

Check One:

Explorer Club

Explorer Post

Renewal Post/Club No. \_\_\_\_\_

Council \_\_\_\_\_ District \_\_\_\_\_

## Annual Memorandum of Understanding

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\_\_\_\_\_ 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](http://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)

# EXPLORING™

DISCOVER YOUR FUTURE

## 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](http://exploring.org/training-safety)

Share links to:

Exploring leader training

*all*

Review links provided by your Exploring professional prior to the program planning meeting

Exploring Guidebook (CH. 3)

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

Set Exploring unit meeting schedule

Prepare sample activity ideas

Set initial bylaws

Provide guidance on setting bylaws

Start Exploring leader training online

Provide guidance on setting unit budget

Schedule & promote open house

Connect new leaders with existing program leaders

*all*

Browse Exploring Guidebook (CH. 3)

Assist in coordinating the open house

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

Report progress to Executive Officer

Member/Commissioner

YOUR LOCAL EXPLORING PROFESSIONAL IS: \_\_\_\_\_

EMAIL \_\_\_\_\_ CELL \_\_\_\_\_

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