

# ROWLETT EXPLORERS HANDBOOK



**EXPLORING**™  
DISCOVER YOUR FUTURE



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Explorer's name

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Join Date

---

Post One member number

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G317 basic CERT date

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BSA number

---

ICS training date

# Rowlett Explorer Post One

## Guiding Principals

**Purpose:** The purpose of the Rowlett Explorer Program (Post) is to provide young adults with an opportunity to experience the emergency services field and develop their interpersonal, leadership and organizational skills while providing a community service.

### **Program Goals:**

- 1) Gain practical experience in the career interest of the post
- 2) Engage in program activities centered on the five emphasis areas to encourage the development of the whole person
- 3) Experience positive leadership from adult and youth leaders and have the opportunity to take on leadership roles
- 4) Have a chance to learn and grow in a supportive, caring, and fun environment

**Explorer Motto:** Building a Better Tomorrow Today

**Post One Creed:** *Ut Alius May Ago (So Others May Live!)*

### **Emphasis Areas:**

- 1) Career Opportunities
- 2) Leadership Experience
- 3) Life Skills
- 4) Citizenship
- 5) Character Education

# Rowlett Explorer Post One

## Youth Membership Requirements

### **To be eligible for membership youth must:**

- Be between the ages of 14 and 21.
- Be physically able to perform the basic job functions associated with emergency response.
- Not have any pending criminal charges or any convictions above misdemeanor.
- Represent Explorer Post One, RCCC and City of Rowlett in a positive manner.

### **If the above criteria is met, the following must done:**

- Complete the Explorer application.
- Complete an interview given by the commander and two advisors within three weeks of joining the post.
- Pay an annual membership fee.
- Complete the G317 basic CERT class and orientation within six months of joining post.
- Be on probation for 90 days.
- If over 18 complete youth protection training at [my.scouting.org](http://my.scouting.org)
- Complete online Incident Command Training within six months of joining. ICS-100 will be accepted. [training.fema.gov](http://training.fema.gov)
- Have all uniforms within 90 days of joining.

### **To remain in good standing an Explorer will:**

- Have no disciplinary action in the past 60 days.
- Have 60% meeting attendance in the last 90 days.
- Not have any outstanding dues or equipment not turned in.

# Rowlett Explorer Post One

## Specialty Explorers

There will be individuals that have an interest in learning more about Fire Fighting or Emergency Medical Service (EMS). We will offer membership into those specialty groups based on the following criteria:

- Admission into those groups will be available to Explorer members that have completed probation, however not all members that apply will be accepted.
- Interested Explorers will be asked to complete an interview with the Advisor over that program.
- To be accepted into the program you must pass a written exam and a physical agility test.
- Each program will be limited to the number of Explorers that are accepted into the program.
- The minimum age for membership for the EMS program is 16.
- There will be an additional fee for each program that will cover additional uniform, equipment maintenance and program fees.
- As a member of Specialty Explorers you will be required to maintain a minimum hours of attendance each month which will include training, meetings and ride-outs.
- Members will be issued uniforms for that program and will receive training particular to their group.

# Rowlett Explorer Post One

## Leadership Positions

### Adult Leadership

#### Director/Advisor

- Is the primary adult leader and is essential to the success of the post.
- Serves as the point of contact between the Post, the RCCC Board, and Boy Scout of America's Exploring program.
- Ensures that all adults involved with the Post serve in the best interest of the Post and the RCCC.
- Is responsible for training, coaching and developing the adult leadership, helping them plan programs and activities, and obtaining resources.
- Attends all post meetings and activities. Should the Director/Advisor be unable to attend a meeting or activity, they will ensure that a qualified adult is present.
- Only the Advisor may revoke membership.

#### Program Manager/Specialty Advisor

- Will run their prospective program and be responsible for all Explorers assigned to their group.

#### Associate Advisors / Committee Members

- Assist Director/Advisor, support Post programs and activities, and provide additional adult leadership.
- May be asked to assist in planning an program or activity, to serve as an instructor for training, or to fill in for the Explorer Advisor when necessary.
- Will complete Youth Protection and Advisor Training as needed.
- Will attend regularly scheduled Advisor/Committee meetings.

# Rowlett Explorer Post One

## Leadership Positions

### Youth Leadership

#### **Post Commander (Executive)**

- Is the top youth leader in the post.
- Plans meetings and forwards information for distribution.
- Runs all post meetings, events, and activities.
- Assigns duties and responsibilities to other youth leaders and explorers.
- Helps recruit new members.
- This is an appointed position and will be re-evaluated as needed.

#### **Other youth leadership or officer positions will include:**

#### **Youth Representative to the RCCC Board (Council Representation)**

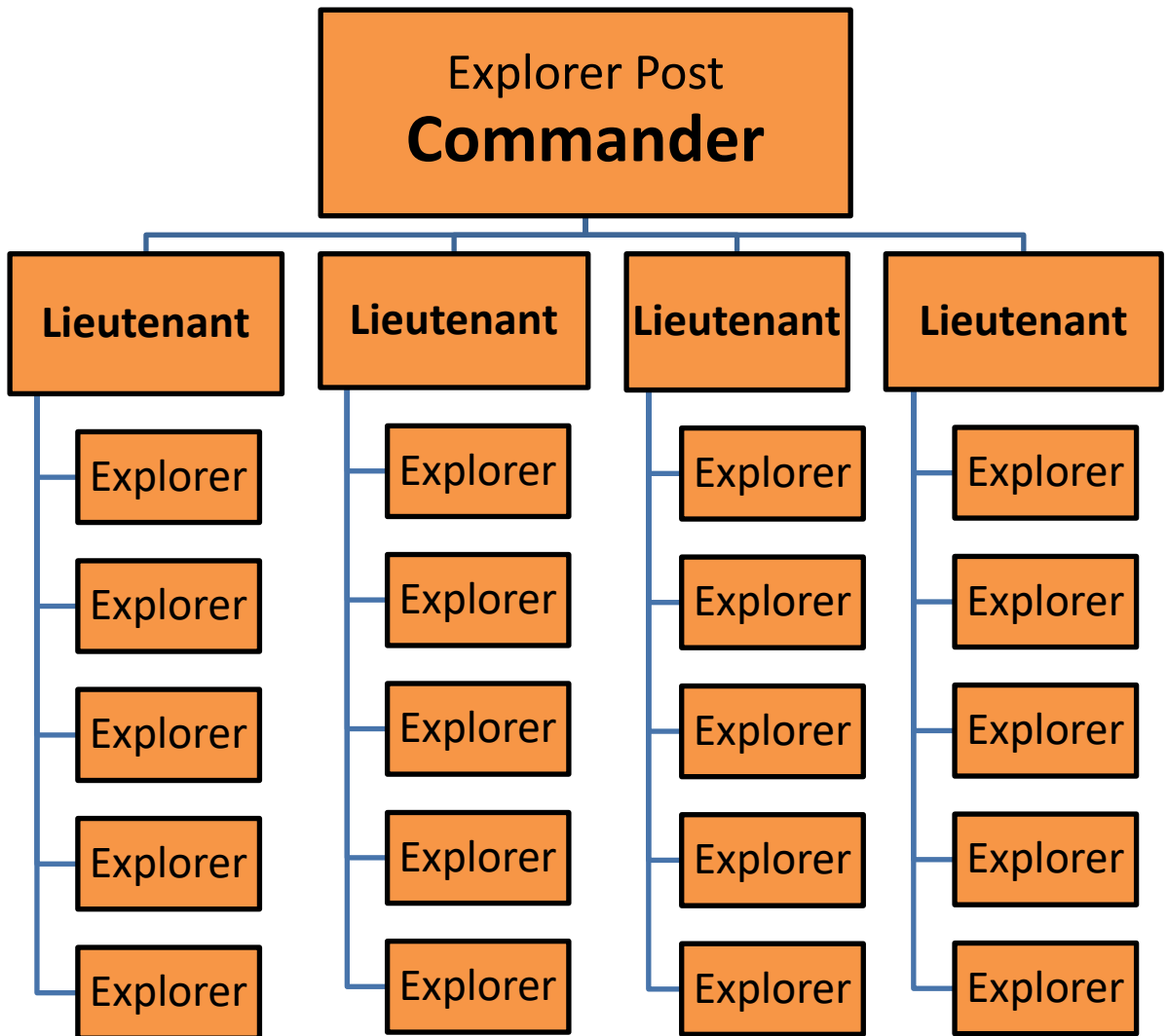
- Attends RCCC Board Meetings
- Represents youth interests and votes at RCCC board meetings.
- Informs Post Leadership of the proceedings of the Board Meetings
- This is an elected position from Explorer members.
- Serves a one year term.

#### **Lieutenant**

- Acts as Post Commander in the absence of the Post Commander.
- Maintains uniform compliance, order and discipline.
- Determines training needs of the post.
- Coordinates retention of members and ensures participation.

# Rowlett Explorer Post One

## Organizational Chart





# Rowlett Explorer Post One

## Uniform Standards

### Class "A" Uniform –

Long Sleeve Flame Orange Button Down Dress Shirt

Award Ribbons present on Uniform

Black Belt

Black Battle Dress Uniform (BDU) Pants

Black Duty Boots

### Class "B" Uniform –

Orange Explorer T-Shirt

Black Belt

Black BDU Pants

Black Duty Boots

### Casual Dress –

Explorer T-Shirt

Jeans or shorts

Closed toed shoes

### Deployment Outfit –

Class "A" uniform with pins and ribbons removed  
or

Class "B" uniform depending on conditions  
all PPE equipment as issued

- RCCC issued Explorer ID Badge and accountability cards are required at all times.
- BDU pants and boots can be obtained at [galls.com](http://galls.com), [LA Police Gear.com](http://LA Police Gear.com), the Army Navy Outdoors store at 1810 Northwest Hwy, Garland, TX as well as Amazon or other locations.(boots can also be found at Academy Sports)

# Rowlett Explorer Post One

## Uniform Examples



Class A Uniforms

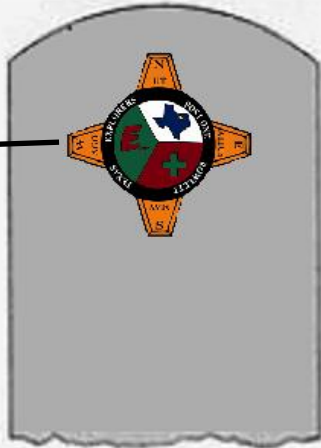


Class B Uniforms

# Rowlett Explorer Post One

## Patch Placement

Explorer  
Post 1



Left Arm



US Flag



CERT

Right Arm

Explorer  
Advisor



Left Chest  
(Advisor)

Ribbon Bars



Left Chest  
(Explorer)



RCCC  
Emblem

Right Chest

# Rowlett Explorer Post One

## Insignia Recognition Program



(Two Bars) Explorer Post Commander

Can be worn by an existing Explorer Post Commander. The pin may be worn on the right collar tab of a Class A uniform.



(One Bar) Explorer Post Lieutenant

Can be worn by an existing Explorer Post Deputy Commander. The pin may be worn on the right collar tab of a Class A uniform.

# Rowlett Explorer Post One

## Award Ribbons Program



(Light Blue) Swiftwater Ribbon

Date - \_\_\_\_\_ Signature - \_\_\_\_\_



(Black/White) Maps & Navigation Ribbon

Date - \_\_\_\_\_ Signature - \_\_\_\_\_



(Blue/Green) Canoeing Ribbon

Date - \_\_\_\_\_ Signature - \_\_\_\_\_



(Maroon/Gold) Climbing Rappelling Ribbon

Date - \_\_\_\_\_ Signature - \_\_\_\_\_



(Light Blue/White) Communications Ribbon

Date - \_\_\_\_\_ Signature - \_\_\_\_\_



(Blue/Yellow) Community Service Ribbon

Date - \_\_\_\_\_ Signature - \_\_\_\_\_



(Red/White/Blue) Eagle or Gold Award Ribbon

Date - \_\_\_\_\_ Signature - \_\_\_\_\_



(Blue) Explorer of the Year Award Ribbon

Date - \_\_\_\_\_ Signature - \_\_\_\_\_

# Rowlett Explorer Post One

## Award Ribbons Program



(Black/Gold) Extra-Curricular Ribbon

Date - \_\_\_\_\_ Signature - \_\_\_\_\_

.



(Red/ Blue) Fire Award Ribbon

Date - \_\_\_\_\_ Signature - \_\_\_\_\_



(Blue/White/Blue w Red Stripe) Firearm Training Award Ribbon

Date - \_\_\_\_\_ Signature - \_\_\_\_\_



(Red/White) First Aid/CPR Award Ribbon

Date - \_\_\_\_\_ Signature - \_\_\_\_\_



(Green) Community Emergency Response Team (C.E.R.T.)

Date - \_\_\_\_\_ Signature - \_\_\_\_\_



(Blue/Silver) Overnight Camping Award Ribbon

Date - \_\_\_\_\_ Signature - \_\_\_\_\_



(Maroon/Silver) Survival Course Award Ribbon

Date - \_\_\_\_\_ Signature - \_\_\_\_\_



(Green/Red) Wildland Fire Training Ribbon

Date - \_\_\_\_\_ Signature - \_\_\_\_\_



(Black) Post Commander Ribbon

Date - \_\_\_\_\_ Signature - \_\_\_\_\_



(Red) Lieutenant Ribbon

Date - \_\_\_\_\_ Signature - \_\_\_\_\_

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# Rowlett Explorer Post One

## Award Ribbons Program



(Red/Silver) Knots and Ropes Award Ribbon

Date - \_\_\_\_\_ Signature - \_\_\_\_\_



(Black / Orange) Search and Rescue Award Ribbon

Date - \_\_\_\_\_ Signature - \_\_\_\_\_



(Stars & Stripes) Veteran Award Ribbon

Date - \_\_\_\_\_ Signature - \_\_\_\_\_



(Orange) Leadership Award Ribbon

Date - \_\_\_\_\_ Signature - \_\_\_\_\_



(Purple) Wilderness First Aid or EMS Ribbon

Date - \_\_\_\_\_ Signature - \_\_\_\_\_



(Blue / Silver) N.I.M.S. Ribbon

Date - \_\_\_\_\_ Signature - \_\_\_\_\_

# Issued Gear:

CERT call out backpack:

Date - \_\_\_\_\_ Signature - \_\_\_\_\_

T-Shirt: Size - \_\_\_\_\_

Date - \_\_\_\_\_ Signature - \_\_\_\_\_

Class A Shirt: Size - \_\_\_\_\_

Date - \_\_\_\_\_ Signature - \_\_\_\_\_

Explorer Window Sticker:

Date - \_\_\_\_\_ Signature - \_\_\_\_\_

Explorer Patches:

Date - \_\_\_\_\_ Signature - \_\_\_\_\_

Other: \_\_\_\_\_

Date - \_\_\_\_\_ Signature - \_\_\_\_\_