**HANOVER MASTER GUIDE CLUB**

**PROGRAM PROFILE**

****

**A comprehensive guide to structure and programs.**

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Program Profile Documents *(Available but not included)*

* Drum Corps & Drill Camp Profile
* HMG Drum Corps Profile
* Drill & March Development Program
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* Finance Policy
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Promotional publications *(Available but not included)*

* Drum Corps Brochure
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**INTRODUCTION**

This document represents the compilation of ideas, decisions, actions, practices, and procedures that have been a part of the master guide parish program since the introduction of the revised constitution and structure in 2008.

It presents a comprehensive guide to all aspects of the master guide parish program, and should be particularly useful to Executive members, Instructors, Pastors, Federation Officers, and just about anyone required to administer a section of , or interface intimately with the master guide parish program.

As with any organization, the dynamics of needs, resources, and circumstances will present change imperatives. These should be embraced constructively and not rejected simply because they challenge the existing status quo.

As master guides we have a responsibility to be the best we can, so we can do the best we can for those we purport to mentor, lead, and instruct. This profile outlines a diverse program that essentially meets the needs and aspirations of our membership. The main challenges now remaining are communication, motivation, and mobilization to have our membership on board and moving forward.

This is our challenge. Let us embrace it.

Ryon W. Grant

***Parish President (2008-2011)***

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**ADMINISTRATION**

OFFICERS

The Hanover Master Guide Club is managed by an executive of 16 members who are responsible collectively for the development and conduct of the training program.

At various locations across the parish, however, there are Master Guide Training Centers which provide the program with much of its visibility, and mobilization opportunities. These centers are critical and the close interaction between them and the coordinating executive is critical for the success of the training program. It is therefore recommended that instructors attend monthly officers meetings along with the elected officers. Any disconnect in this area redounds negatively to the overall program.

The following officers are elected to serve for the 2012-2013 Term

**Office Incumbent Church Base District**

President Katia Davis Dias L

Vice-President Annette Pusey Blengeim L

Secretary Tennesha Grant Lucea L

Treasurer Gordon Munroe Lances Bay L

Chaplain Percival McNab Martin Castle L

Public Relations Officer Ryon Grant Sandy Bay SB

Honors & Training Coordinator Veronica Samuels-Rhoden Cauldwell MT

Projects & Development Officer Donovan McLaren Mt. Peace CP

Drillmaster Alvern Douglas Chambers Pen CP

Pathfinder Secretary Cedell Roberts Cauldwell MT

Adventurer Secretary Tracy-Ann Henry Lances Bay L

District Rep-Chambers Pen Symone Lynch Maryland CP

District Rep-Hopewell Leinghton Jones Hopewell H

District Rep-March Town Olivene Grant March Town MT

District Rep-Lucea Percival Mcnab Martin Castle L

District Rep-Sandy Bay Gurdalyn Walker Sandy Bay SB

FINANCE POLICY

The administration of the funds of the club is handled by the Treasurer with oversight from a six member finance committee chaired by the treasurer.

Physical funds are held on our behalf by the Hanover Federation. Details of these arrangements are contained in the finance policy document.

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***MASTER GUIDE TRAINING CENTERS***

Training of Master Guides may only be conducted through approved, registered centers.

Pathfinder Clubs or Churches wishing to train Master Guides must be formally registered with the master guide parish organization as Training Centers. This is to preserve the training standards, facilitate program support and coordination, and ensure accountability among those entrusted with the instruction and guidance of youth within our sphere of responsibility

For a center to be approved for registration a number of conditions must be met. These are outlined

below.

1. There must be committed and sufficiently mature prospects who are prepared to complete the registration requirements and pursue the program to completion
2. A suitable instructor must be identified and accredited by the HMGC. The instructor may be required to complete the instructor training program conducted by the HMGC before accreditation is given.
3. An acceptable training facility must be provided by the church or district.
4. A suitable class day and time must be agreed.
5. The Pathfinder Director, AY Leader, or a Church Leader must complete the application form and agree to the terms of the establishment of the center, which shall include;

* The observance of the provisions of the constitution of the Master Guide Association by trainees and the instructor.
* Observance of the uniform regulations.
* Support for the attendance of official master guide programs and events by trainees and instructors.
* Support for the participation of trainees and instructor in off-base training workshops (usually conducted Saturday nights), and making the respective church available for such workshops when needed.
* The arrangement of insurance for all participants at their expense.

1. The consent of parents is required in writing for any MIT prospect under the age of 18, or still dependent.
2. The HMGC reserves the right to replace instructors who prove ineffective. The church may also request this replacement for any reason it may consider justified.

The Master Guide Training Center Instructor is one of the most important officers in the parish program. As such care should be taken to ensure that only suitable individuals are selected. The following set of requirements are aimed at advancing this process.

1. Recent completion of the staff training and church heritage courses, or instruction, or revision of these courses.

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1. Familiarity with;

* the registration and fee payment requirements for trainees
* the overall master guide program structure
* the training profile and requirement details

1. Personal familiarity with the basic content of all ten (10) compulsory honors and six (6) assignments on the current master guide profile.
2. Must be an invested master guide or a partly qualified trainee who has successfully completed the staff training and church heritage courses.
3. Must possess the ab1lity to motivate, instruct, inspire, and discipline trainees.
4. Must be willing to attend overnight workshops and outdoor camps with trainees.
5. Must give firm undertaking to pursue the training program to completion , even for one trainee.
6. Must undertake to observe the constitution and regulations of the master guide association, as well as the terms under which the center is established.

***TRAINEE MASTER GUIDE (TMG) REGISTRATION***

The constitution of the Master Guide Association recognizes a Master Guide Trainee as one properly enrolled and pursuing a program of study leading to investiture.

This enrollment is secured through a registration process that involves;

* Completing the relevant application forms
* Securing parental and church approval where required
* Paying the prescribed fees.

This registration expires after two years if the trainee has not been invested. In such instances he/ she will have to renew the registration in similar manner as an original registration.

Honors, assignments, and pre-test passes are valid for only three years, for the purpose of investiture. Any requirement for investiture must therefore have been completed within three years of the investiture date, or the candidate must have completed satisfactory refresher training such as class or workshop attendance within the past three years.

Prospective trainees are encouraged to get all the relevant information relating to the training requirements and standards, and to ensure they are suited to the demands that will be made on them during training , and on investiture.

***FEE PAYMENT & PROGRAM COST FLOWS***

Fees are required to defray costs incurred in the conduct and administration of the program on behalf of members. Non-payment of required fees starves the organization of needed resources resulting in deferment of planned programs and the incurring of program related costs by those

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conducting rather than by those benefiting from the program.

The main fees are ;

* registration fees for first time trainee registration ($500)
* membership fees payable each year by Master Guides ($600), and Trainees ($300)

One half (50%) of fees paid by invested master guides is payable to the West Jamaica Conference Master Guide Association. All fees should be collected by the parish organization.

The following schedule outlines the main cost items, the usual costs associated with them, and the general time-frame each usually takes effect. Confirmation should be secured from a parish officer

on the specific payment figure and timing of any aspect of the program.

***Cost Item/ Activity $ Est. Costs Payment dates Transport***

Trainee registration 500 November-December

Training Material 500 November-December

Insurance (accident & injury) 300 November-December

WJCMGA Pre-Test Fee 200 April or August (first sitting) Y

Skill Development Seminar 1,000 May (WJC) or August (Han.) Y

Environment Camp fee 300 May (Transport cost separate) Y

Master Guide General Meetings (Dues) 200 Quarterly, Mar, Sep., Dec. Y

Master Guide Rally n/a June Y

Pathfinder Leadership Award Training 5,000 CYD Decision Pending Y

Wolf Camp 300 October Y

Master Guide Investiture n/a October Y

Drum Corps & Drill Camp 2,300 November Y

HOT Camp 500 July or August Y

***UNIFORM REQUIREMENT ENFORCEMENT***

There are two main aspects to this enforcement.

* Firstly to ensure that all invested master guides and registered MITs are properly uniformed, and
* Secondly, to ensure that only invested master guides and duly registered trainees wear the uniform.

Uniform is required for all official Master Guide and Pathfinder functions, and in particular for pre-tests and investiture.

The right to wear the uniform is not automatic. Pathfinders who have completed the Guide class at their pathfinder club have no automatic right to wear the master guide uniform. Only those who

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formally complete the registration process, and thereby attain membership in the Master Guide Association may wear the uniform.

The Master Guide Association, and the Youth Director of the Conference have authority to strip an errant master guide of his uniform. Disciplinary action by the local church also directly affects the ability of a member to wear or keep his uniform.

Trainees who abandon their training and whose registered trainee status is therefore lost, are no longer members of the Master Guide Association and their wearing of the uniform constitutes a breach. Club directors and center instructors should ensure this group is closely monitored.

***TRAINEE MASTER GUIDE (TMG) PROGRAM ADMINISTRATION***

The coordination of the training of new master guides used to be the single preoccupation of the parish organization. The creation of new elements to diversify the program should not be seen as a diminishing of the significance of this aspect of the program as all the new elements are intended directly, or indirectly to enhance the quality, efficiency, and value of this main training activity.

Since 2010 a revised profile has been in effect. This has additional requirements and a more streamlined structure reflecting the training needs of the master guide for the twenty first century.

The Profile is divided into five main sections;

* Special Development
* Skills Development
* Leadership Development
* Honors Completion
* Official Endorsements

As training progresses, each requirement completed must be signed and dated on the profile. The completed and fully verified profile is submitted to the WJC Master Guide Association for verification and approval for Investiture.

***Special Development***

There are eight requirements under this section divided into two main categories; examinable courses and assignments. The two courses require a 75% grade to pass and comprise;

* 1. The Staff Training Course, which outlines the purpose, structure, regulation and administration of pathfinder clubs, and which is pursued between December and April for examination in Mid-April.
  2. The Church Heritage Course which covers the history, Biblical foundation, and organization of the Seventh-Day Adventist Church. This Course is pursued between May and August for examination in Mid-August

Each center should ensure that classes are held each week to complete the curriculum for each course ahead of the scheduled pre-test. A plan or time-table should be prepared with allowances for workshops and other practical sessions, and taking note of events on the master guide and federation event calendar.

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The Assignments are project papers to be completed and presented in bound folders with the following information entered on the front cover; Assignment name, Trainee name, Training Center, Instructor, and date. The assignments vary in nature and include the following;

1. Summary of either Steps to Christ or The Desire of Ages to be presented as a report of between three and ten pages.
2. Bible Year, or Encounter Plan. This is a structured Guide to Bible study over the course of a year, and certified by the instructor on the declaration of the trainee.
3. Summary of four week devotional journal. This is a documentation of devotional activities for one month. The report needs be presented on four pages representing four weeks with seven days listed on each page. Only a brief entry is required for each day.
4. Bible Doctrine. This is a presentation of the 28 Fundamental Beliefs of the church in your own words, supported by at least three biblical reference for each belief. A personal interpretation is required, not a transcription.
5. Ellen White Biography. This is a two to five page outline of the life and contributions of Ellen White.
6. Organization Chart. This is a graphical depiction of the world SDA church with notes on the leadership of the structural divisions.

***Skills & Child Development***

This portion of the profile requires attendance of a week-end training seminar where the following subject areas are covered;

* Leadership Skills
* Communication Skills
* Child and Youth Evangelism
* Creativity & Resource Development
* Child Development Seminar

One such seminar is conducted in May by the WJC Master Guide Association and a second in September by the HMGC. Trainees from Hanover are encouraged to attend the first of these if possible as personal or other events may present scheduling conflicts resulting in their missing the second convening in Hanover.

A seminar resource manual of just over 60 pages, meals, and accommodation are included in the cost of the program conducted in Hanover.

***Leadership Development***

Each Trainee is required to participate in the instruction and leadership of children in their Pathfinder Club, Sabbath School and AY Society. This experience is certified by the center instructor or the director in charge of the pathfinder club or AY Society. This is an important aspect of the training program and must be treated as an apprenticeship, where every opportunity is taken to learn and practice the leadership and human relation skills required of an effective pathfinder leader.

Master guide training is a leadership development, not an academic program!

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***Honors Projects***

A Pathfinder Honor is a specialized research paper covering any number of over three hundred topics in broad categories from Hobbies to Science. These projects are presented in question and answer format with illustrations and in many instances have practical components that require physical handling of material, creative endeavors, outdoor activity, learning specific skills (e.g. swimming) and undergoing challenging circumstances.

Fifteen of these honors are required for master guide investiture, and these must be presented in bound folders with a table of contents, and the following information on the front cover;

* Name of Honor
* Name of Trainee
* Center
* Honor Instructor
* Date

Ten of these honors are pre-selected and made compulsory. These all require attendance at workshops where the practical skills related to the honor can be learned, practiced, and demonstrated.

The remaining five honors may be selected from any category in any mix desired.

Trainees are however encouraged to make selections in preparation for one of four specialization areas which have been developed to establish clear options and paths to master guide service, as well as to create an infrastructure to further advance the greater pathfinder program. The specialization areas and the honors to be pursued are as follows.

* Community and Outreach

1. Witnessing
2. Christian Citizenship
3. Community Assessment
4. Crisis Intervention
5. Disaster Response

* Drum Corps & Drill Squad

1. Christian Citizenship
2. Music
3. Drumming & Percussion
4. Advanced Drill & March
5. Witnessing

* Center Instruction

1. Teaching
2. Witnessing
3. Computers
4. Wilderness Living
5. Christian Grooming & Manners

* Outdoor Training

1. Wilderness Living
2. Edible Wild Plants
3. Weather
4. Orienteering
5. Backpacking

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***Workshops***

Workshops are overnight (Saturday night) training sessions conducted at different locations across the parish during the training year. They are structured for practical training and skill development components of all the required honors. Each honor will be instructed by a qualified instructor who will also review and sign off the completion of the respective honor project on the profile sheet.

Workshops should be conducted on a district or other zonal basis that will facilitate the maximum attendance of trainees in the specific zone. This approach requires that the conduct of workshops be standardized to ensure efficiency, order, and the effective completion of objectives.

The scheduling of workshops should be coordinated to ensure that instructors are available, and that the full compliment of honors is covered during the training period. The grouping of honors to be covered should reflect a matching of the skill sets, and resource requirements with the venue.

Project folders should best be completed ahead of each workshop, and the workshop should then focus on the practical components.

Generally two honors should be targeted for each workshop. Honors with extensive practical components such as First Aid, and Knot Tying should be done singly or in night & early morning combinations with swimming or hiking.

Trainees should be notified of any material or resource required for the practical training so they may bring these to the workshop.

***Endorsements***

On completion and full certification of all requirements the trainee must be recommended for investiture by several individuals at different levels of the organization, including

* The center instructor
* Parish Honors Coordinator
* Parish President
* Church Pastor
* WJC Master Guide Association President
* Conference Youth Director

This is effected by the affixation of the relevant signature at the appropriate section of the profile sheet. The broad base of the verification process serves to maintain standards and the integrity of the training program

***RESOURCE MATERIAL PROVISION***

Resource material are available to Training Centers for all curriculum requirements.

This, however can best be achieved, with the timely remittance of registration particulars and funds.

It may not be possible to cost-effectively arrange printing and copying for late entrants.

Each Center will receive the following;

Pathfinder Staff Training Course Manual (full version)

Church Heritage Manual

Profile Sheets for each trainee

Honor resources for 10 compulsory honors and 16 specialization electives

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Individual trainees may secure personal copies of the condensed manuals at a reduced cost. These are provided with revision test questions to help focus the study on the critical areas. Personal copies of any honor resource may also be secured at cost.

***AWARDS***

Awards and incentives were originally intended for presentation at the investiture service to individuals and MIT classes. Individual awards were presented at the first parish Investiture in Sandy Bay in 2009, and the class awards should have been given out in 2010, however the decision of the Master Guide Association to return to a unified investiture exercise and the limitation of parish inputs in this exercise, demand that alternate arrangements be made for the award presentation.

Individual awards are intended to promote and encourage personal discipline and all round excellence. The center awards are intended to promote a sense of identity, cohesiveness, teamwork, and mutual support among center trainees. As individual performance counts toward overall eligibility each member is encouraged to support his classmate in the pursuit of all program objectives.

***Individual Awards Center Awards***

Staff Training Course Center Excellence Award -Best Class Average

Church Heritage Course Church & Community Impact Award

Overall Test Average Drill & March Award

President’s Award-Best MIT Outdoor Skills Award

Instructor Award Merit Award for centers with 75%+ investiture

AWARD CRITERIA

*PERSONAL AWARDS*

***Staff Training Course Award***  Trophy

Best performance in pre-test

***Church Heritage Course Award***  Trophy

Best Performance in pre-test

***Pre-Test Excellence Award*** Trophy

Best combined average in pre-tests

***President’s Award- Best Trainee*** Trophy

Complete Pre-test with at least one personal or class award

Complete Assignments without penalties

Participate in MGA Functions and activities

Participate in WJC & Federation Functions and activities

Exhibit leadership qualities.

Demonstrate reliability, and cooperativeness

Show initiative

Demonstrate a diversity of skills

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***Best Instructor Award***

Based on % of Trainees invested and the mean class grades on the core curricula.

This will only apply for centers with two or more registered trainees.

*CENTER AWARDS*

***Center Excellence Award*** Plaque\*

Mean of all test scores

***Church & Community Impact Award*** Plaque\*

Community initiatives

Local church initiatives

***Drill & March Award***  Plaque\*

Individual Drill

Parade Formations

Ceremonial Drill

***Outdoor Skills Award*** Plaque\*

Tent pitching & campsite preparation

Fire building & camp cookery

Track & Trail, & Hiking

Knots & lashing

Finding directions

***Center Merit Award***  FramedCertificate

This will be given to any center that invests 75%+ of its trainees,

and will go a far way in motivating trainees and instructors alike

to pursue and maintain high standards.

*\* Names of class members to be engraved or printed on each class award.RD*

***DRILL & MARCH DEVELOPMENT***

This is a comprehensive program geared to the improvement and expansion of drill and march as a discipline reinforcing, and character building activity among our youth, and in raising standards in the conduct of formal uniformed ceremonies.

This training program is centered at the Lucea SDA Church where training is conducted each Thursday evening, but with reaches into local churches and districts. Areas covered include individual drill, parade formations and ceremonial drill.

Two key initiatives of this program are;

* The development of a master guide drill unit, and
* The training of a corps of instructors selected from churches across the parish to instruct pathfinders and other uniformed groups in the area of drill and march.

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Any individual or group within the church can be accommodated as the program has been structured to address all the needs of the parish.

**MASTER GUIDE CONTINUING DEVELOPMENT**

Much of the difficulty in mobilizing master guides and effecting development programs stems from the lack of organization among the master guide membership. While information exists on the identity and location of master guides within the parish, there is need for a formal unit structure for these clusters. Master guides in any church should be able to identify all the other master guides in their congregation, and these master guides, collectively, should be aware of programs and activities for their benefit. And should have mechanisms and paths to easily access or make input to the development of these programs.

Each congregation with at least two invested master guides should be organized as a unit, with formal communication and mobilization channels through the relevant district representatives. The district representatives will, therefore, have two organized groups to oversee in each district;

* The Master Guide Training Centers for trainee instruction, and
* The Master Guide Units for the coordination of ongoing development, and mobilization for program participation.

The main master guide development programs are outlined below.

***HONORS ENRICHMENT & SPECIALIZATION***

Each Master Guide is encouraged to continue honors completion after investiture to acquire new skills and knowledge to enhance the effectiveness of their leadership and instruction efforts.

The pathfinder curriculum has a list of honors for each class. Instructors should properly complete all these honors to be able to effectively instruct the classes, rather than overlooking them each year.

The establishment of four specialization areas offers opportunities to focus development in;

1. Drum Corps and Drill Development
2. Center and Club Instruction
3. Community and Outreach, and
4. Outdoor Training

Finding an area for service, and the means to develop the expertise needed, should now be easier, and all master guides are encouraged to get involved.

***PATHFINDER LEADERSHIP AWARD (PLA) COURSE***

This is the first of two advanced courses for invested master guides, and is open to center and club directors and instructors, and master guide and federation officers.

The program comprises thirteen specific components;

* Ten developmental courses relating to personal improvement and empowerment, and developing expertise for pathfinder administration.
* Drill and Ceremonies training
* CPR training and certification by the Red Cross.
* The development and implementation of projects related to a new skill learned during the training program.

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The current profile involves two weekend seminar, and practical training events, with private study and assignment completion between the weekend events.

Because of the Red Cross CPR training this course costs more than any other organized in the Youth Department. Every effort is, however, made to keep costs at a minimum.

This program should be scheduled for the third quarter at about the time the core curriculum instruction phase of the trainee program is winding down.

Our objective is to have all active master guides complete this program. This will provide a higher caliber of coordinators and practitioners for the diverse spectrum of programs that exist in this parish.

***INSTRUCTOR DEVELOPMENT***

The instructor is the key component of the master guide trainee program. The success or failure of this aspect of the program rests with the performance of the instructor.

This training program is developed in response to overwhelming evidence of the need for it. The program is structured and aimed primarily for Master Guide Center Instructors, but components specific to pathfinder and adventurer instruction could be included to broaden the participation and impact of this program.

The program covers;

* The qualification requirements for a center instructor
* The administrative imperatives of center creation and operation
* Proper approaches to curriculum and honor instruction.
* Program planning, scheduling, and monitoring.
* Reporting requirements
* Motivation and disciplinary matters.

All Master Guide Center instructor must complete this training as a pre-condition for accreditation and assignment. It is imperative, therefore, that the status of all centers be finalized ahead of the convening of this training program.

***COMMUNITY & OUTREACH PROGRAMS***

***Ceremonial***

Master Guide Parish Induction Service in February

Awards presentation at final Federation Rally in October

***Community Impact***

Disaster assistance program

Community Project Involvement

Street Corner Meetings

Master Guide Choir

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***Church Impact***

Summer Vacation School (Pathfinder Curriculum)

District TIC (Trainees In Charge) Program

Crusade impact

***SPECIALIST UNITS***

***Master Guide Drum Corps*** \*

The drum corps was organized by the HMGC and commenced active duties in 2010. The corps is currently based at the Lucea SDA Church and conducts band rehearsals on Sunday afternoons.

There are about twenty members currently with prospects for increasing to a maximum of thirty.

The corps is available for church, community, civic and social events, and can be reached through any officer of the parish organization.

***Master Guide Drill Squad*** \*

This drill unit commenced activity in 2010 to officially represent the parish as well as to assume leadership roles in parish functions. Building this unit to the desired level of proficiency is a long term enterprise but the first steps have been made. Rehearsals are held every first Thursday at the Lucea SDA grounds.

***HOT Squad \****

This is a special unit tasked to impact the parish outdoor training requirements at pathfinder and master guide trainee level. Membership requires completion of specific honor courses and the development of proficiency in instruction of these honor courses.

***Master Guide Choir***

To perform at official ceremonies and street meetings in uniform

Broad District participation is proposed with rehearsals in venue rotation or in workshop settings.

***CAMPS***

***Drum Corps & Drill Training Camp*** \*

This is an annual weekend camp specifically for drum corps and drill practitioners. It is to be held in November and involve participation from corps and squads across, and beyond the conference.

The program includes drill training, music training, honors, and special courses.

***HOT Camp*** \*

This is an outdoor camp designed to fulfill the outdoor training requirements of the pathfinder and master guide training program. It is held in December and should be parish based.

Participation is restricted to active pathfinders, master guide trainees, and master guides. Clubs are expected to provide all their requirements, and provide personnel to supervise their pathfinders.

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***WEST JAMAICA CONFERENCE MASTER GUIDE ASSOCIATION PROGRAMS***

***General Meetings***

General meetings are held at the end of each quarter to discuss general business, receive parish and central executive reports, and discuss and approve proposals.

***Environmental Camp in May***

An outdoor camp designed to provide an outdoor experience removed from the trappings of civilization, promote nature appreciation, and to offer practical training from a number of honor courses.

***WOLF Camp in October*** This is an outdoor weekend camp organized on the weekend bordering October and November and provides survival camping skills experiences as well as spiritual enrichment.

***Master Guide Rally***

This is the main program showcasing the master guide program each year. The rally is held in early to mid June, with the venue rotated among the four parishes each year.

***Master Guide Investiture***

This is the annual graduation exercise for trainee master guides, and is usually held in October or November. The venue is rotated among the four parishes. It is attended by investing trainees, parish and conference officials, and members of the general pathfinder family from the four parishes.

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