EXPLORING™

CAREER ACHIEVEMENT AWARD PROGRAM





INTRODUCTION

BACKGROUND

Exploring programs involve active learning and include lots of fun-filled, hands-on activities. Exploring promotes the conditions necessary for the growth and development of adolescents. The following are the key components of the Career Achievement Award programs, which allow young people to acquire and be recognized for career proficiency achievement and community service.

PURPOSE

The purpose of the Career Achievement Award program is to

- Provide direction to Explorers registered in a post in individual career proficiency.
- Motivate Explorers to discover new career opportunities.
- Recognize Explorers for significant community service.
- Give Explorers distinguished credentials for their résumés.

REQUIREMENTS

Explorers can earn a Career Achievement Award in one or all of the 12 career fields. To earn a Career Achievement Award, the candidate must provide 50 hours of community service and complete any nine career achievements. The adult leader certifies that each Explorer has satisfactorily performed 50 hours of community service and verifies that each candidate has completed at least nine achievements within the career cluster.

NOTE: Only Explorers registered in a post can qualify for this award. Explorers registered in a club can qualify for the Career Awareness Award.

RECOGNITION

The Career Achievement Award Certificate, SKU 639678, has space for signatures of both the adult leader and the organization head. Certificates are available through your local Exploring office. Adult leaders may present them as merited.

QUALIFYING ACHIEVEMENTS

Due to the flexible nature of the program, adult leaders are permitted a reasonable degree of latitude in substituting appropriate achievements that serve to meet the requirements for the Career Achievement Award.

CAREER ACHIEVEMENT AWARD APPLICATION

Submit this application along with the service hours log and career achievement checklists to your unit leader to complete the award process. Upon approval you will receive the Career Achievement Award Certificate. (Tip: Include a copy of your certificate in college, job, and scholarship applications.)

PART ONE
CANDIDATE PERSONAL DATA

POST NO. _____ PARTICIPATING ORGANIZATION _____

NAME _____ NICKNAME _____

ADDRESS _____ P.O. BOX _____

CITY _____ STATE _____ ZIP CODE _____

EMAIL _____

HOME PHONE _____ BIRTH DATE _____

PART TWO
ADULT LEADER CERTIFICATION OF CANDIDATE

I certify that the above-named candidate has fulfilled nine required achievements and 50 hours of community service for the Exploring Career Achievement Award and has my approval for recognition of this significant accomplishment.

ADULT LEADER _____ DATE _____

CAREER ACHIEVEMENT AWARD SERVICE HOURS LOG

NAME _____ POST NO. _____

A minimum of 50 service hours at any number of nonprofit organizations in your community is required to earn the Career Achievement Award.

Description of Activity	Total Hours	Service Performed For	Supervisor Signature and Phone No.
Grand Total of Hours:			



COMMUNICATIONS CAREER ACHIEVEMENT CHECKLIST

NAME _____ POST NO. _____

Submit this list along with the award application and service hours log to your unit leader.

Complete nine of the following achievements:

1a. Develop a plan to teach a communication skill (such as making a speech, introducing a speaker, etc.) approved by your adult leader.

1b. Create and make several teaching aids.

1c. Teach your skill to an individual, your post, a community group, or another group.

1d. Have your adult leader check to see whether the learner or learners have learned the skill.

DATE COMPLETED _____

2a. Pick an item or product to sell.

2b. Build a sales plan based on the item's positive points.

2c. Try to "sell" post members on buying the item from you.

2d. Reflect with the post members at a post meeting about how well you did.

DATE COMPLETED _____

3a. Demonstrate and practice how you would make a telephone call inviting someone who is an expert (in the field of your choice) to give a demonstration on their skill at a post meeting.

3b. Actually call an expert or consultant and ask him or her to make a presentation or demonstrate a skill at a post meeting.

3c. Greet this presenter before your post meeting.

DATE COMPLETED _____

4. Learn how to introduce a guest speaker, and then introduce a guest speaker at your post meeting or another group meeting of your choice, such as in your class, youth group, or community group meeting.

DATE COMPLETED _____

5a. Write a five-minute speech. Practice the speech, and then give it at a post meeting or to another group of your choice.
OR
5b. Develop a presentation of at least five minutes on the skill that you

have developed, and then make a presentation of your skill to your post, school group, or another community group.

DATE COMPLETED

6. As a facilitator, conduct a character education activity on an issue relevant to teens with a group of your choice such as your post or class. Record your observations of the group and the process. Make a report from your notes at a post meeting.

DATE COMPLETED

7a. Prepare a news release for an upcoming post activity or special program and give it to the post officers for approval. Distribute the news release to local media.
OR
7b. Prepare a news release for an upcoming activity or special program for a group such as your post, your school class, or another group. Make sure you get approval before you release it to the media.

DATE COMPLETED

8. Develop a plan to make news or newsworthy opportunities for your post or another group approved by your officers. Use ONE of the following ways to create news: (a) Stage an event; (b) work with a newspaper, radio, or TV station on a project; (c) arrange an interview with the adult leader; (d) organize an awards presentation in the post; (e) tie in to a well-known week or day; (f) organize a tour.

DATE COMPLETED

9. Produce for your council, post, or group of your choice a public service announcement (PSA) approved by your adult leader. Take a color slide, photo, or video clip that is an interesting representation of what you are promoting, develop a brief script, and submit both to the public service director of a local media outlet.

DATE COMPLETED

10a. Prepare a personal résumé that you would use in applying for a job.

10b. Have a friend act as an interviewer while you role-play an interview for a job.

10c. Discuss with two adults what they did to prepare for their careers, what they think is important to include on a résumé, and what they think is important when interviewing. Let them critique your résumé.

10d. Research careers in the field of communications or public relations. Write a one-page statement on the education, skills, and training needed for one that you are interested in. Talk over with your adult leader or make a brief presentation to your post on what you have discovered.

DATE COMPLETED

11. Write a review on how communications affect the day-to-day activities of individuals and the public.

DATE COMPLETED

12a. Write to the editor of a magazine or your local newspaper to express your opinion or share information on a subject of your choice.

12b. Write to an individual or organization to request information on a subject of your choice.

DATE COMPLETED

13. Create a webpage for yourself or to give information about your Explorer post, school class, or another organization. Include at least one article and one photograph or illustration.

DATE COMPLETED

14. Attend a regional or national communications conference as a staff member or participant.

DATE COMPLETED

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