

PIEDMONT-APPALACHIAN  
COLLEGE OF COMMISSIONER SCIENCE

**Doctor**



**Commissioner Science**

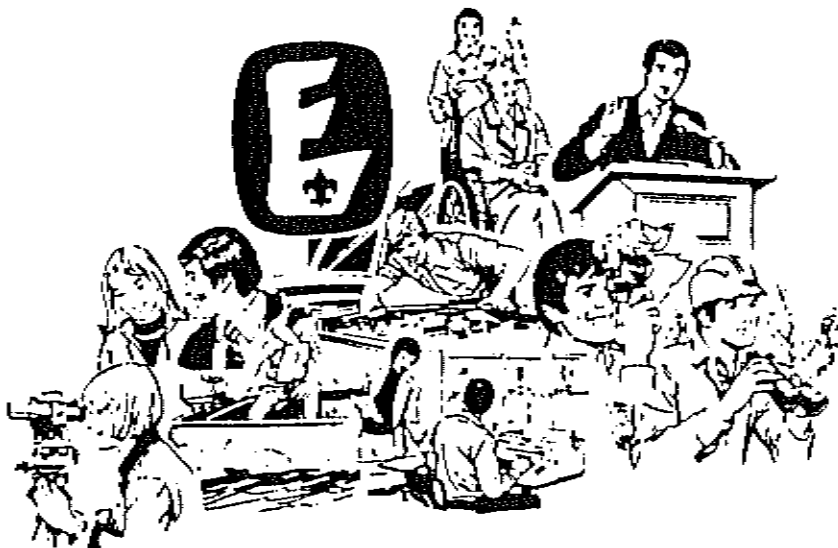
EXPLORING SERVICE TEAM  
ORGANIZATION AND OPERATION

BY  
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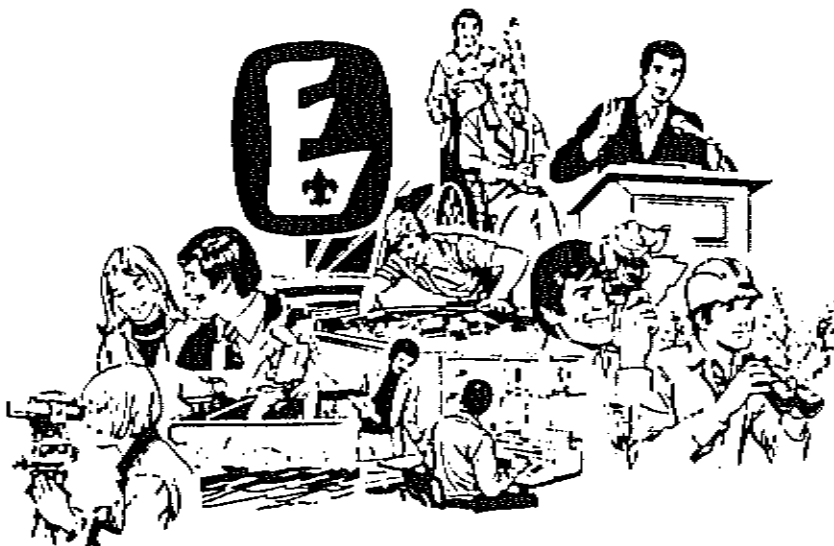
## PREFACE

It is the expressed intention of the author that this paper be used as a training guide for EXPLORING SERVICE TEAM.



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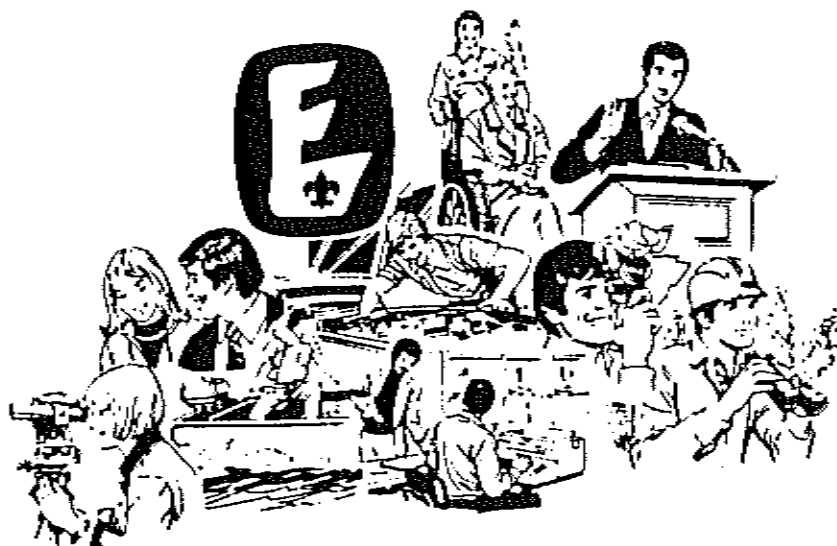
# INTRODUCTION

Thoughtful study of the successes of Explorer posts over the past few years indicates that one person makes the difference—a concerned service member.

Although the BSA council provides regular mailings, newsletters, conferences and activities, regular person-to-person contact is the only effective way to provide the vital communications link necessary to the continuing success of an Explorer post.

The council assigns staff members responsibility for Exploring. Their job is to support a volunteer structure to organize, train, and service Explorer posts. These staff members may be responsible for the success of a large number of units. Obviously, there is no way they can personally visit every post every month. Yet this frequent contact is vital to the health of a post—thus capable volunteers are recruited to form Exploring service teams. Each member normally works with one to three posts.

Second only to a post Advisor, the most important and necessary role in Exploring is a committed service team member.



## HOW TO GET STARTED

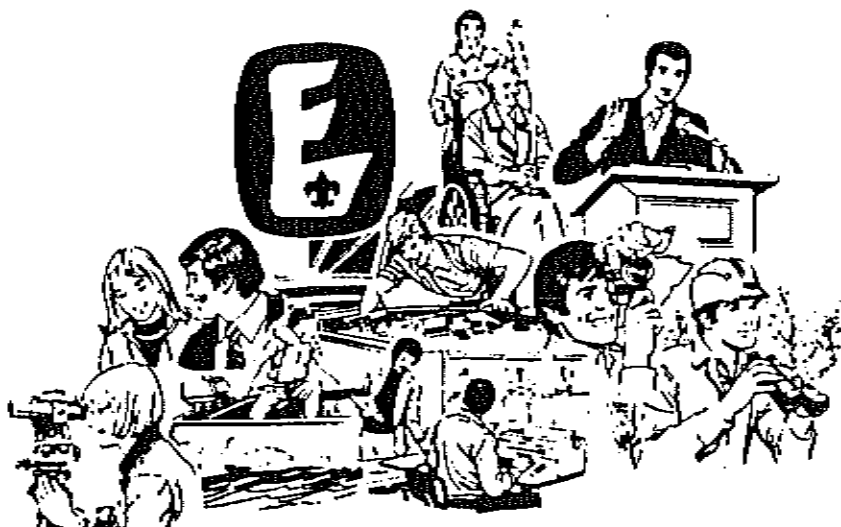
The service team member could compare his or her job to that of a doctor's. New posts are born, regular checkups are provided, a diagnosis is made of any post ills, and action is taken to remedy them. Like the family doctor, the service team member keeps close watch over the post's health, learns what symptoms are good or bad, and knows where to get help when needed.

The first step is to learn everything you can about your assigned posts: how they were started, something of their history, the structure and purpose of their chartered organizations, and the nature of the posts' adult leaders.

Next, make contact with the post Advisor. A personal visit is more effective than a phone call. The first impression is very important. The service team member's job is to HELP the post Advisor, not to create more work or seem to be checking up on the post.

Start by getting the Advisor to discuss his or her plans for the post. Congratulate the Advisor on any achievements. Minimize problems until a friendly, trusting relationship develops. Try to help the Advisor solve any immediate concerns. This will demonstrate that the service team's mission is to help.

Next, visit the post-this can be a meeting, activity, officer's meeting, or post committee. Try to keep a low profile. Avoid being identified as "someone from the council." Rather, find out what is going on and how you might help.



## WHAT TO LOOK FOR

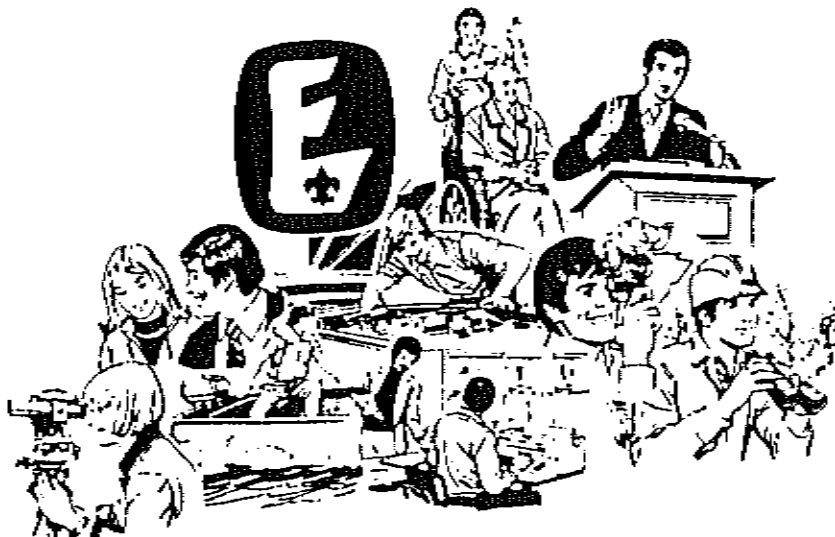
The best indicator of post program is attendance. Young adults of this age are quick to lose interest if the program is dull, fails to meet their interests, or is poorly organized. Use the post visit guidelines and worksheets found later in this workbook to begin to chart how the post is doing and where it is going.

Look for evidence of advance planning. Find out if the post officers and Advisor have planned an annual schedule of meetings and activities during an officer's seminar. Is the post committee informed and involved?

How often you visit each post probably depends on what you find. As you become aware of problems and concerns, try to solve them on the spot. Look to the future of each post. How many members will be available next year? What are the post's plans for recruiting new members?

If major problems arise, such as the Advisor's planning to quit, get help. Talk to the head of the organization, service team chairman, or council staff member to determine what action to take.

Keep in mind that your job is to be a friend to the Advisor, offer what help you can, but not to be their leader. BE sure the Advisor understands your mission and your relation to the BSA council. You are there to coach, guide, and inspire. The TOP JOB in Exploring is the post Advisor, the rest of the structure is devoted to, and dependent upon, his or her success.



# RESPONSIBILITIES

## Leadership

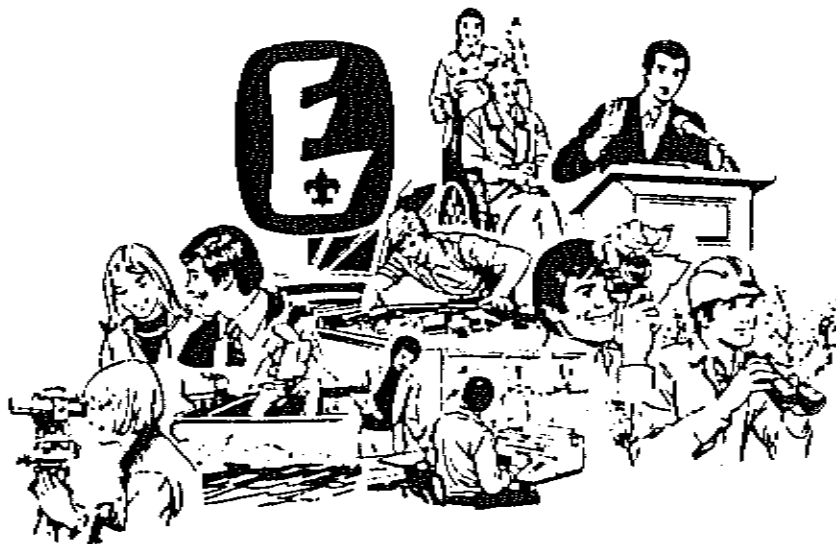
- See to it that the post Advisor is trained and has at least one associate Advisor
- Help the chartered organization replace lost or ineffective leaders when necessary.
- Coach the Advisor on the election, training, and guidance of post officers.

## Membership

- Help each post recruit, register, and retain new members.
- Guide the annual process of renewing the post's charter.
- Take steps to reorganize the post when needed.
- To organize new posts upon request.

## Program

- Help the Advisor use the tools, resources, and techniques to plan a quality post program.
- Encourage the Advisors to share program ideas at quarterly Advisor's meetings and Explorer program conferences.
- Keep the leadership informed about council and national programs and resources which can strengthen the post's program.
- Assist the post in conducting and updating the program capability inventory.



# KEYS TO SUCCESS

## Be Informed

Take training-attend the council's service team conference, Exploring leadership-development sessions, service team meetings, and other opportunities. Review the basic Exploring literature, especially *The Advisor's Guide*, *Explorer Officers' Workbook*, and *Exploring Reference Book*. Keep up-to-date on local and national Exploring activities, awards, and events. Keep your posts informed

## Support the Advisor

Serve as the Advisor's coach and counselor. Be aware of his or her concerns and challenges. Build a strong, friendly relationship. Work with, not around, the Advisor.

## Be sensitive

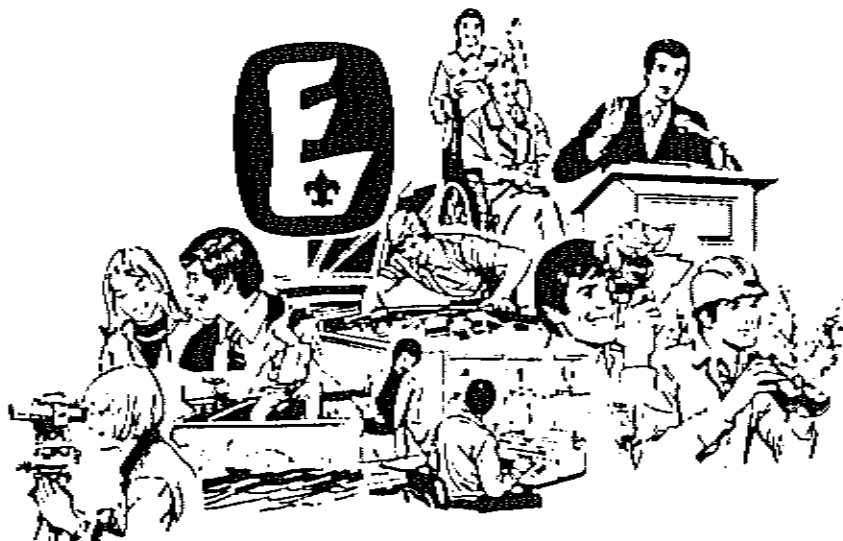
Do more listening than talking. Determine the needs and desires of post members. Does the post program satisfy them? Will the long-range program of the post meet the objectives of the chartered organization and Exploring?

## Seek resources

Continually look for people, places, and things which might improve the post program. Ideas, trips, service projects, speakers, programs, money-earning projects, whatever the post can use as a resource.

## Involve others

Don't let the Advisor become a one-man show. Suggest ways to involve the post committee, parents, and members of the chartered organization with the post. Urge that new adults continually be recruited to help. Look for ways to inform parents about the post and Exploring.





## **Encourage participation**

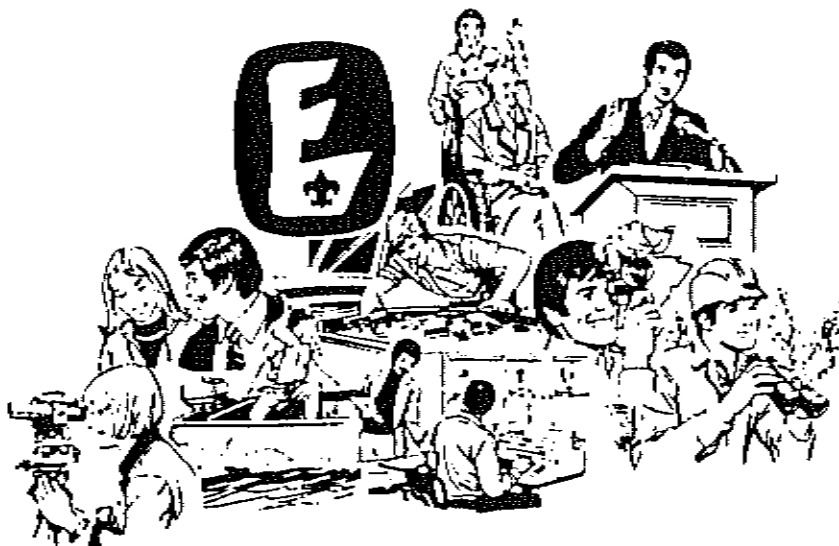
Get the Advisor to meet with other Advisors to share ideas and experiences. Council and national Explorer conferences, activities and events are designed to support and improve the post program. Urge the Advisor and officers to attend meetings, conferences, and training which will increase their understanding of Exploring. Encourage the post To participate in council activities.

## **Encourage officer training**

The Advisor's main function is to train his or her post officers. Help where needed to inform the Advisor about elections training and guidance of officers. The officers' seminar is conducted by the Advisor to train officers and plan program-support his or her planning of this event.

## **Represent the council**

The service team is the main link between the BSA and the Explorer post. You represent the best interests of both. Help the Advisor understand the purpose, policies, structure, and financial need of the BSA. Help the BSA understand the need and concern of the post.

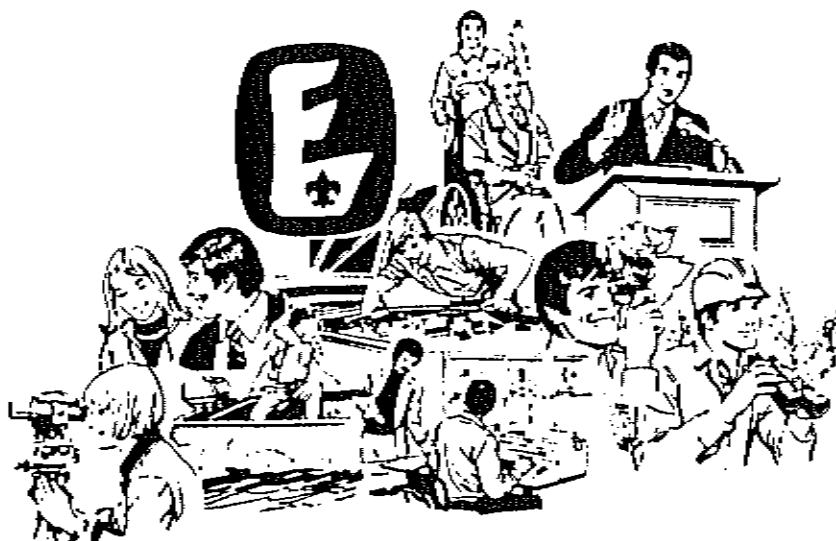


## Give recognition

Look for ways to recognize the Advisor, the post, and the chartered organization-publicity, letters of congratulations, thank-you certificates, or whatever means are available. In particular, be sure the Advisor feels his or her leadership is important, successful, and appreciated.

## Where to get help

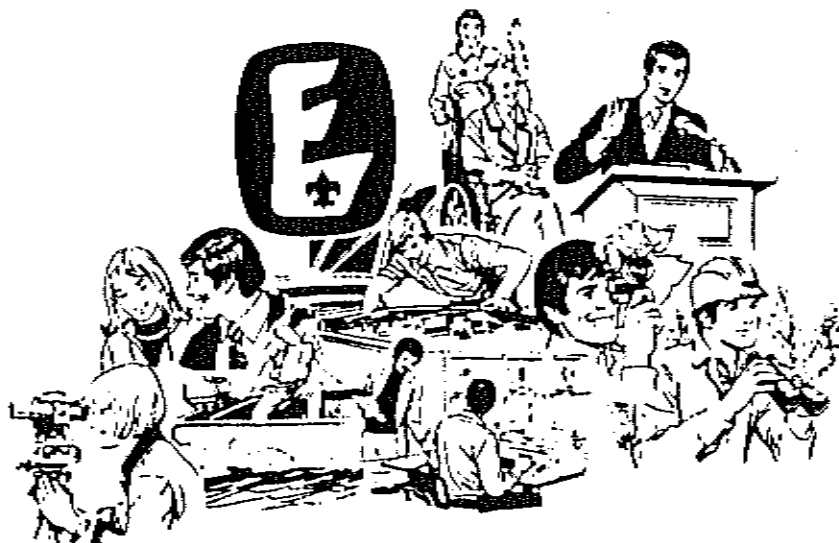
When needs, problems, or challenges arise, try to solve them on the spot. If necessary, get the advice and help of your service team chairman, other service team members, Advisors of other posts, members of the council Exploring committee, and the council staff member assigned to Exploring. Some solutions may need special skills in human relations-others may cause conflict or controversy. Of paramount concern should be: What is best for young adults? What will improve the post? What will achieve the purpose of Exploring?



## 10 TESTS OF SUCCESSFUL POSTS AND SHIPS

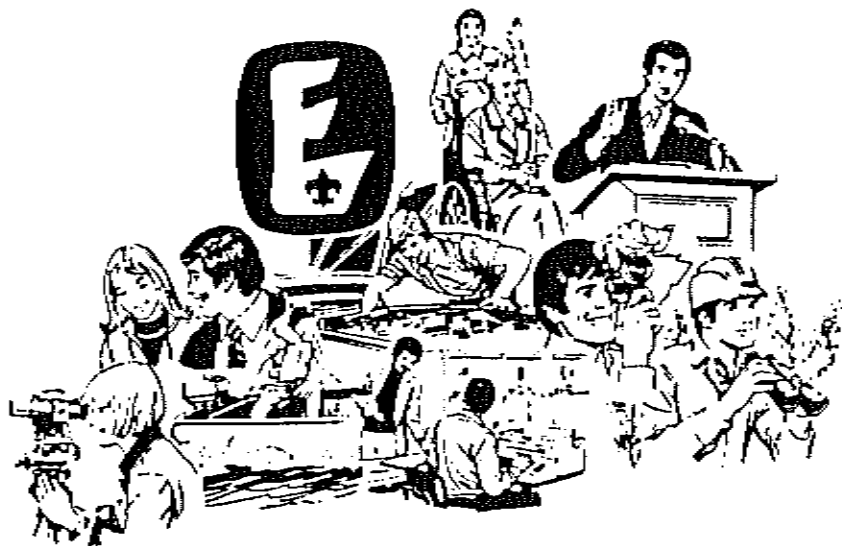
The BSA provides a National Honor Unit Award to each post or ship achieving quality leadership, membership, and program items during its charter year. The application to secure this award is included in the post's Charter Renewal Kit and is approved by the service team member based on the following standards:

1. The post reregistered on time and conducted a membership inventory.
2. The post has one or more associate Advisors. (Two-deep leadership)
3. The Advisor or Skipper is trained.
4. The post or ship conducted a superactivity.  
Date:            Event:
5. The Advisor conducted an officers' seminar.  
Date:



6. The post president or representative attend four Explorer presidents' association meetings.
7. The post or ship conducted a firstnighter or similar plan to recruit new members.
8. The post or ship held a parents' night.  
Date:
9. The post or ship participated in council activities and/or council Explorer program conferences.
10. The post or ship conducted a community service project.  
Date:

Items 1-5 are required. Two of items 6-10 must be achieved to earn the award.



# TAKE IMMEDIATE ACTION ON PROBLEMS

## PROBLEM

Post stops having regular meetings.

## WHAT TO DO

Call the Advisor to arrange a meeting of the committee and any others who might help. Urge them to plan a reorganizing meeting to salvage the post. Help them plan programs to get the post back together. Contact council staff.

## REFERENCE

*Exploring Techniques-Post Organization*, No. 6623; *Explorer Officers' Workbook*, No. 3158; *Post Committee Guidebook*, No. 3154

## PROBLEM

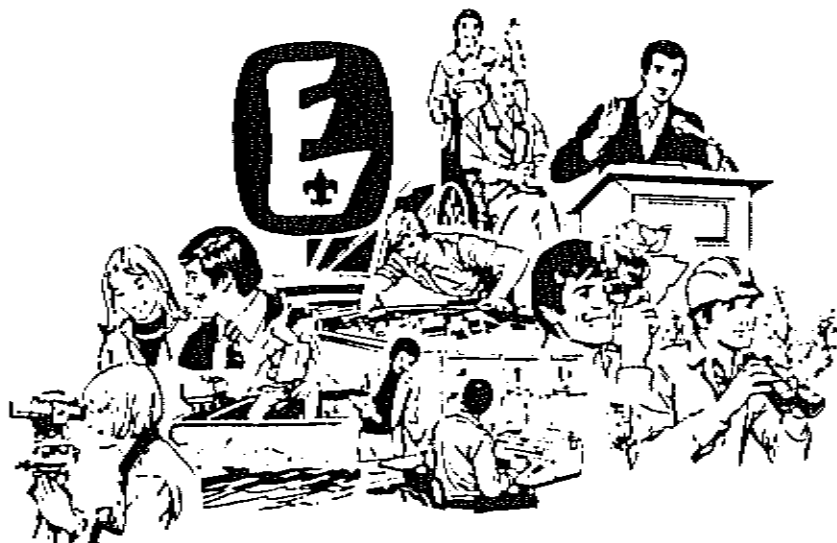
No Advisor

## WHAT TO DO

Call the committee chairman or the chartered organization's head person. Help take steps to recruit a new Advisor. Contact council staff.

## REFERENCE

*Securing an Advisor*, No. 3073



## **PROBLEM**

No committee

## **WHAT TO DO**

With the Advisor, call on the chartered organization's head, urging that steps be taken to recruit. Set up a meeting to sell and train the new committee.

## **REFERENCE**

*Post Committee Guidebook*, No. 3154; *Exploring Techniques-Post Organization*, No. 6623

## **PROBLEM**

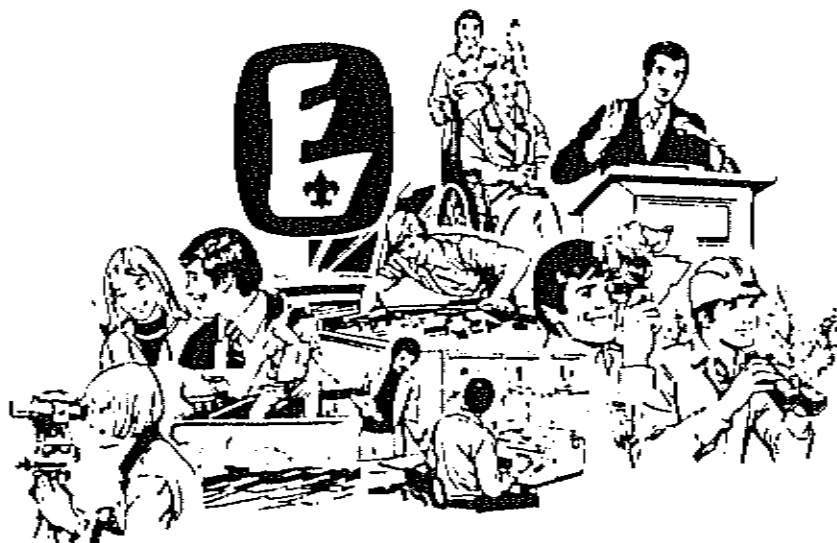
Poor attendance

## **WHAT TO DO**

Obviously due to weak program or communications. Urge leaders to plan some exciting activities, send notices, and call former members. Develop plan to recruit new members if necessary.

## **REFERENCES**

*Explorer Officers' Workbook*, No. 3158; *Exploring Reference Book*, No. 3171



## **PROBLEM**

Advisor needs help

## **WHAT TO DO**

Take him or her to meet with another Advisor. Visit other posts. As a last resort, carefully suggest to the committee and/or chartered organization that a new Advisor be recruited.

## **REFERENCES**

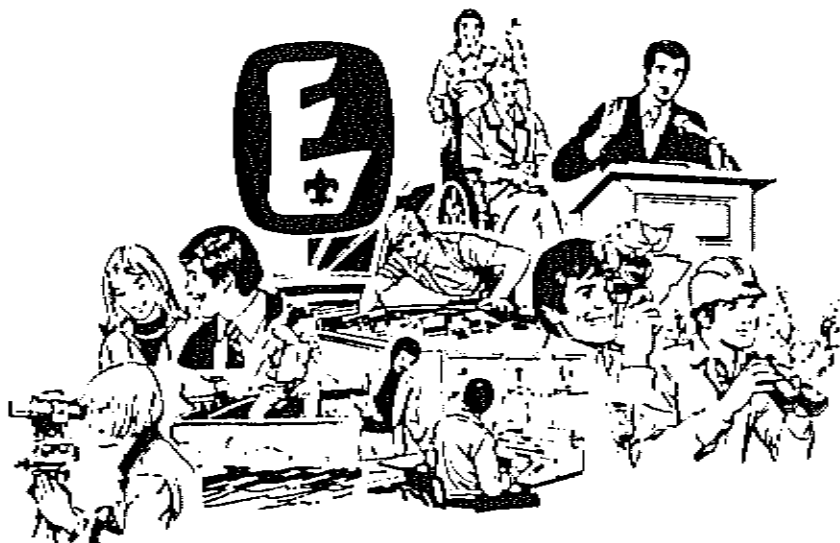
*Exploring-Advisor's Guide*, No. 6610

## **PROBLEM**

Post fails to recharter on time

## **WHAT TO DO**

Immediately discover who had the rechartering forms and what is holding them up. Hand-carry the forms through the rechartering process and bring them to your council staff member.



# ORGANIZATION OF NEW POSTS

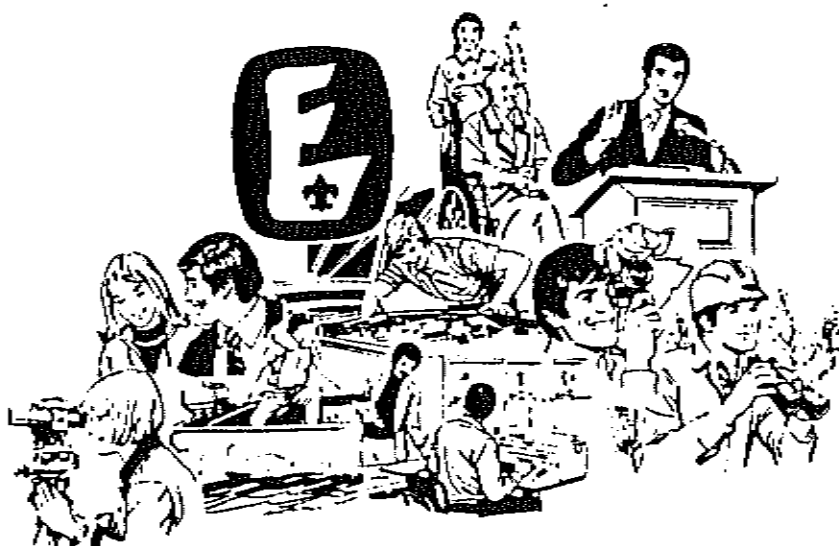
In most councils, the service team member guides the organization of a new post, then continues to serve it on a monthly basis. Exploring Techniques-Post Organization, No. 6623, is a step-by-step guide to this process.

## REGISTRATION DURING THE YEAR

New adults and Explorers can be registered during the year, paying a prorated fee until the charter expires. It is vital that all adults and Explorers are registered. The service team member should continually check with the Advisor and post secretary to be sure everyone is registered. Adult and Explorer registration forms are available at no cost from the council service center.

It is important that ALL young adults participating with the post be registered right away so they can receive Exploring magazine and are covered by insurance.

Also, new Advisors and other adults should be registered immediately so they can receive Exploring magazine, council mailing, and program help.





# RECHARTERING THE POST

Each chartered organization receives a charter from the BSA to operate an Explorer post on an annual basis. Prior to the expiration of the charter, the council staff member and the Exploring service team member assigned to the post begin a charter renewal process which is designed to reregister all active adult leaders and post members, confirm the organization's desire to have the post, review progress, and set goals for the coming year. This should be more than simply filling out forms and collecting fees-it is an annual "checkup" and confirmation of the organizations responsibility. The charter renewal is a chance to take stock of how the post is doing, establish future objectives, and recognize achievement.

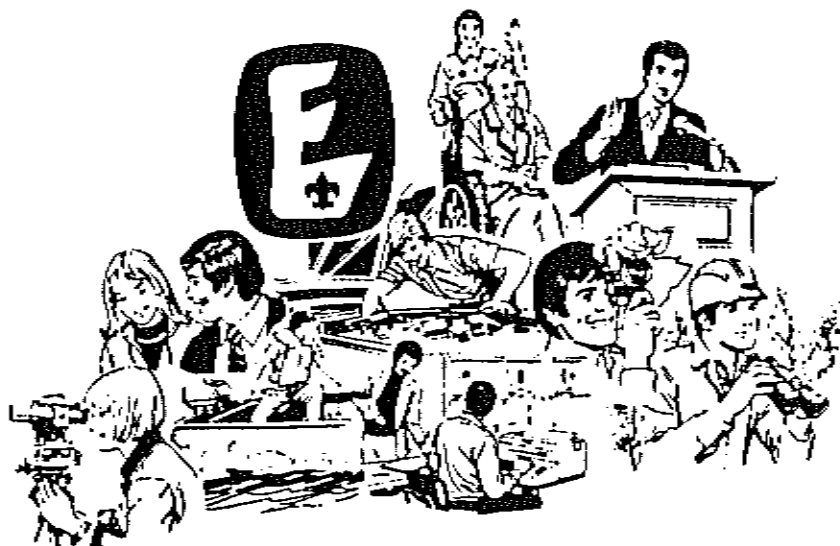
## CHARTER RENEWAL STEPS

### Step One - by the 90th day

The council staff member calls on the head of the organization with the Charter Renewal Kit. They discuss all the steps of the plan and possible dates for a rechartering work session and a charter review. The council staff member informs the Exploring service team member who has the kit and requests a follow-up to tie down the work session and charter review dates.

### Step Two - by the 60th day

The rechartering work session is conducted with the post leadership and the Exploring service team member. The forms are completed and the post's annual report and goals for the coming year are reviewed.



### **Step Three - by the 30th day**

Unit conducts charter review meeting. Invited are chartered organization head, Scouting coordinator, all committee personnel, all leaders, the Exploring service team member, and other chartered organization personnel. (Use agenda on outside of Charter Renewal Kit as a guide.) Date is agreed upon to reregister unit on tome at council service center.

### **Step Four - The Charter Application Is Completed and Turned In to the Council Service Center.**

Included is the post's current report for the past year and goals for the coming year (found on the back of the charter renewal form).

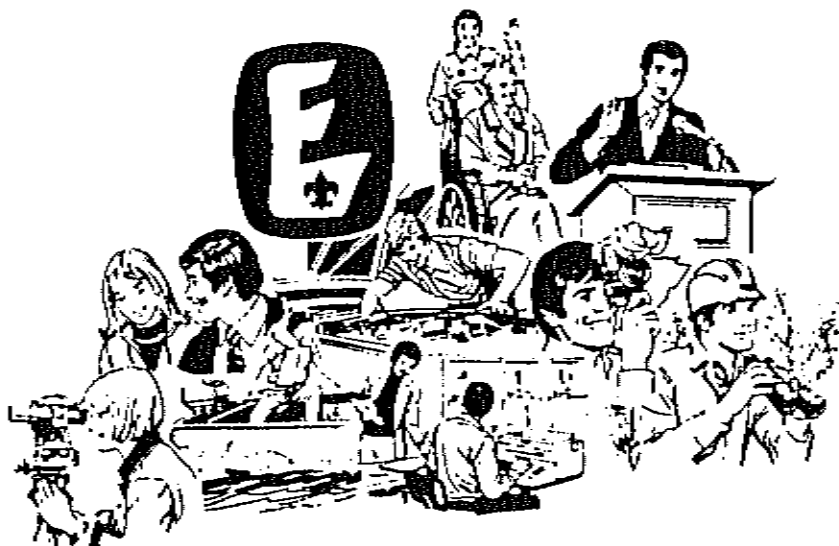
The Honor Unit Award is presented to those posts which qualify.

### **Step Five**

Date is set for Charter Presentation (allow about 8 weeks from time unit is reregistered in council service center).

This is usually conducted by the Exploring service team member in a simple presentation which recognizes the chartered organization and the post leaders.

All of the forms mentioned in these steps will be provided to the organization or the Exploring service team member by the BSA council.



## THE CYCLE OF EXPLORING

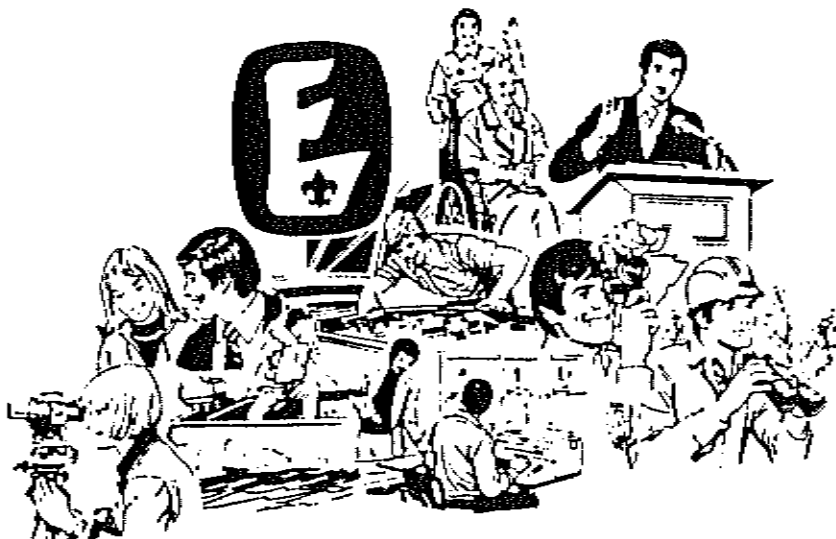
The average post may have the lowest membership at the end of May due to graduation, summer jobs, families moving, etc.

It is important that the Advisor and the chartered organization recognize that this is normal and not due to some failure on their part. At this point the post should decide to:

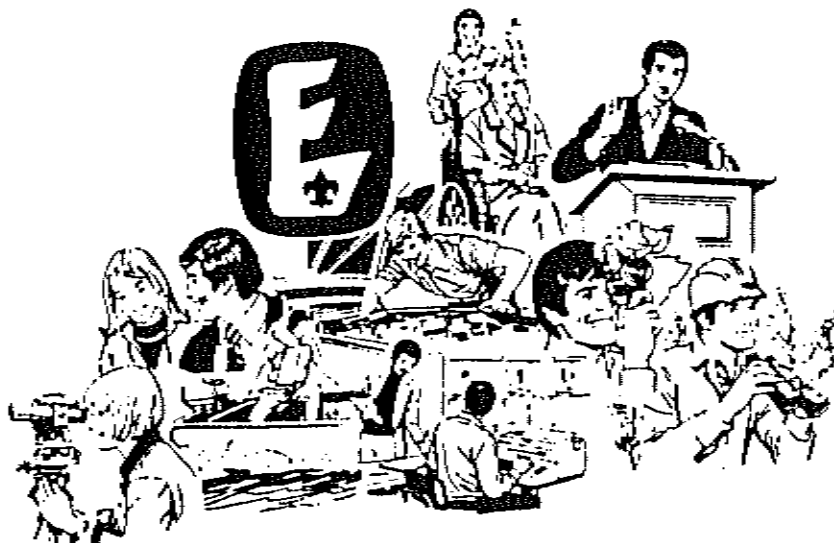
- Continue with regular meetings, realizing that attendance may be small.
- Plan a few major activities, tours, picnics, etc., for the remaining members.
- Develop plans to recruit new members.

This is the most critical time to the existence of a post. Without the careful guidance of the service team, a post could disappear. The May or June service team meeting will develop the following plan of action to reorganize each post, starting with the Annual Post Inventory, page 11.

1. Before school ends, the service team meets with the Advisor and officers to determine what they will do during the summer. If the officers will not carry over through next fall, **new ones must be elected.**



2. The service team arranges a meeting with the Advisor and post committee to begin plans to reorganize the post.
  - The past year is reviewed and plans, projects, etc., for next year are evaluated.
  - Additional leadership is recruited by the chartered organization if needed. Coaching of these new leaders is planned.
  - Careful plans are laid for next fall including a letter of invitation and a good firstnighter for new Explorers. This is very important.
3. The Advisor and post officers meet to review these plans.
4. Before the end of August, the service team gets information from the career-interest survey for each post or determines ways to recruit new members. The chartered organization writes a letter of invitation to each prospective new member inviting them to come to a firstnighter in the fall. The council staff member will provide the service team the information and advise on how many to invite. The letter of invitation must be carefully done. Samples of effective letters are included in Exploring Techniques-Post Organization, No. 6623.
5. Final arrangements are made for the firstnighter and subsequent post activities.
6. The service team member, as a part of the firstnighter, explains what Exploring is and that all new members must register that night or by the next meeting.
7. At the next post meeting, the service team member ensures that all new Explorers are registered and the forms and fees are sent to the council service center.



# THE PURPOSE OF EXPLORING

It is the purpose of the Boy Scouts of America to provide for young adults an effective Exploring program designed to build desirable qualities of character, to train in the responsibilities of participating citizenship, and to develop in them personal fitness.

The following are the specific outcomes we hope that Explorers will achieve as their program is planned around the six experience areas. These outcomes are the stated purposes of the Boy Scouts of America.

## Career

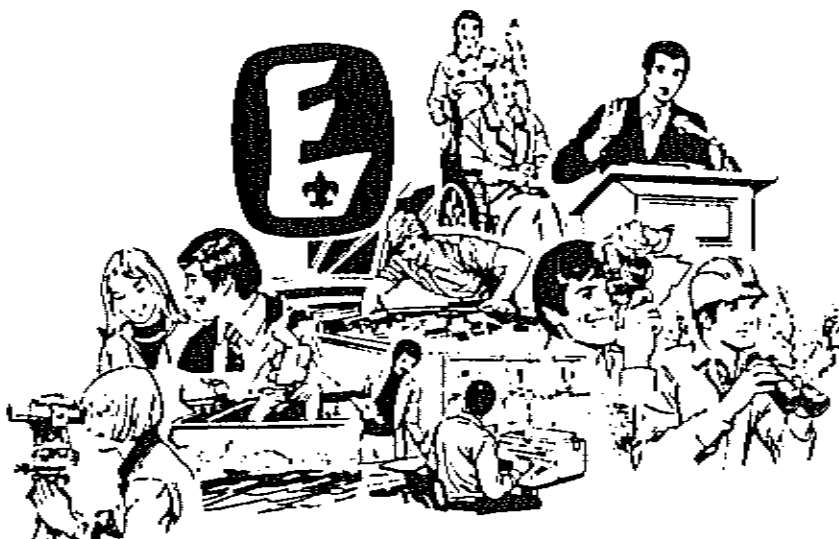
- A better understanding of America's social, economic, and government systems.
- Some insight and practical experience in careers.

## Fitness

- Improvement of mental and emotional fitness.
- Physical fitness and an appreciation for sports.

## Citizenship

- A sense of pride in our American heritage.
- Preparation to give leadership and fulfill their responsibility to American society and the forums of the world.



## **Social**

- Personal and stable values firmly based on religious concepts.
- Skill in dealing with all people and a sense of family responsibility.

## **Service**

- Encourage the skill and desire to help others.
- Gain a keen respect for the basic rights of others.

## **Outdoor**

- A degree of self-reliance based on courage, initiative, and resourcefulness.
- An understood and appreciation of the wise use of resources and the protection of our environment.

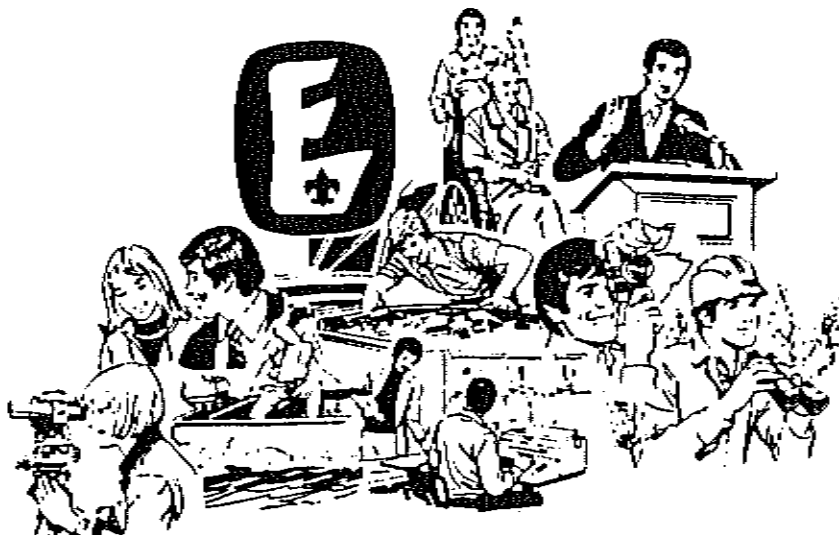
# **TYPES OF TRAINING**

## **Orientation**

This is instructing the new commissioner of what scouting is and what it stands for. Orientation takes place at the first meeting.

## **Basic Training**

Basic training is a series of training sessions designed to give job related information to the commissioner.



## Advanced Training

To obtain a deeper knowledge of scouting, the commissioner may take Boy Scout Leader Wood Badge training. This training consists of one (1) full week or three (3) weekends of formal training.

## Supplemental Training

Supplemental training is furnished by the council and the district. Such training includes Commissioner Conferences and District Commissioner Meetings.

## College of Commissioner Science

This is a four (4) year program of study. The following degrees are available:

The first year the successful candidate receives a *Bachelor of Commissioner Science*.

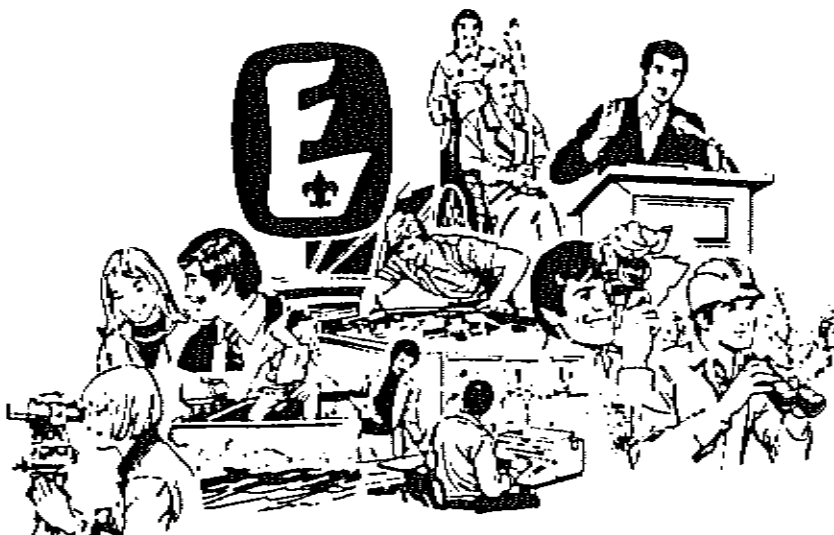
The second year is given to a plan of study resulting in a *Master's of Commissioner Science*.

The third year's study will result in an *Advance Studies of Commissioner Science*.

The fourth year is the sum total of the entire college and results in a *Doctorial Degree of Commissioner Science*.

## Commissioner Training

Group training is the most effective. It provides a chance for fun and learning. This type of training provides for a team spirit.



# BIBLIOGRAPHY

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**EXPLORING ADVISOR'S GUIDE**

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**COUNCIL EXPLORING SERVICE TEAM CONFERENCE**

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**COLLEGE OF COMMISSIONER SCIENCE**

BOY SCOUTS OF AMERICA



## ABSTRACT

This project will attempt to point out to the Commissioner and others the needs for Exploring Service Team and the organizations and operations. All of the material listed in the bibliography is available from this author to assist those who desire to pursue the subject further.

## APPROVAL OF READERS

This is to certify that I have read and approved the project entitled Exploring Service Team Organization and Operation. By design or by chance a personal perspective.

Submitted by Terry Dellinger, in partial fulfillment for the PhD Degree in Commissioner Science, Piedmont-Appalachian College of Commissioner Science, Boy Scouts of America.

DATE OF SUBMITTAL: \_\_\_\_\_

SIGNED: \_\_\_\_\_

### READERS SIGNATURES

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

