EXPLORING™
DISCOVER YOUR FUTURE

Check One:
Explorer Club ☐ Explorer Post ☐

Renewal Post/Club No. _____
Council W. D. Boyce District _____

Annual Memorandum of Understanding

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

Explorer Clubs only:

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

Explorer Posts only:

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

Explorer Clubs and Explorer Posts:

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

Note: Adults may serve in multiple posts and clubs.

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

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

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

Date: _____

_____ _____
Signature of executive officer or designee | Signature of Exploring representative

_____ _____
(Print name) | (Print name)

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GETTING STARTED

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

3 WEEKS

ASSIGNED TO	YOU & YOUR ORGANIZATION	LOCAL EXPLORING PROFESSIONAL
CEO/Head of Org.	Executive Officer signs Memo of Understanding	Schedule program planning meeting
CEO/Head of Org.	Identify 6-8 adult leaders who will become the unit committee	Schedule meeting with local schools
all	Leaders complete Youth Protection Training online at exploring.org/training-safety	Share links to: Exploring leader training Exploring Guidebook (CH. 3)
all	Review links provided by your Exploring professional prior to the program planning meeting	Activity Library/Career Opportunity Worksheet Suggested bylaws & standard operating procedures

6 WEEKS

ASSIGNED TO	YOU & YOUR ORGANIZATION	LOCAL EXPLORING PROFESSIONAL
all	Attend program planning meeting	Lead program planning meeting Prepare sample activity ideas
	Set Exploring unit meeting schedule	Provide guidance on setting bylaws
	Set initial bylaws	Provide guidance on setting unit budget
	Start Exploring leader training online	Connect new leaders with existing program leaders
	Schedule & promote open house	Assist in coordinating the open house
all	Browse Exploring Guidebook (CH. 3)	Share survey results & open house fliers

9 WEEKS

ASSIGNED TO	YOU & YOUR ORGANIZATION	LOCAL EXPLORING PROFESSIONAL
CEO/Head of Org.	Approve bylaws & standard operating procedures	Get copies of bylaws & standard operating procedures
	Set unit budget	Share unit fundraising opportunities
	Complete Exploring leader trainings online	Confirm Exploring leader trainings are completed
all	Host open house	Attend open house with youth applications
	Submit applications and fees	Collect applications and fees
	Schedule youth officer elections	Introduce unit leaders to assigned Service Team Member/Commissioner
	Report progress to Executive Officer	

YOUR LOCAL EXPLORING PROFESSIONAL IS: _____

EMAIL _____ CELL _____

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