



## Post Firstnighter

### ***Post Firstnighter Checklist***

- Exciting hands-on activities for youth
- *Exploring Firstnighter* video (3:46 min.), TV, and VCR
- Copies of:
  - Explorer Activity Interest Survey
  - Post Program Development Calendar
  - Adult Resource Survey
- Review election of post officers and post activities development meeting
- Collecting participation fees
  - Exploring Youth Participants' Roster
  - Receipt books
- Refreshments

After the firstnighter, determine the top choices from Explorer activity interest survey. The list needs to be ready for the post activities development meeting.



## Firstnighter Agenda

1. **Greeters** .....**Post Committee**  
Greet the young people at the door. Welcome them, and have them sign in on the Explorer youth participants' roster. Pass out name tags.
2. **Welcome** .....**Participating Organization Representative**  
A representative of the participating organization gives a brief background on the organization's interest in Exploring and commitment to starting an Explorer post.
3. **Activity/Icebreaker**  
Have the youth participate in a hands-on career activity to let potential Explorers see that the post program is going to be lively and exciting.
4. **Description of Exploring and the Purpose of an Explorer Post** .....**Post Advisor**  
Let the youth know what Exploring is. Emphasize that youth are the leaders and involved in program with adult assistance.
5. **Exploring Firstnighter Video (3:46 min.)** .....**Post Advisor**
6. **Description of Upcoming Activities** .....**Committee Chair**  
Distribute the post's program development calendar, and explain the career focus of the Explorer post. Then discuss the kinds of activities Explorers would like to do.
7. **Conduct Explorer Activity Interest Survey** .....**Post Committee**  
Hand out the Explorer activity interest survey, and give students time to complete the survey. This is the opportunity for youth participants to offer program suggestions.
8. **Announce the Next Post Meeting** .....**Post Advisor**  
Announce that Explorers will elect youth officers (president, vice president—program, vice president—administration, secretary, and treasurer). Explain that Explorers will lead the program. The results from the Explorer activity interest survey will be used to develop program ideas. Give the next post meeting date.  
**Next Post Meeting Date:** \_\_\_\_\_
9. **Invitation to Join and Refreshments** .....**Post Advisor and Post Committee**  
Explain that the annual participation fee will be collected from those ready to join during refreshments.
10. **Closing Comments** .....**Participating Organization Representative**  
Give a brief, motivational send-off.

- Notes: 1. Determine the top results from Explorer activity interest survey. Put them on a list for next meeting.  
2. Forward participation fees and the Explorer youth participants' roster to the local Learning for Life office.  
3. Existing posts should use youth officers during the agenda.



### Explorer Activity Interest Survey

Look at the list, and place a check mark in front of three items you would like to see planned as part of the Explorer post program for this year. Use the lines on the last three items to write in suggestions that are not on this list.

Name: \_\_\_\_\_ School: \_\_\_\_\_

- |   |  |                    |
|---|--|--------------------|
| <input type="checkbox"/> Bowling                    | <input type="checkbox"/> Movies                    | Sports Activities: |
| <input type="checkbox"/> Camping                    | <input type="checkbox"/> Music                     | _____              |
| <input type="checkbox"/> Career Clinic              | <input type="checkbox"/> Photography               | _____              |
| <input type="checkbox"/> College Planning           | <input type="checkbox"/> River/White-water Rafting | _____              |
| <input type="checkbox"/> Community Clean-up Project | <input type="checkbox"/> Rock Climbing/Rappelling  | Hobby Interests:   |
| <input type="checkbox"/> Computers                  | <input type="checkbox"/> Roller Skating            | _____              |
| <input type="checkbox"/> Conservation Project       | <input type="checkbox"/> Sailing/Canoeing          | _____              |
| <input type="checkbox"/> Cycling                    | <input type="checkbox"/> Snorkeling/Scuba Diving   | _____              |
| <input type="checkbox"/> Dance                      | <input type="checkbox"/> Snow Skiing               | Other Ideas:       |
| <input type="checkbox"/> Field Sports               | <input type="checkbox"/> Swimming                  | _____              |
| <input type="checkbox"/> First Aid Training         | <input type="checkbox"/> Tour of City (area)       | _____              |
| <input type="checkbox"/> Fishing                    | <input type="checkbox"/> TV or Radio Station Visit | _____              |
| <input type="checkbox"/> Horseback Riding           | <input type="checkbox"/> Waterskiing               | _____              |
| <input type="checkbox"/> Ice Skating                |  |                    |

## 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: \_\_\_\_\_

\_\_\_\_\_

## Program Match Sheet



1. Tally the results, and look at the results of Explorer activity interest survey for the activities with the most responses, especially ones that have at least one response from the adult resource survey. Decide on tentative date, possible locations, and a potential youth chair and adult consultant for the activity.
2. At the post activities development meeting, work with Explorers to finalize the date, location, and a youth chair and adult consultant for the activity and place it on the post program calendar.

	Results of Explorer Activity Interest Survey	Results of Adult Resource Survey	Tentative Date of Activity	Possible Locations	Potential Youth Chair and Adult Consultant	Additional Notes
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						

# Program Match Sheet



	Results of Explorer Activity Interest Survey	Results of Adult Resource Survey	Tentative Date of Activity	Possible Locations	Potential Youth Chair and Adult Consultant	Additional Notes
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						
Other Sports Activities:						
Other Hobbies:						
Other Ideas:						

## Instructions for Post Program Match Sheet

Prior to the post activities development meeting complete the following:

1. Mark the results from the youth activity interest survey in the correct row on the program match worksheet with a check mark or the total number of responses for each item.
2. Mark the results from the adult resource survey in correct row on the program match worksheet with a check mark or the total number of responses for each item.
3. Add other results, including those written in and those from brainstorming with youth at the firstnighter.
4. Look for matches between the first two columns, especially ones in the Explorer activity interest column that are most selected and have at least one result from the adult resource survey.
5. Decide on tentative date, possible locations, and a potential youth chair and adult consultant for the activity.

### ***At the post activities development meeting complete the following:***

1. Decide on activities the post will organize by voting on them or gaining consensus of youth leadership.
2. Confirm dates for each activity, and put them on the post calendar for distribution to Explorers.
3. Discuss potential locations for the activity.
4. Recruit or assign a youth activity chair and adult consultant for each activity.
5. The post vice president—program follows up with the youth activity chair and reports progress at the post monthly planning meeting.



## Post Activities Development Meeting Agenda

1. Distribute the post program development calendar and the top results from the Explorer activity interest survey.

2. Engage youth in a discussion to select post activities from the list.

Use brainstorming if needed for additional program ideas.

Schedule post activities on the post program development calendar.

3. Recruit or assign a youth chairperson for each post activity and for each career opportunities meeting. Distribute the activity plan.

4. Hold Explorer post officer elections.

Post president

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Vice president—administration

---

Vice president—program

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Secretary

---

Treasurer

---

Give officers their job descriptions (see Exploring Youth Leader Guide) and the date of post officers' seminar.





**Activity Planner**

Name of the Activity: \_\_\_\_\_

Youth Activity Chairperson \_\_\_\_\_ Adult Consultant \_\_\_\_\_

Youth Phone No. \_\_\_\_\_ Adult Phone No. \_\_\_\_\_

Other information \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Resources Needed: \_\_\_\_\_

**Alternatives**

What is the alternate plan in case of bad weather or other factors? \_\_\_\_\_

**Personnel**

Delegate responsibilities.

Job to be done	Assigned To
_____	_____
_____	_____
_____	_____
_____	_____

Follow up—At additional meetings and through personal contacts, follow up on all assignments until you are sure you are all set. If the going gets rough, call on your Advisor for help.

**Carry Out the Plan/Conduct the Activity**

Just before the activity, double-check all arrangements.

Notes:

\_\_\_\_\_  
\_\_\_\_\_

After the activity, thank everyone involved, and leave things clean and in good order.

**After-Action Evaluation**

Use a separate sheet to explain your reasons for how you answered.

Should the post do this activity again? \_\_\_\_\_ Yes \_\_\_\_\_ No

Number participating: \_\_\_\_\_ Explorers \_\_\_\_\_ friends \_\_\_\_\_ adults \_\_\_\_\_



## Post Officers' Seminar Checklist

- The post Advisor should be prepared to conduct the seminar.
- Youth officers should have their job descriptions. (See Exploring Youth Leader Guide)
- Send reminders to youth officers about when and where the seminar will be held.
- Reserve a room for the seminar.
- Make copies of
  - Explorer Activity Planner
  - Post Meeting Agenda
  - Post Program Calendar
  - Completed Explorer activity interest surveys and adult resource surveys
  - Other Exploring resources
- Provide refreshments.



## Post Officers' Seminar Agenda

### 1. Welcome .....Advisor and Post President

Explain the purpose and objectives of the seminar:

- To have youth officers learn their position responsibilities
- To build a working youth leadership team
- To acquaint the officers with Exploring leadership skills

### 2. Duties of Youth Officers

Review the job descriptions for each youth officer.

### 3. Goals

Ask officers to set goals for themselves.

Discuss why they joined Exploring and what they expect to gain from their participation.

### 4. Activities

Discuss the program development process.

- Review the five steps involved in program development.
- Review the results of the Explorer activity interest surveys and adult resource surveys.

Review the post program calendar.

Review each activity.

Does it have a youth chair?

Does it have an adult consultant?

If not, then assign a youth or an adult as needed.

Select one post activity program, and practice the steps in the planning process using the activity planner.

Plan the activity using the following steps:

- Determine the activity (what is to be accomplished).
- Identify key resources (equipment, costs, manpower).
- Consider alternatives (brainstorm how to accomplish the activity).
- Divide responsibilities (what, when, where).
- Conduct the activity (share the plan and follow up).
- Evaluate the activity (determine if the participants liked it).

### 5. Post Meetings

Discuss the format for post meetings (see the post meeting agenda). Explain the role of each officer, activity chair, and post member. Develop agendas for post meetings.

### 6. Closing—Implementing and Guiding a Youth-led Program

Lead a reflection based on the goals the officers have set for themselves.

- What skills have officers gained in the post officers' seminar?
- How can they get positive feedback from Explorers?
- How can all post participants develop leadership skills?
- Who is responsible for program planning and follow-through?
- How can they follow up to make sure all roles for Explorers are filled—officers, activity chairs, activity committees, etc.



## Post Meeting Agenda

Call to Order and Introduction of Guests .....Post President

### Old Business

- Reading of the minutes from the previous meeting
- Treasurer's report
- Post officers' reports

New Business .....Post President

- Discussion by Explorers on matters that need a decision
- Enrollment of new youth attending the meeting .....Vice President—Administration
- Promotion of upcoming events.....Vice President—Program
- Reminder of the next meeting and about any materials needed, other requirements, or what to bring and wear, etc.....Activity Chair
- Post Advisor's comments

Post Career Opportunities Program .....Youth Activity Chair

Next Meeting Announcement .....Post President

Closing Reflection .....Post Officer

After the meeting, the vice president—program follows up with the activity chair to double-check all arrangements for the next post meeting.