

# 4-Phase Post Start Up

<h2>PHASE 1 RESEARCH</h2>	<h2>PHASE 2 LEADERSHIP</h2>	<h2>PHASE 3 PROGRAM</h2>	<h2>PHASE 4 PARTICIPATION</h2>
<p><b>What are local youth interested in?</b></p> <ul style="list-style-type: none"> <li>· Career Surveys/counselor data</li> <li>· Focus on top 25 interests</li> </ul>	<p><b>Key Decision Maker</b></p> <ul style="list-style-type: none"> <li>· Get organization commitment</li> <li>· Identify 4-8 adults for leadership</li> <li>· Set a date for Open House</li> <li>· Start paperwork (MOU, New Post App, Adult App)</li> </ul>	<p><b>Program Planning Meeting</b></p> <ul style="list-style-type: none"> <li>· Complete leader trainings online</li> <li>· Brainstorm hands on activities for Open House</li> <li>· Develop initial 3-4 month calendar.</li> </ul>	<p><b>Promote Open House</b></p> <ul style="list-style-type: none"> <li>· Personal letters and phone calls</li> <li>· Digital marquees</li> <li>· Social media</li> </ul>
<p><b>How many surveys do I need?</b></p> <ul style="list-style-type: none"> <li>· Membership goal X 20 = # surveys needed</li> <li>· 10% of those invited will attend</li> </ul>	<p><b>Leader Training</b></p> <ul style="list-style-type: none"> <li>· Considered "trained" when complete both Exploring Youth Protection Training and Adult Explorer Leader Training</li> <li>· Training available online at <a href="http://lfl.myparticipation.org">lfl.myparticipation.org</a> or on DVD (copy-able)</li> </ul>	<p>Twice monthly example:</p> <ul style="list-style-type: none"> <li>1st - <b>Open House</b></li> <li>2nd - Hands on activity</li> <li>3rd - <b>Post Officer Elections</b></li> <li>4th - Hands on activity</li> <li>5th - Hands on activity</li> <li>6th - Hands on activity</li> <li>7th - Hands on activity</li> <li>8th - TBD by Explorers</li> <li>9th - TBD by Explorers</li> </ul>	<ul style="list-style-type: none"> <li>· Council, sponsoring organization and school websites/calendars</li> <li>· School daily announcements</li> <li>· Posters/flyers in high traffic areas</li> <li>· Career/college fair booths</li> <li>· Organization employees mass email their own contact lists</li> </ul>
<p><b>Career Interest Surveys</b></p> <ul style="list-style-type: none"> <li>· Pitch the program not the survey</li> <li>· Surveys are only a tool to connect youth to the program</li> <li>· Talk to counselor first, they can connect you with the decision maker</li> <li>· Study survey objections</li> <li>· Include ONLINE Career Interest Surveys as option</li> <li>· ALWAYS share results with school administrators</li> <li>· Include summary of results with CEOs on sales calls</li> </ul>	<p><b>Why more adults?</b></p> <ul style="list-style-type: none"> <li>· Research shows Posts that start with 6-8 leaders last longer</li> <li>· More leaders = more resources = stronger program = more youth</li> <li>· Share the responsibilities with all committee members</li> </ul>	<ul style="list-style-type: none"> <li>· Prepare Post Committee members by delegating tasks: <ul style="list-style-type: none"> <li>- Mail invitation letters</li> <li>- Personal phone call to students</li> <li>- Get snacks</li> <li>- Secure gear for activities</li> <li>- Print Post calendar</li> </ul> </li> <li>· Complete paperwork (remember all signatures)</li> </ul>	<p><b>HANDS ON ACTIVITIES = 90% join rate!</b></p> <p><b>Explorer Youth Officers</b></p> <ul style="list-style-type: none"> <li>· Vote at third Post meeting</li> <li>· Schedule officer training</li> <li>· Officer titles should reflect organization titles</li> <li>· Officers pick activities and activity chairs</li> <li>· Match officers with adult coaches</li> <li>· Explorer Officers should maintain the program calendar</li> </ul>
<p><b>Finding the Businesses</b></p> <ul style="list-style-type: none"> <li>· Every county has law enforcement, fire, prosecutor / D.A., and hospital</li> <li>· Research current volunteers and parents' employers to help you get your foot in the door</li> <li>· Approach CEO, study objections</li> </ul>	<p><b>Post Committee</b></p> <ul style="list-style-type: none"> <li>· Minimum of 4 adults required to register (Chair, Advisor and 2 Committee members)</li> <li>· 5th member (Associate Advisor) required for NEJTEA Bronze</li> </ul>	<p><b>TIPS:</b></p> <p><b>No tours!</b></p> <p><b>No job shadowing!</b></p>	<p><b>HANDS ON ACTIVITIES!</b></p> <p><b>Year Round Youth Recruitment</b></p> <ul style="list-style-type: none"> <li>· Annual Open House in Fall</li> <li>· Collect career interest data each new school year</li> <li>· Use super activity as incentive</li> </ul>
<p><b>Cultivation Event</b></p> <ul style="list-style-type: none"> <li>· Large group sales</li> <li>· Scripts/templates on LFL Info site</li> <li>· Well respected chairperson</li> </ul>	<p><b>District Exploring Committee</b></p> <ul style="list-style-type: none"> <li>· Create committee of at least 5: activities, awards, surveys, marketing, fund raising, connections to businesses</li> </ul>	<p><b>Service Team</b></p> <ul style="list-style-type: none"> <li>· Make regular visits to coach leaders</li> <li>· Use Post NEJTEA criteria as a guide</li> </ul> <p><b>Regional/National Events</b></p> <ul style="list-style-type: none"> <li>· More info @ <a href="http://learningforlife.org">learningforlife.org</a></li> </ul>	