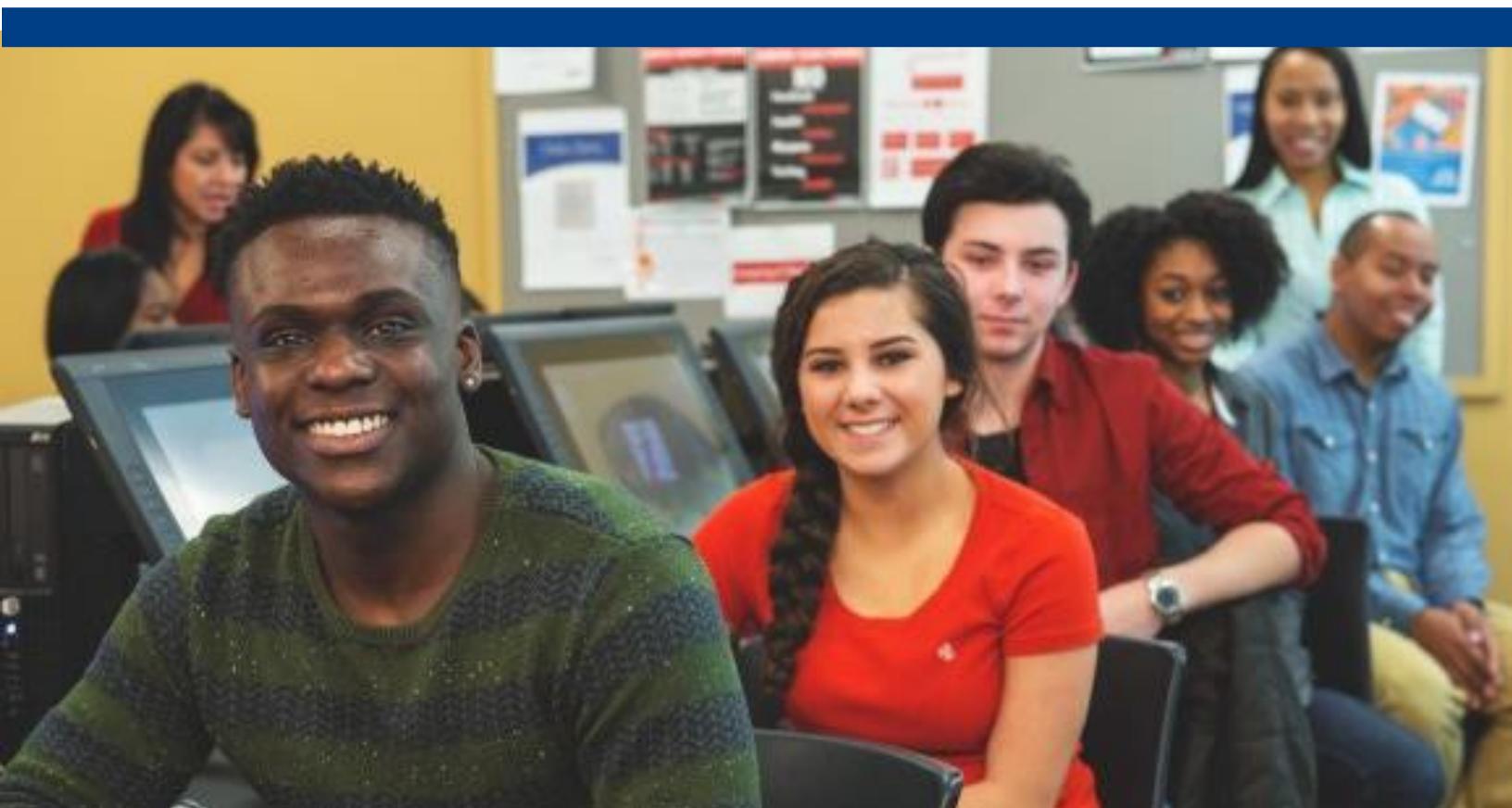




iTech Leader Guide



www.exploring.org/itech

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HOW TO READ THIS GUIDE

You can find all resources online at www.exploring.org/itech. Items in **RED BOLD** can also be found in the Resources section on page 8.

PILOT NOTES | Write your comments and suggestions here throughout the year. Share with your local Exploring representative at the end of your program.

Thank You!

Overview

What is iTech Exploring?

iTech Exploring develops the entrepreneurial spirit in young men and women (10-20 years) through the introduction of the innovation design process in career fields that use technology every day. Explorers not only learn how industry-specific technology works, but also develop an adaptive mindset that is valuable in every workplace through the completion of an Innovation Design Challenge.

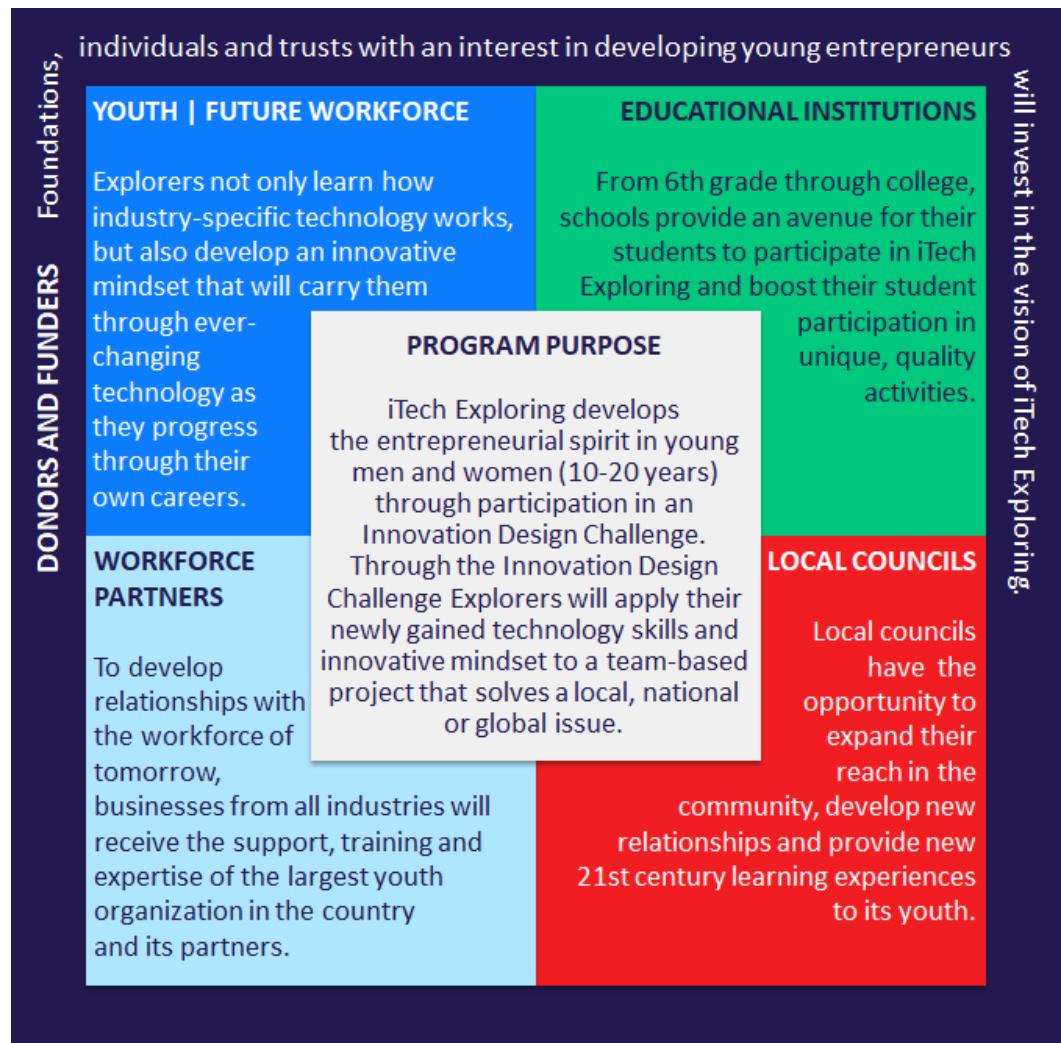
Understanding technology is a critical part of preparing Explorers for the careers and society of tomorrow. Even if he or she will not be in a technical field, many future careers will involve digital skills. iTech Exploring is their introduction to the world of technology and innovation, without the risk or fear of failure.

What is an Innovation Design Challenge?

The Innovation Design Challenge (IDC) is unique to iTech

Exploring – it's the iTech Exploring super activity. The goal of the IDC is for Explorers to gain an understanding of the principles, processes and desired outcomes required to successfully develop an adaptable and innovative solution. Explorers will learn the difference between invention and innovation, and successfully utilize a project-based approach in a team setting to move an idea from concept to finished IDC project.

Through iTech lessons, Explorers will have the experience and resources to implement their IDC. It is important that Explorers employ a [Maker Strategy](#) and practice an adaptable mindset in order to develop their IDC project. This will allow Explorers to practice innovating and iterating while creating real value.



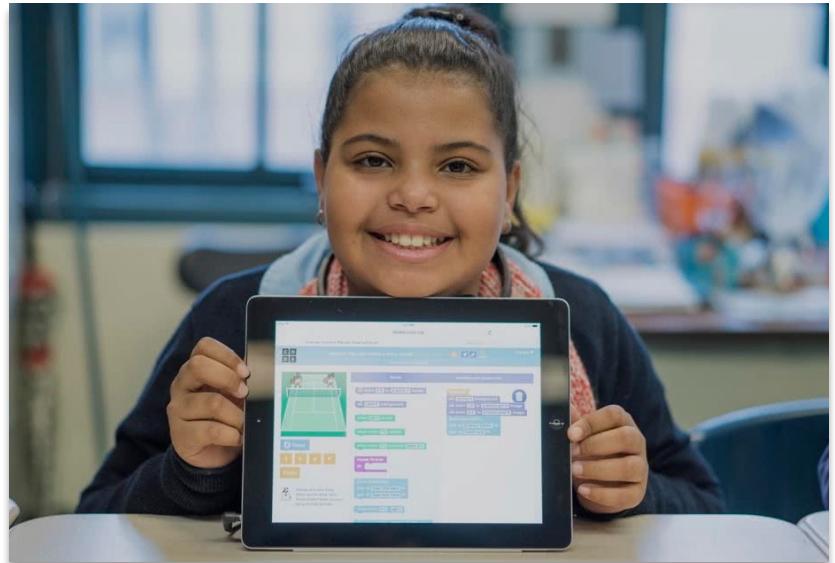
The Innovation Design Challenge enables Explorers to:

- Engage in design-thinking and innovation strategies to develop solutions
- Understand what it means to create value and how it is measured
- Understand how to effect change through risk-taking
- Practice failing quickly and viewing failure as growth
- Employ a [Maker strategy](#) and adaptable mindset to develop a solution
- Test, assess and modify a project/prototype through trial and error
- Understand the business case for the IDC through cost/benefit analyses
- Showcase the IDC project to peers, the community and/or subject matter professionals

Read more about the logistics of the IDC in the **iTech IDC Prep activity** in the Exploring Activity Library.

A Message to Leaders

iTech Exploring is an opportunity for various industry professionals to offer a different approach in preparing high school students with the leadership, teamwork, and innovation skills needed for success in the 21st century workforce. Skills and experiences related to a quality STEM (science, technology, engineering, and math) education are found throughout many of the 12 career fields of Exploring. iTech Exploring provides students with the same experiences and includes the added component of the Innovation Design Challenge.



Using a project-based approach in a team setting, the Innovation Design Challenge incorporates technical knowledge, entrepreneurial skills and design-thinking to hone and refine technical and soft skills. In addition to these opportunities for young men and women, iTech Exploring also creates new experiences for Explorers to engage local businesses and organizations in furthering the mission of Learning for Life and Exploring - to deliver character-building experiences and mentorship that allow youth to achieve their full potential in both life and work.

Questions?

Colin Lemon, National iTech Exploring Director
 BSA National Service Center
 E: colin.lemon@lflmail.org
 P: 972-580-2432

For additional questions and more information, you can also contact your [local Exploring office](#).

iTech Plug and Play Schedule

As a group, your Exploring post or club will choose the curriculum and structure that best fits your organization's needs and resources during the year. The **iTech Plug and Play Schedule** (example to the right) offers a year-long schedule and a one-semester schedule for your program. Choose the schedule that's right for your post or club and download a copy of this **iTech Plug and Play Schedule**. Populate the schedule with your meeting dates and site visits, then share with Explorers and parents. Feel free to adjust the schedule and timeline based on your group's needs and interests.

First Meeting Logistics



Post/Club No. & Name _____	Leader Name & Phone _____			
Meeting Place & Time _____				
<small>NOTE: All supporting resources listed in italics are found in Exploring Activity Library at exploring.org.</small>				
Meeting	Date	Meeting Activity	Suggested Youth Leadership Role(s)	Supporting Resources
September		Open House	N/A	Sample Open House Agenda
Oct. Meeting 1		First Day Logistics & Intro to Innovation	N/A	iTech Leader Guide, <i>Intro to Innovation</i>
Oct. Meeting 2		SITE VISIT - organized by unit committee	N/A	Consider touring your own place of business
Oct. Meeting 3		Discuss the concept of project management as it relates to the workplace	N/A	Project Management
Nov. Meeting 1		Innovation Design Challenge preparation, search and selection	N/A	iTech IDC Prep
Nov. Meeting 2		SITE VISIT - organized by unit committee	N/A	Consider touring a facility relevant to your selected Innovation Design Challenge
Nov. Meeting 3		Introduce Explorers to youth leadership roles & host elections	N/A	iTech Youth Leadership Roles
Dec. Meeting 1				Exploring Activity Library career and life skills activity C1: an activity specific to your organization
Dec. Meeting 2				
Dec. Meeting 3		Holiday Celebration!		

After your open house and at your first Exploring post or club meeting, you will review logistics and discuss the program in more detail. Follow the agenda below to ensure that all Explorers are set up for success from day one.

AGENDA ITEM	TIME	FIRST MEETING AFTER OPEN HOUSE	ALL OTHER MEETINGS
Opening	5-10 min	Explorers will sign-in and leaders will introduce themselves (name, school, job, etc.)	Take attendance, fun fact, inspirational thought.
Icebreaker	10 min	Choose one activity from the Communications Activities in the Exploring Activity Library to warm up the group and get them talking.	Introduce new members, if applicable.
Program Overview	10 min	Provide an overview of program, curriculum and site visits. Review the participating organization's rules and expectations of Explorers - minimum attendance, communication with each other and leaders, participation in activities, school grades, travel to site visits, etc.	Announce the plan for today's meeting.
First Day Survey	10 min	Explorers and leaders will take a First Day Survey online to understand their interests and skill level prior to starting the iTech post. NOTE: There is also a Last Day Survey that should be submitted online after the completion of the IDC.	N/A until the last day of the program year at which time Explorers and leaders will complete the Last Day Survey online.
Activity	60-90 min	Explorers will complete the Intro to Innovation activity found in the Exploring Activity Library .	Refer to the iTech Plug and Play Schedule
Closing	5 min	Remind Explorers of the date, time and location of next meeting.	Remind Explorers of the date, time and location of next meeting.

Youth Leadership Opportunities

During your iTech Exploring program, Explorers will have the opportunity to take on leadership roles once the Innovation Design Challenge begins. This means you might have several meetings during which adult leaders and guest speakers are teaching new skills and concepts to Explorers that they will apply to their upcoming IDC.



NOTE: Before electing or assigning youth roles, review the *Youth Officer Elections for Exploring* online training module at My.Scouting.org for best practices on how to elect Explorers to various leadership positions.

If you follow the **iTech Plug and Play Schedule**, you will prepare your Explorers for these roles at your 6th meeting using the **iTech Exploring Youth Leadership Roles** activity in the Exploring Activity Library. The iTech Plug and Play Schedule also references these specific roles and when each role should lead a post or club meeting. Some meetings utilize multiple leadership roles and Explorers should work together to find the right balance between these leadership positions. In other meetings, all positions will be utilized to accomplish the task at hand. At the start of each meeting, point out which Explorers are leading the meeting for the day. Explorers should display their leadership name card and reference it in preparation for and during meetings. This is a reminder of the role each Explorer plays and his/her respective responsibility.

If you have a large post or club (more than 10 or 12 active Explorers) you may want to divide the unit into smaller teams of at least 5 members noted with an (*) in the **iTech Exploring Youth Leadership Roles** activity. Explorers can also opt into any of the roles listed under “Other Roles.” Note that the Site Visit Coordinator position can be rotated to different Explorers for each site visit.

Site Visits

Explorers will visit local tech companies and/or IT Departments with the purpose of learning new career paths and hearing firsthand about professionals’ experiences. It is important that Explorers are exposed to a variety of tech companies/departments, careers and career paths.

Each month, Explorers will coordinate 1 - 2 site visits where they can meet tech professionals, ask questions and participate in “shadow days.” These visits will last between 1 - 2 hours. The Explorer that is in the leadership role of Site Visit Coordinator will work with the Leader to plan the visit.

Refer to the **Coordinating a Site Visit Activity** in the **Exploring Activity Library** for more information.

The goal of these site visits is to:

- Expose Explorers to new careers and opportunities
- Demonstrate to Explorers the wide range of career paths in technology
- Connect Explorers with local tech organizations / departments
- Provide opportunities for Explorers to shadow tech professionals
- Facilitate mentorship opportunities for Explorers
- Provide Explorers with space to ask questions and receive feedback on projects

Leader Training

Exploring requires that all leaders complete the training modules listed below its as they launch their iTech Exploring program. These resources will assist you in developing a quality Exploring experience worthy of your time and the time of the families who will participate. You can access this training at

My.Scouting.org website.

Your local Exploring representative will also schedule a Program Planning meeting with you to assist you in this process. He or she will bring all the tools and resources you'll need to streamline the development of your post or club program.

If you have any questions, contact your local Exploring office, email the National Exploring Office at exploring@fimail.org or browse the **Exploring website**. You can also reference the **Exploring Guidebook** at any time to find additional details.

EXPLORING POSITION TRAINED REQUIREMENTS		
ADVISOR & ASSOCIATE ADVISOR		
BEFORE 1ST MEETING		
SCO_314	OPEN HOUSE FOR EXPLORING	10:44
SCO_305	PARTS OF A MEETING FOR EXPLORING	4:20
SCO_309	SAFETY TIPS FOR EXPLORING	13:29
SCO_301	STRUCTURE OF AN EXPLORING PROGRAM	11:56
SCO_302	WHAT IS EXPLORING?	10:03
SCO_316	ACTIVITY PLANNING FOR EXPLORING	9:26
SCO_311	ANNUAL PROGRAM PLANNING FOR EXPLORING	11:01
TOTAL TIME: 1 HOUR 11 MIN		
FIRST 30 DAYS		
SCO_310	DEVELOPING SOPS & BYLAWS FOR EXPLORING	5:20
SCO_313	YOUTH OFFICER ELECTIONS FOR EXPLORING	7:36
SCO_312	YOUTH-LED PROGRAMS FOR EXPLORING	9:36
TOTAL TIME: 23 MIN		
POSITION TRAINED		
SCO_317	CONDUCTING AN OFFICER SEMINAR FOR EXPLORING	5:55
SCO_307	METHODS OF EXPLORING	9:06
TOTAL TIME: 15 MIN		
POST/CLUB COMMITTEE CHAIR & COMMITTEE MEMBER		
BEFORE 1ST MEETING		
SCO_308	REGISTERING & RENEWING FOR EXPLORING	7:51
SCO_309	SAFETY TIPS FOR EXPLORING	13:29
SCO_314	OPEN HOUSE FOR EXPLORING	10:44
SCO_311	ANNUAL PROGRAM PLANNING FOR EXPLORING	11:01
SCO_303	BENEFITS OF EXPLORING	9:21
TOTAL TIME: 53 MIN		
FIRST 30 DAYS		
SCO_310	DEVELOPING SOPS & BYLAWS FOR EXPLORING	5:20
SCO_306	MARKETING YOUR EXPLORING PROGRAM	13:50
SCO_312	YOUTH-LED PROGRAMS FOR EXPLORING	9:36
SCO_316	ACTIVITY PLANNING FOR EXPLORING	9:26
TOTAL TIME: 39 MIN		
POSITION TRAINED		
SCO_315	PROGRAM FUNDRAISING FOR EXPLORING	5:13
SCO_307	METHODS OF EXPLORING	9:06
TOTAL TIME: 15 MIN		

Resources

Title	Description	Link
Exploring website	Includes information about the Exploring program and how to create a post or program	Link
iTech Plug and Play Schedule	<i>START HERE!</i> Customizable schedule pre-populated with required activities	Link
iTech Exploring Activity Library	Resource for iTech activities including handouts and simple instructions	Link
My.Scouting.org website	BSA and Exploring's online resource for all required and supplemental training courses including mandatory Youth Protection Training (YPT)	Link
Exploring Guidebook	All-encompassing guidebook for Exploring post and club leaders	Link
Youth First Day Survey	Survey to understand youth's background prior to the start of the program year	Link
Leader First Day Survey	Survey to understand leaders' background prior to the start of the program year	Link
Communications Activities	Activities to use as warm ups during the first meeting	Link
Intro to Innovation Activity	1 st meeting activity that introduces innovation and how to create value	Link
iTech IDC Prep Activity	4 th meeting activity, leaders and Explorers will review IDC options and make a selection	Link
iTech Youth Leadership Roles Activity	6 th meeting activity, familiarize all members with leadership roles and host nominations and/or elections	Link
Budget Planning Activity	Include Explorers in your program's budget planning process, set fundraising goals	Link
Innovation Design Process Activity #1	Guide Explorers through Innovation Design Challenge	Link
Innovation Design Process Activity #2	Guide Explorers through Innovation Design Challenge	Link
Innovation Design Process Activity #3	Guide Explorers through Innovation Design Challenge	Link
Innovation Design Process Activity #4	Guide Explorers through Innovation Design Challenge	Link
Coordinating a Site Visit Activity	For Explorers who are expected to coordinate a site visit	Link
Innovation Reflection Activity	Last meeting activity, debrief on lessons learned throughout the iTech IDC experience	Link
Youth Last Day Survey	Survey to measure youth's interest and progress at the end of the program year	Link
Leader Last Day Survey	Survey to measure leaders' interest and progress at the end of the program year	Link