



Program Support for Explorer Posts

Resources outlined below are available as noted on either the public web site at www.learning-for-life.org or from the local Learning for Life office. For Local Office Information—go to www.learning-for-life.org , then scroll down and enter your five-digit ZIP code and click on SEARCH.

ADULT AND YOUTH LEADER TRAINING (see local Learning for Life office)

The local Learning for Life office provides basic and advanced adult leader training sessions along with post leader workshops, quarterly Advisors meetings, and organized activities for all posts.

New Advisors and adult post committee participants attend *Adult Explorer Leadership Training* session conducted at the Step Two Meeting when using the Five Step Plan for Post Program Development to start-up new Explorer posts.

Advisors and adult Explorer leaders of existing posts attend the *Adult Explorer Leader Basic Training* course conducted as a group training session.

For new adult Explorer leaders unable to attend group basic training, they complete the *Self-Study Adult Explorer Leader Basic Training* course with an assigned Service Team Member.

CAERER ACHIEVEMENT AWARD (see public web site)

The Learning for Life Career Achievement Award program allows young people to be recognized for community service and to acquire and be recognized for career proficiency achievement in either arts & humanities, aviation, business, communications, engineering, fire & emergency service, health, law & government, law enforcement, science, skilled trades, social services, or all 12 career clusters. It gives Explorers and student participants distinguished credentials for their resume (go to www.learning-for-life.org then click on Exploring Icon then scroll down and click on Awards and Scholarships then click on Career Achievement Award).

CHARACTER EDUCATION ACTIVITIES (see local Learning for Life office)

The local Learning for Life office provides a packet of twenty-five character dilemmas for posts to use in developing Explorers' critical thinking. Begin with the prepared character education activities and work towards you post developing its own situations. (For Character Education Activities request a copy from local Learning for Life office ExtraNET.)

CHARACTER EDUCATION in EXPLORING (see local Learning for Life Office)

The local Learning for Life office provides this overview flier which describes the key components of character education in Exploring, which include Learning through Experiences, Problem-Solving Skills, Character Education Forum, and Reflection. (For Character Education in Exploring flier request a copy local Learning for Life office ExtraNET.)

CONGRESSIONAL AWARD (see public web site)

An adult advisor, who student chooses, helps student set challenging but achievable goals in the four program areas. Once you've achieved your goals, you summarize them on a Recommendation Form. You'll receive a letter, which will let you know when your Senator and/or member of Congress will present you with your medal and certificate (go to www.learning-for-life.org then click on Exploring Icon then scroll down and click on Awards and Scholarships then click on Congressional Award).

EXPLORING ADULT LEADER GUIDE (see public web site)

EXPLORING YOUTH LEADER GUIDE (see public web site)

Contains complete information for the youth and adult leaders of Explorer posts. These online guidebooks contain sections on getting started, post operation, leadership roles, key factors for success, qualities of a good program, post bylaws and the Exploring activity planner (go to www.aviationexploring.org then click on Exploring Adult Leader Guide or Exploring Youth Leader Guide under New Resources)

EXPLORING CAREER CLUSTER WEB PAGES (see public web site)

Visit the Exploring Website at www.learning-for-life.org/exploring for the following:

- Career Achievement Award for Explorers (12 Exploring Career Clusters)
- Endorsements from national organizations
- Exploring Adult Leader Guide
- Exploring Youth Leader Guide
- News from National Office
- Policy Guides
- Resources for Exploring Leaders
- Safety First Guide to Learning for Life Activities
- Scholarships - Awards for Explorers
- Suggested Program Ideas (12 Exploring Career Clusters)
- Youth Protection Training (PowerPoint On-Line)

HELPFUL EXPLORING TOOLS (see public web site)

The following Exploring resources are to be used with the online *Exploring Adult Leader Guide* and the *Exploring Youth Leader Guide* (go to www.aviationexploring.org then click on Resources for Exploring Leaders under New Resources)

Book, Secretary's Records

Book, Treasurer's Records

Clip Art, Exploring

Form, Approval of Parents or Guardians

Form, Brainstorming Five Program Emphasis Areas

Form, Money-Earning Application
Games, Challenge Initiative Games
Games, Cooperative Games
Games, Problem-Solving Initiative Games
Guide, Becoming and Being a Leader, post officers
Guide, Developing a Community of Youth Leaders
Guide, Exploring for People with Disabilities
Guide, Leadership Checkup, post Advisor
Guide, Leadership Checkup, post officers
Guide, Post Advisor Reflection
Guide, Post Officers' Reflection
Guide, Problem-solving Skills
Guide, Suggested Post Bylaws
How to Brainstorm
How to Conduct a Post Parents' Night
How to Develop Service Projects
How to Earn Money
How to Generate Publicity
How to Introduce a Speaker
How to Lead a Discussion
How to Make a Speech
How to Plan Your Superactivity
How to Recruit New Participants
How to Teach a Skill
How to Use Charts and Posters
How to Use Parliamentary Procedure

FACTS EVERY TEEN SHOULD KNOW ABOUT SEXUAL ABUSE, No. 99-249 (see local Learning for Life office)

This pamphlet is available from the local Learning for Life office. Five stories concerned about risky situations of sexual abuse. These stories are meant to spur discussion in the context of an Explorer post meeting. Discussion points are suggested and resources are provided for more information about sexual abuse.

LEADERSHIP AWARD PROGRAM (see public web site)

Leadership Award is given to youth and adults who have given exceptional dedication and leadership to the youth participants in either the Learning for life or Exploring Programs. The award includes a certificate and ribbon medallion (go to www.learning-for-life.org then click on Exploring Icon then scroll down and click on Awards and Scholarships then click on Leadership Award Program).

LEADERSHIP WORKSHOP SERIES (see local Learning for Life office)

The Leadership Workshop Series is a one-day, overnight, or a series of sessions for senior high school groups, Explorer posts, community youth groups, and community youth leaders.

The Leadership Workshop Series is designed to provide high school students with exposure to leadership life skills, personal management skills, and group leadership skills. In addition the students are exposed to real-life leadership situations.

Sixteen sessions make up the Leadership Workshop Series that is supported by a guidebook for conducting the training and a detailed syllabus for each session. Teachers, post Advisors, or Learning for Life volunteer trainers can present the sessions. Each student completing this series is recognized with the Learning for Life Leadership Workshop Certificate, which gives students an additional distinguished credential for their resumes.

LEARNING FOR LIFE WEB PAGE (see public web site)

Visit the Learning for Life Web site at www.learning-for-life.org. Connect with today's Explorers in such careers as Arts & Humanities, Aviation, Business, Communications, Engineering, Fire/Emergency Services, Health, Law Enforcement, Law & Government, Science, Skill Trades, and Social Services.

LIABILITY INSURANCE FOR PARTICIPATING ORGANIZATIONS (see local Learning for Life office)

The general liability policy issued to Learning for Life provides primary liability insurance coverage for all participating organizations with a Learning for Life group or Explorer post. Automobile liability coverage is provided on a secondary or excess basis. All vehicles used in Learning for Life activities must be covered by automobile liability insurance with limits that meet or exceed the requirements of the state in which the vehicle is licensed. A \$100,000 combined single limit is recommended. Any vehicle designed to carry 10 or more passengers is required to have limits of \$100,000/\$500,000/\$100,000 or \$500,000 combined single limit. Although our general liability coverage has been extended on a primary basis to the participating organizations, the coverage for our volunteers remains on an excess basis. Any insurance coverage that a volunteer has, such as a homeowner policy or coverage on his or her personal automobile, will still protect the volunteer on a primary basis, and Learning for Life's coverage will be over and above the limits that the individual volunteer has purchased. If the volunteer has no personal insurance, then our coverage will extend to cover him or her immediately. There is no coverage for those who commit intentional or criminal acts. Liability insurance is purchased to provide financial protection in the event of accidents or injury that is neither expected nor intended.

NATIONAL EXPLORING EXCELLENCE AWARD (see local Learning for Life office)

The local Learning for Life office provides a packet of materials for each post's annual renewal date. At renewal date the post can qualify for the National Exploring Excellence Award and make a commitment for the next program calendar year.

PROCEDURE for ACTIVITIES or EVENTS INVOLVING OTHER POSTS

On occasion, posts conduct an activity or event that involves other posts. Some of these activities are being held without notification or discussion with the local Learning for Life office. In response to the relationship problems arising from this type of situation, the following procedure should be followed:

- Posts that wish to host events involving other posts must have the approval of the local Learning for life office.

- This includes events for posts from the same Learning for Life office, the same area, the same region, or other regions.
- The proposed post event must contribute directly or indirectly to the strengthening of the participating Explorer posts' program.

GUIDELINES:

- The proposal, including a written statement of the objectives of the event, must be submitted to the local Learning for Life office for approval.
- If posts within the same area or region will be involved, the local Learning for Life office must forward the proposal to the region for review and approval.
- If posts from other regions will be involved, the proposal must be forwarded to the National Office Learning for Life for review and approval.

For Local Office Contact—go to www.learning-for-life.org , then scroll down and enter your five-digit ZIP code and click on SEARCH.

PROMOTIONAL ITEMS (see local Learning for Life office)

Aviation Careers Exploring, Insert, No. 99-443
Aviation, Connecting with the Future of Aviation, 4-page Brochure, No. 99-284
Aviation, For A Change, Try Aviation Exploring, 3-fold Mailer Insert, No. 99-247
Communications Careers Exploring, Insert, No. 99-460
Engineering Careers Exploring, Insert, No. 99-993
Exploring Discover a Career through Exploring, 3-fold Mailer Insert, No. 99-265
Exploring "Hey You Let's Explorer" Poster, No. 99-445
Exploring Jacket Folder w/Insert for Business Card, No. 99-450
Exploring Program, Insert, No. 99-992
Fire and Emergency Services Poster, No. 99-444
Fire Service Careers Exploring, Insert, No. 99-701
Health Careers Exploring, Insert, No. 99-312
Law and Government Careers Exploring, Insert, No. 99-426
Law Enforcement Careers Exploring, Insert, No. 99-700
Law Enforcement Exploring Poster, No. 99-234
Skill Trades Careers Exploring, Insert, No. 99-703

RECOGNITION ITEMS (see public web site)

The following items are available through your local Learning for Life Office (go to www.learning-for-life.org then scroll down and click on Online Resource Catalog).

Advisor Patch, No. 04031A
 Associate Advisor Patch, No. 04033A
 Aviation Exploring Patch, No. 04163A
 Base Wood for Explorer Ornament "E", No. 17583A
 Career Achievement Award Certificate, No. 32194
 Exploring Appreciation Certificate, No. 33144A
 Exploring "E" Patch, No. 04002A
 Lapel Pin, Explorer "E", No. 04001A
 Leadership Award Certificate, Youth and Adult, No. 32195
 Leadership Award Medallion, Youth and Adult, No. 04173
 Learning for Life Necktie, No. 50022

Mug, Exploring, No. 04003A
Ornament, Explorer "E", No. 04105A
Panel Drape, Exploring, No. 11134A
Paperweight, Explorer, No. 04160A
Paperweight, Thank You Exploring, No. 17695A
Plaque, Exploring Logo on Walnut with Engraving Plate, No. 17685
Post Committee Patch, No. 04045A
President Patch, No. 04035A
Secretary Patch, No. 04039A
Treasurer Patch, No. 04041A
Vice President Patch, No. 04037A

SAFETY FIRST, Learning for Life Guidelines (see public web site)

Adult Explorer posts leader's guide to keeping youth safe in Learning for Life activities. Topics include: Adult Leadership; Aquatics Safety; Camping; Drug, Alcohol, and Tobacco Use and Abuse; Safety Practices and Emergency Preparedness; First aid; Guns and Firearms; Sports and Activities; Medical Information; Transportation; and Personal Safety (go to www.aviationexploring.org then click on Safety First Guide to Learning for Life Activities under New Resources).

SCHOLARSHIPS – AWARDS (Exploring Public Web Site at www.learning-for-life.org):

- AFL-CIO Skilled Trades Explorer Scholarship, 2/\$1,000
- ATFRA Special Agent's Law Enforcement Explorer Scholarship, 2/\$1,000
- Capt. James T. Regan Memorial Law Enforcement Explorer Scholarship, 2/\$500
- Council Young American Award, Plaque
- DEA Drug Abuse Prevention Service Award, \$1,000
- Federal Criminal Investigators Law Enforcement Explorer Service Award, \$500
- Floyd Boring Law Enforcement Explorer Scholarship, 2/\$2,000
- International Association of Fire Chiefs Foundation Fire Service Explorer Scholarship, \$500
- National Young American Award, 5/\$5,000
- Sheryl A. Horak Memorial Law Enforcement Explorer Scholarship, \$1,000
- Spartan School of Aeronautics Scholarship, 4/\$2,000
- Sporty's Pilot Shop Aviation Explorer Scholarship, 2/\$1,000

YOUNG AMERICAN AWARD (see public web site)

First presented in 1968, the council-level award is given to young adults between the ages of 15 and 25 to highlight publicly the importance of their excellent achievements and service to their community, state and nation. The council-level Young American Award consists of a plaque to be awarded at an appropriate council ceremony. Each council selects and submits their top nominee for consideration for the five National Young American Awards given annually in May, which includes the unrestricted \$5,000 cash award and ribbon medallion (go to www.learning-for-life.org then click on Exploring Icon then scroll down and click on Awards and Scholarships then click on Young American Award).

YOUTH PROTECTION TRAINING (go to www.aviationexploring.org then click on Youth Protection Training [PowerPoint] under New Resources)

As an adult Explorer post leader, you need to have basic knowledge about the potential for abuse of adolescents and the Youth Protection policies of Learning for Life that are designed to prevent it. Because of the coeducational nature of Exploring, youth protection takes on added dimensions.

It is important to realize that although child abuse is sometimes thought to be a problem only for young children, it's not unusual for adolescents to be victims of abuse, whether emotional, physical, or sexual. Therefore, Exploring leaders are obliged to be familiar with the Youth Protection emphasis of Learning for Life.

The “*Youth Protection Guidelines*” are available on the web for viewing. It lists several considerations that the Explorer leader must remember. At least one adult is required to complete the Youth Protection presentation on the web for any overnight outing. *Safety First Guidelines* has the requirements for outings and activities. It is also available on the web at www.learning-for-life.org. Outings permits can be obtained from the local Learning for Life office.

Post Advisor Guidelines for Creating External Barriers:

- There must be two-deep adult leadership on all trips and on all activities.
- There must be no one-on-one contact with Explorers. Other Explorers or Advisors must be present.
- Respect the privacy of your Explorers.
- Provide separate accommodations for Advisors and Explorers and for males and females on overnight trips.
- Ensure proper preparation for activities, especially those with safety risks.
- Secret organizations are not permitted.
- Hazing is not permitted.
- Appropriate standards for attire should be upheld.
- Proper training, supervision, and monitoring of officers is necessary.

EXPLORING CLUSTER PROGRAMS

(See specific Exploring cluster public web sites)

AVIATION EXPLORING CLUSTER

AVIATION EXPLORER BASE CAMP at EAA AirVenture Oshkosh (see Aviation Exploring Web Site)

Each summer *Aviation Explorer Base Camp, EAA AirVenture Oshkosh*. The main EAA AirVenture Web Page is at: www.airventure.org. Whether your interest is civilian, Homebuilt, commercial, or military aviation, EAA AirVenture 2004 promises to bring a program packed to meet everyone's interests. *Explorers and Advisors have stated, "Their posts have gotten a year worth of program in one week."* Once again, the aviation Explorers we will be working volunteer service hours on the Custom/Homebuilt aircraft flight line. Posts who attend also get to experience working in other volunteer areas such as Ultralight, KidVenture, Seabase, and Timeless Voices. The Aviation Explorer Base Camp has become a "go to" place when other areas need volunteers. Last summer each aviation Explorer averaged five volunteer service hours per day or 29 volunteer hours per person for the week. The rest of the time they had fun experiencing the world's largest aviation convention and air show. For complete information go to www.aviationexploring.org then scroll down and click on yellow EAA Explorer Base Icon.

ENGINEERING and TECHNOLOGY EXPLORING CLUSTER

ENGINEERING and TECHNOLOGY EXPLORING ACADEMIES (see Engineering Exploring Web Site)

Each summer, Annual Engineering Academy at Georgia Tech University in Atlanta (Atlanta Area Council). Past theme was Aviation and included the participation of NASA. Each student participated in designing and building gliders. There were field trips to Lockheed Martin and Six Flags for a study of amusement park rides and the engineering that make them work. For information contact Sara Needs, Learning for Life Executive at 770-989-8820

Each summer Marshall University, Huntington, WV Exploring Engineering Academy of Excellence. Under the supervision of professional engineers and engineering faculty, participants will explore engineering as a career by engaging in hands-on engineering activities, touring engineering facilities, and interacting with engineers and students from all major engineering disciplines, including civil, chemical, electrical, mechanical, and environmental engineering. The program also will focus on skills important for success in the study and practice of engineering, such as problem-solving, team-building, project management, and communications.

Academy registration is free to the 30 students selected. Junior class students from West Virginia, Kentucky, and Ohio are encouraged to apply at www.marshall.edu/eeae.

Each summer, Two Week Engineering Academy (Camp) is conducted at The University of Alabama at Huntsville (Greater Alabama Council, Birmingham). Explorers participate in a robot challenge, experience chemical reaction kinetics and work with a functioning wind tunnel. There is competition in making a concrete bowling ball. For information contact Dr. Derald Morgan at the University of Alabama, Huntsville at 256-824-6127.

Each summer, University of Pittsburgh, Greensburg, PA campus Engineering & Technology Exploring Academy. The participants will have the opportunity to earn the “Engineering Careers Achievement Award” in a classroom and laboratory environment. Also planned are tours in engineering and technology related industries. Classroom lectures in preliminary Engineering and Technology will be taught by some of the top engineering and technology managers in the region. The participants will have the opportunity to network with professional engineers, geologists, land surveyors and technical representatives of the U.S. Army Corps of engineers and the Society of American Military Engineers. For academy registration information contact Exploring at bsainfo@wfbsa.org.

HEALTH CAREERS EXPLORING CLUSTER

NATIONAL HEALTH CAREERS EXPLORING EXPOSITION (see Health Careers Exploring Web Site)

In odd year summers, the National Health Careers Exploring Exposition is held at the National Institutes of Health and the Uniformed Services University in Bethesda, Maryland, a suburb of Washington, D.C. Exposition participants attend interactive workshops and seminars focusing on the variety of health-care career options such as medicine, dentistry, veterinary, allied health, pharmacy, osteopathic, chiropractic, nursing, and podiatry.

The skills and knowledge participants gain during the exposition are invaluable in preparing them for college and career success. Participants also have time for extracurricular activities, including an opening night dinner and dance with live entertainment, a tour of Washington, D.C. and more.

A promotional brochure is sent annually to all Health Careers Exploring Post Advisors and local councils.

LAW EXPLORING CLUSTER

NATIONAL LAW MOCK TRIAL COMPETITION (see Law Exploring Web Site)

Each summer the National Law Mock Trial Competition is held for all Law Explorers. The mock trial is a competition in which participants write and perform as lawyers and witnesses, using a set of materials prepared by the tournament committee. Participants act as the prosecution or defense in a criminal trial or the plaintiff or defendant in a civil trial.

Explorer posts that enter the competition prepare both sides of the case and compete against posts from across the country. Prizes are awarded for first, second, and third place teams, as well as for individual performance. Skills developed during a mock trial, such as critical analysis, persuasive writing, reading comprehension, and public speaking are invaluable to college and career success. Besides these benefits, the mock trial competition is great fun! Participants make lifelong friends, and it's an experience of a lifetime.

A promotional brochure is sent annually to all Law Exploring Post Advisors and local councils.

LAW ENFORCEMENT EXPLORING CLUSTER

NATIONAL LAW ENFORCEMENT EXPLORING/FBI/DEA/U.S. MARSHALS/U.S. ARMY MILITARY POLICE LEADERSHIP ACADEMIES (see Law Enforcement Exploring Web Site)

In odd year summers, selected Law Enforcement Explorers will have the unique experience of participating in National Law Enforcement Explorer Leadership Academies conducted by the Federal Bureau of Investigation at FBI at Quantico, the Drug Enforcement Administration at Quantico, the U.S. Marshal's headquarters in Washington, DC, and the U.S. Army Military Police in Ft. Leonard Wood, Missouri. Participants will be housed at George Washington University and/or Quantico or Ft. Leonard Wood.

Each application will be reviewed by a selection process using law enforcement executives composed of members of the National Law Enforcement Exploring Committee and the applicant will be notified by April 30th or earlier.

This information and application can be found on the Learning for Life Web site: www.learning-for-life.org. Go to Exploring then law enforcement Exploring and click on Academies.

Any questions? You can e-mail us at nleec2@lflmail.org.

NATIONAL LAW ENFORCEMENT EXPLORING CONFERENCE (see Law Enforcement Exploring Web Site)

In even year summers, the conference will be held for all Law Enforcement Explorers.

The program will cover:

Team competitions. Arrest and Search Techniques, Bomb Threat Response, Crime Prevention, Crime Scene Search, Domestic Crisis Intervention, Shoot/Don't Shoot, Hostage Negotiation, Burglary in Progress, Traffic Accident Investigation, Traffic Stop, White Collar Crime, Emergency Field First Aid.

Individual events. Police Physical Performance Testing, Air Pistol Competition, Pistol Competition (9mm), Sample Written Examination, Drill Competition, BeamHit, Bike Policing, Emergency Vehicle Operations Course (EVOC).

Seminars. Bomb Investigations, Cybercrimes, Effective Communications, Executive Protection, Explorer Leadership Development, Fugitive Investigations, Hate Crimes, Narcotics Trafficking and Interdiction, Protecting our National Borders, Protect Yourself: Self-Defense Techniques, Psychological Profiling, and Technology Used in Surveillance

The Post Reservation Form is available on the Web site, www.learning-for-life.org/exploring/lawenforcement. Complete the form, with **local** Learning for Life office approval.