Exploring

A Program for Career Education

Longhorn Council

Renewal Guide for

Explorer Posts

Online Explorer Renewal Overview

Explorer Renewal is a web-based software application designed to make the renewal process more efficient and accurate. Explorer Renewal is available through MyParticipation.org. This is only available to Explorer adult leaders who serve in the positions of Post committee chairman, committee member, Explorer advisor, associate advisor, Sponsor or associate sponsor.

What are the benefits of Explorer Renewal?

1. More accurate participant data.

2. Renewals are validated against Explorer membership rules before submission.

A post or club that enters data for renewal results in more accurate participant data (because a participant is entering the information) and ensures data integrity. The Learning for Life office will need to double-check and reconcile the submitted renewal data.

What do users need to use MyParticipation and Online Explorer Renewal?

MyParticipation requires users to have access to a computer with a 56 KB or faster Internet connection. **The supported browsers are Chrome, Firefox, and Internet Explorer 9, 10, and 11.**

What can I NOT do in the Online Post Renewal system?

Explorer Renewal is only for renewal and does not permit changing the district, organization name, or Post/Club expiration date. These changes may only be made by the Learning for Life Office.

Online Explorer Renewal uses person records from the national LFL database. The record for one person must never be changed to that of another person. Names may be corrected to ensure that proper names are used and to correct misspellings, but for no other reason.

The Renewal Report Package includes a Name Change report. The Name Change report allows for name changes and includes a reminder that one person's record may not be changed with another person's information.

What are the steps in the Online Post Renewal process?

The first committee participant/Advisor/Sponsor to log in to the online system (MyParticipation.org) is automatically designated as the "renewal processor", or the **RP**. The system resets each year. So the first person that logged in last year will not be recognized as the RP the following year. The RP follows the intuitive process on the secure internet site to create a renewal file.

Step by Step Process

1. The Post or Club eligible for renewal designates an adult participant as the RP.

2. The RP gathers all the information and *signed* forms needed for renewal:
   a. Participant number (from Exploring card or from the LFL office)
   b. Applications for *NEW* youth and adults
   c. Applications for adults changing positions
   d. Form 28-573 (Criminal Background Check Waiver), if applicable
   e. Exploring Memorandum of Understanding

3. With the renewal information at hand, the RP logs into their MyParticipation.org account, clicks on the "My Tools" tab, and clicks the Online Explorer Renewal menu link.

4. The RP follows the intuitive process. Fundamentally, the process requires the RP to:

   a. **Load Post/Club Information:** Use the Post/Club information.

   b. **Update the Roster:** update organization information (if needed), select the current youth and adult participants to renew on next year's roster, add *NEW* youth and adult participants, update participant data, and update participant positions.

      Change the name of your new Executive Officer, if applicable, during this step!

   c. **Check the Roster:** Validate that the data to be submitted conforms to LFL rules.

   d. **Update Participant Fees:** Update fees (e.g., assign multiple status if applicable).

      Multiple Status means a youth/adult is registered in more than one Post and/or Club.

5. After double-checking the information, the RP submits the file and **prints** the Renewal Report package.

6. The RP sends the *signed* paperwork and fees to the local Learning for Life office for processing.

QUESTIONS?

Contact the Member Care Contact Center

972-580-2489

MyParticipation@learningforlife.org

YOUTH PROTECTION RESOURCES

Learning for Life places great importance on creating secure environment for our youth participants. To accomplish this objective, Learning for Life offers parents, educators, and youth the following Youth Protection resources. Printed materials and DVDs may be obtained through your local Learning for Life office and at www.learningforlife.org.

Super Safe Interactive Game CD: Designed for students in the third through sixth grades, the interactive game teaches students how to deal with Internet safety and bullies, and how to prevent sexual abuse. The CD is found in the Discoverers and Challengers guidebooks.

How to Protect Your Children From Child Abuse: A Parent's Guide, Bin #99756: Tips to help parents talk with their children about recognizing, avoiding, and reporting child abuse.

Facts Every Teen Should Know About Sexual Abuse, Bin #99249: A brochure that educates Exploring-age youth about the signs of abuse and prevention and reporting methods.

Safety Seekers: Youth protection activity book.
- English, Bin #4630512
- Spanish, Bin #4630513

Safety First Guidelines: A leader's guide to keeping youth safe in Learning for Life activities. exploring.learningforlife.org/safety-first/

Youth Protection Training for Explorer leaders is an online training module found at www.myparticipation.org.

Youth Protection Training for curriculum based programs is a PowerPoint presentation designed to train Learning for Life curriculum based leaders on youth protection and can be found at learningforlife.org/YPT.pdf.

Ride Along Safety is a supplemental training for Exploring programs with a ride along program. The online training module can be found at www.myparticipation.org.

Age-Specific

Special Needs
Play it Safe, a video introducing the four rules for personal safety. Designed to be viewed when participants are accompanied by a parent or other adult family member. DVD provided with Seekers Teacher's Guidebook.

Ages 6 to 9
It Happened to Me/A Mí Me Pasó DVD, Supply #605676. A video introducing the four rules for personal safety. Designed to be viewed when participants are accompanied by a parent or other adult family member.

Ages 10 to 14
A Time to Tell/Hora de Contarlo DVD, Supply #605674, introduces the "three R's" of Youth Protection and should be viewed by groups annually.

Ages 14 to 20
Personal Safety Awareness/Concientización Sobre la Seguridad Personal DVD, Supply #605678. Designed to educate young people ages 14 through 20 about peer sexual harassment, acquaintance rape, suicide prevention, and Internet safety and stalking. The Video should be viewed annually by all youth.

CRIMINAL BACKGROUND CHECK EXEMPTION

FORM #28-573

Social Security numbers are not required from employees of governmental agencies if criminal background checks have previously been made as a condition of employment.

(Please print)

Applicant's Name: _____

Address: _____

City: _____ *State:* _____ *Zip:* _____

I certify that the person listed above has had a criminal background check and is qualified to serve as an adult participant in Exploring.

Participating Organization Head: _____

Title: _____

Participating Organization: _____

Signature: _____ *Date:* _____

This form must accompany the applicant's Exploring Adult Application.

ANNUAL EXPLORING
FEE CALCULATION WORKSHEET
POST #_____

Item	Quantity	Fee/Person	Total
Paid Youth ($2.00/month)		$24.00	
Paid Youth Insurance		$1.50	
Paid Adults ($2.00/month)		$24.00	
Paid Adult Insurance		$1.50	
Subtotal			
Post Liability Insurance Fee			**$40.00**
Grand Total			

Payment Method: Cash_____ or Check #_____

Fee Paid by:_____

Received by:_____

Date received:_____

PLEASE NOTE:
THE ON-LINE RENEWAL SYSTEM DOES NOT
INCLUDE THE INSURANCE FEES

Exploring

ANNUAL MEMORANDUM OF UNDERSTANDING

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

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

- Encourage all adults to complete Learning for Life Youth Protection Training.

- Providing adequate facilities for the Explorer post to meet on a regular schedule with time and place reserved.

- Participating in an initial program orientation session.

- Participating in at least one evaluation with Learning for Life representatives each year.

The Exploring Program 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 liability insurance to cover the participating organization, its board, officers, and employees against all personal liability judgements arising from official Exploring Program activities.

This Annual Memorandum of Understanding shall remain in effect for one year from this date. Either organization may discontinue the program at any time upon written notice to the other organization.

Date: _____

_____   _____
Signature of organization head or designee   Signature of Learning for Life Representative

_____   _____
(Print Name)   (Print Name)

Post / Club _____ of _____ District
2015 National Exploring Journey to Excellence Award

Item	Objective	Bronze Level	Silver Level	Gold Level	Bronze Points	Silver Points	Gold Points
Committee and Planning					**Total Points:**		300
#1	**Committee and Planning:** Have an active post or club committee.	Post or club committee adopts an annual plan and meets at least twice a year.	The post or club committee meets at least four times a year.	The post or club committee meets at least six times a year.	100	200	300
Participants and Growth					**Total Points:**		500
#2	**Open house:** Conduct an open house or recruitment event.	Conduct an open house or recruitment event.	Conduct an open house or recruitment event in November.	Conduct an open house or recruitment event in September or October.	100	200	300
#3	**Growth and retention:** Retain a significant percentage of youth participants throughout the year.	Maintain or grow number of youth participating in post or club programs as compared to the prior year.	Achieve Bronze, plus at least half of the youth remain involved throughout the year.	Achieve Bronze, plus at least two-thirds of the youth remain involved throughout the year.	50	100	200
Program					**Total Points:**		700
#4	**Post or club program:** Include interactive activities in the post or club program/meetings.	40% of meetings include interactive activities	70% of meetings include interactive activities	85% of meetings include interactive activities	50	100	200
#5	**Youth leadership:** Have trained youth leadership.	Have a post or club president, vice president, secretary, and treasurer (or career field equivalent).	Achieve Bronze, plus post or club Officers' Seminar is conducted for all youth officers.	Achieve Silver, plus Youth Leadership Workshop is conducted.	50	100	200
#6	**Super activity:** The post or club plans and/or participates in a super activity.	Explorers participate in an activity, either nationally, regionally, or locally.	The post or club will plan and conduct it's own super activity.	Achieve Silver with at least 50% Explorers in attendance.	50	100	150
#7	**Service projects:** The post or club participates in one or more community service projects.	Explorers performed one or more community service projects averaging three hours per registered Explorer.	Explorers performed one or more community service projects averaging four hours per registered Explorer.	Explorers performed one or more community service projects averaging six hours per registered Explorer.	50	100	150
Volunteer Leadership					**Total Points:**		500
#8	**Post adult leadership:** Have registered and engaged adult leaders.	Have five registered adult leaders including: Advisor, associate Advisor, committee chair, and two committee members.	Have six registered adult leaders including: Advisor, associate Advisor, committee chair, and two committee members.	Have eight or more registered adult leaders including: Advisor, associate Advisor, committee chair, and two committee members.	100	200	300
#8	**Club adult leadership:** Have registered and engaged adult leaders.	Have three registered adult leaders including: Sponsor, co-sponsor, and a committee member.	Have four registered adult leaders including: Sponsor, co-sponsor, and two committee members.	Have five registered adult leaders including: Sponsor, co-sponsor, and three committee members.	100	200	300
#9	**Trained adults:** Have trained adult leaders.	40% of registered adults have completed Adult Explorer Leader Training.	60% of registered adults have completed Adult Explorer Leader Training.	80% of registered adults have completed Adult Explorer Leader Training.	50	100	200

☐ **Bronze:** Earn at least 600 points by earning points in at least 6 objectives.

☐ **Silver:** Earn at least 900 points by earning points in at least 7 objectives.

☐ **Gold:** Earn at least 1,200 points by earning points in at least 7 objectives.

Total points earned: _____

No. of objectives with points: _____

☐ *Post/Club leaders have meet with the executive officer of the participating organization.*

☐ *Our post/club has submitted our renewal forms with the necessary signatures and fees prior to the deadline.*

☐ *We certify that these requirements have been completed:*

Advisor/Sponsor_____ Date _____

President _____ Date _____

LFL Representative _____ Date _____

This form should be turned in to the local Learning for Life office with your renewal paperwork.

National Exploring Journey to Excellence Award
2015 Post/Club Performance Recognition Program

Journey to Excellence uses a balanced approach to measure performance. The objectives were developed following extensive research into proven indicators of enduring post and club programs. The following provides specific information to help you understand the criteria and exactly what data are used to determine the three levels of performance. In planning your strategy, use actual numbers from the previous renewal year to chart your progress. Use the criteria in planning your strategy for the coming year to guide your performance improvement. The youth officers should take the lead in making this assessment.

	Committee and Planning Measures
1	The post or club has a committee that meets throughout the year to support the program.
	Participants and Growth Measures
2	The post or club annually conducts an open house or similar recruiting event.
3	The post or club has an active recruiting program and maintains youth involvement in an annual program.
	Program Measures
4	Post or club meetings consist of interactive activities to engage Explorers beyond listening to lectures, reading handouts, or watching slide shows. This is a proven indicator of post success.
5	The post or club provides youth leadership opportunities and training.
6	A super activity is a major trip, activity, or project requiring advanced planning and promotion by Explorers. Qualify for Bronze by participating in an activity planned by another group.
7	The post or club participates in one or more community service projects during the year. The projects may be completed as joint projects with other organizations. Criteria is based on average hours per Explorer, not total hours for each Explorer.
	Volunteer Leadership Measures
8	Having a sufficient number of adults is a proven indicator of success and longevity.
9	Registered leaders have completed Adult Explorer Leader Training.

Scoring the post's or club's performance: To determine the performance level, the council will use the above information to measure the points earned for each of the 9 individual criteria and then add those individual point scores to determine a composite score. Bronze level requires earning 600 points in at least 6 criteria, Silver level requires earning 900 points in at least 7 criteria, and Gold level requires earning 1,200 points in at least 7 criteria.

WHO USES THIS FORM?

Posts with a renewal date in any month from October 2015 to September 2016.