



Explorer Renewal

Explorer Renewal

What is Explorer Renewal?

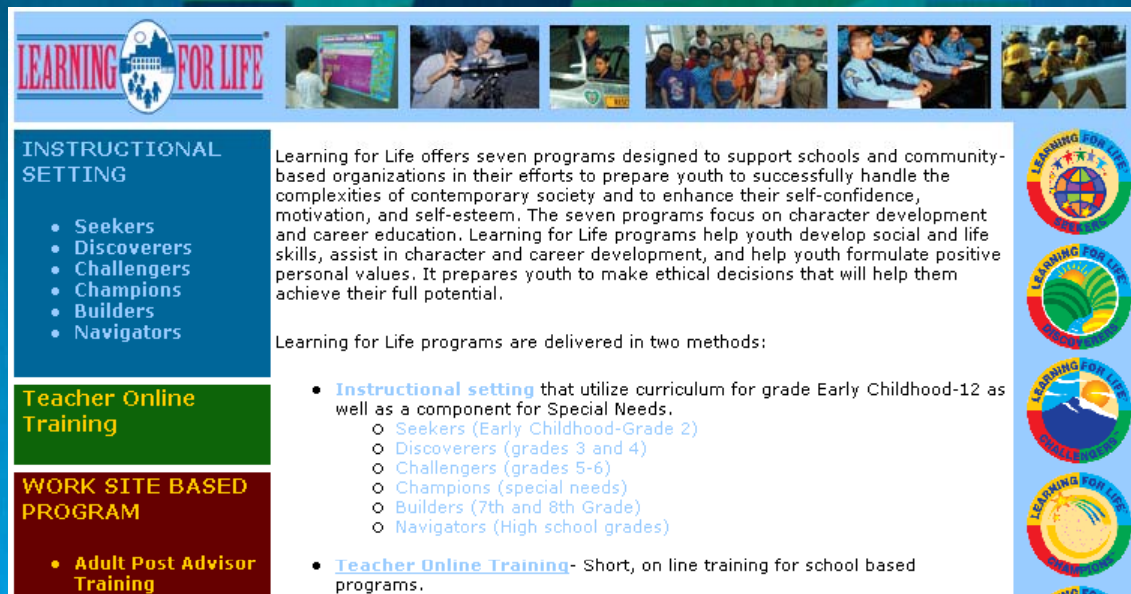
A method to renew Exploring posts online.

Post roster information up-to-date from Learning for Life office.

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

MyParticipation

Go to www.learningforlife.org to access MyParticipation and create an account.
–Be ready to enter your member ID.



The screenshot displays the Learning for Life website interface. At the top, there is a navigation bar with the Learning for Life logo and several small images showing students and staff. Below the navigation bar, the main content area is divided into sections. On the left, there are three vertical menu items: 'INSTRUCTIONAL SETTING' (blue background), 'Teacher Online Training' (green background), and 'WORK SITE BASED PROGRAM' (red background). The 'INSTRUCTIONAL SETTING' section lists six program types: Seekers, Discoverers, Challengers, Champions, Builders, and Navigators. The 'Teacher Online Training' section is currently selected. The 'WORK SITE BASED PROGRAM' section lists 'Adult Post Advisor Training'. The main content area on the right contains a paragraph describing the organization's mission and a list of program delivery methods. The list includes 'Instructional setting' (with sub-items for each program type and grade level) and 'Teacher Online Training'. On the right side of the main content area, there is a vertical column of five circular logos, each representing a different program type.

INSTRUCTIONAL SETTING

- Seekers
- Discoverers
- Challengers
- Champions
- Builders
- Navigators

Teacher Online Training

WORK SITE BASED PROGRAM

- Adult Post Advisor Training

Learning for Life offers seven programs designed to support schools and community-based organizations in their efforts to prepare youth to successfully handle the complexities of contemporary society and to enhance their self-confidence, motivation, and self-esteem. The seven programs focus on character development and career education. Learning for Life programs help youth develop social and life skills, assist in character and career development, and help youth formulate positive personal values. It prepares youth to make ethical decisions that will help them achieve their full potential.

Learning for Life programs are delivered in two methods:

- **Instructional setting** that utilize curriculum for grade Early Childhood-12 as well as a component for Special Needs.
 - Seekers (Early Childhood-Grade 2)
 - Discoverers (grades 3 and 4)
 - Challengers (grades 5-6)
 - Champions (special needs)
 - Builders (7th and 8th Grade)
 - Navigators (High school grades)
- **Teacher Online Training**- Short, on line training for school based programs.

MyParticipation

MyParticipation options:

- My Profile—update your account information and member ID.
 - Already have an account? Keep the same user name and password to log on to 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](#)

New to MyParticipation?

Create an account to*:

- take Youth Protection and other training
- submit outing permit applications
- renew your post members

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

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 logon screen



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](#)

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



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

My Profile

User Name: explorer1

Full Name: Test * Explorer Adult *

Public E-mail: postadult@lflmail.org *

Address: PO Box 152225 *
Line 2
Line 3 Line 4 Line 5

City/State: Irving * Texas

Country: America (United States Of) *

Postal Code: 75015-2225 *

Phone: 972-580-2433

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

Save Profile

Membership Info

LFL Office: --Select a Learning for Life Office-- Member ID: Add

Membership Id LFL Office Information

Update My Profile page



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](#)

E-LEARNING

E-LEARNING COURSE MANAGEMENT SYSTEM

Select one of the tabs below to view a list of all courses available in that category.

NOTE: Some Courses require you to have the latest version of Flash Player, a free browser plug-in available from Macromedia (Adobe). [Click here to download a free copy of the current version.](#)

General

Orientation Training

Basic Training

- Explorer Leader Training [Take Course](#)
- Youth Protection Training - Exploring Version [Take Course](#)

Supplemental Training

- Safe Swim Defense [Take Course](#)
- Safety Afloat [Take Course](#)
- Weather Hazards [Take Course](#)

Course Status ● - Not Started ● - In Progress ● - Completed

E-Learning for Exploring leaders

Current Selection: Post 0187 Explorer High Adventure

Submit Print Update my Permit Use Update after saving Vehicle or Training records.

Create | Search

Search Permits

Choose a Unit:

Post-0187

Permit Type:

Local

Permit Status:

In Progress

Search

Local Tour List for In Progress

Name
Explorer High Adventure

Start Enter Vehicle Enter Training Step 1 Step 2 Step 3 Step 4

Trip Policy Certifications: We agree to comply with the following trip policies. Please check each box to show agreement with the policy and read the statements on Our Pledge of Performance and Transportation Guidelines. You may also click the links to view and print the documents. Once the boxes are checked to show your agreement, click the Save button at the bottom of the page.

Agree	Policy
<input type="checkbox"/>	We have in our possession a copy of Safety First Learning for Life Guidelines and our outing leader has read it.
<input type="checkbox"/>	Units on backcountry trips must comply with the Wilderness Use Policy .
<input type="checkbox"/>	For any coed Group/Post, both male and female leadership must be provided.
<input type="checkbox"/>	At least one adult who has completed Learning for Life Youth Protection Training must be present. If this outing involves a nationally conducted event or activity, all adults must have completed this training.
<input type="checkbox"/>	We have a copy and all participants agree to uphold the Pledge of Performance .
<input type="checkbox"/>	We agree to follow the Transportation Guidelines while traveling and our drivers were given copies of the Guidelines.

Save

Start Enter Vehicle Enter Training Step 1 Step 2 Step 3 Step 4

Current Selection: Post 0187 Explorer High Adventure

Submit Print Update my Permit Use Update after saving Vehicle or Training records.

Posts can create and submit Outing applications to LFL office

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 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 will display if it is selected for renewal.

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.

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.

Adobe Acrobat Reader

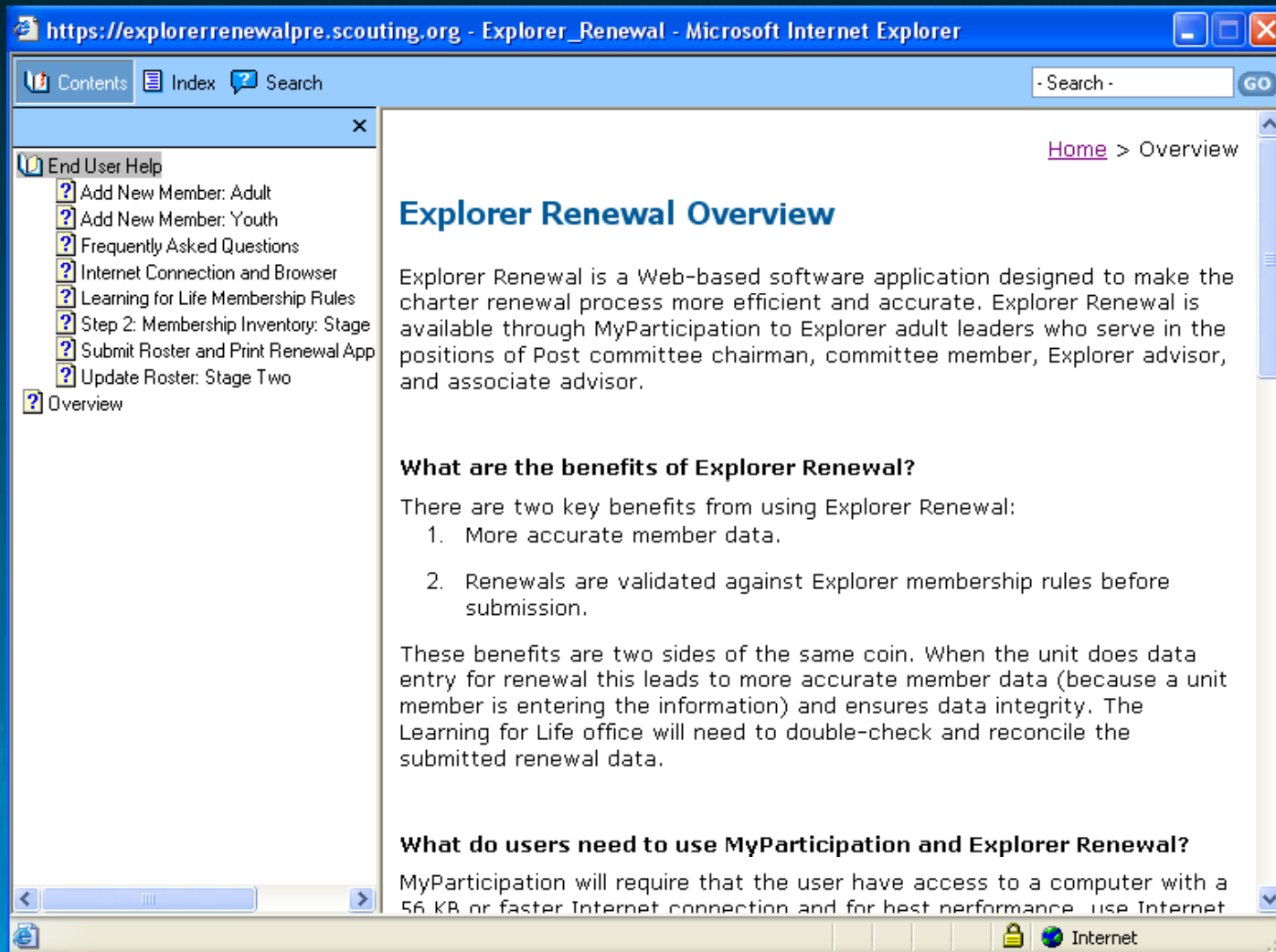
You will need Adobe Acrobat Reader to view the final print version of the charter renewal application. If you do not have it, you can download the Adobe Reader by clicking on the "Get Adobe Reader" image on this page.

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



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 online



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:

Stage 1 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.
Stage 2 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.
Stage 3 Check Roster	Explorer Renewal automatically checks the roster against the Learning for Life rules for participation. You make any corrections necessary.
Stage 4 Summary	You complete a final review of the membership roster and fees and make any final changes.
Stage 5 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 at Explorer Renewal Overview



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 number: 0187
Post expire date: 12/31/2009	District: LFL/Exploring
Participating organization: Philadelphia International Airport	
Country: <input type="text" value="US"/>	
Address 1: <input type="text" value="Phila. Int I Airport - Terminal E"/>	
Address 2: <input type="text" value="2nd Fl."/>	
City: <input type="text" value="Philadelphia"/>	ZIP code: <input type="text" value="19153"/> - <input type="text"/>
State: <input type="text" value="PA"/>	
U.S. telephone number: <input type="text" value="972"/> - <input type="text" value="580"/> - <input type="text" value="2433"/> - <input type="text"/> (ext)	Foreign telephone number: <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> (ext)
Unit term (months): 12	Unit new expire date: 12-31-2010

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
-----	------	----------------	-------------

After members are selected for renewal; new roster is confirmed

Review / Print Roster

Step 2 of 5 : Select Participants for Renewal

| Home | Logout | Help |

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"/>				
<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"/>				
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>				Advisor

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

[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

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"/>
Position 3 :	<input type="text" value=""/>	Position 4 :	<input type="text"/>
	<ul style="list-style-type: none">Executive OfficerPost Committee ChairmanPost Committee MemberExplorer Post AdvisorPost - Explorer Post Associa		
	<input type="button" value="Car"/>	<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>Choose Ethnic"/>
Sex :	<input type="text" value="Male"/>	Driver license state :	<input type="text"/>
		Mother's last name:	<input type="text"/>

Page 2 for the new adult is entered with required information

[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

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

[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 1 : Youth

First name :	<input type="text" value="New"/>	Middle name :	<input type="text" value="Test"/>
Last name :	<input type="text" value="Explorer"/>	Suffix :	<input type="text"/>
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 code :	<input type="text" value="75015"/> - <input type="text" value="2225"/>		

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 : Home telephone : - -

Date of birth : - - Youth grade :

(mm-dd-yyyy)

Ethnic background : Sex :

Youth e-mail :

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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?

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

If parent is not post leader, add information for parent of new youth

[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 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=" << 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
Update	Remove	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 Positions 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

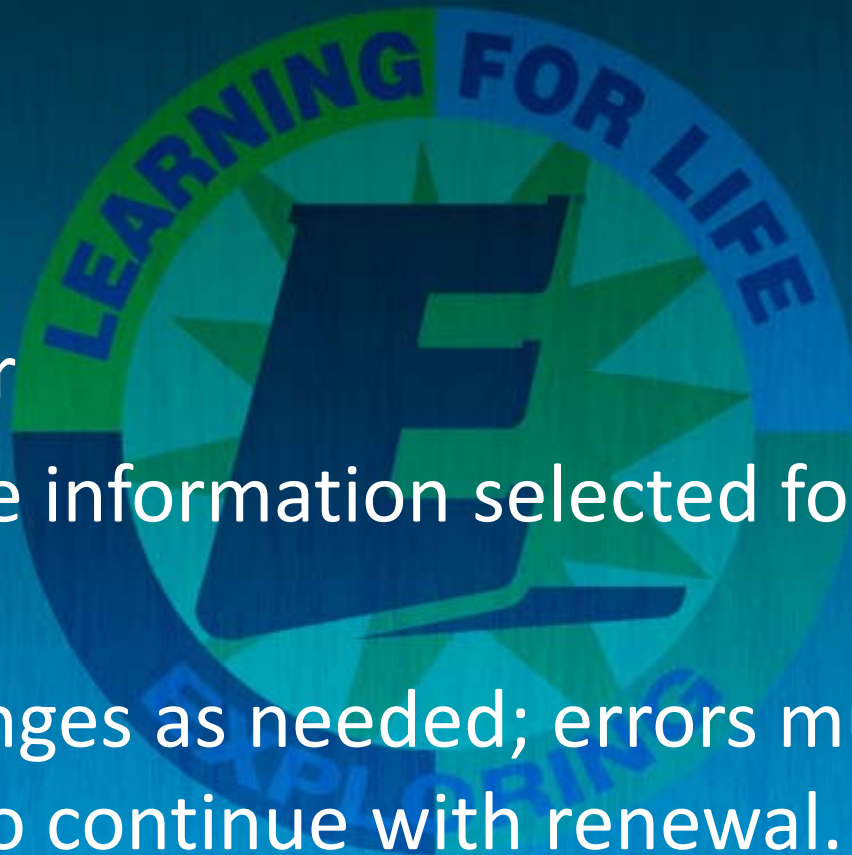
The RP cannot continue until any errors are resolved.

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)

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)

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

MULTIPLE REPORT

Multiple Adult Members

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

DROPPED REPORT

Dropped Youth members

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

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

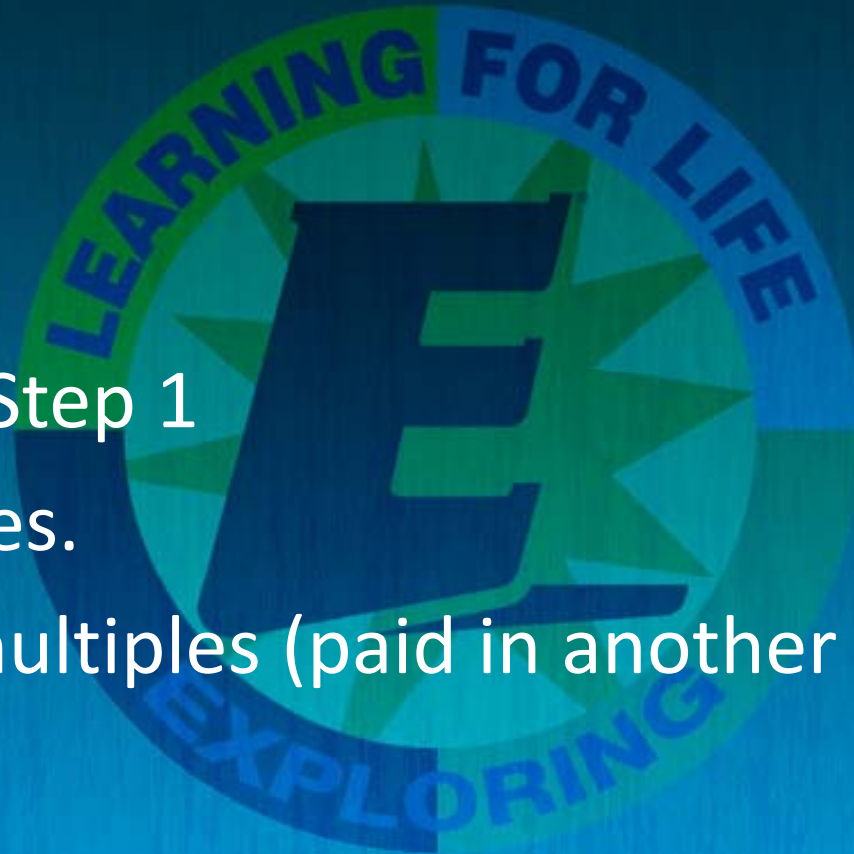
Renewal Report Package shows multiples, dropped members, and the no fee adult

Explorer Renewal

Stage 4

Summary – Step 1

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



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
Update	Edward Adult	10/07/1966	\$0.00	\$0.00	Adult
Update	Exploring Adult	07/01/1960	\$10.00	\$10.00	Adult

Update Fees, Step 1, 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
Update	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

Reset Save

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
Update	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://explorerrer Internet

Continue the entry 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
Update	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.

Stages:

1. Load Roster

2. Update Roster

3. Check Roster

4. Summary

5. Submit Roster

Review / Print Roster

Step 2 of 2: Membership Inventory

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

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.

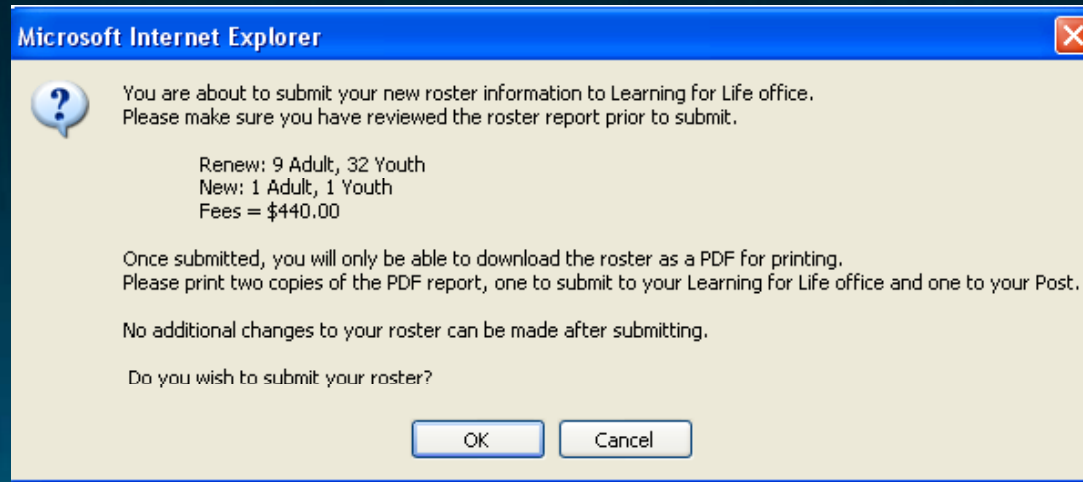
Warning: Once you submit to Learning for Life office, you cannot change the roster through Explorer Renewal. The only way to make changes will be to note these changes directly on the printed Explorer Renewal Application that you submit to the Learning for Life office as part of the Explorer Renewal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

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

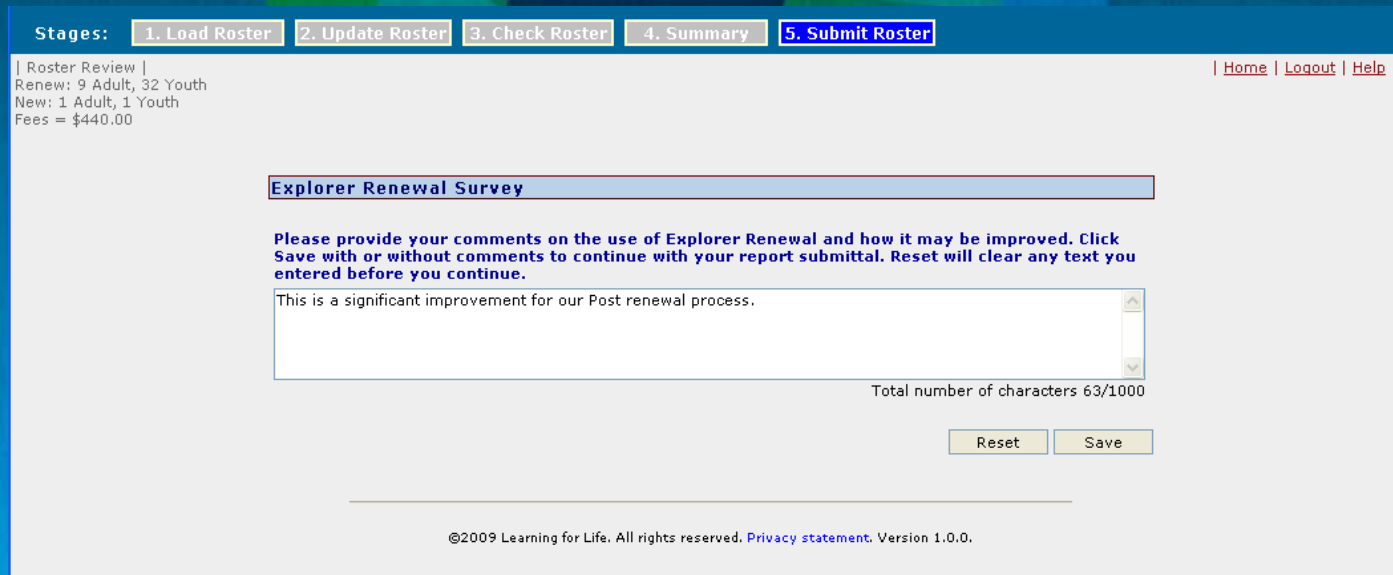
To submit your roster to the Learning for Life office, click here --> [Submit to Office](#)

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Submit Roster requires review of draft application before Submit



Clicking Submit to office requires final OK before submittal is sent



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](#)

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

[Submit Roster: Print Renewal Application](#)

[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.

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 LFL office with forms and fees.



INSTRUCTIONAL SETTING

- Seekers
- Discoverers
- Challengers
- Champions
- Builders
- Navigators

Teacher Online Training

WORK SITE BASED PROGRAM

- Adult Post Advisor Training

Learning for Life offers seven programs designed to support schools and community-based organizations in their efforts to prepare youth to successfully handle the complexities of contemporary society and to enhance their self-confidence, motivation, and self-esteem. The seven programs focus on character development and career education. Learning for Life programs help youth develop social and life skills, assist in character and career development, and help youth formulate positive personal values. It prepares youth to make ethical decisions that will help them achieve their full potential.

Learning for Life programs are delivered in two methods:

- **Instructional setting** that utilize curriculum for grade Early Childhood-12 as well as a component for Special Needs.
 - Seekers (Early Childhood-Grade 2)
 - Discoverers (grades 3 and 4)
 - Challengers (grades 5-6)
 - Champions (special needs)
 - Builders (7th and 8th Grade)
 - Navigators (High school grades)
- **Teacher Online Training**- Short, on line training for school based programs.



Go to MyParticipation at www.learningforlife.org