

INSTRUCTIONS
Exploring Post Renewal Registration
Registration DEADLINE: November 22, 2017

FORM 1: Post Renewal

STEP 1 **GENERAL INFORMATION** – Check the information at the top of page 1 where it lists your post and the Executive Officer. Cross out any incorrect information and writing corrections. **The Executive Officer's signature is required here.**

STEP 2 **ADULT PARTICIPANTS** – Lower part of page 1 and/or page 2 list your registered adult leaders. Cross off the leaders who are no longer active by drawing a line through their name.

- **DO NOT CROSS OFF A LEADER UNLESS YOU ARE CERTAIN THEY ARE NO LONGER ACTIVE.**

Correct current leader's information, i.e., name, address, phone number, email address and date of birth. **Date of birth and social security number is required for every new leader on their adult Exploring application. Exception** is a special waiver regarding background checks for employees of governmental agencies. Please read this form and use it if applies to your post and adult leaders.

Every adult must be Youth Protection Training within 2 years to be renewed/registered. Mark (Y=Yes, N= No) by each adult name. Explorer Youth Protection training is available on-line at www.ExploreNow.org or www.learningforlife.org. Include YP Training certificates with renewal registration.

Update any changes to adult leader positions. Your Post you must have a minimum of 4 leaders: (Explorer Advisor, Committee Chair, and Committee Members; 5th position is Associate Post Advisor.

STEP 3 **YOUTH PARTICIPANTS** – Remaining pages list youth members. Cross off the names of youth that are no longer active in your unit.

- **DO NOT CROSS OFF A YOUTH MEMBER UNLESS YOU ARE CERTAIN THEY ARE NO LONGER ACTIVE.** Update each member's grade in school and check correct spelling of name and address. **Date of birth is required for every youth!**

Complete an application for youth or adult members who are not listed on your renewal. **New youth applications must be signed by a parent/guardian if the youth is under 18 years old.**

STEP 4 **CALCULATE YOUR FEES:**

- Returning participants (# x \$24.00 ea.)
- New participants (# x \$24.00 ea. + any pro-rated amt. (**consult pro-rated fee inside application**))
- Add \$40.00 for the Sponsoring Organization fee.

Checks are **PAYABLE TO: Northern Star Council** and attach it to your completed renewal papers.

FORM 2: ANNUAL MEMORANDUM OF UNDERSTANDING

STEP 5 This form is an annual reminder of the agreement that the sponsoring organization and the Learning for Life/Exploring Division will uphold. **SIGNED BY EXECUTIVE OFFICER OR POST ADVISOR.**

FORM 3: JOURNEY TO EXCELLENCE

STEP 6 Please return this form even if your post has not met all of the requirements. We hope you will consider developing a plan to earn this award next year.

IMPORTANT! OBTAIN ALL SIGNATURES

STEP 7 **REQUIRED SIGNATURES:**

- **The Executive Officer** must sign page one of the post renewal and may also sign the Annual Memorandum of Understanding.
- **Explorer Advisor** sign page 1 of the post renewal papers, the New Youth/New Adult Application Forms and may also sign the Memorandum of Understanding.
- **Parent signature** on youth applications for Explorers under 18 years old.

SUBMIT PAYMENT AND RENEWAL

STEP 8 **DOUBLE CHECK REGISTRATION AND CONTACT CARLA FOR PICK UP TO BE SUBMITTED BY NOVEMBER 22!**

Northern Star Council, Exploring, 393 Marshall Avenue, Saint Paul, MN 55102

Please contact us if you have any questions! **Carla Beach**, cbeach@explorenow.org or 651-254-9165