

**Exploring Committee Guide**

**for Districts and Councils**

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June 5, 2018

Overview

Within this guide you will find resources specific to an Exploring committee’s **operational functions**. The methods and best practices to recruit Exploring committee chairs and members are no different than those used to cultivate Scouting committees. The Exploring committee prospect pool will reflect a different audience – think business leaders as opposed to parents and long-time volunteers. However, this difference should not delay the committee development process already proven to be successful in Scouting.

Remember to develop a succession plan for each position as well. This may seem like extra work. If you start the conversation with prospects many months (or even a year) in advance they will have time to shadow the volunteer currently in the position before they officially begin their term.

Prospecting

Utilize the Selecting District People (BSA resource) to conduct a thorough search for potential committee members. Consider the people who serve in the following roles within your community.

* Council board members and spouses
* Chamber of Commerce leaders
* Chamber of Commerce education committee members
* Largest school districts’ superintendents
* Largest school districts’ board members
* School district career counselors (aim for district level as opposed to campus level)
* State education agency career & technical education coordinators
* School district foundation leaders
* CEO’s of largest businesses in the council/district service area
* Police and fire chiefs
* City managers
* Airport managers
* “Teaching” hospital executive staff
* Community college & university board members
* Professional organization / union leaders, all career fields
(EX: Nebraska Manufacturing Advisory Council)
* Local branch/office representatives of national Exploring supporters ([www.exploring.org/supporters](http://www.exploring.org/supporters))
* Currently registered Exploring units’ executive officers

EXPLORING COMMITTEE PROSPECTS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name & Title** | **Organization** | **Phone/Email** | **Who knows this person?** | **Ideal for which committee position?** | **Meeting date** |
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Position Codes

You can also find a list of position codes on the LFL/Exploring Adult Application (download from [www.exploring.org](http://www.exploring.org), located in the “Forms” resource box at the bottom of the home page).

**UNIT POSITIONS DISTRICT/COUNCIL POSITIONS**

PCC Post Committee Chair 34 Council LFL/Exploring Committee Chair

PMS Post Committee Member 34M Council LFL/Exploring Committee Member

EA Post Advisor 63 District LFL/Exploring Committee Chair

AA Associate Advisor 63M District LFL/Exploring Committee Member

ES Club Sponsor 137 Council Service Team Chair

AS Club Associate Sponsor 138 Council Service Team Member

141 LFL Presenter/Consultant \* 139 District Service Team Chair

 140 District Service Team Member

\* A non fee-paying position. Youth Protection training is mandatory and a criminal background check will be conducted. Use this position for volunteers who present program content on an infrequent basis.

Orientation & Training

Onboarding your committee chair and members is a vital step in the process of cultivating your committee. During the onboarding process a volunteer should feel valued and fully prepared for their new role in the organization. Improperly preparing a volunteer may result in their abandonment of the position earlier than planned.

**WELCOME PACKET**

*Value them!*

Develop a formal “welcome aboard” packet and/or message. A packet with all the information will show them that you will be there to support them in their new role. Something simple, short and sweet should do the trick:

SIMPLE Exploring Sales Kit (SKU 638289)

SHORT Insert the position description, meeting dates and link to online training in the pocket folder inside the back cover of the sales kit.

SWEET Include a handwritten note from both the staff advisor and volunteer to which they will be reporting. Consider giving your new recruits an Exploring lapel pin too! (SKU 639674)

Remember to introduce them with a round of applause at their very first committee meeting.

**ONLINE TRAINING**

*Prepare them!*

You and your volunteers can find all the Exploring training resources you will need online at [www.exploring.org/training-safety](http://www.exploring.org/training-safety). From position training requirements and FAQ’s to online training modules and webinar archives, this web page is your one-stop-shop.

Anyone can access and complete the 19 Exploring leader training modules at any time. At a minimum, it is recommended that your Exploring district/council committee members complete the following online modules at [my.scouting.org](file:///C%3A%5CUsers%5CDownloads%5Cmy.scouting.org):

* What is Exploring? (10:03)
* Benefits of Exploring (9:21)
* Methods of Exploring (9:06)
* Service Team Orientation (10:48)

Finally, schedule some time with your new committee member and the volunteer to whom they will report to for a relaxed introduction and review of the position description. This is the ideal time for the newly recruited volunteer to ask clarifying questions as he/she begin his/her new role on your team.

**Standard District Committee Structure**

An Exploring-only committee structure mirrors that of a Scouting committee structure with a couple of additions. Note the differences in the Exploring-specific positions within the traditional district committee structure.

**Council Exploring Chair**

**Position Description**

**OBJECTIVE**

Serves as a member of the Council Executive Board, reporting to the Council Vice-President of Membership and the Area Exploring Chair and is responsible for the leadership of the Council’s Exploring programs. The Council Exploring Chair is nominated by the Council Nominating Committee and approved by the Council Executive Board Chair.

**RESPONSIBILITIES**

1. Register as a member of the Council Executive Board, participate in the Council Executive Board Meetings, and complete an onboarding orientation for the position.
2. Provide leadership for the recruitment and development of the Council Exploring Committee.
3. Assist in the recruitment and training for each of your respective District Exploring Chairs within your council.
4. Participate in the monthly Regional meetings/conference calls with your Regional and Area Exploring Chair.
5. Conduct quarterly meetings/conference calls with your respective District Exploring Chairs and Committees.
6. Provide support to your respective districts to be successful with meeting goals, as outlined in your Council’s Strategic Plan and the National Learning for Life/Exploring Strategic Plan.
7. Identify and develop opportunities for council Exploring partnerships to create Exploring growth.
8. Provide support to the Council Exploring Officers Association.

**Exploring District Chair**

**Position Description**

**OBJECTIVE**

Lead the Exploring District Committee in promoting and growing the programs in the community by supporting the sub-committee functions. Work closely with the Council Exploring Chair (volunteer) and Exploring/District Executive (professional). This position is a minimum one year annual commitment.

**RESPONSIBLE TO**

Council Exploring Chair

**RESPONSIBILITIES**

1. Register as a member of the District Committee, participate in the District Committee meetings, and complete an onboarding orientation for the position.
2. Participate in monthly District Committee meetings.
3. Become familiar with the council’s strategic plan, National Learning for Life Strategic Plan, JTE, and participate in an onboarding orientation and exploring trainings (YPT, specific position modules, etc.).
4. Lead and conduct quarterly meetings/conference calls with the post/club advisors.
5. Provide leadership to district and respective posts/clubs that have specific professional knowledge and experience within each their local area.
6. Work with Council Exploring Chair to identify and develop opportunities for funding such as grants, scholarships, etc. and promote Exploring with top business leaders in the area.
7. Provide leadership to and actively promote Learning for Life and Exploring national campaigns and events, as Exploring Explosion, and local Exploring events.
8. Contribute to the Exploring fundraising campaign.
9. Assist Exploring sub-committee chairs in recruiting an adequate number of members to carry out their respective functions (fundraising, service, program and membership).

**MEETINGS**

* Exploring Key 3 (ENTER DATES)
* Exploring Committee Meetings (ENTER DATES)
* Council Board Meetings (ENTER DATES)

**AREA SERVED**

(DESCRIBE GEOGRAPHIC TERRITORY BY COUNTY, CITY, OTHER)

**RESOURCES**

* Exploring Guidebook for Adult and Youth Leaders
* [www.exploring.org](http://www.exploring.org)

**Exploring Chair in Traditional District**

**Position Description**

**OBJECTIVE**

Ensure that Exploring is addressed in all functions of the district. Work closely with the District Chair (volunteer) and District Executive (professional) to promote Exploring in the community. This position is a minimum one year annual commitment.

**RESPONSIBLE TO**

District Chair

**RESPONSIBILITIES**

1. Register as a member of the District Committee, participate in the District Committee meetings, and complete an onboarding orientation for the position.
2. Participate in monthly District Committee meetings.
3. Become familiar with the Council strategic plan, National Learning for Life Strategic Plan, JTE, and participate in an onboarding orientation and exploring trainings (YPT, specific position modules, etc.).
4. Lead and conduct quarterly meetings/conference calls with the post/club advisors.
5. Provide leadership to district and respective posts/clubs that have specific professional knowledge and experience within each their local area.
6. Work with District Chair to identify and develop opportunities for funding such as grants, scholarships, etc. and promote Exploring with top business leaders in the area.
7. Provide leadership to and actively promote Learning for Life and Exploring national campaigns and events, as Exploring Explosion, and local Exploring events.
8. Contribute to the Exploring fundraising campaign.
9. Assist sub-committee chairs in recruiting an adequate number of members to carry out Exploring in their respective functions (fundraising, service, program and membership).

**MEETINGS**

* Exploring Key 3 (ENTER DATES)
* Exploring Committee Meetings (ENTER DATES)
* Council Board Meetings (ENTER DATES)

**AREA SERVED**

(DESCRIBE GEOGRAPHIC TERRITORY BY COUNTY, CITY, OTHER)

**RESOURCES**

* Exploring Guidebook for Adult and Youth Leaders
* [www.exploring.org](http://www.exploring.org)

**Career Interest Survey Chair**

**Position Description**

**OBJECTIVE**

Support the growth of the Exploring programs by building and maintaining relationships with local school districts and other educational institutions. Work closely with the Membership Chair (volunteer) and Exploring/District Executive (professional) to promote Exploring in the community. This position is a minimum one year annual commitment.

**RESPONSIBLE TO**

District Membership Chair or Exploring District Chair

**RESPONSIBILITIES**

1. Register as a member of the District Committee, participate in the District Committee meetings, and complete an onboarding orientation for the position.
2. Participate in monthly District Committee meetings.
3. Become familiar with the council’s strategic plan, National Learning for Life Strategic Plan, JTE, and participate in an onboarding orientation and exploring trainings (YPT, specific position modules, etc.).
4. Contribute to the Exploring fundraising campaign.
5. Identify and recruit enough of the right people to administer the Career Interest Surveys (online and Scantron) at all area middle and high schools in the district.
6. Develop a plan to distribute and collect the Career Interest Surveys by the end of March.
	1. Ensure survey results are sent to schools by the end of the school year.
	2. Provide the survey results to the Marketing Chair early to assist in inviting companies to Cultivation Events.
	3. Follow-up with the schools who wish to conduct the survey in the fall.

**MEETINGS**

* Exploring Committee Meetings (ENTER DATES)

**AREA SERVED**

(DESCRIBE GEOGRAPHIC TERRITORY BY COUNTY, CITY, OTHER)

**RESOURCES**

* Career Interest Survey Guidebook
* Exploring Guidebook for Adult and Youth Leaders
* [www.exploring.org](http://www.exploring.org)

**Exploring New Unit Chair**

**Position Description**

**OBJECTIVE**

Support the growth of the Exploring programs by promoting the Exploring program to business and community leaders in industries that match the top career interests of local students. Work closely with the Membership Chair (volunteer) and Exploring/District Executive (professional) to identify students top career interests. This position is a minimum one year annual commitment.

**RESPONSIBLE TO**

District Membership Chair or Exploring District Chair

**RESPONSIBILITIES**

1. Register as a member of the District Committee, participate in the District Committee meetings, and complete an onboarding orientation for the position.
2. Participate in monthly District Committee meetings.
3. Become familiar with the council’s strategic plan, National Learning for Life Strategic Plan, JTE, and participate in an onboarding orientation and exploring trainings (YPT, specific position modules, etc.).
4. Contribute to the Exploring fundraising campaign.
5. Identify and recruit enough of the right people to coordinate cultivation events, Exploring Explosion initiatives, and one-on-one sales calls in order to reach the district’s unit growth goals.

**MEETINGS**

* Exploring Committee Meetings (ENTER DATES)

**AREA SERVED**

(DESCRIBE GEOGRAPHIC TERRITORY BY COUNTY, CITY, OTHER)

**RESOURCES**

* Cultivation Event Guide
* Exploring Explosion Playbook
* [www.exploring.org](http://www.exploring.org)

**Exploring Finance Chair**

**Position Description**

**OBJECTIVE**

Support the growth of the Exploring programs by coordinating a community fundraising campaign and/or special event. Work closely with the Exploring District Chair (volunteer) and Exploring/District Executive (professional) to identify prospective donors. This position is a minimum one year annual commitment.

**RESPONSIBLE TO**

District Finance Chair or Exploring District Chair

**RESPONSIBILITIES**

1. Register as a member of the District Committee, participate in the District Committee meetings, and complete an onboarding orientation for the position.
2. Participate in monthly District Committee meetings.
3. Become familiar with the council’s strategic plan, National Learning for Life Strategic Plan, JTE, and participate in an onboarding orientation and exploring trainings (YPT, specific position modules, etc.).
4. Contribute to the Exploring fundraising campaign.
5. Share grant opportunities with the council Development Director.
6. Develop and lead a fundraising campaign and/or special event:
	* Set the fundraising goal with the District Chair and Exploring Executive
	* Participate as a table host in the annual (event) in support of Exploring
	* Recruit Assistant Chairs who will coordinate leadership, community, and family fundraising campaigns
	* Conduct fundraising team meetings as needed
	* Provide fundraising updates at Exploring committee meetings
	* Report Exploring’s progress at council fundraising report meetings

**MEETINGS**

* Exploring Committee Meetings (ENTER DATES)
* Council Report Meetings
	+ #1 – Jan 30 – 25% of goal ($\_\_\_\_\_\_\_)
	+ #2 – Feb 28 – 50% of goal ($\_\_\_\_\_\_\_)
	+ #3 – Mar 31 – 75% of goal ($\_\_\_\_\_\_\_)
	+ #4 – Apr 30 – 100% of goal ($\_\_\_\_\_\_)
	+ Victory Celebration – May 31 – 100+% of goal ($\_\_\_\_\_\_\_ +)

**AREA SERVED**

(DESCRIBE GEOGRAPHIC TERRITORY BY COUNTY, CITY, OTHER)

**RESOURCES**

* Exploring Fund Development Guide
* [www.exploring.org](http://www.exploring.org)

**Exploring Program Chair**

**Position Description**

**OBJECTIVE**

Coordinate Exploring trainings, awards and recognitions and district-coordinated Exploring events. Work closely with the Exploring District Chair (volunteer) and Exploring/District Executive (professional). This position is a minimum one year annual commitment.

**RESPONSIBLE TO**

District Program Chair or Exploring District Chair

**RESPONSIBILITIES**

1. Register as a member of the District Committee, participate in the District Committee meetings, and complete an onboarding orientation for the position.
2. Participate in monthly District Committee meetings.
3. Become familiar with the council’s strategic plan, National Learning for Life Strategic Plan, JTE, and participate in an onboarding orientation and exploring trainings (YPT, specific position modules, etc.).
4. Contribute to the Exploring fundraising campaign.
5. Recruit sub-committee chairs for training, awards, and district-coordinated Exploring event.
6. Support sub-committee chairs in recruiting committee members who are skilled in their respective areas.
7. Identify and coordinate sponsors and other sources of funding for Exploring events.
8. Coordinate and distribute the Exploring annual program calendar.
9. Promote all national Exploring events, activities, awards, and scholarships.
10. Ensure all activities follow local and national policies and the Safety First Learning for Life Guidelines.
11. Encourage Exploring units to participate in community projects and report their hours as part of the Journey to Excellence initiative.

**MEETINGS**

* Exploring Committee Meetings (ENTER DATES)
* Program sub-committee meetings (ENTER DATES)

**AREA SERVED**

(DESCRIBE GEOGRAPHIC TERRITORY BY COUNTY, CITY, OTHER)

**RESOURCES**

* Exploring Guidebook for Adult and Youth Leaders – Chapter 3
* [www.exploring.org](http://www.exploring.org)

**Exploring Awards Chair**

**Position Description**

**OBJECTIVE**

Coordinate the promotion and distribution of Exploring awards and recognitions. Work closely with the Exploring District Program Chair (volunteer) and Exploring/District Executive (professional). This position is a minimum one year annual commitment.

**RESPONSIBLE TO**

District Advancement Chair or Exploring Program Chair

**RESPONSIBILITIES**

1. Register as a member of the District Committee, participate in the District Committee meetings, and complete an onboarding orientation for the position.
2. Participate in monthly District Committee meetings.
3. Become familiar with the council’s strategic plan, National Learning for Life Strategic Plan, JTE, and participate in an onboarding orientation and exploring trainings (YPT, specific position modules, etc.).
4. Contribute to the Exploring fundraising campaign.
5. Promote awards, scholarships, and recognition of Explorers, Exploring adult leaders and Participating Organizations.
6. Ensure that awards, scholarships, and recognition remain in accordance with national requirements and procedures.
7. Recruit and orient an Exploring awards and recognition committee.
8. Coach Post leaders in understanding award and scholarship procedures and deadlines, assist as needed.
9. Organize and conduct an annual awards and recognition banquet for all Explorers and Exploring leaders.
10. Recommend unit and Exploring District volunteers for special Exploring and council recognition.
11. Work with the Council Marketing Chair for appropriate media coverage.

**MEETINGS**

* Exploring Committee Meetings (ENTER DATES)
* Program sub-committee meetings (ENTER DATES)

**AREA SERVED**

(DESCRIBE GEOGRAPHIC TERRITORY BY COUNTY, CITY, OTHER)

**RESOURCES**

* Exploring Guidebook for Adult and Youth
* [www.exploring.org/awards-recognitions](http://www.exploring.org/awards-recognitions)

**Exploring Training Chair**

**Position Description**

**OBJECTIVE**

Coordinate the promotion and completion of mandatory, position-specific and supplemental Exploring trainings. Work closely with the Exploring District Program Chair (volunteer) and Exploring/District Executive (professional). This position is a minimum one year annual commitment.

**RESPONSIBLE TO**

District Training Chair or Exploring Program Chair

**RESPONSIBILITIES**

1. Register as a member of the District Committee, participate in the District Committee meetings, and complete an onboarding orientation for the position.
2. Participate in monthly District Committee meetings.
3. Become familiar with the council’s strategic plan, National Learning for Life Strategic Plan, JTE, and participate in an onboarding orientation and exploring trainings (YPT, specific position modules, etc.).
4. Contribute to the Exploring fundraising campaign.
5. Promote the online, district and council training opportunities.
6. Recruit and orient an Exploring training committee.
7. Coach unit leaders in understanding training requirements.
8. Organize and conduct district-wide Exploring opportunity.
9. Recognize individuals and units that complete required trainings.

**MEETINGS**

* Exploring Committee Meetings (ENTER DATES)
* Training sub-committee meetings (ENTER DATES)

**AREA SERVED**

(DESCRIBE GEOGRAPHIC TERRITORY BY COUNTY, CITY, OTHER)

**RESOURCES**

* Exploring Guidebook for Adult and Youth Leaders
* [www.exploring.org/training-safety](http://www.exploring.org/training-safety)

**Exploring Service Team Chair**

**Position Description**

**OBJECTIVE**

Coordinate the service efforts of the service team to all of the Exploring units in the service area. Work closely with the Exploring District Chair (volunteer) and Exploring/District Executive (professional). This position is a minimum one year annual commitment.

**RESPONSIBLE TO**

Exploring Committee Chair

**RESPONSIBILITIES**

1. Register as a member of the District Commissioner’s staff, participate in the District Commissioner meetings, and complete an onboarding orientation for the position.
2. Participate in monthly District Commissioner meetings.
3. Become familiar with the council’s strategic plan, National Learning for Life Strategic Plan, JTE, and participate in an onboarding orientation and exploring trainings (YPT, specific position modules, etc.).
4. Contribute to the Exploring fundraising campaign.
5. Plan and preside at Exploring Service Team meetings.
6. Promote online, district and council trainings and Exploring events.
7. Recruit and orient Exploring service team members.
8. Ensure all service team members complete required training modules.
9. Assist the Exploring District, and support Exploring units, in earning Journey to Excellence gold award.

**MEETINGS**

* Exploring Committee Meetings (ENTER DATES)
* Exploring Service Team Meetings (ENTER DATES)

**AREA SERVED**

(DESCRIBE GEOGRAPHIC TERRITORY BY COUNTY, CITY, OTHER)

**RESOURCES**

* Exploring Guidebook for Adult and Youth Leaders
* [www.exploring.org/training-safety](http://www.exploring.org/training-safety)

**Exploring Service Team Member**

**Position Description**

**OBJECTIVE**

Coordinate the service efforts of the service team to all of the Exploring units in the service area. Work closely with the Exploring Service Team Chair (volunteer) and Exploring/District Executive (professional). This position is a minimum one year annual commitment.

**RESPONSIBLE TO**

District Commissioner or Exploring Service Team Chair

**RESPONSIBILITIES**

1. Register as a member of the District Committee, participate in the District Committee meetings, and complete an onboarding orientation for the position.
2. Participate in monthly District Committee meetings.
3. Become familiar with the council’s strategic plan, National Learning for Life Strategic Plan, JTE, and participate in an onboarding orientation and exploring trainings (YPT, specific position modules, etc.).
4. Contribute to the Exploring fundraising campaign.
5. Participate in Exploring Service Team meetings.
6. Complete required training modules.
7. Promote online, district and council trainings and Exploring events.
8. Maintain regular personal contact with all Exploring posts and/or clubs within the designated service area, ensuring that quality programming is being offered and support and resources are made available to assigned posts and/or clubs.
9. Assist the Exploring District, and support Exploring units, in earning Journey to Excellence gold award.

**MEETINGS**

* Exploring Committee Meetings (ENTER DATES)
* Exploring Service Team Meetings (ENTER DATES)

**AREA SERVED**

(DESCRIBE GEOGRAPHIC TERRITORY BY COUNTY, CITY, OTHER)

**RESOURCES**

* Exploring Guidebook for Adult and Youth Leaders
* [www.exploring.org/training-safety](http://www.exploring.org/training-safety)

How to Use Monthly Action Plans

This is a template for actions a district or council Exploring committee should take every month to develop and deliver successful Exploring programs. All councils are different and have different objectives, however, the principles are the same. Customize these action plans based on the needs and timelines of your district or council.

**Objective**

Provide districts and/or councils with a road map to plan a successful Exploring year, resulting in stronger posts and clubs and the achievement of Journey to Excellence (JTE) status.

**Make This a Meaningful Tool**

* Be sure all volunteers use this as a resource
* Customize each month’s action items for your service area:
	+ Add your own goals
	+ Move items to different months
* Keep it in a prominent place in your office
* Refer to it often - ideally weekly, at least monthly
* Use it to develop weekly or monthly work schedules
* Refer to it to build agendas for Key 3 and other committee meetings
* Scan the upcoming months and begin preparing for those action items
* Share it with your Key 3
* Use it as discussion points with your supervisor

**Sample District/Council Goals**

**Leadership**

* Start search committee process in March; function year-round
* Recruit committee chairman and service team chairman by July 1 every other year
* Recruit adequate number of members to serve on the 4 sub-committees that perform the service, fundraising, membership and program functions
* Meet two new prospects every week

**Membership**

* 5% unit growth
* 10% youth membership growth
* Improved retention through quality programs
* Collect career interest data from 6 schools during the spring semester
* Host a cultivation event for the XXXXX career field
* Facilitate an Exploring Express campaign in MARCH

**Service**

* Recruit one service team member for every 3 posts or clubs
* Record 6 visits per unit annually
* 75% JTE Gold units

**Program**

* Deliver two district/council-coordinated Exploring events for 200 Explorers that generate $5,000
* Update branding of Exploring website, event publications, social media outlets, etc
* Fill all Exploring Officers Association (EOA) positions
* Offer two in-person Exploring leader trainings during the year

**Finance**

* 85% collection rate for fundraising
* Total fundraising goal of $10,000

**AT A GLANCE**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **JAN** | **FEB** | **MAR** | **APR** | **MAY** | **JUNE** | **JULY** | **AUG** | **SEPT** | **OCT** | **NOV** | **DEC** |
| **Leadership** | Meet, contact and cultivate new committee prospects for positions in which **they** are interested in - not necessarily for the vacant positions. |
| **Membership** | Collect career interest data  | Cultivation Events & Sales Calls  |   |   |   | Open Houses | Unit Renewals |
| **Finance** | Fundraising Campaign |   |   |   |   | Fundraising Leadership Recruitment | Kickoff |
| **Program** | EOA | Fall Event Planning | EOA | New Leader Training & Program Planning | EOA | Fall Event |   |
| **Service** | Recruit and train service team members year round. Record bimonthly unit visits. |

**CHAMPIONS ARE MADE IN THE OFF SEASON**

The planning, preparation, and work you invest during the “off season” will result in winning the game during the “in season”.

Approaching prospective participating organizations in the spring allows time for the organization to say “yes”, select volunteers, and train the volunteers before fall recruiting season. The time invested in developing a slate of names for the search committee to review and use as a starting point will result in the best people being nominated for the district committee.

All councils are different and have different timelines or “seasons”. The principles are the same. Champions are made by the effort made in the “off season”.

# JANUARY

**Exploring Committee:**

* Review Exploring plans and calendar for coming year
* Recruit necessary volunteers to bring committee and teams to full strength
* Review program, post and club participation goal progress
* Complete council goal-setting process for the coming year
* Meet 8 new people
* Follow-up with new people met last month

**Membership Committee:**

* Begin administering career interest surveys (Scantron or online) OR collecting data from schools that already have it
* Confirm cultivation event chair
* Set annual membership and unit growth goals
* Review [www.exploring.org/supporters](http://www.exploring.org/supporters) for local leads

**Service Team:**

* Promote January Quarterly Advisors’ Meeting
* Follow-up on last fall’s new post prospects who did not start
* Finish renewals on any lapsed posts and clubs
* Conduct monthly unit contacts

**Program Committee:**

* Conduct January Quarterly Advisors’ Meeting
* Promote national Exploring events registration deadlines
* Promote summer activities
* Set location for awards banquet
* Recruit chair for fall Exploring activity

## Finance committee

* Conduct fundraising plan for Exploring
* Identify and recruit cultivation event chairs
* Attend campaign “kickoff” – 25% of goal
* Reconcile previous year’s budget and expense

**FEBRUARY**

**Exploring Committee:**

* District Committee Meeting
* Support career interest survey task force, contact those high schools needing encouragement
* Review program, post and club participation progress
* Recruit necessary committee and team members
* Support finance team’s fundraising enrollment; help where necessary
* Meet 8 new people
* Follow-up with new people met last month

**Membership Committee:**

* Administer career interest surveys
* Support career interest survey task force
* Begin prospective participating organization prospect list for cultivation event(s) based on preliminary survey results
* Order cultivation event host gifts
* Recruit community leader(s) to chair cultivation event(s)

**Service Team:**

* Conduct monthly post and club contacts
* Report superactivity and summer activity plans
* Distribute information on council activities to each post and club
* Begin plans for recruiting new service team members for April service team conference

**Program Committee:**

* Train new post advisors and club sponsors
* Complete selections for national Explorer scholarships and awards
* Begin plans for service team conference in April
* Plan for fall Exploring activity: recruit chair, identify sponsors
* Prepare for awards banquet (caterer, facility, order awards, committee reviews nominations)

**Finance Committee:**

* Continue fundraising plan, seeking help from service team or Exploring committee where necessary
* Attain 50% of goal for fundraising campaign
* Prepare for fundraising breakfast (recruit table hosts, review budget, secure catering, develop program, decorations)
* Identify fall Exploring activity sponsors

**MARCH**

**Exploring Committee:**

* Review program, post and club participation goal progress
* Follow up on finance team plans for fundraising breakfast and cleanup of fundraising campaign
* Support service team drive to recruit and train new service team members by April
* Meet 8 new people
* Follow-up with new people met last month
* Begin spring unit-level recruitment

**Membership Committee:**

* Complete career interest survey
* Complete prospective participating organization prospect list and begin planning for April cultivation event meetings
* Begin public relations program for prospective participating organizations
* Assist service team in promoting April service team conference

**Service Team:**

* Conduct monthly post and club contacts
* Promote April Quarterly Advisors’ Meeting and awards banquet
* Launch plan to recruit new team members for April service team conference
* Plan April service team conference

**Program Committee:**

* Train new post advisors and club sponsors
* Plan for April service team conference

**Finance Committee:**

* Attain 75% of fundraising goal
* Prepare for fundraising breakfast (media coverage, program printing, Explorers, mail invitations, photographer, sponsors)

**APRIL**

## Exploring Committee

* District Committee Meeting
* Help fundraising committee with fundraising cleanup campaign
* Review career interest survey progress
* Conduct cultivation events
* Review program, post and club participation goal progress
* Meet 8 new people
* Follow-up with new people met last month
* Continue spring unit-level recruitment

**Membership Committee:**

* Finish career interest survey
* Continue public relations program for prospective participating organizations
* Provide media coverage for awards banquet
* Conduct cultivation events

**Service Team:**

* Conduct monthly post and club contacts
* Complete recruiting plans to bring service teams to full strength, including team members for new posts to be organized
* Follow-up with prospective participating organizations from cultivation events
* Promote April Quarterly Advisors’ Meeting and awards banquet
* Conduct service team conference for new and existing team members
* Inventory all posts to determine summer plans and potential adult leadership changes

**Program Committee:**

* Conduct April Quarterly Advisors’ Meeting
* Prepare for Awards banquet (engrave awards, print program, make final arrangements)
* Conduct awards banquet
* Conduct program at service team conference
* Conduct fall Exploring activity committee meeting & set budget

**Finance Committee:**

* Conduct fundraising breakfast
* Cleanup fundraising campaign
* Begin identifying and recruiting key leaders for next year’s fundraising plan
* Begin recruiting Exploring Career Card Chair

**MAY**

**Exploring Committee:**

* Review cultivation event plan and help where necessary
* Help finance team cleanup fundraising campaign – 100% of goal
* Hear service team report on service team conference and status of existing posts and clubs for coming year (unit inventory)
* Review program, post and club participation goal progress
* Begin recruiting search committee
* Meet 8 new people
* Follow-up with new people met last month
* Finish spring unit-level recruitment
* Prepare suspect list for search committee

**Membership Committee:**

* Brief service team on cultivation event plan
* Follow-up with prospective participating organizations from cultivation events
* Arrange for follow-up of cultivation event meeting invitations
* Develop plans for public relations program with prospective participating organizations
* Conduct the post inventory, make a unit-by-unit check on summer plans, reorganization steps leading to open house, and adult leadership
* Follow up on any outstanding career interest surveys that need to be scanned
* Report on unit inventory results to training team (to train new leaders), program team (to help with summer plans, and sales team (survey names needed for next year)

**Service Team:**

* Conduct monthly post and club contacts
* Promote June Quarterly Advisors meeting
* Assign new service team members to prospective participating organizations and brief them on post or club organization

**Program Committee:**

* Review Exploring calendar and program information for June Quarterly Advisors’ Meeting
* Review post and club inventory, develop training plan to reach new leaders
* Critique service team conference
* Develop plans for training new post and club leaders
* Secure financial sponsors for fall Exploring activity

**Finance Committee:**

* Finish cleanup of fundraising campaign
* Critique recent fundraising campaign, begin planning for next year
* Exploring Career Card Chair recruited
* Secure financial sponsors for fall Exploring activity

**JUNE**

**Exploring Committee:**

* District Committee Meeting
* Review Exploring Journey To Excellence criteria; adjust actions as needed
* Review program, post and club participation goal progress
* Review service team’s post inventory
* Search committee chair recruited
* Meet 8 new people
* Follow-up with new people met last month
* Search committee materials prepared
* Search committee chair briefing
* Begin recruiting search committee members

**Membership Committee:**

* Conduct cultivation event meetings
* Follow-up with prospective participating organizations to secure commitment to organize units
* Work with prospective participating organizations to publicize new post and club organization within their companies/business/organizations
* Order supplies for fall open houses

**Service Team:**

* Conduct monthly post and club contacts
* Complete post and club inventory
* Assist service team members assigned to prospective participating organizations at cultivation event meetings

**Program Committee:**

* Conduct June Quarterly Advisors’ Meeting – prepare for open houses
* Begin training new post advisors and club sponsors of existing posts and clubs
* Work with service team to train new adults of new posts and clubs

**Finance Committee:**

* Recruit and orient key volunteers for next fundraising effort
* Promote Exploring Career Card sales at June Quarterly Advisors’ Meeting

# JULY

**Exploring Committee:**

* Review program, post and club participation goal progress
* Critique cultivation event meetings and follow-up on new post organization
* Review existing post and club reorganization plan
* Review open house plans for this fall
* Begin recruiting members of search committee
* Meet 8 new people
* Follow-up with new people met last month
* Search committee recruited

**Membership Committee:**

* Complete cultivation event meeting plan
* Follow-up on prospective participating organizations not committed
* Prepare career interest survey names for distribution to posts and clubs
* Work with public relations departments of prospective participating organizations to publicize new posts

**Service Team:**

* Review commitments for new posts by prospective participating organizations (can be for both ST and membership committee)
* Conduct top management meetings and secure adult leadership for new posts (can be for both ST and membership committee)
* Guide reorganization for existing posts, plan program for next fall, update program capability inventory
* Review open house plans

**Program Committee:**

* National Exploring events (based on year)
* Discuss recruiting of adult support for coming year’s activities
* Provide position specific training during the organization of new posts and clubs
* Train new post advisors and club sponsors as they are recruited

**Finance Committee:**

* Prepare fundraising material for coming year
* Being recruiting fundraising chair

**AUGUST**

**Exploring Committee:**

* District committee meeting
* Review Exploring Journey to Excellence criteria; adjust actions as needed
* Review program, post and club participation goal progress
* Review open house plans and schedule for this fall
* Review progress on new post and club organization and help where needed
* Meet 8 new people
* Follow-up with new people met last month
* Search committee first meeting

**Membership Committee:**

* Supervise distribution of career interest survey names to posts and clubs
* Assist with open house orientation as needed.
* Alert media to upcoming open houses, new posts, new clubs, etc.
* Contact editors of company or organizations publications for stories about new posts and clubs
* Contact middle schools, high schools, school districts to orient guidance counselors and school district leadership on Exploring.

**Service Team:**

* Conduct monthly post and club contacts
* Deliver open house kits to all posts and clubs (Include career interest survey names)
* Guide new posts and clubs in inviting prospective members to open house
* Follow-up on any post or club behind in reorganizing

**Program Committee:**

* Complete training of all new Exploring leaders
* Critique advisor’s meetings, discuss plan for September meeting
* Plan for post leader workshops

**Finance Committee:**

* Finalize plans for upcoming fundraising campaign
* Complete recruiting of top-level leadership
* Begin recruiting vice chairs and table hosts for council fundraising kickoff

**SEPTEMBER**

**Exploring Committee:**

* Review program, post and club participation goal progress
* Review and approve fundraising plan for coming year
* Discuss Open House schedule, help where needed
* Recruit volunteers for any committee vacancies
* Begin logistics planning for fall Exploring activity
* Exploring District Chair recruited
* Meet 8 new people
* Follow-up with new people met last month
* Second Search Committee meeting
* Contact prospects for district chair and members at large
* Candidates for Exploring district chair presented to Council Exploring Chair for approval

**Membership Committee:**

* Continue organization of new post and new clubs on an individual basis
* Follow-up with media on new posts, new clubs, open houses, etc
* Deliver Exploring materials to middle schools and/or high schools (new post/club info, roster, open house schedule, forms, marketing collateral)
* Inform school officials about upcoming career interest survey conducted in the spring

**Service Team:**

* Conduct monthly post and club contacts
* Promote October Quarterly Advisors’ Meeting
* Receive training in post and club renewal process
* Double-check open house programs, kits delivered to all posts and clubs, service team members oriented and scheduled to cover all open houses, and registration of new Explorers should be set
* Conduct open houses, ensure new Explorer paperwork is submitted to local office/council

**Program Committee:**

* Highlight upcoming activities at advisor meeting
* Recruit adult help for upcoming activities
* Begin logistics planning for fall Exploring activity
* Train new Exploring leaders as needed

**Finance Committee:**

* Have meeting of key leaders
* Begin recruiting fundraising breakfast/event chair
* Begin to develop prospect lists for district enrollment
* Finalize council fundraising kickoff vice chairs & table hosts, begin developing invitation lists

**OCTOBER**

**Exploring Committee:**

* District Committee Meeting
* Review Exploring Journey to Excellence criteria; adjust actions as needed
* Review program, post and club participation goal progress
* Discuss fundraising, Exploring Career Card sales plans and add to prospect list
* Finish recruiting new Exploring District Committee
* Meet 8 new people
* Follow-up with new people met last month
* Contact additional prospects for Exploring district chair and members at large
* Third search committee meeting

**Membership Committee:**

* Continue organization of new posts and new clubs on an individual basis
* Critique last year’s career interest survey and develop plans for the coming year’s survey, incorporating school district leadership
* Continue public relations efforts with new participating organizations
* Review plans for renewal presentations
* Publicity saturation for fall Exploring activity

**Service Team:**

* Conduct monthly post and club contacts
* Promote October Quarterly Advisors’ Meeting
* Follow-up on open house progress
* Follow-up on registration of new Explorers, new posts and new clubs
* Double-check new posts and clubs (election of officers), first meeting off to a good start, and advisor oriented for Post Officer’s Seminar)
* Conduct open houses, ensure new Explorer paperwork is submitted to local office/council

**Program Committee:**

* Review plans for upcoming activities
* Conduct October Quarterly Advisors’ Meeting
* Review deadlines for awards and scholarships, recruit selection committees
* Train new Exploring leaders
* Orient advisors of new posts on conducting Post Officer’s Seminars
* Finalize arrangements for fall Exploring activity

**Finance Committee:**

* Develop prospect list for upcoming fundraising campaign
* Recruit and orient campaign chairs
* Invite guests to council fundraising kickoff and receive confirmation of attendance
* Conduct Exploring Career Card sale
* Fundraising breakfast/event chair recruited

**NOVEMBER**

**Exploring Committee:**

* Review program, post and club participation goal progress
* Review new post and club organization and renewal progress
* Review fundraising timetable
* Email/mail notice of Exploring District committee election
* Meet 8 new people
* Follow-up with new people met last month

**Membership Committee:**

* Plan for career interest survey
* Publicize Explorer program conference
* Publicize fall Exploring activity and other noteworthy post and club activities

**Service Team:**

* Conduct monthly post and club contacts
* Follow-up on new posts and new clubs
* Follow-up on registration of new Explorers, new posts and new clubs
* Coach Advisors on how to conduct Post Officers’ seminars in new posts
* Assist with Explorer program conference
* Conduct unit renewals and submit paperwork to local office/council
* Conduct open houses, ensure new Explorer paperwork is submitted to local office/council

**Program Committee:**

* Follow-up on Exploring activities schedule
* Conduct fall Exploring activity program
* Conduct advisor meeting as part of the program conference
* Survey new posts to determine effectiveness of Post Officers’ Seminar
* Develop Exploring calendar for committee approval
* Prepare and conduct fall Exploring activity

**Finance Committee:**

* Recruit and orient fundraising campaigners
* Explain fundraising at advisor meeting
* Confirm all guests for council fundraising kickoff
* Conduct Exploring Career Card sale
* Plan for fundraising breakfast (set location, determine invitation list, secure event sponsor, confirm budget)

# DECEMBER

**Exploring Committee:**

* District Committee Meeting
* Review Exploring Journey to Excellence criteria; prepare for submission
* Review program, post and club participation goal progress
* Review and approve Exploring calendar for 18 months beginning next Aug
* Review next year’s goal setting procedures
* Hear progress report on fundraising recruiting and prospect list
* Elect new Exploring District committee
* Meet 8 new people
* Follow-up with new people met last month
* Exploring District Chair selection approved by council membership
* District annual meeting to conduct elections of Exploring district chair and members at large
* Appointment of district leadership teams and operating committees from members at large

**Membership Committee:**

* Review plans for recruiting career interest survey task force
* Submit career interest surveys for scanning
* Inform school officials about upcoming career interest survey

**Service Team:**

* Conduct monthly post and club contacts
* Final effort to get all Explorers and new posts/clubs registered
* Finish post renewals and submit paperwork to Exploring office
* Review Exploring Journey to Excellence Award with each post and club
* Finish renewals for December posts and clubs

**Program Committee:**

* Plan and promote January Quarterly Advisors’ Meeting
* Review progress on adult training and awards, plan suitable presentations
* Train new Exploring leaders as needed
* Publicize scholarship deadlines

**Finance Committee:**

* Attend council fundraising kickoff
* Finish recruiting fundraising campaign workers
* Enroll Exploring committee in fundraising campaign
* Finalize Exploring Career Card sale and money submission