COURSE PACKET

EXPLORING™

C E R T I F I C A T I O N

**NOTE TO STAFF LEADER
OR EXPLORING REPRESENTATIVE**

Please take time to work on this certification process together with your employee or volunteer. Schedule time on both of your calendars to review progress and questions. Involve other council staff members as needed and feel free to add other tasks and action items as needed.

Welcome!

Welcome to the Exploring Certification [F529] course. We are excited to support you through the learning processes in this course! First, a few important notes:

- This certification course is open to all BSA employees and volunteers, no matter tenure or title
- Completion of the course (three parts) will be added to both professionals' and volunteers' training records
- You must obtain approval from your Scout Executive to attend this course.
- Upon completion you will be presented with your certificate at your local council

Next, we want to be sure you fully understand how these courses will benefit you in your career. Exploring programs have a rich history within the BSA. Learning for Life is a written character education curriculum adopted by BSA as an affiliate program in 1991. Originally created in the 1930's, Exploring has morphed into what is now a career education program for 6th graders through 20 year olds. In 1998, Exploring became part of the Learning for Life program umbrella. The National Learning for Life and Exploring team has revamped both the Exploring Certification course to coach you on how to *fully* support your current and potential Exploring programs. The course is designed to be interactive and experience based. These teaching methods are proven to increase retention of knowledge and skills, which will benefit both you and your volunteers.

Upon completion of all three parts of the course, the professional's personnel record and the volunteer's training record will be updated with a record of the certification.

PRE-COURSE WORK

The pre-course work will provide you with the basic knowledge of not only the Exploring program, but also the basic skill sets required to effectively work with volunteers. You should be prepared to commit several hours to this content and work closely with your staff leader or Exploring Representative. The content of the pre-course activities will lay the groundwork for a meaningful classroom experience in the next portion of the Exploring Certification course.

CLASSROOM INSTRUCTION

You will receive seven hours of interactive classroom instruction on the topics listed in the course syllabus. This is an opportunity to practice skills addressed during the pre-course work and to share ideas, experiences and best practices. These interactive activities will give you the confidence to complete the practical tasks required during the last portion of the Exploring Certification course – your post course work.

POST-COURSE WORK

You will have twelve months to complete required and supplemental tasks. This practical experience will propel you forward in growing and serving your Exploring programs. During the course of completing these tasks you will naturally engage your community to further the positive impact of the Exploring programs. Upon completion you will be presented with your certificate at your local council.

LESSON	TIME	LEARNING OBJECTIVES	TEACHING METHODS
Introduction	1 hour 25 min	Discuss previously completed E-Learning modules	Quiz
		Review registration and program basics.	Group discussion
		Distinguish commonalities between Scouting & Exploring terminology	Group game
		Describe how LFL & Exploring fit into the BSA	Group discussion
	BREAK 5		
Navigating Online Resources	30 min	Identify the main features of the public Exploring website	Online scavenger hunt
		Identify the few resources available on Exploring internal site.	
Explorer Clubs	30 min	Identify the differences & similarities between Posts and Clubs	Group discussion
		Describe 5 different program formats	Small group work
	BREAK 5		
Exploring Growth Plans	1 hour	Define the 4 phases of starting a post or club.	Laminated flashcards.
		Outline the career survey delivery process.	Case Study
		Practice responding to Career Survey objections	Student led role plays
		Identify methods to generate leads	Group brainstorm
	BREAK 5	Become familiar with questions based selling	Small group discussion
	1 hour	Practice All in One Program Planning meeting	Class role play
		Participate in an Open House	Student led role play
		List Exploring sales & growth tools	Group discussion
	BREAK 5		
Fundraising	1 hour 10 min	Interpret and compare a variety of Exploring awards	Present awards to classmates
		Identify possible district/council wide events	Small group brainstorm rotation
		Outline the Career Card program	Calculate potential profits
		Name other fundraising examples	Group discussion
		Recognize opportunities to utilize the LFL Foundation	
	BREAK 5		
Developing Exploring Committees	40 min	Relate committee structures to council/district needs	Group discussion
		Locate monthly action plans	Customize first month's action plan
		Prepare a list of potential committee members	Complete Exploring committee growth worksheet
	BREAK 5		
Closing	30 min	Measure course value	Course evaluations
		Prepare for post-course tasks	Review paperwork

Pre-Course Work

The following pre-course requirements must be completed prior to taking the classroom portion of the certification course. <u>Bring this signed and completed form to class.</u>

1. **E-Learning Modules:**

   Within 7 days of registering for this course online you will receive an email from *Adobe Connect* informing you that your account has been created. Log in at <u>scouting.adobeconnect.com</u>. Your ID is the email address you used to register for this course and your password is "password". Discuss the main points of each module with your staff leader or Exploring Representative.

   - ❍ What is Exploring? (11:05)
   - ❍ Sell Exploring to school counselors (6:53)
   - ❍ Develop an Explorer Post Program (7:19)
   - ❍ Sell Exploring to a CEO (6:06)
   - ❍ Conduct an Exploring Open House (7:42)
   - ❍ What is Learning for Life? (7:41)

   HAVE YOU ALREADY ATTENDED DOB?

   If so, you've already watched these E-Learning modules as part of DOB (District Operations Basic). No need to view them again. Simply note your DOB course number here: _____
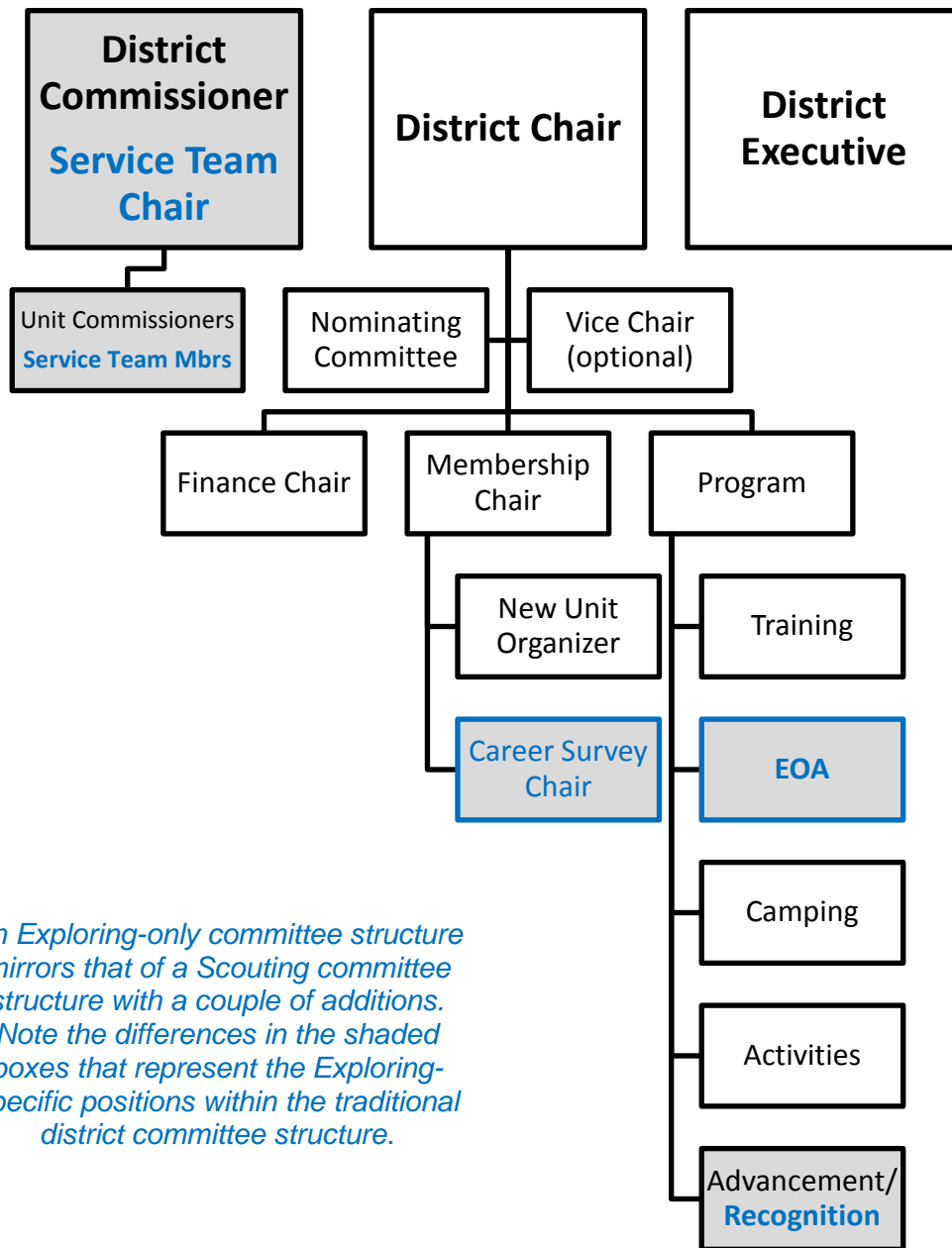
2. **Complete the Exploring committee growth worksheet.**
   See committee growth worksheet enclosed in this packet.

3. **Complete leader trainings listed below.** Go to <u>www.exploring.org/training-safety</u> and follow the links to access the following trainings housed within my.scouting.org. After you log in to my.scouting, click the Exploring image on the right to access the following Exploring training modules.

   - ❍ Youth Protection Training – Exploring
   - ❍ Registering & Renewing
   - ❍ Methods of Exploring
   - ❍ Program Fundraising
   - ❍ Ride Along Safety
   - ❍ Youth-Led Programs
   - ❍ Developing SOPs & Bylaws

4. **Develop an Exploring District/Council Committee organizational chart.** Review the standard district committee structure below. Review additional position descriptions on the internal LFL site at MyBSA > Resources > Learning for Life > Exploring > MISC > Council/District Position Descriptions. With your staff leader or council representative, consider combining your traditional district committee with an Exploring committee, or create a stand-alone Exploring committee. On the following page or on another sheet of paper, sketch either your current committee structure or a draft of your planned committee structure.

Organizational Chart

District Commissioner
Service Team Chair

District Chair

District Executive

Unit Commissioners
Service Team Mbrs

Nominating Committee

Vice Chair (optional)

Finance Chair

Membership Chair

Program

New Unit Organizer

Training

Career Survey Chair

EOA

Camping

Activities

Advancement/ **Recognition**

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

UPON COMPLETION OF ALL PRE-COURSE WORK, PLEASE SIGN BELOW. Volunteers do not require a Staff Leader or Exploring Representative signature.

Course No. _____   **Course type:** Exploring Certification

_____   _____   _____
Participant Name (printed)   Signature   Council No.

_____   _____   _____
Staff Leader Name & Title (Professionals Only)   Signature   Date

DISCUSSION SESSIONS

Plan on dedicating at least two hours for each of the following three sessions with either your staff leader (if you are a professional) or with your local council representative (if you are a volunteer) to discuss the points listed in each section below.

Session 1

Modules to be completed before meeting with your staff leader or council representative:

- ❍ What is Learning for Life (7:41)
- ❍ What is Exploring (11:05)

Required Actions with Staff Leader or Exploring Representative:

- ❑ Review the council's current LFL License Agreement, if applicable
  NOTE: License agreements are not needed to register Exploring membership.

- ❑ Discuss the council's overall vision for Exploring and/or LFL Curriculum-Based programs

Suggested Discussion Topics for Staff Leader or Exploring Representative:

- Exploring culture as it compares to Scouting culture – Exploring volunteers are more likely to be employees tasked with the "volunteer" Post Advisor duties. Career education program (Exploring) vs. hobby/high adventure (Venturing).
- Exploring program 5 Areas of Emphasis: career opportunities, leadership experience, life skills, citizenship, and character education. It is the professional's responsibility to coach Exploring leaders on how to incorporate the 5 Areas of Emphasis into their Post/Club program.
- How can LFL Curriculum programs build relationships with school districts?
- Develop an "elevator speech" that describes how Exploring is connected to the Boy Scouts of America. Exploring is one of several programs offered under the Learning for Life program umbrella. Learning for Life is an affiliate of the Boy Scouts of America.

Session 2

Modules to be completed before meeting with your staff leader or council representative:

- ❍ Sell Exploring to a CEO (6:06)
- ❍ Sell Exploring to a Counselor (6:53)
- ❍ Develop an Exploring Post Program (7:19)
- ❍ How to Conduct an Open House (7:42)

Required Actions with Staff Leader or Exploring Representative:

- ❑ Review existing Exploring programs in the service area.
- ❑ Discuss which schools utilize career interest surveys. Backdate key dates for each school.
- ❑ Ensure the executive can explain the Annual Memorandum of Understanding.

Suggested Discussion Topics for Staff Leader or Exploring Representative:

- Review how Exploring membership impacts membership in the executive's district.
- Introduce the executive to Exploring volunteer leaders.
- Discuss areas for Exploring growth in the service area

Session 3 – Staff Leader Checklist

This is your staff leader's or council representative's checklist. Review these action items together and allow ample time before the course starts to complete them all.

PRO VOL TASK

✓   Order business cards with the Exploring logos.

✓   ✓   Discuss expectations for part 2 (classroom instruction) of this certification course.

✓   ✓   Discuss expectations for part 3 (post course work, page 11-12) of this course packet.

✓   ✓   Update the council and district websites with your new role, if applicable.

✓   ✓   Recruit a mentor with Exploring experience for the employee or volunteer and explain their role. The mentor may be outside of your council.

✓   Contact the national BSA help desk to request a "@lflmail.org" email address – in addition to the "@scouting.org" - if desired. This will ensure the employee receives the regular updates from the National Learning for Life & Exploring Office.

✓   ✓   Sign up for the Exploring Newsletter by visiting www.exploring.org, click "Stay Connected".

✓   Browse the LFL internal site together (MyBSA > Resources > Learning for Life > Exploring).

✓   ✓   Together, review the council's current inventory of Exploring bin items from National Supply. Toss out the old and order the new! Use the LFL NDC order form, found on the LFL internal site in MyBSA > Resources > Learning for Life > Exploring > Misc.

✓   ✓   Review the Exploring mission, vision, position & affiliation statements found at [www.exploring.org.](http://www.exploring.org)

✓   Confirm whether or not your council includes Explorer posts and clubs in the council's accident and sickness insurance policy. Call 972-580-2234 to confirm your council's policy.

✓   ✓   If you have a Scout Shop, review the Exploring merchandise currently sold. Create a plan to promote and sell appropriate Exploring items as needed.

✓   ✓   Discuss whether to add Exploring to the current council/district newsletter or to create a separate newsletter.

✓   ✓   Review and make plans to achieve the Century Club Award recognition. Download the award application from the LFL info site in MyBSA > Resources > Learning for Life > Exploring > Program > Professional Recognitions.

✓   ✓   Review the Journey to Excellence (JTE) Exploring District and Post/Club scorecards found at www.scouting.org/jte.

✓   Together with the council registrar, review the Explorer Club registration process. Registrars should enter special interest code 0999 for ALL clubs.

E-Learning Frequently Asked Questions

How much time does a participant need to schedule to complete the e-Learning program?

Total viewing time for all six (6) e-Learning modules is approximately one hour. We also recommend reserving at least two hours for each discussion session with your staff leader or council representative. *Plan to dedicate 5-7 hours toward the completion of the pre-course work for this certification course.*

Does the participant need to download any software to be able to view the e-learning modules?

The only system requirement for accessing the modules is that the computer have Flash Player 10 or higher installed on the computer. Flash player is commonly installed in 95% of computers already, but updating the version may be necessary. If the computer does not have Flash installed, the learning system will prompt the user on how to install Flash.

Adobe Connect does not require any other software installation.

How do participants make sure they get credit for completing a module?

Users who are using the e-learning system to complete course content for a blended learning class, need to make sure that they are logging into the Adobe Connect website, using the individualized ID and password they were provided.

While e-learning content is available through the CPD website, taking a module from this location will not give them credit for completing that module, and the module will have to be taken again.

How does the participant score on the module quizzes impact my outcome in the course?

The quizzes built within the modules are designed to be a learning tool and will not impact the participant completion of the course. Quizzes are used as a way for the participant to interact with the module and to increase learning. We provide feedback on all quiz questions that you answer so that if you are incorrect in your answer, you can learn why.

Can a participant test out of a curriculum by taking the exam before viewing the modules?

Participants who have previously completed the full E-Learning curriculum for a District Operations Basic (DOB) course may opt out of the modules for the Exploring Certification course by entering the DOB course number on the pre-course worksheet in the designated section.

What might cause the module to stop working properly?

Modules will run best when watched start to finish. When viewing a module for the first time we recommend that participants watch the module straight through. The participant can use the pause button on the navigation bar if they want to stop the module so they can take notes. Using the reverse button will sometimes cause the module to stop working correctly.

After participants have watched the module for the first time, use the table of contents and the forward and backward button on the module to review content that they want to see again or to reference a particular spot in the module.

A participant watched a module all the way through and is not getting a green check mark showing the module is complete in their learning plan.

Most modules are designed so that participants are given credit for the module if they view 100% of the slides. Fast forwarding through slides will cause the system not to give credit for that slide. Be sure that the participant is viewing all the slides in a module completely.

If the participant watched a module all the way through and is not getting a green check mark showing that the module is complete in their learning plan, they do not have to watch the full module again. Please email membercare.contactcenter@scouting.org or call 972-580-2489 and provide the participant's name and the module where this occurred. We will give them credit for completing that module, and investigate the reason why it may not be giving them credit for completion.

Can the content for e-learning be viewed on an iPad?

To build modules that are interactive and engaging to participants, we have chosen to use Flash technologies in the modules. The Apple iPad does not support Flash. To make the modules available on an iPad, the content would have been stripped down to a one directional learning environment which did not meet our learning objectives for the participants. Content can be view on any MacBook, laptop or desktop computer.

Exploring Certification
Post-Course Work

The post-course tasks below must be completed AND submitted within twelve months of the last day of the classroom instruction portion (part 2) of your Exploring Certification course. It goes without saying that you should begin initial preparation for each of the tasks immediately after completion of the classroom instruction. This will ensure that you not only complete the tasks in a quality-minded manner, but also that you meet the final deadline.

To earn full credit for the Exploring Certification Course:

- Your staff leader (SL) or Exploring representative should initial next to the 4 required tasks and 2 selected supplemental tasks upon completion.

- Submit within twelve months of classroom instruction date via:
    - Email to exploring@lflmail.org
    - Mail to Exploring Certification, PO BOX 152225, Irving, TX 75015

NOTE TO STAFF LEADERS
Use your discretion in determining successful completion of each task by the participant. In some cases, several Executives may be working on a single task as a team (EX: council-wide Exploring cultivation event) instead of each Executive completing the same task separately to earn credit for completion.

Scout Executives, Assistant/Deputy Scout Executives, Directors of Field Service and Field Directors can earn credit for post- course work by assisting direct reports in completing the tasks.

NOTE TO VOLUNTEERS
Volunteers are able to earn this Certification by supporting their council/area/region in completing the tasks listed below. Please have your council/area/region Exploring representative sign your post-course worksheet.

REQUIRED TASKS

SL INITIALS	SUGGESTED TIMELINE	COMPLETION DATE	TASK	SUGGESTED DOCUMENTATION
	2 months		Facilitate group YPT training for leaders OR show proof of 100% trained leaders in a single post or club	Roster of participants and training complete report
	4 months		Obtain student career interest data from at least 1 middle or high school	career survey summary report OR school's own shared data
	6 months		Recruit and train a new Exploring committee or service team member	Training complete report
	9 months		Start a new post or club	MOU

SUPPLEMENTAL TASKS
Complete at least 2 in addition to the 4 required tasks.

SL INITIALS	SUGGESTED TIMELINE	COMPLETION DATE	TASK	SUGGESTED DOCUMENTATION
	1 month		Make an "Introduction to Exploring" presentation at a staff, board or service club meeting	Picture!
	4 months		Sell Exploring merchandise in your Scout Shop	Inventory list of Exploring merchandise generated by Scout Shop manager
	5 months		Go on 5 sales calls, regardless of outcome	Your work schedule
	6 months		Complete 1 of the 3 Exploring adult leader position trainings	My.Scouting training record
	9 months		Include Explorers in, or coordinate a district or council wide Exploring event	Invitation or flier, summary of activities OR event schedule
	12 months		Include Explorers in, or conduct a fundraising effort in the name of Exploring (EX: career cards)	A report of dollars raised
	12 months		Conduct a cultivation event	List of leads generated from the event

We would like to know a bit more about your experiences during the completion of these tasks. What did you learn along the way? Who was most helpful to you during which task? Which task was the most challenging? What will you do differently next time? What was your favorite part? What made you feel successful, or not? What advice would you give others who are taking this course? You don't have to answer all of these, but please elaborate.

_____

_____

_____

_____

_____

Your name as you would like it printed on your certificate _____

Course No. _____ Course Location _____ Course Date _____ Completion Date _____

Council Name & No. _____

Staff Leader Name _____ Staff Leader Signature _____

Complete Mailing Address _____