In this document, which is intended for Base Camp Managers, I will discuss how to handle your member's level completion requests.

The process will start, of course, with the member. When a member opens the level he or she is working on in their transcript, they will see something like the following. In this example, the member has completed their Ice Breaker, is working on the "Evaluation and Feedback" project, and has not yet started the "Researching and Presenting" project.
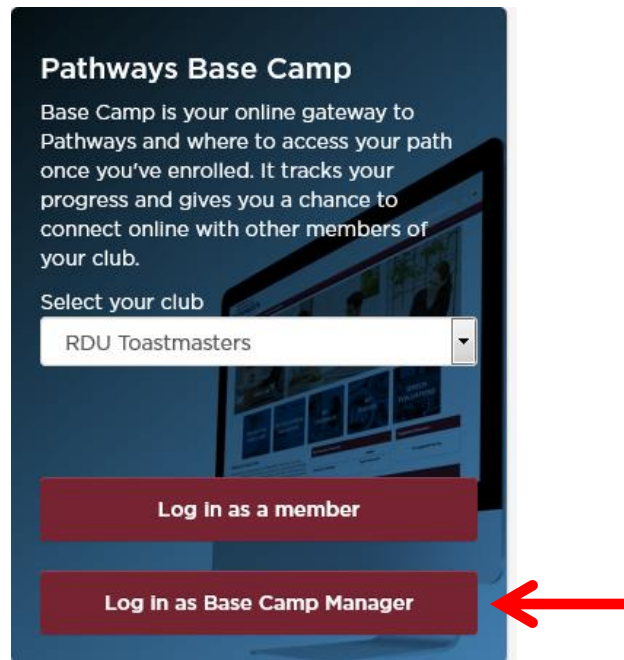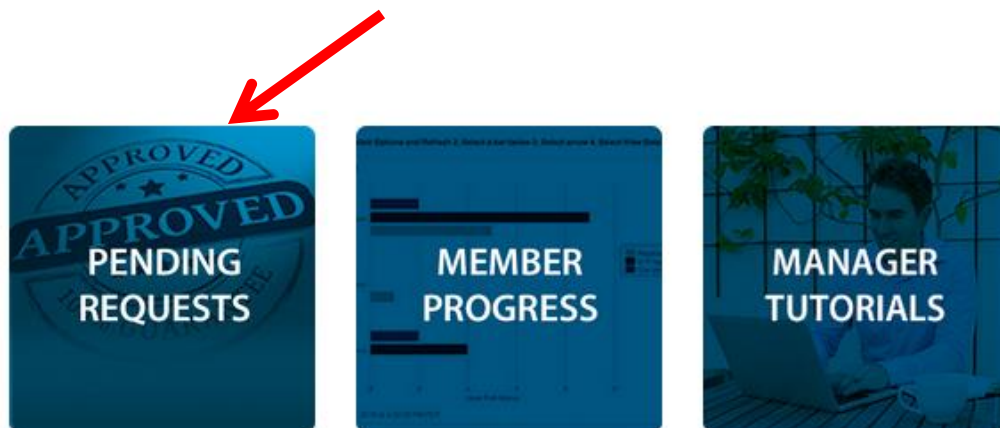

Notice the last item, highlighted by the red arrow. When the member has completed the other projects, this resource will become active, and the member will use it to submit his or her level completion request. This will trigger an email alert that will be sent to the club contact as listed in Club Central. This information will need to get to the club's VPE, but how to do that is outside the scope of this document.

Please note that if the person submitting the request is a member of more than one club, he or she must be logged in to the Base Camp for the club that is being asked to approve the project completion.

When you receive a project completion request email, you will need to log into Pathways as a Base Camp Manager. The process is the same as logging in as a member, except that you will select the second button below.

Once you're logged in, select the "Pending Requests" tile.

Click on the member's name at the left of the "Pending Requests" table to select that member. Click on the green check mark on the right to approve the level completion, or click on the red 'x' to deny the request.

If you're denying the request, it's recommended that you explain why in the window that opens. You should also list your name and the current date, regardless of whether you're approving or denying the request. This isn't required, but it gives you an audit trail if there are issues down the road. When you're done, click on the 'Submit' button. This will trigger an email notifying the member of your decision. If you've approved the request, it will also unlock the next level of the path in the member's transcript.

(Note: You should always review the member's transcript before approving a level completion request to confirm that the member has completed all of the projects. Accessing a member's profile is outside the scope of this document.)

Please keep in mind the fact that you'll need to file level and path completions in Club Central separately in order to earn Distinguished Club Program credits. Members of multiple clubs will need to coordinate with the different VPEs to ensure that the credit goes to the right club.