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TO: Current So. California Conference Master Guides * Please Take Note of the Following Announcement: April 2019

1. It has been brought to my attention that individuals are teaching classes in which they are not qualified to teach or to sign-off on. This is not right, and this situation will be corrected immediately. The unqualified instructors are short-changing individuals who want to increase their knowledge for the M.G. program by taking classes they need to complete the Master Guide Requirements.

This is our plan and the correct procedure: In ORDER to be an Approved Instructor to teach a Master Guide Class, YOU MUST register with the So. California Conference Youth Ministries Department by letting our office know your name, the name of your church, your cell number, the class or classes you are qualified and plan to teach. Some of you we know already and some of you we do not know. Individuals who are taking Master Guide Classes cannot be signed off taking a class if the instructor/teacher is not qualified to teach that subject.

To be fair to all, we will be compiling a new list of approved instructors. If you will be instructing/teaching M.G. Candidates and M.G. Clubs, you will need to register with our department as a qualified instructor for the Master Guide Requirement Classes, (Master Guide, Pathfinder Director, or Lay Person). Please fill out and mail or email the attached form. A Lay Person may teach a class that they are qualified to teach.

As of the date of this letter, before teaching any class or classes to Master Guide Candidates, our office must have the individual(s) who will be instructing on an approved instructor list. Master Guide Candidates need to be aware of this approved instructor list to also make sure that the individual who is teaching them classes is on the authorized, approved instructor list.

This Instructor and Class List will give our office a data base of classes and qualified instructors that we will have on file to assist you when you need a qualified instructor for a certain class.

2. Please also find enclosed for Master Guide Club Leaders/Directors an application to fill out and return to our office so that we know that you are a director of an active M.G. Club. On the back side, please let us know the candidates you are working with. This application should be filled out yearly. (If copy needed for the above-named form, on our website or contact Brenda)

Thank you for your cooperation in this matter.

Bob Wong

REGISTRATION FORM
INSTRUCTOR/TEACHER OF MASTER GUIDE CLASSES
Approval Required by So. California Conference Youth Ministries Dept.
Please fill out form and return to Y.M. Dept.

Name: _____

Church/Club: _____

Address: _____

Cell: _____ Email: _____

Topic/ Class: _____

Qualifications: _____

Topic/ Class: _____

Qualifications: _____

Topic/ Class: _____

Qualifications: _____

Topic/ Class: _____

Qualifications: _____

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For Office Use Only:

Date Received: _____ Date Returned to Instructor/Teacher: _____

Approved by Bob Wong, Youth Ministries Director: _____

(signature)