards.)
3. Interpret credit applications and recognize how to use and maintain credit.
4. Explain how to obtain, maintain, and cancel household utilities
5. Get your driver’s license. (If your state law requires you to be 18 years old, this requirement is waived.)
6. Be able to compute mileage and gasoline consumption
7. Understand car insurance and what it does and does not cover.
8. Be able to read a road map and give accurate directions to the driver from the backseat.
9. While driving, be able to listen to and follow directions from someone reading a map
10. Understand basic car maintenance including oil changes, tire pressure, tire rotation, air filters, and tune ups.
11. Identify consumer protection resources available when confronted with fraudulent practices
12. Identify procedures the consumer can follow if merchandise or service is unsatisfactory
13. Be able to interpret product guarantees and warranties and how to use them.

14. Demonstrate the proper use of savings and checking accounts, including the ATM and writing checks. Demonstrate how to properly maintain and balance an account.
15. Understand your family's medical history and be able to fill out a medical history form. (Ask aunts, uncles, grandparents, etc.)
16. Be able to interpret nutritional and related information listed on food labels
17. Follow procedures for applying for a job, including interpreting and completing job applications, résumés, and letters of application.
18. Understand procedures involved in interviewing for a job, such as arranging for an interview, acting and dressing appropriately, and selecting appropriate questions and responses.
19. Understand wages, wage deductions, benefits, and timekeeping forms
20. Understand how to fill out a voter registration card (and where to get one), interpret a ballot, and know where to get information regarding issues and candidates.
21. Understand and be able to fill out a basic IRS EZ form. Understand all deadlines and penalties as well.
22. Be able to identify and paraphrase pertinent information, defining fact from opinion, in readings as well as in conversations.
23. Interpret statistical information used in news reports and articles
24. Plan, budget, shop for, and cook one week's worth of meals.
25. Prepare a breakfast, lunch, and dinner from scratch (no prepared or boxed foods allowed.)
26. Prepare a complete household budget.
27. Demonstrate your ability to comparison shop. Understand the need to balance quality with price. The best price is not always your best deal if the product is inferior.
28. Understand how to check the references of someone you wish to hire. What questions should you ask? If necessary, how would you obtain a background check?
29. Understand and be able to use public transportation.
30. Understand the dangers and conveniences of purchasing items online. Know the difference between purchasing an item from an auction site versus an online store. Know your rights and responsibilities in each case. Look at a purchase form online and understand how to fill one out. If possible, actually make an online purchase. Be aware of online scams. Never use your ATM card online. Use a dedicated credit card.

Level 5

1. Complete all lower level life skill requirements.
2. Understand how to read a ballot and explain why it is important to read through every bill, proposition, candidate description, etc. before voting.
3. Be able to explain ideals of the various political parties, including all smaller parties on a ballot such as the Green Party or the Tea Party.
4. Vote in your local election, but only after completing requirements 2 and 3. Be able to explain why you should never vote if you do not understand what or who you are voting for.
5. Be able to explain the concepts of "media bias" and "spin" when watching, reading, or listening to the news. Be able to explain the importance of getting your news from more than one source and getting both sides of every story. Be able to compare and contrast two news stories on the exact same topic but presented through competing media. Explain what each media source feels is the most important information to get across to the consumer and why it differs from other news sources.
6. Get certified in First Aid.
7. Get certified in CPR.
8. Demonstrate how to change a tire.
9. Demonstrate how to jump start a car.
10. Demonstrate how to tie a tie.

11. Learn how to properly paint a room and paint one if possible. Know what tools are necessary such as painters tape, drop cloths, edging brushes, etc.
12. Make a short informative public speech. This may be a simple update report at work, an announcement at church, etc. Anything that requires you to get up in front of a group of people and speak.
13. Demonstrate how to make a good first impression:
 - Make eye contact
 - Have good posture
 - Give a firm handshake
 - Dress appropriately
 - Be aware of and stop any nervous fidgeting
 - Speak clearly
 - Do not interrupt
14. Understand the importance of protecting your personal information and how to avoid identity theft. (FTC Identity Theft website: <http://www.consumer.ftc.gov/features/feature-0014-identity-theft>)
15. Implement basic computer safety on all your devices. This should include understanding how to create strong passwords, using firewalls, and anti-virus software, and recognizing risky links and fake emails. If you have mobile devices or tablets, learn about various entry safeguards such as setting finger prints, swipe patterns, etc.
16. Understand how to protect your privacy on the Internet and mobile devices. Understand all privacy settings of any social program you use such as Facebook, Instagram, Twitter, LinkedIn, Google+, etc. Understand that anything posted to the internet, even in private communications has the potential to be downloaded, saved, shared, and made public.
17. Know basic world geography including:
 - All seven continents
 - Locations of major U.S. cities including: San Francisco, Los Angeles, Seattle, Portland, Dallas, Chicago, St. Louis, New York, Atlanta, Las Vegas, Detroit, Phoenix, Houston, Philadelphia, San Diego, San Antonio, San Jose, Indianapolis, Jacksonville, Columbus, Baltimore, Milwaukee, Memphis, Boston, Charlotte, Denver, Honolulu, Anchorage and Washington D.C.
 - Locations of major world cities including: Amsterdam, London, Athens, Beijing, Berlin, Bangkok, Brussels, Budapest, Buenos Aires, Cairo, Sydney, Cape Town, Copenhagen, Damascus, Delhi, Dubai City, Dublin, Han Noi, Helsinki, Jerusalem, Kuala Lumpur, Lisbon, Madrid, Manila, Moscow, Tokyo, Paris, Prague, Rio de Janeiro, Stockholm, Toronto, Vienna, Venice, Zurich.
18. Learn how to remove various stains including blood, grease, and dirt.
19. Learn how to find a doctor, make an appointment, and what your health care options are.
20. Know how stress affects your life and your health and how to develop positive coping skills that work for you. Identify three ways to reduce or eliminate stress and practice for a week and evaluate the effectiveness of each strategy.
21. Education does not end with high school or college, but should continue for the rest of your life. Set up a plan for continuing education. This could be books you plan to read, subjects you wish to research, classes you wish to take, skills you wish to learn, etc. Write down how you plan to continue your education.
22. Learn time management skills and create a general weekly and monthly schedule that will allow you to complete all your necessary activities and still leave some time to relax and have fun.
23. Describe and research ways to search for a job (friends or relatives, newspaper ads, applying directly to an employer, temporary agencies, internet research, government agencies, school placement center). Define transferable job skills and their value in getting a job. (Skills you get from different roles you play in life- such as athlete, volunteer, artist, friend, family member, co-worker, and how to bring this up on a resume/interview). Describe ways to keep a job, ways to lose a job, and how to best deal with issues that may arise in the workplace. Describe dress code as it pertains to various jobs.

24. Learn how to safely plan and pay for travel. (<http://www.usa.gov/topics/travel/tips.shtml>)
- Check out the seller. Ask tour operators and travel agents whether they belong to a professional association, then check to see if they are members in good standing. Contact your state or local consumer protection agency and the Better Business Bureau to find their complaint history.
 - Beware of unusually cheap prices and freebies. It could be a scam and you could end up paying more than the cost of a regular package tour.
 - Comparison shop. Determine the complete cost of the trip in dollars, including all service charges, taxes, processing fees, etc.
 - Make sure you understand the terms of the deal.. If you're told that you've won a free vacation, ask if you have to buy something else in order to get it. If the destination is a beach resort, ask the seller how far the hotel is from the beach. Then ask the hotel.
 - Pay by credit card. It's not unusual to make a deposit or even pay in full for travel services before the trip. A credit card gives you the right to dispute charges for services that were misrepresented or never delivered. If a travel agent or service provider tells you that you can't leave for at least two months, be very cautious-the deadline for disputing a credit card charge is usually 60 days and most scam artists know this.
 - Call your credit card company with your travel plans. At least a week prior to your travel, call your credit card company to let them know where you are going and when you will be there. Otherwise they may put a fraud alert on your account when they get charges from a location that is not normal for your account and your card will get declined.
 - Insist on written confirmations. Ask for written proof of reservations and dates.
 - Ask about cancellation policies. You may want to look into trip insurance for added protection. InsureMyTrip.com offers pricing and policy information on plans from different companies and describes the different forms of policies available.
 - Do not post your travel plans online. Social media sites are great for staying in touch with friends, but advertising when your house will be empty is never smart and invites theft. Wait until after your trip to tell all your friends about it.
 - If traveling outside the U.S., make sure to leave a copy of your passport with a friend or relative. This way if yours is lost or stolen, they can at least fax it to the embassy to speed up the process of replacing it.
25. Learn how to properly use a fire extinguisher.
26. Learn how to put on snow chains or cables or how to drive in inclement weather in your area (hydroplaning, ice, flooding, high winds, etc.)
27. Learn how to calculate a tip. Average tip is usually 15% - 20% of the total bill. Simple trick to calculating a 20% tip. Move the decimal over one place to the left and double that total. So, if your bill is \$100.00, it would be $\$10.00 \times 2 = \20 . Or if your bill is \$5.23, your tip should be $.52 \times 2 = \$1.04$. Demonstrate this skill at a restaurant.
28. Learn how to properly plant, care for, and maintain a plant, flower, shrub, or tree in your yard or home. Understand what type of plants grow in your area, what type of sun/shade they need, and how much water they require.
29. Learn basic yard maintenance. Understand how to use a lawn mower (if you have a lawn) and hedge trimmers as well as the proper way to pull weeds. Understand the safety issues of using chemicals to kill weeds and unwanted shrubs.
30. Learn the warning signs of violence toward oneself and of violence toward others. Make a list of local resources for getting help with violence.

Liberty Award

(Worn around level tab -remains on vest when advancing levels. Pins say, "Liberty Award" around the level gem)

Thomas Jefferson warned , "If a nation expects to be ignorant and free in a state of civilization, it expects what never was and never will be." Understanding the importance of American liberty, and how it was obtained, is crucial if we are to keep that liberty in the years to come.

To earn the Liberty Award, you must earn all five of the following badges at your level:

- U.S. Constitution
- Elections
- Government
- American History
- Patriotism

Leadership Award

(Worn around level tab -remains on vest when advancing levels. Pins say, "Leadership Award" around the level gem)

The leadership award was designed to encourage members to take on leadership responsibilities and exhibit leadership skills . This award can be earned once at every level. To earn the Leadership Award, you must do the following:

- Earn the Make A Difference Award at your level.
- Earn the Take the Lead badge at your level.
- Earn at least 3 character badges that relate to leadership such as responsibility, diligence, honesty, or patience. (Level 2 and above)
- Hold a leadership position either within your club or within another group in your community (through school, church, etc.).

Gem Awards -Above and Beyond

(Worn around level tab -remains on vest when advancing levels. Pins say, "Above & Beyond, Emerald Award" or appropriate level, around the level gem)

Our higher awards are always designated by a gem in the center based on each level of Quest. Gem Awards are the highest award you can earn at each level. They acknowledge members for going above and beyond just attending meetings and earning badges, and acknowledge them for their efforts in taking to heart the most important aspects of our program. To earn these awards you must do the following:

- Earn one badge from each area of discovery at your level.
- Earn at least one Servant's heart Award for each year of membership at your level.
- Earn the Make a Difference Award at your level.
- Earn the Life Skills Achievement Award at your level
- Earn the Liberty Award at your level
- Earn the Fruit of the Spirit Award at your level
- Earn the Leadership Award at your level

Record Keeping and Finances

We recommend that clubs pay for any badges earned as a group out of the club funds. Badges and other awards earned at home should be paid for by the members whenever possible. This keeps overly ambitious members from becoming a financial drain on your club.

Record Keeping Binder

The Record Keeping binder holds all your records regarding the members of your club. You will need a binder and a set of 4 dividers.

Divide the binder into 4 sections:

In the first section you should place an attendance form to track which members attended each meeting.

In the second section place a stack of Master Award Log Sheets. Every time a child earns a badge, Servant's Heart, or other award, he should follow the procedure set forth below for recording and ordering awards and badges. This form allows you to see at a glance who has earned which awards, which ones have been ordered, and which ones have been presented.

The third section is for pending items. Keep all Award/Badge/Servant's Heart Completion Forms in this section until the award has been presented. This way you will not lose track of which items you are waiting for. After you have presented the award, these forms should be filed behind each child's master sheet in the next section. You can also keep any pending uniform/product orders in this section until all orders have been received and presented.

The fourth section is for the Member Records. At the very front of this section you should place your Membership Roster. Then you should have a Master Record card for each child. Behind their card you should put copies of their registration and health forms. As members earn awards, log them on their Master Record sheet and place the Award Completion Forms behind their registration paperwork. The master record for each child allows you to track the Areas of Discovery each child has earned badges in as well as how close they are to the larger awards.

Recording and Ordering Awards and Badges

The procedure for recording and ordering badges and awards is as follows:

1. The child earning the award fills out the appropriate form (See the Forms section); Award Completion Form, Badge Completion Form, or Servant's Heart Completion Form and brings it to the meeting 15 minutes early along with money to pay for the award. (Tell them that exact change or checks are preferred. Trying to make change for \$20 bills can be difficult.)
2. The child then gives the form and money to the club treasurer. The treasurer logs the payment on the daily deposit form and signs the award form. The award form is then returned to the child who earned the award.
3. The child then takes the award form to the club scribe. The club scribe needs to check and make sure that the treasurer has signed for the receipt of money before accepting the form. If all is in order, the scribe will log the award onto the master award log with the child's name, award, and date earned. The award completion form is then 3 hole punched and filed in the "Pending" section of your record keeping binder.
4. After each meeting, the leader should review everything in the "Pending" section. Once an order has been placed for the items earned (see the catalog), the leader should sign and date each form with the date the

order was placed. Also, place the order date for each item on your master award log. This form gives you an “at a glance” view of what still needs to be ordered or received.

5. Once the awards have been received, the leader should attach the pins to a piece of cardstock (index cards work well) with the name of the recipient printed on it. Pins should then be placed in your “Award Bag” for presentation. Your award bag can be any decorative bag used to hold awards until they are presented. We recommend a cloth bag as they are sturdier and last longer. The more “glitzy” the bag, the more excited the kids become. Once the pins are in the bag, you may sign and date each form with the date you plan to present the pin. Make sure you date the master log as well. If the child is not present at that meeting, simply keep their pin(s) in the Award Bag until you see them next. Take the award completion form out of the pending section and place it behind the child’s Master Award Log in the member section of your Record Keeping Binder. Make sure you also write the award on the child’s log to keep track of what badges and awards they have earned at each level.

Finances

Banking

If your club is chartered by a non-profit organization, such as a church or school, make arrangements with them to obtain a bank account for your club. If you are running a private club, open a special account just for club funds to keep them separate from your personal finances. You can apply for an EIN number for banking purposes by going to <http://www.irs.gov/pub/irs-pdf/fss4.pdf>.

It is recommended that whenever possible, you, or another parent, pay expenses personally and then turn in receipts for reimbursement by the club. This way you ensure that you always have the receipt to back up your bookkeeping and the checkbook can be balanced at every meeting. **KEEP GOOD RECORDS!**

Registration

All memberships are good for one year. If your membership expires without renewal, you will no longer have access to Quest materials, but may still purchase badges and awards.

Dues

Dues are a simple way to cover the cost of supplies for running your club. Dues should be decided by each club based upon the activities they wish to pursue but should average around \$3-\$5 per child per meeting. Dues are payable directly to the club and should be owed regardless of whether or not a child attends a meeting since supplies are purchased with the assumption that everyone will be there. Exceptions can be made under special circumstances. Dues can be paid per meeting, or in a lump sum for the year and should be paid directly to the club. Some clubs choose not to worry about dues and simply ask parents to bring supplies when necessary.

Fundraisers

Fundraisers are at the discretion of the club. There are no official Quest Club fundraisers that you are required to participate in. You may do as many or as few fundraisers as are necessary to fulfill your club’s goals.

Some ideas for fundraisers include:

- Car Wash
- Spaghetti Dinner
- Walk-A-Thon
- Bake Sale
- Making and selling craft items

- Sell items through companies that have fundraising programs
- Cooperate with a local business for a % of the profits during an event.
- Yard Sale

When fundraising, you should follow these guidelines:

1. You may not participate in any type of raffle, drawing, or other gambling type of activity without permission from your charter organization as these types of activities are considered gambling and require special forms to be filled out in each state.
2. Observe all local ordinances related to involvement of children in money-earning activities.
3. Have a plan in place to safeguard the money.
4. Make sure members are able to communicate to others why the money is needed.
5. Make sure you have proper adult to child ratios at all times and that there are always a minimum of two adults present at each fundraising activity. Make sure kids stick to the buddy system when using the restroom or leaving the fundraising station. Protection of the children should be your first and foremost consideration.
6. Make sure to log in money earned into your accounting log under revenues/fundraising and log in any expenses associated with the fundraiser under expenses/fundraising.

Donations

Each Quest club is owned and operated by an individual, business, or non-profit organization such as a church or school. Clubs are not a division, branch, or department of Curiosity Untamed LLC. Curiosity Untamed LLC is not a non-profit business and donations to your club made under the Quest Clubs name are not tax deductible. If your club is sponsored by a non-profit organization such as a church or school, tax deductible donations can be made to your club through these entities. If you have a private club run by an individual, then donations will not be tax deductible.

Donations can be requested from individuals and businesses in the form of cash or in-kind gifts (non-cash contributions) to support your club. Support can be in the form of:

- Cash donations
- In-kind donations of services, facilities and goods.
- Combination of direct cash donations and in-kind donations.

Financial Records Binder

Keeping good records is an essential part of being a Quest Leader. When your club first registers you will need to set up a Financial Records Binder.

Financial Binder:

The financial binder will contain all the forms necessary to track and record your club's income and expenses. Divide your binder into 5 sections.

The first section should contain the Registration and Dues Payment Schedule to help you track the registration and dues paid by each child.

The next section consists of Deposit Forms. At each meeting, the treasurer should log all money received onto this form (including registration and dues). Not only does this make it easier when you go to make a deposit, as everything should be totaled at the end of the meeting, but this form also acts as a receipt to keep track of who has paid for what if there are any questions.

The third section is your Bank Account Register. Make sure you log every deposit and every check written. Bank accounts should be balanced at the end of every month, every meeting is even better. For every check written, you should have a receipt for the purchase or expense.

The fourth section is where you should keep all bank statements.

In the last section, place a large manila envelope to keep all your receipts in. For each check written, staple all receipts that go with that check together and write the check number and total amount of the check on the front receipt.

Other Resources

The Resources tab of the website will bring you to a page with the following resources:

Blog: Our blog provides a variety of articles, meeting plans, ceremonies, songs, games, crafts and more that is completely searchable by both category and specific topic.

Printable Certificates: Printable certificates using either the Curiosity Untamed logo or the Quest Clubs logo, whichever you prefer.

Badge of the Week Calendar: We post resources to earn a new badge each week which can give you a jumpstart on meeting planning. The calendar can help you plan in advance so you know what badges we will feature. You can also find past badge of the week featured badges by searching the blog.

Other Online Resources for Crafts, Supplies, Ideas, and More

The following sites are not part of the Quest Club program so visit them at your own risk.

Scout-O-rama – Great website with everything from activity ideas to fundraising ideas.
www.scoutorama.com

Scouting Resources (a UK site) -The site offers a good deal of material on the more 'traditional Scouting skills such as Map, Compass, Camping, Knots and Pioneering. These include pictures and 'tutorials' on the major subject areas and the Links section can provide an excellent selection of links to further information.

<http://www.scoutingresources.org.uk/index.html>

Meritbadge.org – While this is a site set up for Boy Scouts they have TONS of links and information for working on various badges.

http://merithub.org/wiki/index.php/Merit_Badges

MacScouter – Fantastic website containing everything from songs and games, to outdoor cooking and campfire planning.

<http://macscouter.com/>

Making Friends – This website is full of great ideas for crafts and offers “badge in a bag” sets that are great to incorporate into your badge work for things like first aid or beading. They also offer a variety of inexpensive activity patches.

<http://www.makingfriends.com/>

Oriental Trading -This site sells bulk product for crafts, party supplies and more. It is a great resource for ready to make crafts, as well as décor for parties and ceremonies.

<http://www.orientaltrading.com/>

Policies and Procedures

Contracts

No contract may be entered into using the Quest Clubs or Curiosity Untamed name. All contracts must be signed by either the Leader representing themselves as an individual, or by a designated representative of your sponsoring organization.

Quest Logo Use & Website Guidelines

The Quest name and logo are registered trademarks belonging to Curiosity Untamed LLC and may not be used on clothing, printed material, promotional materials, websites, etc. without express written consent. All requests for logo use should be directed to kerry@questclubs.com. Curiosity Untamed LLC reserves the right to revoke and terminate any trademark agreement at its discretion. Upon such revocation, the user must immediately cease any and all usage of the Quest Clubs name and trademark.

The words “Quest Club” and the logo may be used by the club on clothing, printed materials, promotional materials, educational materials, and websites solely for the purpose of promoting your Quest Club as long as your club name or number is also included.

The Quest Club trademark or name may not be used in any manner that may possibly disparage, bring into disrepute, or derogate Quest Clubs or its members. Members will not promote goods or services that, at the discretion of Curiosity Untamed LLC, may possibly diminish the goodwill of the Quest Clubs name or be viewed any way to be obscene, pornographic, sexual or violent or to encourage any activities deemed unlawful.

Website Development for Clubs

Quest encourages clubs to utilize the internet as a communication tool. The internet is a great communication vehicle that can help your club disseminate information in a fast, effective and fun way. Information posted to the Internet on a Web page can be read by people all over the world. Therefore, safety and how you represent yourselves as a club should be the guiding principle of any Web-based endeavor, even if your information is password protected. This includes issues of privacy, language use, sponsorship, links, and use of any kind of copyrighted material (writing, music, brand images, and pictures). You do not want to release sensitive information about your members. Keeping their privacy and safety while using the web should be a top priority.

club Track (https://clubtrack.com/unit_types/quest-club) offers an all in one website specifically for Quest Clubs that includes a webpage, calendar, attendance, badge tracking and more.

High Risk Activities

Quest will offer a badge on virtually any subject a child wishes to learn about. That said, some activities have a higher risk of injury than others. We are not specialists in every subject and the safety guidelines included with our badges are just that, guidelines. You should always check with your insurance company before undertaking any activity with a higher risk of injury and obey any safety requirements they may have. Check with someone with knowledge and experience in the activity for any extra safety precautions you can take. While we wish to give every child as many experiences as possible, these activities or badges should not be undertaken without parental permission. Check with your charter organization for any specific restrictions on your activities.

Fundraising Rules:

1. All fundraisers that will bear the Curiosity Untamed, Frontier Girls, or Quest Clubs name or logo in any capacity (even if troop or club number is included), MUST be cleared by Kerry Cordy. Send a detailed outline of your proposed fundraiser to kerry@frontiergirls.com BEFORE scheduling any fundraiser. Written approval for the fundraiser must be received in order to continue.
2. You may not sell any item with the Curiosity Untamed LLC, Frontier Girls or Quest Clubs logo or name on it.
3. Members with a Group, Troop, or Club membership may use the Curiosity Untamed LLC, Frontier Girls and Quest Clubs names and logos on fundraising signage only if their Group, Troop or Club membership payment is current. All Signage must include the Group, Troop or Club name or number as well as the following statement: "Curiosity Untamed LLC, including Frontier Girls and Quest Clubs, does not sponsor or endorse this fundraiser. Fundraising efforts are to support (name of group/troop/club) only and are not associated with Curiosity Untamed LLC, Frontier Girls or Quest Clubs."
4. Informal groups of Frontier Girls Pioneers may use the Frontier Girls name and logo on fundraising signage only if all participants in the fundraiser have currently paid memberships. All Signage must include the following statement: "Curiosity Untamed LLC, including Frontier Girls and Quest Clubs, does not sponsor or endorse this fundraiser. Fundraising efforts are to support local individual Frontier Girls members without a troop only and are not associated with Curiosity Untamed LLC, Frontier Girls or Quest Clubs."
5. You may not participate in any type of raffle, drawing, or other gambling type of activity without permission from your charter organization as these types of activities are considered gambling and require special forms to be filled out in each state.
6. No adult only activities may be used as fundraisers.
7. No alcohol, drugs, smoking, or marijuana may be present at or within 100 feet of the activity.
8. Observe all local ordinances related to involvement of children in money-earning activities.
9. No contract of any kind may be entered into using the Curiosity Untamed LL, Frontier Girls, or Quest Clubs name regardless of whether your troop/club number is included or not. All contracts must be entered into and signed by either the Leader representing themselves as an individual, or by a designated representative of your charter organization. This includes contracts to purchase items for fundraising purposes as well as equipment or space rentals or any other contracts or obligations.

Alcohol and Tobacco

Absolutely no alcohol or tobacco should be used or consumed at any Quest Club activity or in the presence of children at an event or activity. Adult volunteers may not work with kids while under the influence of alcohol or drugs.

Health and Safety

All leaders and members of Quest Clubs are accountable for administering Quest Club programming in a safe and responsible way. While total safety cannot be guaranteed, unnecessary risk can be reduced. Leaders are there to provide direction and must consider local needs, geographic or climatic characteristics, state statutes and local ordinances that may apply to any activity. Use common sense and contact a professional in the field before attempting badges and activities that may pose a risk of harm.

Health Forms

Make sure that each child and volunteer fills out a Health History form (see the forms section). This form should be placed behind the child's Level Master Record in your Record Keeping binder. Volunteer forms can be placed at the back of the binder. These forms will not only keep you aware of a child's allergies and medical issues, but also provide emergency contact information. Make sure to keep the Record Keeping binder with your club at all times, and make sure that other adult volunteers know where it is kept. If there is a medical emergency, make sure that the doctor has a copy of the health form. Health forms are for club use only.

Sample Meetings

Below you will find sample meetings for your first 4 meetings. More meeting plans can be found in the Resources section of the website by searching the blog. These meetings are designed for a club who wishes to start by earning the Our Flag Badge. Keep in mind that this is a sample only and you are free to start with whichever badge interests your members. Be creative.

For each meeting, use the Club Meeting Planning Sheet found in your forms section to keep track of what you accomplish at each meeting. You can print your sign in sheet on the back of the page to keep track of which members were at which meetings. By keeping this information together, it is easy to see at a glance, which members have completed a badge and which missed a meeting and needs to make up a requirement or two. The samples meetings are designed for a meeting time of roughly 1 ½ hours and a club of multiple ages. If you have a club made up solely of younger children, you may wish to add some crafts and games and eliminate some of the information.

Make sure you have the following supplies at ALL meetings:

- An American flag and stand to use for the flag ceremony. This can be a simple flag on a stick placed in a vase if that is all you have available.
- Record Keeping Binder
- Finance Binder
- First Aid Kit
- Color markers or crayons and card stock to keep members busy who arrive early. Have them make cards for our soldiers or veterans until the meeting is ready to begin.
- Club Meeting Planning Sheet with sign in sheet printed on the back.
- Snacks. You should create a snack rotation list so that the members take turns bringing the snack.
- Kaper chart

Prior to beginning a meeting:

- Have all members sign in on the sign in sheet.
- If any members have dues to pay or badges to turn in, have them come 15 minutes early and submit the proper forms and payment to the treasurer and scribe.
- Have any members who arrive early make cards for our soldiers and veterans until the meeting begins.

Meeting #1 Club Meeting Planning Sheet

Date: _____ Badge: _____ Our Flag _____

Requirements:

Level 1: _____ #1, #4, #5, #9 _____

Level 2: _____ #1a, #5, #10 _____

Level 3: _____ #1, #2a, #6 _____

Level 4: _____ #1a, #5 _____

Activities:

_____ Learn the Pledge of Allegiance and what each sentence means. How should you show proper respect for the Flag when reciting the Pledge of Allegiance?

_____ Learn what responsibilities the various people have during a flag ceremony? The flag bearer, the color guard, the caller, and the audience.

_____ Participate in a formal flag ceremony.

_____ Make a diagram of the United States Flag, labeling all parts. Include and be able to define the “hoist”, “peak”, “fly”, staff”, halyard”, and “union”. Be sure to show the correct number of stars and stripes, as well as the order of the stripes. If a new state were added tomorrow, on what date would the new star be officially added to our flag?

_____ Learn how to properly fold the flag

Comments: _____

Supplies needed:

Printed coloring pages of the American flag

A large American flag to learn how to fold. Towels may be used if an actual flag is unavailable.

1. Introduce everyone. Begin with a quick introduction to help the kids get to know each other. Have each child say their name and their favorite flavor of ice cream. (10 minutes)
2. Sing songs or play a game. This is the time to loosen the kids up and get a few wiggles out. Sing some action songs such as, “Little Pile of Tin” or “The Donut Song”. If you do not like to sing, play a simple game such as, “Who’s the Leader” or “Who’s Missing”. (10 minutes)
3. Flag Ceremony. Have a card preprinted with the basic flag commands found in the flag ceremony section of this handbook. Assign the roles of caller, flag bearer and color guards. Explain to the kids that this is the serious part of the meeting. While there will be plenty of time for silliness and giggles, you expect them to respect the flag and all that it stands for. Discuss the proper respect that should be shown to the flag. Walk the kids through a simple flag ceremony, instructing them in their roles as you proceed.(15 minutes)
4. Discuss the Pledge of Allegiance and what each line means. You can use the Red Skelton reading from the Flag Ceremonies section if you wish. (10 minutes)
5. Color the American Flag using the coloring pages or purchased flag and identify each part of the flag. If a new state were added, explain where the next star might go. The United States Army Institute of Heraldry already has plans drawn up for flags with up to 56 stars. One possible 51-star flag looks very similar to the current flag, with 6 alternating rows of 9 or 8 stars. Another possibility has the stars arranged in four concentric circles with one star at the center. Some helpful websites are:
<http://www.coloringcastle.com/pdfs/flags/flag-usa.pdf>
http://www.netstate.com/states/symb/flags/flag_terminology.htm
http://www.surfnetkids.com/american_flag.htm (10 minutes)

6. Learn to properly fold a flag. Helpful websites are:
 - <http://www.tutorials.com/09/0903/0903.asp>
 - <http://www.usflag.org/foldflag.html>
7. (20 minutes)
8. Have a snack. Sing or recite a grace before eating. (10 minutes)
9. Dismiss the kids and hand out any notices for parents.

Meeting #2 club Meeting Planning Sheet

Date: _____ Badge: _____ Our Flag _____

Requirements:

Level 1: _____ #6, #8 _____

Level 2: _____ #2, #6 _____

Level 3: _____ #2 _____

Level 4: _____ #1b _____

Activities:

- _____ Learn the Federal Flag Code.
- _____ Photo contest to identify flag violations
- _____ Learn Start Spangled Banner
- _____ Learn History of Star Spangled Banner

Comments: _____

Supplies needed:

A copy of the Federal Flag Code

<http://www.senate.gov/reference/resources/pdf/RL30243.pdf> <http://www.usflag.org/uscode36.html>

<http://www.flytheamericanflag.com/united-states-flag-code.html>

Printed photos of Flag code violations. Visit the following websites for examples:

<http://www.ushistory.org/betsy/wallofshame.htm> <http://www.sethbutler.com/tattered/> <http://flagsgonewild.com/>

Pencils and paper Small candies or other prizes Words to the Star Spangled Banner along with the history of the song.

<http://www.usa-flag-site.org/song-lyrics/star-spangled-banner.shtml>

http://www.si.edu/encyclopedia_si/nmah/starflag.htm <http://americanhistory.si.edu/starspangledbanner/>

1. Introduce everyone again. Begin with a quick introduction to help the kids remember each other's names. Have each child say their name and their favorite animal. (10 minutes)
2. Perform a flag ceremony. The kids will still need a lot of direction at this stage, but the more they perform the ceremony the more confident they will become until they do not need your help at all. (5 minutes)
3. Sing songs or play a game. This is the time to loosen the kids up and get a few wiggles out. Sing some action songs such as, "Little Pile of Tin" or "The Donut Song". If you do not like to sing, play a simple game such as, "Who's the Leader" or "Who's Missing". (10 minutes)
4. Discuss the Federal Flag code with the kids. Edit how much information you give the kids should be based on their ages. If you only have Level 1, keep it simple. If you have Level 4, go a little more in depth. At the very least you should cover the following: (15 minutes)

- The American Flag should be placed in the center, and higher, when displayed with a group of state, local, or organizational flags flown from staffs. It may also be positioned to the right of other flags (if you were to hold the flag while facing your audience, your right side would be the flag's own right).
 - "When displayed from a staff in a church or public auditorium, the flag of the United States of America should hold the position of superior prominence, in advance of the audience, and in the position of honor at the clergyman's or speaker's right as he faces the audience. Any other flag so displayed should be placed on the left of the clergyman or speaker or to the right of the audience."
*
 - The flag should be hoisted briskly and lowered slowly with dignity.
 - The flag should never be allowed to touch anything beneath it, nor should it ever be carried flat or horizontally—always aloft and free.
 - Never use the flag as a cover or place anything on top of it.
 - No disrespect of any kind should be shown to the flag of the United States. It should be kept clean.
 - The flag, when carried in a procession with other flags, should be either on the marching right or, if there is a line of other flags, in front of the center of that line.
 - When you display the flag on a wall or in a window where people see it from the street, it should be displayed flat with the blue part at the top and on the flag's own right (which is the observer's left).
 - When displayed after dark, the flag should be illuminated.
 - Never use a flag as a container.
 - Never write anything on the flag or cover it with anything.
 - Never wear the American flag.
5. Depending on the number of kids in your club, you can either divide them into teams, or do the following as an individual competition. Show the kids various pictures of flag code violations and see how many violations they can identify. Have them write as many as they can on their paper. After 2 minutes, compare their answers. Any team or individual who finds them all wins a prize. At the end of the game, whichever team or individual got the most correct wins an additional prize. For example in the photo below there are 3 different flag code violations. (20 minutes)



- It should not ... printed or otherwise impressed on ... anything that is designed for temporary use and discard." (Flag Code, Section 8i)
- "No disrespect should be shown to the flag of the United States of America." (Flag Code, Section 8)
- "The flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything." (Flag Code, Section 8h)

6. Teach the kids the Star Spangled Banner and the history behind it. (15 minutes)
7. Have snack. (15 minutes)
8. Dismiss the kids and hand out any notices for parents.

Meeting #3 club Meeting Planning Sheet

Date: _____ Badge: _____ Our Flag _____

Requirements:

Level 1: _____ #7 _____

Level 2: _____ #9 _____

Level 3: _____ #15 _____

Level 4: _____ #14 _____

Activities:

_____ Learn how a flag should be properly retired. _____ Participate in a flag retirement ceremony.

Comments: _____

Homework: Have any Level 3s and 4s bring a poem about our flag to the next meeting.

Supplies needed:

Snacks

Contact your local VFW post, American Legion, or other veterans group and request that they perform a flag retirement ceremony with your kids. If requested, these groups will be more than happy to educate the children in the proper retirement of dirty or damaged flag and perform the ceremony with help from the kids. This makes a great field trip for the kids and also gives your club a chance to get to know some of the veterans in your community. Make sure to have the club sign a thank you card to give them when you are finished. If you wish, bring snacks and drinks to share with the veterans.

Homework: Have any Level 3s and 4s bring a poem about our flag to the next meeting.

Meeting #4 club Meeting Planning Sheet

Date: _____ Badge: _____ Our Flag _____

Requirements:

Level 1: _____ #2 _____

Level 2: _____ #1b _____

Level 3: _____ #3, #6 _____

Level 4: _____ #3, #6 _____

Activities:

_____ Learn the history of the American flag _____ Paint your favorite American flag from history. _____ Create a timeline of flags on butcher paper for use as décor during investiture ceremony.

Comments: _____

Homework: Have Level 4 put together a flag ceremony for your investiture/rededication ceremony. It will fulfill requirements #2 and #16.

Supplies needed:

History of the American Flag with pictures of various flags over the years.

<http://www.ushistory.org/betsy/flagpics.html>

Cardstock Red, white, and blue poster paint Paint brushes Dixie cups to hold water Butcher paper long enough to create a timeline with your flags Masking tape

1. Introduce everyone again. Begin with a quick introduction to help the kids remember each other's names. Have each child say their name and their favorite TV show. (10 minutes)

2. Perform a flag ceremony. The kids will still need a lot of direction at this stage, but the more they perform the ceremony the more confident they will become until they do not need your help at all. (5 minutes)
3. Sing songs or play a game. This is the time to loosen the kids up and get a few wiggles out. Sing some action songs such as, "Little Pile of Tin" or "The Donut Song". If you do not like to sing, play a simple game such as, "Who's the Leader" or "Who's Missing". (10 minutes)
4. Teach the kids about the history of the American flag and how it has changed over the years. Make sure to stress what the stars and stripes stand for and why it keeps changing. (15 minutes)
5. Either let the kids choose their favorite flag, or assign one to each child to paint. Have them put the year it was flown underneath. When complete, tape them to the butcher paper to create a timeline. (20 minutes)
6. Have any Level 3s and 4s recite the poems they brought. (5-10 minutes)
7. Talk to the kids about creating a special flag ceremony for your investiture ceremony. Do they wish to include songs or poems? Who should be the caller? The flag bearer? Do you have a proper flag to use for the ceremony or will you need to borrow one? Have the Level 4s write up the ceremony before your next meeting so that you can practice. (15 minutes)
8. Have snack (15 minutes)