



## Participant Handbook

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## Welcome to Quest

This manual can also be used throughout the year as a reference about the Quest program. Please contact us at any time with questions or for more information. You can reach us at [kerry@questclubs.com](mailto:kerry@questclubs.com) or by calling 530-524-8799. Quest was founded in 2010.

What is the Quest Program? Quest is an educational incentive program that uses badges and awards to encourage kids and adults of all ages to take their education to the next level by delving deeper into subjects they are already interested in and exploring new ideas and experiences. Written by home schoolers, this program seeks to show kids and adults that everything is fun and educational. Our badges are similar to those used in scouting programs, requiring a certain level of mastery in a subject, but still offering a choice of options as to which activities to complete.

There are currently more than a thousand individual badges you may earn with more released every month. If you want a badge that is not ready yet, or maybe isn't even on our list, all you have to do is email us and we will add it to our wish list, or you may give us a hand and help us write them as well (See the Badge Writing Badge for instruction). In addition to our badges, we also offer a variety of higher awards based on themes such as community service, character, patriotism, and leadership.

Quest was designed to be as flexible as possible. Unlike formal scouting programs, there are no mandatory meetings, promises, or uniform, and we have no religious affiliation. You simply adapt the program to meet the needs and goals of your family or group using our materials to create a club that fits your needs.

Quest can also be used to supplement current scouting programs by adding additional badges and awards for your members. While our badges and awards may not be worn on official scout uniforms, they can be displayed on either a Quest uniform of your own design, or on tote bags, backpacks, jackets, shadow boxes, etc.

## 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**

Ask Anything, Explore Everything!

### **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.

## 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.

## Clubs

Quest Clubs is a curriculum that is purchased, not an organization that you join. Each Quest Club is independently operated and is not associated with Curiosity Untamed LLC who sells the Quest Club program materials. If a child joins an organized club using Quest materials, it is the parent or guardian's responsibility to vet the leadership, request background checks, etc. to ensure the child's safety prior to attending any meetings. Curiosity Untamed LLC provides no training or insurance to organized clubs and provides curriculum only.

Each participant in a Quest Club will need their own individual or family membership in order to have a license to use our materials and to gain access to all badge requirements. User names and passwords may not be shared.

Quest Clubs are a great alternative to traditional scouting programs. They offer the structure and friendship of a scouting style program, but have unlimited badges, a wide variety of higher awards, and the flexibility to design the club to fit. With a Quest Club, you can:

- Have an all boys, all girls, or a co-ed club. How you structure your club is up to you. All kids and adults are welcome.
- Include all ages or just a single age group. The Quest program is designed so that all ages can participate in a single club, but you can choose to limit your club to a specific age group if you wish.
- Name your club whatever you want. Use the Quest name or choose a name that is all your own. We have Frontiersmen, Adventure Kids, The Wildflower Tribe and more!
- Design your own uniform. While we offer suggestions as to how to structure a club uniform, you are free to design your own, or have none at all. Vests can be ordered in up to 20 different colors through our shop.
- Write your own badge requirements. If you want to earn a badge on a subject, we do not yet have requirements for, you are welcome to write your own, or send us an email and we will add it to our wish list. If you are working on one of our current badges and wish to substitute your own requirements for ours,

you are more than welcome. We ask that you share your ideas with us so that we can add them to the badge for others to use, but this is just appreciated, not required.

- Design your own pins. Need a specific pin for your club that we do not yet offer? Just send us your artwork and we can create button style pins for the same price as our regular badges with no minimum order.
- Stay in touch with other clubs. Join our main forum as well as a private Facebook group called Frontier Girls and Quest Clubs so you can stay in touch with other clubs around the county to get together for activities and events such as badge days, parades, community service projects, and camp outs. This is also a great place to share ideas and ask questions.
- Receive ongoing support and ideas. Our office is always available via either email or phone to offer suggestions and support and can usually respond within 24 hours. As new materials are created, they will be automatically posted in the Member area.

Quest is a great program for the whole family to use together. Our badges are designed so that all ages can work on the same badge at the same time, allowing families to work on badges together. If your family is planning a trip, earn a Travel Destination badge specifically for the location you plan to visit. If your children love spies, help them take that passion to the next level by earning the Spy badge.

Quest can be used to help children develop a love of learning by encouraging them to take their interests to the next level. Show children how everything around them can be a learning experience by letting them earn badges on those subjects for which they already have a passion, or even just those subjects they might be curious about. Take what children are already learning in school and show them how it can be expanded via community service projects, career research, art projects, and more. Quest will write a badge on just about any subject someone would like to learn about. If we do not have the badge you want, just ask and we will add it to our wish list.

## Adult Clubs

Did you love scouting as a kid? Hiking, camping, cooking, and first aid are useful skills for all ages and just because you are now an adult does not mean you should no longer indulge in the activities of your youth. Ever wanted to make gigantic bubbles? Taste chocolate from around the world? Learn cake decorating techniques, or how to shoot a bow and arrow? It is never too late. Starting an adult Quest Club lets you learn and experience new things in a social setting with other likeminded adults. Anything goes, and if we don't offer a badge on the topic you are looking for, we encourage you to help us write one!

Adult Quest Clubs are perfect for scout leaders who wish to earn badges, not just teach them; for friends to gather for unique outings and activities; and even for senior centers to offer distinctive programs to keep adults healthy and active.

## 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: Preschool ages 3-5  
Level 1: Grades K-2, ages 5-8  
Level 2: Grades 3-5, ages 8-11  
Level 3: Grades 6-8, ages 11-14  
Level 4: Grades 9-12, ages 14-18  
Level 5: 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.

## Opportunities Every Quest Clubs Member Should Have

Below is a list of opportunities every Quest club member should have.

### **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 are 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 snack, 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 snack. If for some reason a child cannot bring snack, 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. Finally, if your club is participating in our Support A Soldier program, the Care Coordinator is responsible for packing and shipping all care packages. (The club is still responsible for paying all shipping charges.)



**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 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 those around you 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 your children. Before you can influence them however, they must like and trust you.

Think about the way you respond to each of your children. Does the expression on your face and the tone of your voice show that you really like them and enjoy spending time with 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 kids.

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 the kids 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 child'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 the kids think on these things. Actions will follow. Talking with your kids will get them thinking, but activities designed to teach specific principles will yield better results as they help kids see just how these traits can be used in their lives.

Character building activities can be worked into just about anything you do. 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 the kids 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 home. 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 of 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 have 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 member 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.

Badges are the basis of the Quest Program. Our badges combine learning with activity, service, and even career exploration. For each subject, participants will have an opportunity to discover:

- Knowledge of the subject, such as technical terms, jargon, or terminology.
- History of the subject and how the subject is used today.
- Art projects – for higher levels they may also find works of art that have to do with the subject, or novels that mention it.
- Craft application – if applicable, build or make something that relates to the subject. ▪
- Geography — look at a map and find the places where the subject came from or is used. (For instance, for the knitting badge you could find the Faroe Islands where some splendid sweaters are made, or the Kashmir province in India where Cashmere wool comes from.)
- Games to help learn the subject.
- Music: are there any songs or pieces of music that relate to the subject or that help to learn the subject?
- Technology: how is it made? How is it used? How does technology change the way it is done?
- Service Projects/Volunteer opportunities. ▪ Shadowing someone who works in the area.
- Internet: with a parent's permission a child may research websites that apply to the badge subject.
- Field trips to locations that make or use the subject.
- Necessary skills needed to properly learn a subject.

## Areas of Discovery

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 an 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 an 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 an Level 4e, 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.

## What Do Badges Look Like?



Quest badges are 1 1/4" steel spring-back pins (not patches). The colored ring around the outer edge represents the age level the member was at when they earned the badge.

**Red** – preschool

**Yellow** – Level 1 (grades K-2)

**Blue** – Level 2 (grades 3-5)

**Green** – Level 3 (grades 6-8)

**White** – Level 4 (grades 9-12)

**Grey** –Level 5 (adults 18+)

### 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 a 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.



### Pinnacle Award - Level 5 Level Only

Since adults never age out to a new age level we offer the Pinnacle Award which represents 500 badges earned. The Pinnacle Award replaces five WOW! Awards on the vest. As more badges continue to be earned, those WOW! Awards may be re-added to the vest until another 500 mark is reached and they can be replaced with another Pinnacle Award.



### 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 cleanup 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 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 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 song 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 ¼ mile and try to remember how many cars you saw, what color they were, what type, where were they 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 they, howLevel 5 many doors and windows did each one have, what color was the main building, what color was the trim, did they 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 life skills requirements from lower levels.
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 painter’s 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, Madris, 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](http://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 x2 = \$20. Or if your bill is \$5.23, your tip should be .52 x2= \$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



## Outdoors Award

by Makayla Russell

The Outdoor Award is presented to participants who not only explore the outdoors but have gained the skills necessary to fully enjoy it and work within it. Like the Life Skills Achievement Award, the Outdoors Award builds on knowledge and skills as the participants age. All lower level requirements must be completed before you can earn the award at a higher level.

### Preschool Level

1. Learn to recognize and name at least 5 different trees in your area.
2. Learn to recognize and name at least 5 different wild animals in your area. Know which animals can be dangerous and why.
3. Learn to recognize and name at least 5 different flowers or plants in your area. Know which plants can be dangerous and why.
4. Understand safety precautions to take to avoid dangerous plants.
5. Know how to protect yourself from wildlife in your area while hiking or camping.
6. Take a hike of at least a half mile. (Preschool only)
7. Go camping for at least one night on two different occasions. (Preschool and level 1 only)
8. Earn the Water Safety badge at your current level
9. Earn the Outdoor Safety badge at your current level
10. Earn the Camping badge at your current level
11. Earn the Weather badge at your current level.
12. Earn the Fire Safety badge at your current level
13. Earn the Leave No Trace badge at your current level.
14. Earn the First Aid badge at your current level

### **Level 1**

1. Complete all requirements from the Preschool level unless a requirement specifically states it is for that level only and then add the requirements below. If you have earned the Outdoor Award at a lower level, all knowledge must still be maintained, and all activities must be redone with level 1 ability and experience.
2. Learn about the different kinds of cloud formation and what they can tell you about the weather.
3. Take a hike of at least one mile (Level 1 only)
4. Earn the Pocketknife Safety badge at your current level
5. Learn the importance of having a whistle with you anytime you are hiking or backpacking and learn what to do if you are ever lost in the woods in order to have the best chance of being found. Learn to blow S.O.S. on your whistle.

### **Level 2**

1. Complete all requirements from Level 1 unless a requirement specifically states it is for that level only and then add the requirements below. If you have earned the Outdoor Award at a lower level, all knowledge must still be maintained, and all activities must be redone with Level 2 level ability and experience.
2. Take a hike of at least 2 miles (Level 2 only)
3. Earn the Fire Building badge at your current level.
4. Earn the Outdoor Cooking badge at your current level.
5. Earn the Pocketknife badge at your current level.
6. Learn 4 different knots used for outdoors and why they are important.
7. Learn about different types of tents such as 2-man, family, dome, quick pitch. Understand what each is used for.
8. Create your own survival bag including first aid kit, compass, knife, rope, whistle, lighter, bandana, notebook, pen, playing cards, heat blanket, snacks etc. If you cannot actual create the bag, make a comprehensive list of what should be in it and why.
9. Know food safety while camping, what temperature meats, mayonnaise etc need to be kept at to avoid illness, and how to maintain temperature control. Understand how to store food to keep it safe from wild animals.
10. Learn how to make your shoes waterproof and why it is important

### **Level 3**

1. Complete all requirements from Level 2 unless a requirement specifically states it is for that level only and then add the requirements below. If you have earned the Outdoor Award at a lower level, all knowledge must still be maintained, and all activities must be redone with Level 3 level ability and experience.
2. Start a fire without a match, other options include flint and steel, friction, bow rubbing or magnifying glass
3. Know how to sharpen a knife, ax, hatchet
4. Pack a backpack meal and eat from your backpack for a full day while hiking
5. Be able to identify plants, berries and trees in your area and which ones are safe to eat
6. Take a hike of at least 5 miles
7. Go camping for at least 2 nights on at least 3 separate occasions.
8. Be able to navigate a compass and use it on a hike or backpack trip
9. Learn about different hiking equipment, such as proper backpack fitting, hiking boots, camping equipment, etc.
10. Know at least 3 different ways to signal for help while outdoors without a phone or Wi-Fi.

### **Level 4**

1. Complete all requirements from the Level 3 level unless a requirement specifically states it is for that level only and then add the requirements below. If you have earned the Outdoor Award at a lower level, all knowledge must still be maintained, and all activities must be redone with Level 4 ability and experience.
2. Know how to find and sanitize water in your area
3. Know how to get an injured hiker out of the woods safely

### **Level 5**

1. Complete all requirements from the Level 4 unless a requirement specifically states it is for that level only and then add the requirements below. If you have earned the Outdoor Award at a lower level, all knowledge must still be maintained and all activities must be redone with Level 5 ability and experience.
2. Teach at least 6 outdoors skills to others. Ideas may include first aid, knots, compass work, shelter building, fire building, outdoor cooking, water safety, knife safety etc.



## S.T.E.A.M. Award

The S.T.E.A.M Award is designed to help kids explore science, technology, engineering, art, and math.

- 1.
2. Earn the Math badge at your current level
3. Earn two different life science badges (biology, botany, human body, etc.) at your current level.
4. Earn two physical science badges (physics, electricity, magnetism, etc.) at your current level.
5. Earn two of the Man-Made Wonders badges of your choice (tunnels, skyscrapers, bridges, etc.)
6. Earn one outdoor science badge (trees, wildlife, wildflowers, Natural Wonders, etc.)
7. Earn two different badges from the Art area and be able to explain how they could be used in technology designs.
8. An engineer is a person who designs, builds, or maintains engines, machines, or public works. Make a list of at least 5 different types of engineers and describe what types of technology they design, build or maintain.
9. A scientist a person who is studying or has expert knowledge of one or more of the natural or physical sciences. Make a list of at least 5 different types of scientists and describe what types of things they study.
10. Earn the Biographies badge for a famous scientist, engineer, mathematician, or artist who designs technology such as bridges, cars, buildings, etc.
11. Choose a piece of technology to design using art. Design your own car, building, boat, plane, bridge, etc. This can be a 3D model or a drawing or painting.
12. Discuss how science, technology, engineering, art and math all work together to advance society. Choose 3 examples of modern engineering and list how each area of S.T.E.A.M. is needed in order to complete the whole. For example, to create a bridge, you must understand physics and how gravity, weight, etc. will affect your bridge. Without the proper math calculations, your bridge will collapse. An artist will make the bridge beautiful and an engineer takes all the information from the scientists, mathematicians, and artists to design a bridge that is both beautiful and sturdy while modern technology and machines are needed to build it. The older the participant, the more in depth the analysis of each man-made creation should be.



## Career Exploration Award - Available only to Level 4 and 5 Only.

This award may be earned multiple times as long as new Areas of Discovery, careers, etc. are chosen. You may not use knowledge or activities counted toward one Career Exploration Award as a requirement fulfilled for a second award but must learn and explore something new.

1. Choose an Area of Discovery to concentrate on and earn the Major Award for that Area.
2. Choose a minimum of 6 different careers within your chosen Area and find out the following: Education needed, average salary, locations where this job is plentiful, expected hours/seasons worked, what companies hire these jobs and what a typical day in this job looks like.
3. Interview someone who holds each of the jobs you chose. Ask the following questions as well as any others you may have:
  - What are the pros and cons of the job?
  - Would they recommend the company they work for? Why or why not?
  - What advancement in this career is available?
  - What benefits are usually included?
  - What is the best education for this job?
  - Is continuing education in the field is required?
4. Learn the difference between various forms of continuing education after high school including community college, public universities, private colleges, trade school, the military, online learning, and certificate programs. What are the costs, benefits and time commitments of each? What are the pros and cons of each?
5. Visit at least 3 continuing education schools such as universities, colleges, or trade schools.
6. Understand the difference between blue collar jobs and white-collar jobs.

7. Choose at least one company you may be interested in working for and find out what jobs are needed to keep that company in business. Talk to the Human Resource manager to build a list. For example, a winery needs farm workers, farm equipment handlers, payroll and accounting personnel, sales people, wine makers, janitorial staff, bottling factory workers, shipping and receiving staff, and more. Also find out what other types of companies your chosen company does business with. In the winery example above, they must work closely with various filtration and bottling supply companies, freight forwarders, and wholesalers among others.

## Record Keeping and Finances

Quest Clubs has partnered with TroopTrack, an all-in-one space to track all your club functions from calendaring, achievement tracking, events, RSVPs, newsletters, attendance, money accounts, finances, member management, chat, fundraising and more! And TroopTrack's mobile app allows you to manage your group from anywhere.

TroopTrack has many years of experience providing scouting organizations with amazing scouting software that takes the hassle out of managing your scout group. One tool does it all. Whether you are a leader, parent, webmaster, treasurer, advancement chair, or any other member. TroopTrack saves money, headache, and most importantly time.

Troop Track is not affiliated with Quest Clubs, but is a wonderful supplemental product that works great for our program. They offer a free 30 day trial if you want to test them out! Visit [TroopTrack.com](http://TroopTrack.com) to get started.

### Finances

#### **Registration**

All Quest Club 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 through our store. Each member of your Quest Club must have their own individual or family membership in order to have a license to use the program and have access to badge requirements.

#### **Dues**

Dues are a simple way to cover the cost of supplies for running a club. Dues should be decided by each club based upon the activities they wish to pursue but should average around \$2-\$3 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.

## Online Resources

The Resources tab of the website will bring you to our new Curiosity Untamed site at [curiosityuntamed.net](http://curiosityuntamed.net) where you can search for meeting plans, songs, games, ceremonies and more.

If you are on Facebook, you can visit our official Quest Clubs page as well as join our Curiosity Untamed and Quest Club Forum group where you can share your accomplishments and get to know other members around the country.

### **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](http://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://meritbadge.org/wiki/index.php/Merit\\_Badges](http://meritbadge.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 name. All contracts must be signed by either the Leader representing themselves as an individual, or by a designated representative of your charter organization.

### Quest Logo Use & Website Guidelines

The Quest Clubs name and logo are registered trademarks belonging to Kerry Cordy and may not be used on clothing, printed material, promotional materials, websites, etc. without the express written consent of Kerry Cordy. All requests for logo use should be directed to [kerry@questclubs.com](mailto:kerry@questclubs.com). Quest Clubs 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 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 for the purpose of promoting your Quest Club as long as your club name or number is also included.

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

## 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. These activities have a higher risk of injury than other activities, and parents should be made aware of all risks before allowing their child to participate.

## Alcohol, Tobacco and Drugs

Absolutely no alcohol, tobacco, marijuana or other drugs should be used or consumed at any Quest 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.

## Conclusion

Quest is a very flexible program designed to be used to support each individual's goals. Feel free to adjust the program to suit your needs and to contact Kerry Cordy, the founder, if you need any support or have any questions. She can be reached at [kerry@questclubs.com](mailto:kerry@questclubs.com).

# Where will YOUR Quest take you?