



## POST RENEWAL INSTRUCTIONS

Review the information listed on the renewal worksheet that is printed from the local office computer.

Cross out any incorrect information and enter the correct information in the blank space directly below or the proper form as indicated.

The district name and number, subdistrict name and number, county, local post number, status, term (the term may be from 6 - 18 months and the youth and adult fees would then be pro-rated) and renewal date can be changed if any are incorrect. The local council approves the change.

The participating organization's name, address, code number and executive officer's name, address and phone number can be changed if in error. The participating organization can be changed only with the completion of an Exploring Application for Participation form, signed by the head of the organization along with the approval of the local council.

The career interest code and description should be entered.

### **Participating Organization Approval by the Executive Officer**

The signature of the executive officer of the participating organization approves the Exploring program being used by the organization. The executive officer's signature also indicates approval of all adults listed on the worksheet to participate in the Exploring program. (Additional or new adults are listed on the Exploring Adult Participation Roster which also must be signed by the Executive officer)

### **Post Participation Fees**

- Enter the number of paid youth participants and their fees. **Each post must have at least five paid youth participants.** The annual fee for Exploring is \$10.00 per year. The fee may be pro-rated if the renewal is different than 12 months.
- Enter the number of paid adults and their fees. The annual fee for Exploring adults is \$10.00 per year. The fee may be pro-rated if the renewal if different than 12 months.
- Enter the number of multiple adults. Adult participants may not multiple between LFL and BSA. Youth participants may not multiple between LFL and BSA. Youth participants and adults may multiple between Explorer Posts.

### **Participation Fee**

- All participating organizations are required to pay an annual participation fee of \$20. This fee is submitted with the post's application and helps defray expenses of the general liability insurance program.
- Enter total fees required.
- The number of months indicates the completed tenure for this post as of the last renewal date.

If the post is serving a majority of youth with disabilities, indicate code on proper line as follows:

V: Visual	O: Orthopedic
E: Emotional	D: Developmental
H: Hearing	L: Learning Disabled
M: Mental retardation	

### **Adult Participant Listing**

- Go through the computerized renewal worksheets and draw a line through the name of any adult no longer active in the post. Make sure every active adult in the post is on the list. If any are missing or are new participating adults, they must complete Exploring Adult Applications. All Exploring Adult Applications must be signed by the executive officer (or designee) of the participating organization.
- Check all addresses, phone numbers and birth dates. Correct any that are wrong or missing.

### **Requirements for an Explorer Posts**

The following are paid adult positions that are mandatory for an Explorer post to be accepted:

PCC	Post Committee Chairman (only one)
PMC	Post Committee member (minimum two)
EA	Explorer Advisor (only one)

The following adult position is optional but strongly encouraged:

AA	Associate Advisor
----	-------------------

All adults must be 21 years of age or older.

Each post needs to list the Executive Officer of the organization

### **Fee Paid in Another Position/Post**

An adult who paid a participation fee as an adult in another Explorer Post does not pay a participation fee in this Post. Circle the two-letter position code to indicate multiple positions.

### **Youth Participant Listing**

Go through the computerized renewal worksheets and draw a line through the name of any youth no longer active in the post. Make sure every active youth in the post is on the list. The post advisor signs the renewal worksheet to indicate approval of all youth as meeting the age requirements to be an Explorer and that they are active participants.

On the worksheet, check all addresses, phone numbers, and birth dates (to make sure all youth meet the age requirements to be an Explorer).

(New youth participants complete an Exploring Youth Application. The post advisor signs the application.)

### **Renewing but Not Listed**

For a youth currently participating in the Post, but whose name is not on the renewal worksheet, print all information on an Exploring Youth Application. The Post Advisor signs all Exploring Youth Applications. The Advisor's signature indicates youth are active and meet the age and grade requirements of Exploring.

For Exploring youth, indicate sex by using the letter M for male and F for female.

### **Post Advisor Approval of Exploring Youth**

At the end of the listing of youth on the renewal worksheet, there is a line for the signature of the Post Advisor. The Post Advisor's signature indicates approval that each Exploring youth participant is at least 14 years of age and has completed the eighth grade or is 15 years of age and not yet 21.

The Advisor's signature should also be on the Exploring Youth Application when used for youth not listed on the renewal worksheet.

On either the renewal worksheet or Exploring Youth Application the post Advisor's signature indicates approval of youth listed as active and meeting the age requirements for the program.

### **Additional Renewal Topics**

1. Complete the Exploring Annual Memorandum of Understanding
  - Review the Annual Exploring Memorandum of Understanding with the executive officer of the participating organization.
  - The executive officer (or designee) signs the Exploring Memorandum of Understanding.
2. Post and participants certificates are mailed to Explorer Advisors with a letter coming from the Council LFL Chair.

### **Annual Renewal paperwork in the file for each post (maintained in local office):**

Each post should have a file that contains the following items for each year of Exploring program participation.

1. The Exploring Annual Memorandum of Understanding, signed by the executive officer or designee.
2. Completed renewal worksheet with signatures of Executive Officer (or their designee) and Post Advisor.
3. Exploring Youth and Adult Participant applications(s). The Explorer Youth application must be signed by the Post Advisor. The Exploring Adult application must be signed by the Executive officer or their designee. (Include Form #28-573 for participating adults employed by local, state, or federal governmental agencies which require background checks as a condition of employment. This form is signed by the executive officer or designee and certifies that a background check has been completed for the Exploring adult participants).
4. Copy of the Expired Roster (printed by the local registrar)
5. Completed Exploring Excellence Award application.