

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:

	ASSIGNED TO	YOU & YOUR ORGANIZATION	LOCAL EXPLORING PROFESSIONAL
3 WEEKS	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	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	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 Report progress to Executive Officer	Introduce unit leaders to assigned Service Team 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.

