

# EXPLORING™

DISCOVER YOUR FUTURE

## EXPLORING CLUB

### Guide for Councils

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#### OVERVIEW

Interest in the concept of career orientation has skyrocketed in recent years, due in large part to the focus of the U.S.

Department of Education. All over the country, schools are conducting research into the career interests of middle school students. Exploring clubs were started for three reasons:

1. United States Dept. of Education is emphasizing career education as early as elementary grade levels.
2. We found that several councils across the country had kids too young to register in Exploring so they registered them as LFL school groups. Let's call it what it is! Exploring Clubs were approved in May of 2013 to begin serving 6<sup>th</sup>-8<sup>th</sup> graders.
3. To act as a feeder program to posts.

The national Exploring office has responded by creating new and innovative coeducational Exploring club programs for students in the sixth, seventh, or eighth grade. There is also a new Exploring Journey to Excellence program, in which councils and districts will receive recognition for growth in membership and density.

Clubs offer an array of program format options. For example, participating organizations can focus on a single career field or choose to present several different careers to their youth participants. In either case, hands-on and interactive activities should be the focus. In addition, local Exploring posts, the career orientation program for young adults aged 14 to 20, provide mentoring opportunities for the youth in the clubs.

Exploring clubs can be hosted by schools, service clubs, chambers of commerce, PTAs, or any other organization.

*NOTE: "Middle School" has been dropped from the name of the program because it implied that clubs must be sponsored by schools, and that is not true.*

### What are the differences between a post and club?

POST	CLUB
4 adults minimum	2 adults minimum
Youth 14-20 years	Youth 10-14 years
Both career survey formats	Only Scantron surveys
Any special interest code	ONLY special interest code 0999

### What are the similarities?

- MOU is a combined MOU that can be used for both posts and clubs
- Exploring is and will always be an interactive, hands-on career education program for youth
- Registration paperwork and fees
- Adult leaders required to complete Youth Protection training and Exploring program training online
- Professionals always help post committees develop their program and the best method is thru the All-In-One Program Planning Meeting (more to come on this one later in the course!)
- Safety First Guidelines
- Participating organizations
- Year-round professional support

## DEVELOPING THE PROGRAM

Exploring clubs are a career-focused program just like posts. They are more likely to be an introduction to several career fields but can still focus on a single career. Program options include both in-school and out-of-school activities.

### Exploring Club Curriculum Books

This is one of the lesson plans from the 6<sup>th</sup> & 7<sup>th</sup> grade Exploring club curriculum books. Let's get familiar with the lesson plan structure so you can easily describe them to educators and other Exploring leaders.

- The first page of every lesson plan describes the learning objectives and any materials needed.
- Supplemental to INTERACTIVE PROGRAM
- Each lesson plan has 2-5 activities that will take about 15 minutes each.
- Every lesson plan, not every activity, but every lesson plan has a REFLECTION activity. It's important for teachers to utilize this feature so that students retain knowledge learned from the activities.
- If an activity has an accompanying worksheet, it's included and teachers can make as many copies as needed.
- Download full books as PDF from LFL internal site > Program > Explorer Clubs

The in-school programs feature presentations by professionals from across various career fields. These programs can include sessions from the two Career Exploration booklets, one for sixth- and seventh-graders and one for eighth-graders. The booklets

cover timely and informative employment-related topics, such as time management, office etiquette, job interviews, career mapping, managing money, and dressing for success.

Students interested in a specific career field can attend out-of-school programs providing hands-on career activities. These activities can be conducted on a bimonthly basis. Examples include robotics for engineering clubs, fingerprinting for law enforcement clubs, the study of instrument panels for aviation clubs, and water testing for science clubs.

Another option is to have a program connected to an existing Exploring post. The Explorers serve as mentors to the youth members of the clubs. The clubs can meet on a bimonthly basis and feature age-appropriate hands-on career orientation activities. For instance, the Explorers in a Fire & EMS post mentor the youth of the local Fire & EMS club.

It is vital to coordinate with local school administrators to determine the career interests of the students and program content.

## REGISTRATION INSTRUCTIONS

The registration fees for club participants are \$33 per Explorer and adult leader and \$40.00 general liability insurance fee per club.

For adult leadership, the clubs require two adult leaders (Sponsor and Associate Sponsor) and five youth participants. Due to the ages of the participants and the nature of the activities, a ratio of one adult to ten students is recommended. The other adults can be parents of participants. All registered adults must complete the online Youth Protection training.

### Instructions for Registrars

**Registration/ScoutNET:** ScoutNET will provide a Warning message when council Registrars attempt to register a participant who is younger than age 14 or who has not completed the eighth grade. However, registrars may disregard the warning, because in this situation, the youth will be registered as Explorers with their actual birthdays and grades.

### To register the two adults, follow these special procedures:

- Process the two adults as primaries, using each person's actual date of birth (DOB) and Social Security Number (SSN).
- Then, duplicate the same two adults using the same records with each person's DOB and SSN.
- The Post/Club Committee Chair (PCC) may also be the Post/Club Committee member (PMC) (i.e., a multiple registrant).
- The Explorer/Club Advisor (EA) may also be the PMC (i.e., a multiple registrant).
- For coeducational clubs, have at least one female adult and one male adult listed on the roster.
- For the new clubs, Registrars will use the new **Special Interest Code 0999**.
- For clubs associated with a post, assign a different number for the club.
- Once the Exploring club is an active unit, place the career field in the comments section on the unit record.

## FAQ's

**Q: What is the minimum number of adults & youth required to organize a club?**

**A:** *A club needs a minimum of 2 adults and 5 youth.*

**Q: What is the age requirement for club youth?**

**A:** *For young men and women in sixth, seventh, and eighth grades who have completed the fifth grade and are at least 10 years old but have not completed the eighth grade and are not yet 15 years old.*

**Q: What is required to register participants?**

**A:** *The same forms required to register a Post are also required for a club.*

**Q: Do the youth count towards the Journey to Excellence award?**

**A:** *Yes, the youth will be added to your Exploring totals on the JTE dashboard.*

**Q: What training should adults take?**

**A:** *The Youth Protection Training is required as well as Basic Leader Trainings. All trainings can be accessed through [www.exploring.org/training-safety](http://www.exploring.org/training-safety).*

**Q: Will there be an additional fee when a youth “ages out” of a club and into a post?**

**A:** *No; however, the \$33 fee will be required when the post renews its participation with the council.*

**Q: What are the flying policies for the Exploring club youth participants?**

**A:** *Club participants can participate **ONLY** in the Experimental Aircraft Association’s (EAA) Young Eagles activity with a certified pilot.*

**Q: What other activities are restricted for club participants?**

**A:** *Youth are not permitted to go on ride-alongs, participate in activities involving pistol, semi- or automatic shooting, non-lethal firearms, or hydraulics. For more detailed information, refer to the Safety First Guidelines found at [www.exploring.org](http://www.exploring.org).*

**Q: Can we use the “old” Exploring youth & adult apps until our stock is exhausted?**

**A:** *Yes, just be sure to write “Club” next to the “Post No.” box in the top, right corner.*

**Q: Where can I find all the support materials?**

**A:** *Refer to the Exploring Guidebook for Adult and Youth Leaders for program policies, guidelines and procedures. The guidebook can be downloaded from [www.exploring.org](http://www.exploring.org). The supplemental career curriculum books for 6th-7th and 8th grades can be downloaded from the LFL internal site in MyBSA.*

## Exploring Clubs Pilot Summary Report | 2012-2013

**Three Harbors Council, Milwaukee, Wisconsin | 6 Clubs & 145 Youth**

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Club 164 - hosted by Engleburg Elementary School. Provides a variety of bi-monthly programs from Nursing to Law Enforcement to Fire/EMS. Professionals present the programs in the classroom to 6 sixth graders.

Club 678- hosted by Parklawn Christian Leadership Academy. The bi-monthly program features a variety of careers in the criminal justice arena. A judge and law enforcement officers present the programs during school. Another program highlight is the participation in a debating activity. The club’s enrollment is 2 seventh & 3 eighth graders.

Club 683-hosted by Cross Trainers Academy. The Academy offers bi-monthly programs in the Law & Government career field. Classroom activities using a special curriculum in Law & Government are featured. In addition, field trips are conducted to Law firms and the local court house. The youth participation consists of 16 sixth and 2 seventh grade students.

Club 900 hosted by the Sherman Multi-Cultural Arts School. The school provides bi-monthly after-school programs featuring STEM. The club has 3 sixth, 22 seventh, and 4 eighth grade students.

Club 920- hosted by Lincoln Center Middle School of the Arts. A variety of bi-monthly programs are offered from the Stem Initiative to Law Enforcement to Fire/Ems. Professionals conduct both in-school and after –school activities. One of companies providing program support is the Rockwell Corporation. The program receives a \$150.00 donation to fund the registration fees and the

councils pays for the balance. Currently, the club has 3 seventh and 22 eighth graders involved in the program.

Club 2500- hosted by the Harborside Academy. A variety of careers are featured bi-monthly, the club has 13 sixth, 25 seventh, and 24 eighth graders participating in the program.

**Greater New York Council, New York, NY- 11 Clubs & 114 Youth**  
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All eleven clubs are hosted by the New York City Police Department. The program focus is the law Enforcement career field. A highlight is the mentoring efforts by the local Law Enforcement Explorers for the club youth members. The programs take place after school twice a month and they have 33 sixth, 43 seventh, and 38 eighth graders.

**Old Colony Council, Canton Massachusetts- 2 Clubs & 226 Youth**  
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Clubs 1906 & 1907-hosted by Hanover Middle School. The featured program is the STEM initiative with both in- school and after-school hands-on activities. Hanover Middle School has offered the programs for over 25 years. They feel the Exploring club is a perfect fit for their career exploration emphasis. The other program features are day camps during the school year and one week at camp in the summer. Several companies and organizations including Ocean Spray, Clean Harbor, NSTAR, and AD Makepeace support the programs. The activities are provided to 228 sixth grade students.

**South Florida Council, Miami Lakes, Florida-8 Clubs & 373 Youth**  
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Clubs 5002 - hosted by the Edison Park K-8 Center. A variety of career fields are provided weekly for the inner-city middle school students. The after-school activities utilize the Career Exploration Booklets and professional speakers from local businesses. Quarterly programs are offered at camp, as well as local field trips to city agencies. The students involved are: 23 sixth, 9 seventh and 4 eighth graders and the program is funded by a special grant from the council.

Clubs 5001 and 5003- hosted by the Carrie Meek/Westview K-8 Centers and the Carrie Meeks K-8 Center for Boys. The programs meet once a week during school and the teachers coordinate the lessons plans. They utilize the Career Exploration Curriculum Book and have professional speakers present monthly. Also, field trips are provided and a special grant from the Council funds the programs. The youth participation consists of: 31 sixth, 55 seventh and 18 eighth grade students.

Club 5004- hosted by the Oak Grove Elementary School. The monthly programs are a combination of lesson plans, Career Exploration Booklet activities, and professional speaker presentations. Three field trips to the local city agencies camp are offered and a special grant from the council funds the programs. The students are: 46 Sixth, 17 seventh and 1 eighth graders.

Club 5000 - hosted by Benjamin Franklin K-8 Center. The program is conducted monthly and features professional speakers. The school teachers develop the curriculum and assist with the in-school meetings. General career studies and activities from the Career Exploration Booklet are presented. The program includes three field trips to local city agencies and the camp. The program is funded from a special grant for the council. The club participation includes: 10 sixth, 10 seventh and 8 eighth graders.

Club 5005 - hosted by the Cutler Middle School. The monthly law enforcement program is assisted by a Miami Dade Police Officer. In addition, teachers coordinate the sessions and provide professional law enforcement speakers. The sessions are conducted during school and field trips are held after-school. The programs benefit from the special Council grant. The youth are: 30 sixth, 28 seventh and 109 eighth graders.

Club 5006 - hosted by the Cutler Middle School. Stem programs are presented monthly by teachers in school. In addition, they utilize the lessons and activities from the Career Exploration Booklet. Field trips are provided, including a visit to the Everglades National Park and the camp. The program is funded by the special council grant. The students are: 48 sixth and 7 seventh graders.

**Connecticut Rivers Council, East Harford, CT- 1 Club & 32 Youth:**  
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Club 480 - hosted by Public Safety Academy. The program emphasis was the Public Safety career field. Experts from local Law Enforcement & Fire/EMS presented the programs unfortunately, the adult leader left the company and the program is inactive. The program has 7 sixth, 12 seventh, and 13 eighth grade students involved in the club.

**Baden Powell Council, Binghamton, NY- 1 Club & 31 Youth**  
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Club 761 - hosted by Lockheed Martin. Lockheed Martin located in Owego, NY hosts the club twice a month. The program features activities in the engineering field. The club is presented with hands-on engineering projects and the Explorers from the Explorer Post guide and coach the club youth participants. The Vestal and Appalachian Middle Schools help with the promotion, surveys, and recruitment of the youth. Per the local council, the parents support the career development and the engineering programs of the Exploring club. The participants are: 6 sixth, 18 seventh and 7 eighth grade students.

**Orange County Council, Santa Ana, CA-2 Clubs & 19 Youth:**

Club 1449 - hosted by the Orange County Sheriff's Department. The club meets twice a month and features basic law enforcement skills. The programs include felony car stops, searching techniques, and drill team. Field visits are offered to the Air Support Unit, SWAT and Harbor Divisions. The students are: 2 sixth, 2 seventh and 10 eighth graders.

Club 1906 - hosted by the Hispanic Chamber of Commerce & DOIG Intermediate School. A variety of careers are presented monthly during school year. Professionals from the local Rotary Clubs, Hispanic Chamber of Commerce, and the School District's Minority Outreach Department provide the career preparation programs. Also, the Career Exploration booklets are featured in the classroom sessions. In addition, field trips are conducted to businesses and local city agencies. The programs are attended by 5 eighth grade students.

**Daniel Webster Council, Manchester, NH- 2 Clubs & 24 Youth:**  
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Club 5 - hosted by the YMCA of Manchester. The YMCA and the council have collaborated to provide a variety of career educational programs for the Hillside Elementary School students. The presentations are conducted in the morning before classes start. Professionals from the local professional Minor League Sports Teams, Public Service, and Law Firms assist with the presentations. Also, featured are resume building and career preparatory programs. The sessions are held three times a week. The youth are: 4 seventh and 5 eighth graders.

Club 6 - hosted by Circus Learning LLC. Club 6 offers career educational and hands-on activities in the world of a circus performer. Silver Lining Circus Camp is a developmental circus arts program (DCAP) that strives to benefit the bodies, hearts, and minds of teens in age-appropriate ways through circus skills, activities, and performances. The owner of Circus Learning coordinates and features programs from circus performing to managing the circus operations. The club meets throughout the summer and 15 eighth graders attend the meetings.

**California Inland Empire Council, Redlands, CA- 2 Clubs & 39 Youth**  
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Club 3201 - hosted by Rialto Police Department. The program centers on the law enforcement career field. The club meets on a weekly basis in the school and the local Law Enforcement Exploring post provides mentors. The club has 9 eighth grade students as participants.

Club 3304 - hosted by San Bernardino Unified School District. Law enforcement is the featured program for the club. The police department from the San Bernardino Unified School District supports and helps with the recruitment efforts. The club meets weekly and the local Law Enforcement Explorers serve as mentors. The classes involved are: 16- sixth, 4- seventh, and 10- eighth grade students.

**Greater St. Louis Area Council-11 Clubs & 291 Youth**

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Club 4092 - hosted by the Fruitland Fire Department. The club features programs in firefighting and they meet on a weekly basis. The Explorers from the Fruitland Exploring post serve as mentors for the club's youth participants. The student breakdown is 1 sixth, 3 seventh, and 4 eighth graders.

Club 4221 - hosted by the Cape Girardeau Public Schools. Monthly classroom sessions are held on a variety of careers for the youth-at risk students. Professionals from local businesses and the Chamber of Commerce present programs from their respective career fields. Also, they lead activities and lesson plans from the Career Exploration Booklet. After-school is planned in the cutting-edge Robotics field, as well as other career fields. In addition, the School's Superintendent serves as the District Membership Chairman and has committed to fund next year's Exploring club. The council has provided the funding for this year's program. The club has 3 seventh and 197 eighth grade students.

Club 7008 - hosted by the Boys and Girls Club of Carbondale. The youth meet monthly for the after-school programs. Professionals from local businesses present programs on a variety of careers. Also, the faculty and students from the Southern Illinois University at Carbondale provide programs. In addition, quarterly visits to local companies are provided for the youth-at risk. The program is partially funded by the council for the 4 sixth, 2 seventh, and 1 eighth grade students.

Clubs 9110, 9179, 9183, 9455, 9460 9836, 9871, and 9946 - hosted by middle schools. The eight clubs are after-school weekly robotics programs. The clubs utilize program resources from FIRST (For Inspiration & Recognition of Science & Technology) and are financially supplied with seed funds contributed by Boeing. Several teachers at each school conduct the programs and the highlight for the clubs is competing in the local and state robotics competitions. The clubs participation consists of: 12 sixth, 42 seventh and 22 eighth graders.

### **Three Fires Council, St Charles, IL – 5 clubs & 180 youth**

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Club 777 - hosted by the Allegiance Guard. The club meets weekly and features a dance choreography program. The girls practice and perform regularly to prepare for dance competitions and careers in the theater. The participants are 5 sixth and 4 eighth grader students.

Club 1033 - hosted by the Concerned Citizens of Kane County. The program centers around the management and coordination of conducting a Halloween Hike fundraiser. The funds raised benefit youth activities of Kane County. The youth participants plan the event, raise the funds, and staff the Hike. The council is seeking a new long-term participating organization. The participants are: 6 sixth, 4 seventh and 5 eighth grade students.

Club 2191 - hosted by the Renz Addition Counseling Center. Twice a month, the club features a variety of career presentations. Career speakers present topics centered around preparing for future careers and hands-on activities. The Career Exploration Booklet is one of the sources used for the after-school programs. The sessions are attended by 25 sixth and 1 seventh grade students.

Club 2425 - hosted by the Boys and Girls Club of Dundee Township. The weekly after-school programs are presented by professional speakers on a variety of career choices. Various organizations and businesses, including the local Rotary Club and public service agencies present career development programs. In addition, site visits to local businesses and the Career Exploration Booklet are program features.

Club 2815 – hosted by the Friends of Scullen. The monthly programs feature a variety of career preparatory topics, including hands-on activities centered on the STEM Initiative. The students are 30 eighth graders.

### **Twin Rivers Council, Albany, NY-6 Clubs & 41 Youth**

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Club 2335 - hosted by the Town of Ephratah. The club features a variety of career orientation after-school programs. Professionals from local businesses and public safety agencies present career educational programs. Also featured are field trips to companies and agencies. The club meets bi-monthly and is attended by 1 sixth and 2 seventh grade students.

Club 7014 - hosted by the Copake Fire Department. The basics of firefighting are the career feature for this club. The club meets bi-monthly after-school. In addition, the explorers from Fire/EMS Exploring post serve as mentors to assist with the programs and activities with the club youth participants. The students are: 2 eighth graders.

Club 7030 - hosted by the Elsmere Fire Company A. The activities for this after –school club includes the basics of firefighting. With the help of the Fire/EMS Explorers, the club’s youth participants are provided with coaching and guidance from the mentors. The club meets twice a month and the youth participants are 10 eighth grade students.

Club 7036 - hosted by the North Creek Volunteer Fire Company, Inc. The Fire Company provides hands-on after –school programs bi-monthly. The local Explorers provide additional program support and serve as mentors for the youth in the club. The club is attended by 2 sixth and 1 seventh graders.

Club 7614 - hosted by Vanderheyden Hall. A variety of career educational programs are featured monthly. Professional speakers present after –school programs. Also, field trips to various businesses and city agencies are part of the program. The club has 20 eighth grade students.

Club 7737 - hosted by the Albany International Airport. The youth participants are engaged in aviation basics. Basic orientation sessions occur after school at the airport. Aviation professionals conduct orientation sessions and activities for the club monthly. The club has 1 seventh and 2 eighth graders.

**Seneca Waterways Council, Rochester, NY-2 Clubs & 18 Youth**  
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Club 534 – hosted by the Spencerport Fire Department. The club meets 2-3 times a month and the participants learn the basics of firefighting and emergency services. The most interesting component is the mentoring program. The mentors are the Explorers from the fire department’s Exploring post. The club participants are coached and guided by the mentors. The participants are: 2 sixth, 1 seventh and 4 eighth grade students.

Club 923 - hosted by the City of Rochester. The youth participants travel to various locations to learn about different careers. The group has visited: a hospital to learn about nursing; a dentist office to learn about various dental careers; a fire department to learn about firefighting, a hair salon to learn about cosmetology and barbering; and the public market to learn about entrepreneurship. The main goal is to introduce the youth to career opportunities. The trips are planned, mostly using a survey. The club consists of: 5 sixth, 2 seventh and 4 eighth grade students.

**Cape Cod and Islands Council, Yarmouth Port, MA- 1 Club & 5 Youth**  
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Club 53 - hosted by Cromwell Court. The career education programs are offered after-school to youth-at-risk weekly. Career speakers address the group on business etiquette and self-esteem. The attendance consists of 4 sixth and 1 seventh grade students.

**Yucca Council, El Paso, TX- 1 Club & 5 Youth**  
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Club 2726 - hosted by the Horizon City Police Department. The police department hosts the meetings twice a month. They feature law enforcement basics and coordinate their programs with several agencies, including the US Border Patrol, El Paso PD, El Paso Fire Department and Anthony PD. In addition to law enforcement programs, the lessons and activities from the Career Exploration Booklets are highlighted. The students are: 1 sixth, 3 seventh and 1 eighth graders.

**Cornhusker Council, Lincoln, NE- 2 Clubs & 44 Youth**  
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Club 99 - hosted by El Centro de Las Americas. Local business professionals assist with the after-school programs for the inner-city youth participants. Twice a month, various professionals present programs featuring career educational sessions. The plans are to have the youth visit the business and be provided hands-on activities. The programs are attended by: 1 sixth, 10 seventh, and 8 eighth grade students.

Club 111 - hosted by Rising Stars. The youth participants are students from the York Middle School students. The Club meets monthly and the members from the local Chamber of Commerce assist with the programs. Several Chamber members present after-



school programs on career orientation. In addition, the club plans on making two visits to several local businesses. The students are: 15 sixth, 8 seventh, and 1 eighth graders.

**Connecticut Yankee Council, Milford, CT- 3 Clubs & 21 Youth**

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Club 5279 - hosted by the Fairfield Police Department. The program centers on the law enforcement career field. The club meets after school on a weekly basis. The fundamentals of a career in law enforcement are presented. Also, the local Law Enforcement Exploring post provides mentors. The mentors coach and guide the club's youth at the meetings. The club has 3 seventh and 2 eighth grade students.

Club 5181 - hosted by the Hunters Ambulance Service. The club meets weekly and the participants learn the basics of firefighting and emergency services. The most interesting component is the mentoring program. The mentors are the Explorers from the Fire Department's Exploring post. The club participants are coached and guided by the mentors. The participants are: 1 sixth and 3 seventh grade students.

Club 5033 - hosted by Danbury Police Department. The Police Department hosts the meetings weekly. They feature the basics of law enforcement. In addition, Explorers from the Exploring post serve as mentors to coach and guide the club's youth participants. The students are: 12 eighth grade students.

**Revolutionary Trails Council, Utica, NY- 1 Club & 6 Youth**

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Club 2012 - hosted by the Utica Center for Development. The club features a variety of career orientation after-school programs. Professionals from local businesses and public safety agencies present career educational programs. Also featured are field trips to companies and agencies. The club meets twice a month and is attended by 2 sixth and 4 seventh grade students.