

Check One:

Explorer Club

Explorer Post

Renewal Post/Club No. _____

Council _____ District _____

Annual Memorandum of Understanding

_____ has read and understands the following conditions for participating in this program operated and maintained by Learning for Life, a District of Columbia nonprofit corporation (“Learning for Life”), and desires to enter into this agreement regarding participation in this program. The responsibilities of the organization include:

Explorer Clubs only:

- Screening and selecting at least two adults, including a sponsor and associate sponsor, to work directly with the Explorer Club participants.

Explorer Posts only:

- Screening and selecting at least four adults, including committee chairman, two committee members, and an advisor, who will work directly with the post officers.

Explorer Clubs and Explorer Posts:

- Ensuring that all participating adults complete the required Exploring Youth Protection training. The training is available at www.exploring.org.
- Providing adequate facilities for the participants to meet on a regular schedule with a time and place reserved.
- Participating in a program planning meeting and Open House.
- Participating in at least one evaluation with Learning for Life representatives each year.

Note: Adults may serve in multiple posts and clubs.

Exploring is part of Learning for Life’s education resource program. Learning for Life provides the support service necessary to help the participating organizations succeed in their use of the program.

These services include year-round training techniques and methods for selecting quality leaders; program resources; and primary general liability insurance to cover the participating organization, its board of directors and/or trustees, and its officers and employees in their official and individual capacities against personal liability judgments arising from official Learning for Life activities.

This Annual Memorandum of Understanding shall remain in effect through the registration expiration of the post or club. Either organization may discontinue the program at any time upon written notice to the other organization.

Date: _____

Signature of executive officer or designee

Signature of Exploring representative

(Print name)

(Print name)

EXPLORING™

DISCOVER YOUR FUTURE

GETTING STARTED

So you just agreed to start an Exploring program in your business or organization. On behalf of the youth who will have a more prepared and bright future as a result of your commitment to Exploring, thank you! Your commitment to the youth in our community (your future employees) deserves an applause. You will have year-round support from your local Exploring professional in the way of youth recruitment, adult leader training, program design and all of the other questions that will arise. In the meantime, here is a snapshot of what should be happening within the first nine weeks of saying YES to Exploring:

| | ASSIGNED TO | YOU & YOUR ORGANIZATION | LOCAL EXPLORING PROFESSIONAL |
|---------|------------------|---|---|
| 3 WEEKS | CEO/Head of Org. | Executive Officer signs Memo of Understanding | Schedule program planning meeting |
| | CEO/Head of Org. | Identify 6-8 adult leaders who will become the unit committee | Schedule meeting with local schools |
| | all | Leaders complete Youth Protection Training online at exploring.org/training-safety | Share links to: Exploring leader training Exploring Guidebook (CH. 3) |
| | all | Review links provided by your Exploring professional prior to the program planning meeting | Activity Library/Career Opportunity Worksheet Suggested bylaws & standard operating procedures |
| 6 WEEKS | all | Attend program planning meeting | Lead program planning meeting |
| | | Set Exploring unit meeting schedule | Prepare sample activity ideas |
| | | Set initial bylaws | Provide guidance on setting bylaws |
| | | Start Exploring leader training online | Provide guidance on setting unit budget |
| | | Schedule & promote open house | Connect new leaders with existing program leaders |
| | all | Browse Exploring Guidebook (CH. 3) | Assist in coordinating the open house Share survey results & open house fliers |
| 9 WEEKS | CEO/Head of Org. | Approve bylaws & standard operating procedures | Get copies of bylaws & standard operating procedures |
| | | Set unit budget | Share unit fundraising opportunities |
| | | Complete Exploring leader trainings online | Confirm Exploring leader trainings are completed |
| | all | Host open house | Attend open house with youth applications |
| | | Submit applications and fees | Collect applications and fees |
| | | Schedule youth officer elections Report progress to Executive Officer | Introduce unit leaders to assigned Service Team Member/Commissioner |

YOUR LOCAL EXPLORING PROFESSIONAL IS: _____

EMAIL _____ CELL _____

FOR A DETAILED STEP-BY-STEP RESOURCE REFER TO THE UNIT PERFORMANCE GUIDE AT EXPLORING.ORG.