



# Explorer Post Renewal Instructions

# Explorer Post Renewal

What is Explorer Post Renewal?

A method to renew Exploring Posts online.

Online Post roster is current with  
Learning for Life roster.

Post decides which post adult leader will prepare and submit their renewal.

# Explorer Post Renewal

What do you need before starting?

- Member number (from your Exploring card or from the LFL office).
- Roster of all active youth and adults.
- Application for each new youth and adult.
- Application for adults changing Post positions.
- For applicants paid in multiple Posts, the Post number of their primary registration.
- Form 28,573 (Criminal Background), if applicable.

# MyParticipation

Go to  
[www.learningforlife.org](http://www.learningforlife.org)  
to access  
MyParticipation and  
create an account.

Be ready to enter  
your member ID  
from your Exploring  
card or call your  
local LFL office.

The screenshot shows the Exploring website homepage. At the top is the Exploring logo with the tagline "Real-World Career Experiences". Below the logo is a navigation menu with links for HOME, PROGRAMS, PRODUCTS/SERVICES, RESOURCES, NEWS & EVENTS, ABOUT US, and CONTACT US. A dropdown menu is open under PRODUCTS/SERVICES, listing ONLINE CAREER INTEREST SURVEY (CONNING BOOK), POST ADVISOR TRAINING, and FIRE-RESCUE. The main content area features a large image of a fire rescue team with the text "Fire Safety Explorers". To the right of the image is a section titled "Career Exploring Programs" with a list of benefits: Real-world, hands-on career experiences; Delivered through partnerships with thousands of businesses, organizations and government agencies; Proven Leadership development program; Aligned to the 16 US Dept. of Ed Career Clusters; and Delivering college and career readiness programs to 2 million youth since 1998. Below this are three columns: "Businesses & Organizations" with a description of the program and a list of benefits including easy sign-up, proven model, national recognition, community involvement, potential employment, youth mentoring, local support, and liability insurance; "Students & Parents" with a description of the program and a list of student benefits including character development, self-confidence, leadership, social skills, unique experiences, and volunteer service; and "Career Fields" with a grid of 12 circular icons representing various career paths. At the bottom of the page are five buttons: "Program Brochure", "Scholarships", "Career Exploring Post Renewal", "Refer a Friend", and "Join our Exploring Alumni Association".

Explorer Renewal

Updated 8/2013

# MyParticipation

MyParticipation also allows leaders to:

- My Profile—update your account information and member ID.
  - Already have a MyScouting account? Use the same login info for MyParticipation.
- My Training—access to E-Learning.
- My Tools—systems that support Exploring leaders.



### Sign in to MyParticipation

User Name:

Password:

Forgot your [User Name](#) or [password](#)?  
[Frequently asked questions](#)

[Sign In](#)

### New to MyParticipation?

Create an account to\*:

- take Youth Protection and other training
- submit outing permit applications
- Annual Post Renewal

*\*Some of these tools require a Member ID.*

[Create an account](#)

This page is not intended for users under 13 years of age. For a detailed privacy policy, click the [Privacy Policy](#) link below. This site supports Internet Explorer 7.0 (or more recent).



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MyParticipation Login Screen



Welcome explorer1 ▾

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MyParticipation

My Profile

My Training

My Tools

My Profile  
[Update My Profile](#)

My Training  
[E-Learning](#)

My Tools  
[Explorer Renewal](#)

[Outing Permits](#)

## Welcome to MyParticipation!

Thank you for using MyParticipation. Through your account, you now have access to more resources in Learning for Life. MyParticipation was created to better support you in your role. Over time, new resources will be added and you will be able to see content specific to your position. MyParticipation will also be used to improve communication directly with you by providing opportunities for training and tools to assist you in your work with young adults.



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MyParticipation home  
page



MyParticipation

My Profile

My Training

My Tools

My Profile  
[Update My Profile](#)

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[E-Learning](#)

My Tools  
[Explorer Renewal](#)  
[Outing Permits](#)

### My Profile

**User Name:** explorer1

**Full Name:**  \*   \*

**Public E-mail:**  \*

**Address:**  \*

**City/State:**  \*  ▾

**Country:**  ▾ \*

**Postal Code:**  \*

Phone:

E-mail Opt-In:  [What's this?](#)

[Save Profile](#)

### Membership Info

LFL Office:  ▾ Member ID:  [Add](#)

Membership Id      LFL Office Information

Update My Profile page

# Explorer Renewal

Renewal Processor (RP):

The Exploring leader designated to renew an Exploring post is the renewal processor.

The renewal processor (RP) must hold one of these adult positions: Post Committee Chair, Post Committee Member, Explorer Advisor, or Associate Advisor.

# Explorer Renewal

## Access Window:

The Access window is generally open from two months before to no more than two months after expiration. (Check with the LFL office for exact information.)

If a post is not within the access window, a message indicates that there are no posts to renew at this time.

# Explorer Renewal

## SSN Required?

RPs do not enter Social Security numbers; this is entered at the Learning for Life office.

The adult application is required and must be submitted with the post renewal for new adult leaders.

# Explorer Renewal

Form 28-573\*:

If it applies to adults in your post, submit the signed Form 28-573 to the Learning for Life office with your renewal application.

Follow the instructions of your Learning for Life office in regard to Form 28-573 Certification.

\* Local, state, or federal agencies that require background checks as a condition of employment will meet BSA requirements by using Form 28-573; this form certifies that a background check has already been completed.

# Explorer Renewal

## Stage 1

- Review the Help document from Help link.
- Select the post for renewal (you may have several selections if you are associated with more than one post).
- Accept the Confidentiality Statement.
- Load the roster information for that post.



Welcome explorer1 ▾

[View Full Profile »](#)

MyParticipation

My Profile

My Training

My Tools

My Profile

[Update My Profile](#)

My Training

[E-Learning](#)

My Tools

[Explorer Renewal](#)

[Outing Permits](#)

Please select a post for renewal and submit it.

[Help](#)

Post



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The Post drop-down may have more than one selection. Make the appropriate selection for the post to be renewed and click Submit.



# Explorer Renewal

[Help](#) |

**Welcome and thank you for using Explorer Renewal from Learning for Life. Explorer Renewal allows you to complete the annual renewal of your Post and perform the following actions:**

- Select participants from your existing roster,
- Promote youth participants to adult positions within the Post,
- Add new participants,
- Update participant information, and
- Print a summary of costs associated with the renewal.

Before beginning Explorer Renewal, collect all participant information, including forms with the appropriate signatures. To complete the process, you must be connected to a printer to print the final report for signature.

If you are a new or returning user, you can consult help instructions about using Explorer Renewal.

### **Exploring Resources**

For additional information on Exploring you may go to the Learning for Life site: [www.learningforlife.org](http://www.learningforlife.org).

### **Adobe Acrobat Reader**

You will need Adobe Acrobat Reader to view the final print version of the charter renewal application. If you do not have it, you can download the Adobe Reader by clicking on the "Get Adobe Reader" image on this page.

To Continue, please click here --> [Continue](#)

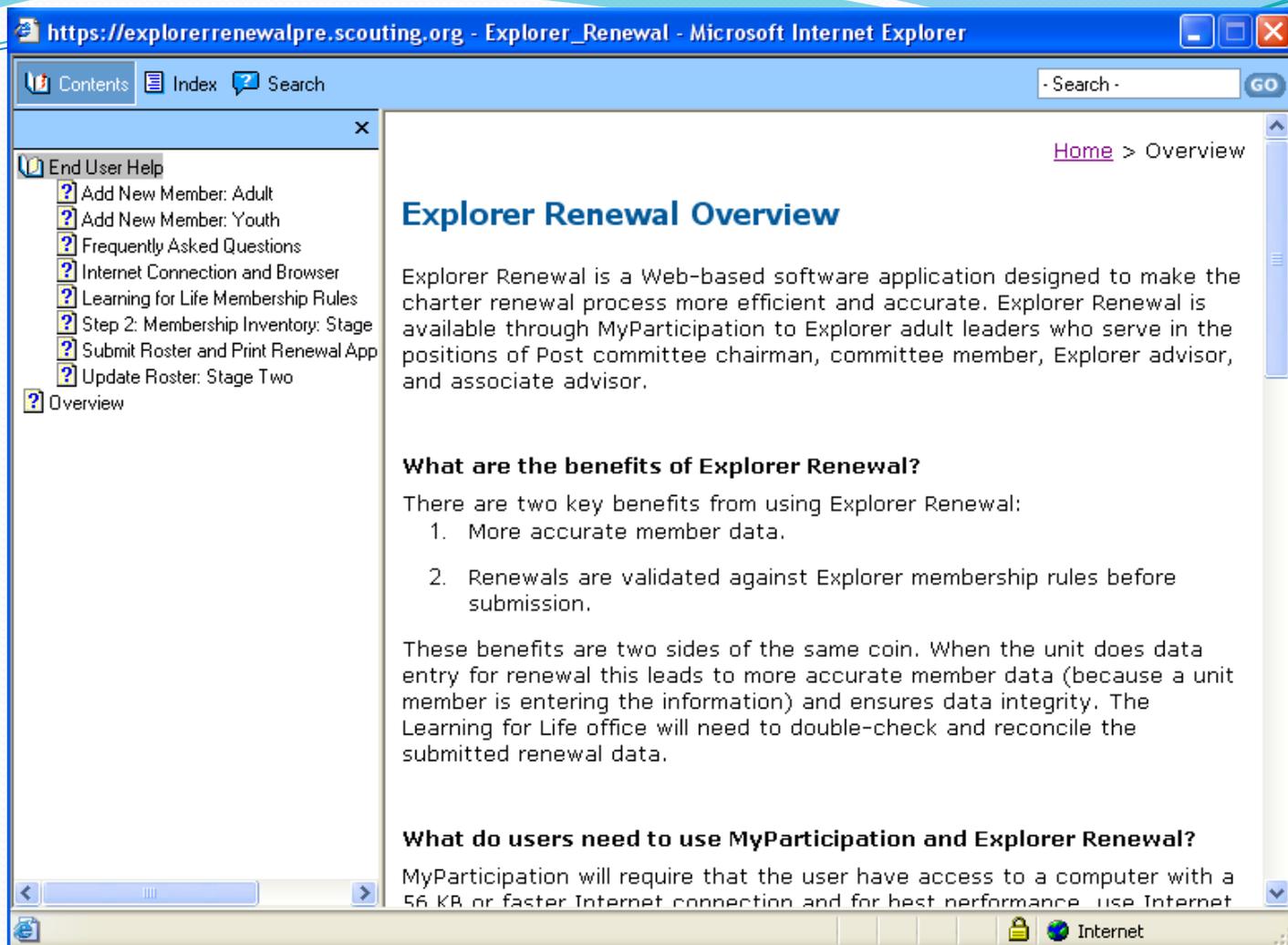


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This site supports [Internet Explorer 7.0 or better](#) with a minimum screen resolution of 800x600. This site requires JavaScript to be enabled for your browser.

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Welcome screen provides instructions for using system



Explorer Renewal End User Help is available



# Explorer Renewal

Registration

[Help](#) |

## Confidentiality Statement

You are about to view information confidential to your Post. You accept the responsibility of maintaining the confidentiality of this information. You agree you will only share this information with the participants in your Post on a need to know basis.

You agree this information will not be distributed or shared outside of Learning for Life.

[I agree.](#)   [I disagree.](#)

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The RP must select "I agree" for the Confidentiality Statement



# Explorer Renewal

Stages:

**1. Load Roster**

2. Update Roster

3. Check Roster

4. Summary

5. Submit Roster

| Roster Review |  
Renew: 0 Adult, 0 Youth  
New: 0 Adult, 0 Youth

## Explorer Renewal Overview

| [Logout](#) | [Help](#) |  
Last Day to Submit: 02-28-2010

There are five stages in the Explorer Renewal process:

<b>Stage 1</b> Load Roster	You choose whether to load the Post information either from Learning for Life or upload your Post roster information from third-party Post-management software that is certified as compatible.
<b>Stage 2</b> Update Roster	You select the participants you wish to renew, promote participants, add new participants, edit participant information, and review the adult positions required in your Post.
<b>Stage 3</b> Check Roster	Explorer Renewal automatically checks the roster against the Learning for Life rules for participation. You make any corrections necessary.
<b>Stage 4</b> Summary	You complete a final review of the membership roster and fees and make any final changes.
<b>Stage 5</b> Submit Roster	You submit your final roster and print your Explorer Renewal Report Package for submittal to your Learning for Life office.

Explorer Renewal is available until the Last Submit Date shown above.

You may leave the process and return later. Explorer Renewal will save your work, and you will begin at the beginning of the stage you were in when you left.

We recommend that you gather all the required information, including applications with appropriate signatures, before beginning this process. You must complete Explorer Renewal on a computer connected to a printer.

To begin the process, click here-->

[Begin](#)

Review the [Stage Descriptions of Explorer Renewal Overview](#)

Notes from within the system: you can only print Explorer Renewal Report Packages if you are in the Previous and Home buttons.



# Explorer Renewal

Stages:

**1. Load Roster**

2. Update Roster

3. Check Roster

4. Summary

5. Submit Roster

| Roster Review |  
Renew: 0 Adult, 0 Youth  
New: 0 Adult, 0 Youth

**Load Roster**

| [Logout](#) | [Help](#) |

**Load Post Information**

<-- To begin Explorer Renewal, click here to load your roster with Learning for Life office information.

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When RP is ready to begin, click Load Post Information to load roster.

# Explorer Renewal

Stage 2, Step 1

Update information for the post organization, if needed.

Organization telephone number is required.

[Review / Print Roster](#)

**Step 1 of 5 : Update Organization Information**

[Home](#) | [Logout](#) | [Help](#) |

Renew: 9 Adult, 31 Youth  
New: 1 Adult, 0 Youth  
Fees = \$420.00

Please review and update your participating organization information.  
When you have completed the changes, click **Next Step**.

Unit Type: Post  
Post expire date: 12/31/2009  
Participating organization: Philadelphia International Airport  
Country:    
Address 1:   
Address 2:   
City:   
State:    
U.S. telephone number:  -  -  -  (ext)  
Unit term (months): 12  
Post number: 0187  
District: LFL/Exploring  
ZIP code:  -   
Foreign telephone number:  -  -  -  (ext)  
Unit new expire date: 12-31-2010

[Next Step](#)

Only information in entry fields may be updated

# Explorer Renewal

## Stage 2, Step 2

Select members for renewal from the current roster.

Roster will display all adults with current adult positions and all youth members.

If a member is not renewing, uncheck the box.



# Explorer Renewal

Stages:

1. Load Roster

2. Update Roster

3. Check Roster

4. Summary

5. Submit Roster

[Review / Print Roster](#)

Step 2 of 5 : Select Participants for Renewal

[Home](#) | [Logout](#) | [Help](#) |

Renew: 9 Adult, 32 Youth  
New: 0 Adult, 0 Youth  
Fees = \$420.00

[Start Over](#)

Below is your current roster.

All members are selected for renewal. Deselect the **Renew** check box for any members not renewing. When finished, click **Next**.

**Note:** Non-paid members should be automatically selected to renew. Fee status will be determined later.

Renew	Name	Street Address	Adult	Position
-------	------	----------------	-------	----------

Renew	Name	Street Address	Youth	Position
-------	------	----------------	-------	----------

[Review / Print Roster](#)

Step 2 of 5 : Select Participants for Renewal

[Home](#) | [Logout](#) | [Help](#) |

Renew: 9 Adult, 31 Youth  
New: 0 Adult, 0 Youth  
Fees = \$410.00

[Start Over](#)

Below is a summary of the members who will be renewed with your unit and the members who will not be renewed.

If the information is incorrect, click **Previous** to make corrections. When the information is correct, click **Next Step**.

**NOTE:** You will be able to add members and change member information later in the process.

Following members are selected for renewal.

No.	Name	Street Address	Adult/Youth
-----	------	----------------	-------------

When members are selected for renewal, they are listed in the following table.

Renew: 9 Adult, 31 Youth  
New: 1 Adult, 0 Youth  
Fees = \$420.00

[Start Over](#)

Below is your current roster.

All members are selected for renewal. Deselect the **Renew** check box for any members not renewing. When finished, click **Next**.

**Note:** Non-paid members should be automatically selected to renew. Fee status will be determined later.

Renew	Name	Street Address	Adult	Position
<input checked="" type="checkbox"/>	Microsoft Internet Explorer			
<input checked="" type="checkbox"/>				Advisor
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>				

**Microsoft Internet Explorer**

You are about to reset your Post roster entries and start over.

Please be certain that you want to take this action as you will lose all changes you have made.

Once reset has occurred, you must click Load Roster to continue or you may log out and return at a later time and Load Roster.

Load roster will refresh your data with the most current information.

Do you wish to reset your Post data and start over?

OK Cancel

Stage 2, Step 2, provides the special "Start Over" feature for the RP.

The RP should not make this selection unless the intent is to Load Post Information again.

Load Post Information will cause all changes to be reset.

This feature may be used at any time by navigating to Stage 2, Step 2.

# Explorer Renewal

Stage 2, Step 3

Add Members

Complete personal, business, and youth information for new members.

Complete Add New Adult first and then Add New Youth; separate forms are provided.



# Explorer Renewal

Stages:

1. Load Roster

2. Update Roster

3. Check Roster

4. Summary

5. Submit Roster

[Review / Print Roster](#)

**Step 3 of 5 : Add New Participant**

[Home](#) | [Logout](#) | [Help](#) |

Renew: 9 Adult, 31 Youth  
New: 0 Adult, 0 Youth  
Fees = \$410.00

From this page, you can add new adults. When finished adding new adults, click **Next**.

To add new adult, please click here ->

[New Adult](#)

[Previous](#)

[Next](#)

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Stage 2, Step 3--Add New Participant begins with New Adult

Renew: 9 Adult, 31 Youth  
New: 0 Adult, 0 Youth  
Fees = \$410.00

**Page 1 : Add Adult Participant**

First name :	<input type="text" value="Exploring"/>	Middle name :	<input type="text" value="Test"/>
Last name :	<input type="text" value="Adult"/>	Suffix :	<input type="text"/>
Primary position in Post :	<input type="text" value=""/>	Position 2 :	<input type="text" value=""/>
Position 3 :	<input type="text" value=""/>	Position 4 :	<input type="text" value=""/>
Car	<ul style="list-style-type: none"><li>Executive Officer</li><li>Post Committee Chairman</li><li>Post Committee Member</li><li>Explorer Post Advisor</li><li>Post - Explorer Post Associa</li></ul>	<input type="button" value="Reset"/>	<input type="button" value="Next"/>

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Enter the first, middle, and last name and select the adult position

Renew: 9 Adult, 31 Youth  
New: 0 Adult, 0 Youth  
Fees = \$410.00

**Page 2 : Add Personal Data for Exploring Adult**

**\*\* Social Security number or Form 28-573 certification is required and will be entered by your Learning for Life office.**

Country :	<input type="text" value="US"/>	Address type :	<input type="text" value="Home"/>
Address 1 :	<input type="text" value="PO Box 152225"/>		
Address 2 :	<input type="text"/>		
City :	<input type="text" value="Irving"/>	State :	<input type="text" value="TX"/>
Zip :	<input type="text" value="75015"/> - <input type="text" value="2225"/>		
Home telephone type :	<input type="text" value="US telephone"/>	Home telephone :	<input type="text" value="972"/> - <input type="text" value="580"/> - <input type="text" value="2433"/>
Business telephone type :	<input type="text" value="US telephone"/>	Business telephone:	<input type="text"/> - <input type="text"/> - <input type="text"/>
Date of birth(mm/dd/yyyy) :	<input type="text" value="7"/> - <input type="text" value="1"/> - <input type="text" value="1960"/>	ext:	<input type="text"/>
Driver license number :	<input type="text"/>	Ethnic background :	<input type="text" value="Selected&gt;Choose Ethnic"/>
Sex :	<input type="text" value="Male"/>	Driver license state :	<input type="text"/>
		Mother's last name:	<input type="text"/>
<input type="button" value="Cancel"/>		<input type="button" value="Reset"/>	
		<input type="button" value="Next"/>	

Page 2 for the new adult is entered with required information

Renew: 9 Adult, 31 Youth  
New: 0 Adult, 0 Youth  
Fees = \$410.00

**Page 3: Add Adult Business Data for Exploring Adult**

Occupation :	<input type="text" value="Engineer and Technicia"/>	Employer :	<input type="text"/>
Business country :	<input type="text" value="US"/>	Address type :	Business
Business address 1 :	<input type="text"/>	Business state :	<input type="text"/>
Business address 2 :	<input type="text"/>	Home e-mail :	<input type="text" value="exploringadult@.....com"/>
Business city :	<input type="text"/>	Home page :	<input type="text"/>
Business zip :	<input type="text"/> - <input type="text"/>		
Business e-mail :	<input type="text"/>		

Page 3 for the new adult has the remaining requested information

Renew: 9 Adult, 31 Youth  
New: 1 Adult, 0 Youth  
Fees = \$430.00

**Page 1 : Youth**

First name :  Middle name :   
Last name :  Suffix :   
Country :   Address type :    
Address 1 :   
Address 2 :   
City :  State :    
Zip code :  -

Stage 2, Step 3 has entry form for Add New Youth Information.

Begin by entering first, middle, and last name and the member address. Foreign addresses are entered by selecting country.

Renew: 9 Adult, 31 Youth  
New: 1 Adult, 0 Youth  
Fees = \$430.00

**Page 2 : Youth Data for New Explorer**

Telephone type :	<input type="text" value="US telephone"/>	Home telephone :	<input type="text" value="972"/> - <input type="text" value="580"/> - <input type="text" value="2433"/>
Date of birth : (mm-dd-yyyy)	<input type="text" value="3"/> - <input type="text" value="3"/> - <input type="text" value="1994"/>	Youth grade :	<input type="text" value="Grade - 10"/>
Ethnic background :	<input type="text" value="Choose Ethnic backgrou"/>		
Sex :	<input type="text" value="Male"/>		
Youth e-mail :	<input type="text" value="textexplorer@abcde.com"/>		
<input type="button" value="Cancel"/>		<input type="button" value="Reset"/>	<input type="button" value="Next"/>

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Renew: 9 Adult, 31 Youth  
New: 1 Adult, 0 Youth  
Fees = \$430.00

**Page 3 : Parent / Guardian for New Explorer**

**Is the Parent / Guardian an adult member of this Post?**

<input type="button" value="No"/>	<input type="button" value="Yes"/>
-----------------------------------	------------------------------------

Complete required information. If adult is already in this post, select Yes

[Review / Print Roster](#)

**Step 3 of 5 : Add New Participant**

[Home](#) | [Logout](#) | [Help](#) |

Renew: 9 Adult, 31 Youth  
New: 1 Adult, 0 Youth  
Fees = \$430.00

**Page 4 : Parent / Guardian for New Explorer**

Relationship :	<input type="text" value="Father of"/>	Guardian :	<input type="checkbox"/>
First name :	<input type="text" value="Explorer"/>	Middle name :	<input type="text" value="Test"/>
Last name :	<input type="text" value="Adult"/>	Suffix :	<input type="text"/>
Address same as youth :	<input checked="" type="checkbox"/>	Address type :	<input type="text" value="Home"/>
Country :	<input type="text" value="US"/>	State :	<input type="text" value="TX"/>
Address 1 :	<input type="text" value="PO Box 152225"/>		
Address 2 :	<input type="text"/>		
City :	<input type="text" value="Irving"/>		
Zip code :	<input type="text" value="75015"/>	-	<input type="text" value="2225"/>
		<input type="button" value="Reset"/>	<input type="button" value="Next"/>

If parent is not an adult leader in the post, answer No and add information about the parent. Youth Protection Training is not required for parents not registered with the post.

Renew: 9 Adult, 31 Youth  
New: 1 Adult, 0 Youth  
Fees = \$430.00

Page 5 : Parent / Guardian for New Explorer

Telephone type :	<input type="text" value="US telephone"/>	Home telephone :	<input type="text" value="972"/> - <input type="text" value="580"/> - <input type="text" value="2433"/>	
Telephone type :	<input type="text" value="US telephone"/>	Business telephone :	<input type="text"/> - <input type="text"/> - <input type="text"/> x	
Date of birth : (mm-dd-yyyy)	<input type="text" value="7"/> - <input type="text" value="1"/> - <input type="text" value="1960"/>	Sex :	<input type="text" value="Male"/>	
Occupation :	<input type="text" value="Engineer and Technician"/>	Employer :	<input type="text"/>	
Previous Exploring experience :	<input type="text" value="Associate Advisor"/>	Parent e-mail :	<input type="text" value="exploreradult@abcde.com"/>	
		<input type="button" value="Reset"/>	<input type="button" value=" &lt;&lt; Back"/>	<input type="button" value=" Save"/>

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Complete requested parent information and save new record

# Explorer Renewal

Stage 2, Step 4

Update Participant Data

- Review member data; change if needed.
- Use Update to edit member information.
- Use Remove to delete member from renewal.



# Explorer Renewal

Stages: [1. Load Roster](#) [2. Update Roster](#) [3. Check Roster](#) [4. Summary](#) [5. Submit Roster](#)

[Review / Print Roster](#)

Step 4 of 5 : Update Participant Data

[Home](#) | [Logout](#) | [Help](#) |

Renew: 9 Adult, 31 Youth  
New: 1 Adult, 1 Youth  
Fees = \$440.00

Please scroll through your roster and ensure the personal information is correct. If the personal information is not correct, click the **Update** button to the left of the name.

When roster is complete, click **Next Step**.

Make Update	Remove from Roster	Name	Birth Date	Address / Phone	Position
<a href="#">Update</a>	<a href="#">Remove</a>	Exploring Adult	07/01/1960	PO Box 152225 Irving, TX, 75015 972-580-2433	1. Post - Explorer Post Associate Advisor

Information for all members, renewed and new, is shown

# Explorer Renewal

Stage 2, Step 5

## Update Position

- Review member positions and make changes if needed.
- LFL adult requirements displayed on right.
- Current column shows current adult roster.

Renew: 9 Adult, 31 Youth  
New: 1 Adult, 1 Youth  
Fees = \$440.00

Below is the list of required positions for your Post and information on who is filling these positions.

The Post Adult Positions table presents a summary of required positions. The number in the **Current** column must be within the minimum and maximum requirements. To change the position(s) for an individual, click the **Update** button to the left of the individual's name.

When the Current column is within the min/max range, click **Next Step**.

The Current column displays all post leader names and positions.

The Unit Adult Position provides the minimum and maximum number of adults that must hold each listed position.

**Unit Adult Positions :**

Position	Min	Max	Current
Executive Officer	1	1	1
Post Committee Chairman	1	1	1
Post Committee Member	2	-	6
Explorer Post Advisor	1	1	1
Post - Explorer Post Associate Advisor	-	-	2

The RP cannot continue until any errors are resolved.

# Explorer Renewal

## Stage 3

### Check Roster

- Review the information selected for your post renewal.
- Make changes as needed; errors must be resolved to continue with renewal.

[Review / Print Roster](#)

**Check Roster**

[Logout](#) | [Help](#) |

Last Day to Submit: 02-28-2010

Renew: 9 Adult, 31 Youth  
New: 1 Adult, 1 Youth  
Fees = \$430.00

In this stage, your Post information will be validated against Learning for Life requirements. When Explorer Renewal has finished validating your information, you will be informed of any errors or warnings concerning your roster.

You cannot proceed to the next stage until all errors have been resolved. Warnings should be reviewed and corrected if possible but will not prevent you from continuing to the next stage. Explorer Renewal will provide you with suggestions on how to correct errors and warnings.

To begin validation, please click here--> [Check Roster](#)

If you wish to make more changes to your roster before having it checked, you can:

[Update Organization](#) | [Select Participants for Renewal](#) | [Add Participant](#) | [Update Participant](#) | [Update Participant Position](#) |

**Stages:**

[1. Load Roster](#)

[2. Update Roster](#)

**[3. Check Roster](#)**

[4. Summary](#)

[5. Submit Roster](#)

[Review / Print Roster](#)

**Check Roster: Errors and Warnings**

[Home](#) | [Logout](#) | [Help](#) |

Renew: 9 Adult, 31 Youth  
New: 1 Adult, 1 Youth  
Fees = \$430.00

**ERROR:** Post Committee Member Exploring Adult is not allowed to hold more than one unit position.

Reconcile Error Options:

- [Click here](#) to enter the correct position for the unit registrant and/or remove the duplicate position.
- [Click here](#) to remove the unit registrant from the renewal roster.

Exploring rules at Check Roster guide resolving any errors

Review / Print Roster

Check Roster: Roster is Valid

| [Home](#) | [Logout](#) | [Help](#) |

Renew: 9 Adult, 31 Youth  
New: 1 Adult, 1 Youth  
Fees = \$440.00

**Congratulations!**

The validation was completed without errors. Please click the **Next Stage** button to continue.

Next Stage

Once any errors are resolved in Check Roster, the RP validates again to continue; if there are no errors the "Congratulations" message displays.

# Explorer Renewal

## Review Draft Renewal Application

- Reviewing draft is available at all times after members are confirmed in Stage 2, Step 2.
- Click on Review/Print Roster to see the draft renewal application.
- The draft shows all work in progress and the fee calculations.

# UNIT RENEWAL REPORT PACKAGE

## Post 0187 Philadelphia International Airport

### New Adult Members

**(The application form(s) for new adult member(s) must be submitted with the Unit Renewal Report Package)**

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#### Name and Person ID

Exploring Test Adult

### New Youth Members

**(The application form(s) for new youth member(s) must be submitted with the Unit Renewal Report Package)**

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#### Name and Person ID

Newest Test Explorer

## EXPLORER RENEWAL APPLICATION

Unit: Post 0187

District: LFL/Exploring

Unit Status: R

County:

Term: 12 months

Expire Date: 12/31/2010

Organization:

Philadelphia International Airport

Phila. Int'l Airport - Terminal E  
2nd Fl.

Philadelphia, PA 19153

Executive Officer:

Philadelphia International Airport Terminal A  
West

US Customs and Border Protection  
Phila, PA 19153

Term: 12 months

Begins: 03/2010

Ends: 02/2011

**DRAFT VERSION: This is a draft report only and cannot be used for renewal. You must Submit this unit to obtain the final version of the Explorer Renewal Application.**

Registration:	Qty:	Fee:
Paid Youth	<u>32</u>	<u>\$320.00</u>
Multiple Youth	<u>0</u>	<u>\$0</u>
Paid Adults	<u>10</u>	<u>\$100.00</u>
Multiple Adults	<u>0</u>	<u>\$0</u>
No Fee Adults	<u>1</u>	<u>\$0</u>
Participation Fee		<u>\$20.00</u>
Total Fee Submitted		<u>\$440.00</u>

28 Months Completed Tenure

The draft application has roster information and fee calculations

Note: If councils buy accident and sickness insurance, this is an additional cost that is not included in the draft amount shown.

## MULTIPLE REPORT

### Multiple Adult Members

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Name and Person ID	Position	Multiple From
Edward Test Adult 123456789	Post Committee Chairman (PCC)	Post 0188

## DROPPED REPORT

### Dropped Youth members

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Position	Name	Person ID	Address	DOB	M/F	Phone
Youth Member	Richard B Testing	122345678	1023 Water St Philadelphia, PA 19100	12/22/1992	M	H (972) 580-2433

## NO FEE REPORT

### No Fee Adult

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Name and Person ID	Position
Edward Test Adult 123456789	Executive Officer (IH)

Renewal Report Package shows multiples, dropped members, and no-fee adults

# Explorer Renewal

## Stage 4

### Summary – Step 1

- Update fees.
- Confirm multiples (paid in another post).

Note: Applicants pay in one post only. If you know the post where applicant is paid, check that post and uncheck in others.

Stages:

1. Load Roster

2. Update Roster

3. Check Roster

4. Summary

5. Submit Roster

[Review / Print Roster](#)

[Summary](#)

[Logout](#) | [Help](#) |

Last Day to Submit: 02-28-2010

Renew: 9 Adult, 32 Youth  
New: 1 Adult, 1 Youth  
Fees = \$440.00

Your Post roster has been completed and validated. You can now review the final roster and fees.

To review your final roster, please click here-->

[Summary](#)

If you wish to make more changes to your roster before having it checked, you can:

[Update Organization](#) | [Select Participants for Renewal](#) | [Add Participant](#) | [Update Participant](#) | [Update Participant Position](#) |

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Stage 4 – Summary begins by clicking the Summary button

The hyperlinks allow return navigation to Stage 2



# Explorer Renewal

Stages: [1. Load Roster](#) [2. Update Roster](#) [3. Check Roster](#) **[4. Summary](#)** [5. Submit Roster](#)

[Review / Print Roster](#)

**Step 1 of 2: Update Fees: Multiple Positions**

[Home](#) | [Logout](#) | [Help](#) |

Renew: 9 Adult, 32 Youth  
New: 1 Adult, 1 Youth  
Fees = \$440.00

**If all participants are selected for renewal, Step 2 will not be required.**

Below is your current Post roster. Click **Update** to update fee status for the individuals in your Post. From the Update screen, you can make an individual a multiple participant of your Post and pay no registration fee.

Participant fee = \$20

Update Fees	Name	Birth Date	Member Fee	Total Fee	Adult / Youth
<a href="#">Update</a>	Edward Adult	10/07/1966	\$0.00	\$0.00	Adult
<a href="#">Update</a>	Exploring Adult	07/01/1960	\$10.00	\$10.00	Adult

Update Fees, Step 4, shows each member and fee calculation



# Explorer Renewal

Stages: [1. Load Roster](#) [2. Update Roster](#) [3. Check Roster](#) [4. Summary](#) [5. Submit Roster](#)

[Review / Print Roster](#)

Renew: 6 Adult, 15 Youth  
New: 0 Adult, 0 Youth  
Fees = \$220.00

## Step 1 of 2: Update Fees: Multiple Positions

If all participants are selected for renewal, Step 2 will not be required.

Below is your current Post roster. Click **Update** to update fee status for the individuals in your Post. From can make an individual a multiple participant of your Post and pay no registration fee.

Participant fee = \$20

Update Fees	Name	Birth Date	Member Fee	Total Fee	Adult / Youth
<a href="#">Update</a>	Kevin Advisor	08/26/1984	\$10.00	\$10.00	Adult

Update Fee Status -- Web Page Dialog

### Fee status for Kevin Advisor

Member paid in this Post  
 Member paid in another Post

https://explorerrr Internet

To show multiple positions (no fee being paid) click Update at Update Fees.

Window will open and display option to click on "Member paid in another post."

Change the radio button to this option and click Save



# Explorer Renewal

Stages: **1. Load Roster** 2. Update Roster 3. Check Roster **4. Summary** 5. Submit Roster

[Review / Print Roster](#)

Step 1 of 2: Update Fees: Multiple Positions

Renew: 6 Adult, 15 Youth  
New: 0 Adult, 0 Youth  
Fees = \$220.00

If all participants are selected for renewal, Step 2 will not be required.

Below is your current Post roster. Click **Update** to update fee status for the individuals in your Post. From here you can make an individual a multiple participant of your Post and pay no registration fee.

Participant fee = \$20

Update Fees	Name	Birth Date	Member Fee	Total Fee	Adult / Youth
<a href="#">Update</a>	Kevin Advisor	08/26/1984	\$10.00	\$10.00	Adult

Update Fee Status -- Web Page Dialog

Fee status for Kevin Advisor

Member paid in this Post  
 Member paid in another Post

Post     LFL office

Type:  Number:

https://explorerrr Internet

Continue the process by entering post number (or LFL office) and click **Save**.

Below is your current Post roster. Click **Update** to update fee status for the individuals in your Post. From the Update screen, you can make an individual a multiple participant of your Post and pay no registration fee.

Participant fee = \$20

Update Fees	Name	Birth Date	Member Fee	Total Fee	Adult / Youth
<a href="#">Update</a>	Kevin Advisor	08/26/1984	\$0.00	\$0.00	Adult

After saving, the multiple member will have \$0 member fee.

# Explorer Renewal

Stage 4

Summary – Step 2 (if non-renewed youth).

Non-renewals

Review non-renewing youth members and select reasons for non-renewal.

Information on non-renewals goes to LFL office.

Renew: 9 Adult, 32 Youth  
 New: 1 Adult, 1 Youth  
 Fees = \$440.00

Select the required unit contact response from the drop down box below to indicate that each non-renewed member in the grid below was contacted. Your choices on Contacted are Yes, No, or Don't Know. Make this selection before updating the reasons in the grid.

Has each non-renewed member been contacted (includes contacts made with Parent)?

Yes

To begin with reason selection, please read the list of reasons. Then click the appropriate radio button on the row for each youth member to select the most appropriate of the six reasons listed for the youth member not renewing as a youth member. When your selection is made, click **Save**. You may change a selection previously made by clicking on another radio button to select another reason and click **Save**. If you wish to have record of the reasons selected, make notes before your unit renewal is submitted as this information is not available to view after submittal.

In the data grid below are the youth members who have not been renewed. Use the data grid's scroll bar to view all members. **Choose one reason why each youth member did not renew and click Save to select the reason.**

Please select the reason that most closely matches why the youth is not rechartering with your unit.

1. Changed programs (e.g. joined program other than Exploring)
2. Too old for program (e.g. over 21 for Exploring)
3. Changed units within the same city/town
4. Moved to another city/town
5. Stopped coming to meetings/lost interest/busy with other activities
6. Some other reason not listed above

Person ID	Name	Street Address	Select one reason for each youth member
122163815	Richard Testing	1023 Water St	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input checked="" type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6

Save

The reason for non-renewal cannot be blank for Richard Testing (Person ID: 122163815)

Next

Contact question must be answered and reason for non-renewal entered

Person ID	Name	Street Address	Select one reason for each youth member
122163815	Richard Testing	1023 Water St	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input checked="" type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6

Save

Next

If you wish to make more changes to your roster before having it checked, you can:

| [Update Charter](#) | [Select Members for Renewal](#) | [Add Member](#) | [Update Member](#) | [Update Member Position](#) |

After saving the reason for non-renewal, go to Stage 5.

# Explorer Renewal

## Stage 5

Review the draft renewal report package.

If changes are still needed, click Home link to navigate to Stage 2 – Steps 1 to 5.

Submit the renewal

Print the Renewal Report Package.

Obtain approval signatures and attach forms requested by the LFL office.

Stages:

1. Load Roster

2. Update Roster

3. Check Roster

4. Summary

5. Submit Roster

[Review / Print Roster](#)

[Submit Roster](#)

[Home](#) | [Logout](#) | [Help](#) |

Renew: 9 Adult, 32 Youth  
New: 1 Adult, 1 Youth  
Fees = \$440.00

Check if you wish to request and authorize the Learning for Life office to charge your Post deposit account for your Explorer Renewal fees, providing that your Post has sufficient funds on deposit.

From this page, you submit the final version of your electronic roster to the Learning for Life office. You also print your final paperwork to send along with your fee payment to the Learning for Life office.

**Warning:** Once you submit to Learning for Life office, you cannot change the roster through Explorer Renewal. The only way to make changes will be to note these changes directly on the printed Explorer Renewal Application that you submit to the Learning for Life office as part of the Explorer Renewal Report Package.

To review your roster before submitting, click this [Review / Print Roster](#) link.

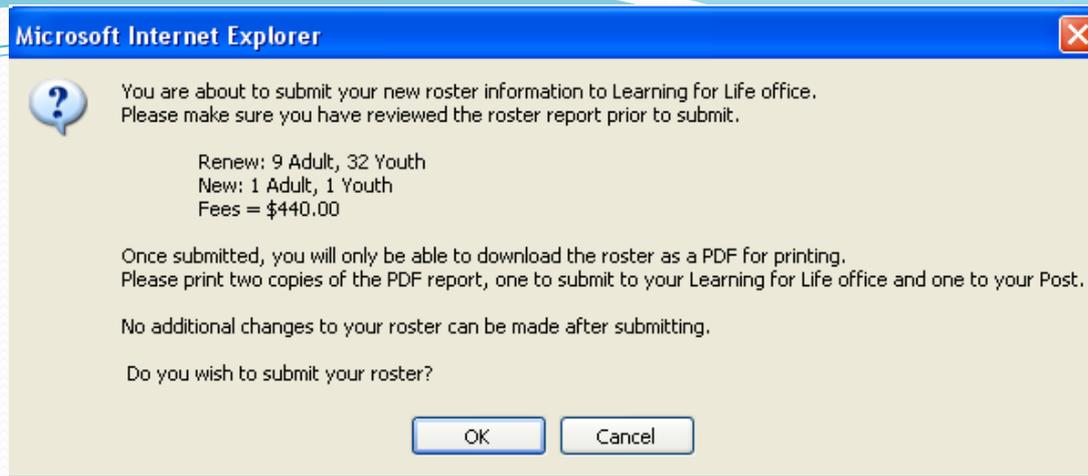
To submit your roster to the Learning for Life office, click here --> [Submit to Office](#)

If your post has funds in an account at the LFL office and you wish to use those funds to pay your post renewal, mark the box.

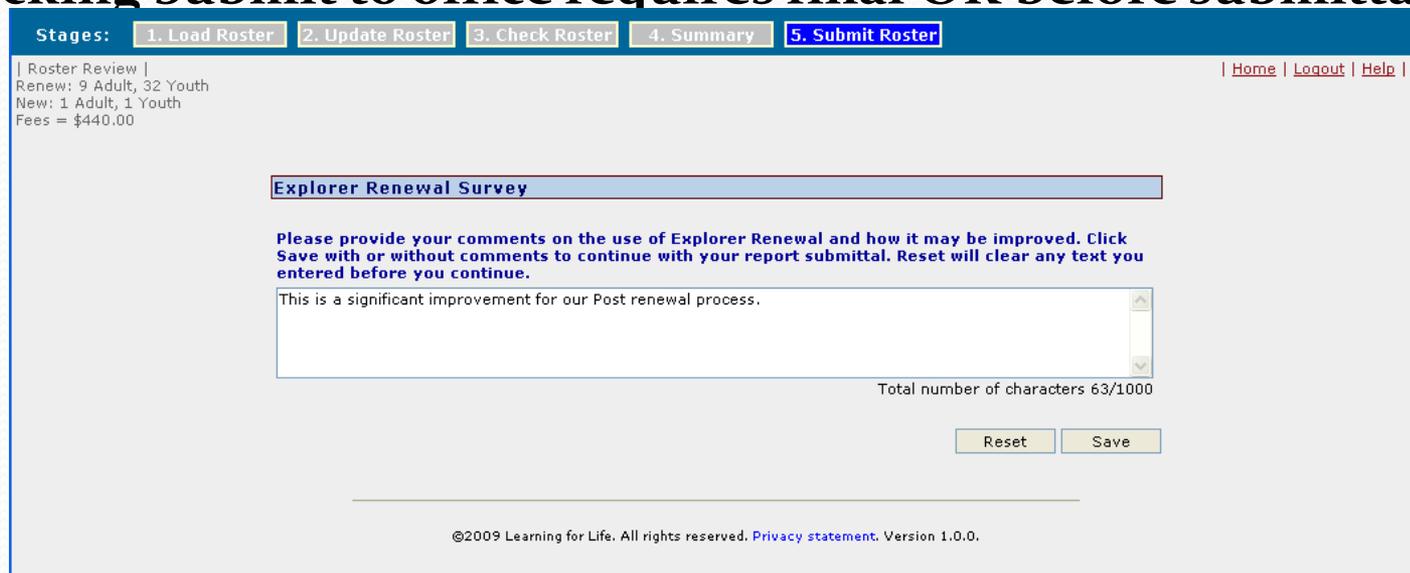
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Submit Roster requires review of draft application before Submit

Note: Once you submit, no changes can be made.



**Clicking Submit to office requires final OK before submittal is**



**Explorer Renewal Survey is completed during submit process**



## Explorer Renewal

Stages:

[1. Load Roster](#)

[2. Update Roster](#)

[3. Check Roster](#)

[4. Summary](#)

[5. Submit Roster](#)

**Submit Roster: Print Renewal Application**

| Roster Review |  
Renew: 9 Adult, 32 Youth  
New: 1 Adult, 1 Youth  
Fees = \$440.00

[Logout](#) | [Help](#) |  
Last Day to Submit: 02-28-2010

### **Congratulations!**

Your Explorer Renewal information has been submitted successfully. You are finished with the online portion of Explorer Renewal.

The Explorer Renewal process is not complete, however, until you complete the following:

1. Print the Explorer Renewal Report Package.
2. Obtain the appropriate signatures for the renewal application (for both Executive Officer and Post Leader).
3. Attach the signed new participant applications.
4. Attach payment for fees.
5. Deliver all pages of the Explorer Renewal Report Package, new participant applications, any other requested forms, and payment for fees to your Learning for Life office.

Thank you for using Explorer Renewal from Learning for Life.

To print the Explorer Renewal application, click here --> [Print Renewal Application](#)

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After submittal, the RP clicks Print Renewal Application

Executive Officer  
Certification:

\_\_\_\_\_  
Signature

Our Organization approves this application and all participating adults.

Registration:	Qty:	Fee:
Paid Youth	<u>23</u>	<u>\$230.00</u>
Multiple Youth	<u>0</u>	<u>\$0</u>
Paid Adults	<u>5</u>	<u>\$50.00</u>
Multiple Adults	<u>0</u>	<u>\$0</u>
No Fee Adults	<u>1</u>	<u>\$0</u>
Participation Fee		<u>\$20.00</u>
Total Fee Submitted		<u>\$300.00</u>

Post Advisor Certification:

\_\_\_\_\_  
Signature

85 Months Completed Tenure

Renewal Report Package opens as PDF. It prints with the signature lines for both the Executive Officer Certification and the Explorer Advisor Certification.

Important: The renewal process is not complete until the signed renewal roster, all new youth and adult applications, Adult YPT certificates, and appropriate funds are submitted to LFL office.

Please attach to this report package the application forms for all new adult and youth members and any other forms requested by your Learning for Life Office. Please have the Post Renewal Application reviewed and signed by your Executive Officer and your Explorer Advisor. If your Post is going to use the Form 28-573 process please submit the completed and signed Form 28-573 Certification with this renewal. The final step is to submit the renewal report package to your Learning for Life Office with the requested fee payment. Please print below the name, telephone, and e-mail address of a person who may be contacted should there be questions about this renewal.

Thank you.

Post Contact Person \_\_\_\_\_

Telephone Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Last page of the Renewal Report Package has instructions and requests additional contact information. All pages of this Report go to the LLL office with forms and fees.



- HOME
- PROGRAM
- PRODUCTS/SERVICES
- RESOURCES
- NEWS & EVENTS
- ABOUT US
- CONTACT US

ON-LINE CAREER INTEREST SURVEY (COMING SOON)

[Curriculum Home](#) | [Corporate Home](#)



### Career Exploring Programs

- ✓ Real-world, hands-on career experiences
- ✓ Delivered through partnerships with thousands of businesses, organizations and government agencies
- ✓ Proven Leadership development program
- ✓ Aligned to the 16 US Dept. of Ed Career Clusters
- ✓ Delivering college and career readiness programs to 2 million youth since 1998

### Businesses & Organizations

Since 1998, Learning for Life has partnered with thousands of businesses and organizations to bring "real-world" career experiences to young men and women through its Exploring program.

**Benefits Include:**

- ✓ Easy to Start a Post
- ✓ Proven & Flexible Model
- ✓ Nationally recognized & endorsed
- ✓ Positive Community Involvement
- ✓ Potential Future Employees
- ✓ Youth mentoring and development
- ✓ Strong local and national support
- ✓ General Liability Insurance

[Learn more](#)

### Students & Parents

Exploring is a unique career exploration program for young men and women ages 14-20. Our program provides an ideal link between the academic environment and the real world.

**Student Benefits:**

- ✓ Character Development
- ✓ Build self-confidence
- ✓ Leadership development
- ✓ Social development
- ✓ Unique career experiences, networking & internships
- ✓ Volunteer community service
- ✓ Group collaboration and teamwork

[Learn more](#)

### Career Fields



Program Brochure



Scholarships



Career Exploring Post Renewal



Refer a Friend



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