

STEPS TO BE AN OFFICIAL CLUB

These are the steps that clubs need to complete in order to:

- Earn Certificate of Operation
- Attend the Conference Camporee (October 19-22, 2023)
- Register Your Club Officially

Completing these steps by September 25 is a requirement to qualify for Club of the Year.

1. CLUB REGISTRATION on YMMS www.nadyouth.com

- Every club will need to request an account in the Youth Ministries Management System (YMMS). This step must be completed by either the Club Director or Club Secretary (see Club Packet doc for instructions).
- Add members and event dates to your club calendar on YMMS.

Note: if your club is already on YMMS, you will **ONLY** need to update member roles, add new members and/or deactivate ex-members and add calendar dates for the new club year.

2. STERLING VOLUNTEERS www.ncsrisk.org

Each adult staff member must complete their Adventist Screening Verification (**background check and training modules**) through Sterling Volunteer. Legal names **MUST** be used through the entire process (see Club Packet doc for instructions).

- Driver Questionnaire Checklist:

Please process all Driver Questionnaires for any Volunteer Drivers you might have for the year. Anyone driving kids (other than their own) to club events/activities need to be Eligible as Drivers on Sterling Volunteers and should appear on the club's member list as "APPROVED" under the "Driver" column on YMMS.

3. SUBMIT INITIAL REPORT on YMMS www.nadyouth.com

Please make sure to submit your Initial Report on YMMS, so that we can verify that steps 1 and 2 have been completed. (See Club Packet for instructions on submitting reports through YMMS)

See Club Packet for instruction on steps 1, 2 and 3.