

# 1

## Step One

### Organization Commitment

1. Selection and approval of adult leadership by the organization:

Advisor (top adult leader): \_\_\_\_\_

Committee chairperson: \_\_\_\_\_

Two committeepersons: \_\_\_\_\_

Suggested additional adults

Associate Advisor(s): \_\_\_\_\_

Additional committeepersons: \_\_\_\_\_

2. Set a date for the career opportunities development meeting

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

3. Distribute the adult resource survey within the organization.

4. Set a firstnighter date.

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

5. Prepare a letter of invitation to students.

Note: The head of the participating organization writes a personal letter to each young adult selected from the student interest survey, inviting their friends and parents to attend a firstnighter as his or her guests. The post committee should conduct a telephone follow-up two days before the firstnighter. A follow-up letter to the parents is also suggested.

6. Have the participating organization sign the Exploring Memorandum of Understanding and Application for Participation (if new post).

## Adult Resource Survey



Please return to: \_\_\_\_\_

Each year, our Explorers, young men and women aged 14 to 20, and the adult leadership of our Explorer post create a new program. Our Explorers have expressed an interest in the activities below. Would you please complete this survey to help us find those people we can seek advice from before planning any of the following activities? Your expertise will be helpful and greatly appreciated.

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Phone Number: (Work) \_\_\_\_\_ (Home) \_\_\_\_\_

	Have Skill	Have Resources
Bowling		
Camping		
Career Clinic		
College Planning		
Community Clean-up Project		
Computers		
Conservation Project		
Cycling		
Dance		
Field Sports		
First Aid Training		
Fishing		
Horseback Riding		
Ice Skating		
Movies		
Music		
Photography		
River/White-water Rafting		
Rock Climbing/Rappelling		
Roller Skating		
Sailing/Canoeing		
Snorkeling/Scuba Diving		
Snow Skiing		
Swimming		
Tour of City (area)		
TV or Radio Station Visit		
Waterskiing		

I have a vehicle and can help with transportation.

Other Sports Activities: \_\_\_\_\_

\_\_\_\_\_

Other Hobbies: \_\_\_\_\_

\_\_\_\_\_

Other Ideas: \_\_\_\_\_

\_\_\_\_\_



## Sample Letter of Invitation to Students

(Use participating organization letterhead.)

(Date)

Dear (Student Name):

We understand from the results of your high school student career interest survey that you have an interest in the field of (career). We are offering students from (high school) the opportunity to join other teenagers in planning and operating your own (career) Explorer post with guidance from qualified adult Advisors. Exploring can be an informative and fun way to help you prepare for the future.

You are invited to attend a firstnighter at our (organization) on (Day), (Month) (Date) from 7:30 P.M. to 9 P.M. to learn how (career) Exploring works. A map is attached to help you locate (organization). You are welcome to bring a friend and your parents.

If you decide to join at this firstnighter, we will collect \$7, which is the annual enrollment fee for Exploring. As an Explorer, you will learn important skills, such as team building, public speaking, and interviewing. You will also learn how to organize your time to accomplish tasks for school and for extracurricular activities.

You can help us plan for the firstnighter by calling XXX-XXX-XXXX to let us know that you can attend and if you are bringing a friend. Ask your school guidance counselor about Exploring, or check out our Web site at [www.learning-for-life.org](http://www.learning-for-life.org). Click on the Exploring icon for more information.

Sincerely,  
(Signed by CEO)

Enclosures: *Discover a Career Through Exploring*, No. 99-265  
Map