

# EXPLORING™

CAREER ACHIEVEMENT  
AWARD PROGRAM

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# INTRODUCTION

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## 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
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# BUSINESS CAREER ACHIEVEMENT CHECKLIST

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NAME

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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. Learn how the stock market works and what makes stocks go up and down.
- 1b. Invest \$100,000 of fictitious money in five to 10 real stocks. Check prices on the stock page of a local newspaper once a week for 12 weeks. Determine economic events, such as interest rates dropping or increase in earnings, etc., that caused increases or decreases in your chosen stocks.
- 1c. After you have tracked your stock for at least 12 weeks, make a presentation to your post, another post, a class, or another community group on your experiment, highlighting what your gross dollar and percentage investment gain or loss was.
2. Pick a product that can be sold to people your age. Find out how much money it costs to purchase this product wholesale. Calculate the cost of creating an organization to sell the product. Include the cost of buying, transporting, storing, and advertising the product, and paying the sales force. Set a price for the product that will allow the organization to pay operating costs and make a profit. Is the product's price competitive with other organizations selling a similar product? How much of the product must be sold to make a profit?
3. Find out whether your post can legally be made into a corporation. Contact an attorney or your state's secretary of state for the necessary legal documents.
4. Contact the Equal Employment Opportunity Commission (EEOC) and get a copy of the rules related to hiring. Collect applications from local businesses and see whether any of the questions on the applications violate EEOC guidelines.
- 5a. Choose a product that you could sell to other people your age. Design an advertising campaign for the product. Use television, radio, print, and point-of-purchase advertising as part of your plan.
- 5b. Make a tabletop display of or presentation on your advertising campaign for your post.

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DATE COMPLETED

6a. Put together a sales presentation for an automobile. Decide who the target buying group will be. Decide how you will highlight the car's features and how you might overcome the objections of the potential customer. Do not forget to allow for servicing the car after the customer buys it.

6b. Make your sales presentation to another individual. Ask him or her to critique how you did.

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DATE COMPLETED

7. Tour the computer facility of a local business. See whether they have a mainframe or local area network (LAN) system. Determine whether the business uses commercial software or custom software designed for the business. Does it have document processing, spreadsheet, and database capability? Ask what information the business keeps in its database and have the manager demonstrate as much of the system as possible.

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DATE COMPLETED

8. Set up a computer information system for your post. Put your financial records on a spreadsheet. Create a database for your youth participant records, and store all correspondence, meeting minutes, etc., in a word-processing system.

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DATE COMPLETED

9a. Learn the requirements for importing automobiles and/or motorcycles for sales in the United States.

9b. Learn the requirements for selling in Mexico a product made in the United States.

9c. Share your findings with your post, another post, or a community group.

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DATE COMPLETED

10. With the help of an accountant, learn to review the annual reports of several companies. Identify and explain the two major financial statements—the income statement and balance sheet.

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DATE COMPLETED

11. Lead a game of Monopoly for your post, another post, home, class, or a community group. Then lead a discussion of the game and have each player discuss whether their technique produced a net income or loss and the amount of assets (land, houses, and cash) they accumulated.

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DATE COMPLETED

12a. Learn how to balance a checkbook or savings book.

12b. Open a savings or checking account.

12c. Over 90 days, keep your account balanced.

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DATE COMPLETED

13. Manage the funds for a post activity or other group activity. Collect and disburse funds, give and receive receipts, keep an accurate accounting balance sheet, and then report to the group on how you and they did.

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DATE COMPLETED

14a. Read and explain the annual report of a company.

14b. Write a business plan for a new company.

14c. Explain the use of the internet as a business component.

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DATE COMPLETED

- 5c. Demonstrate the use of a self-contained breathing apparatus. \_\_\_\_\_  
DATE COMPLETED
6. Learn and then teach someone else how to use and tie service knots: a bowline, a clove hitch, a figure eight on a bight, a becket or sheet bend, an overhand safety knot, and a half hitch. \_\_\_\_\_  
DATE COMPLETED
7. Complete the American Red Cross Emergency Response or Emergency (EMT-B) Medical Technicians Basic Course. \_\_\_\_\_  
DATE COMPLETED
- 8a. Learn how to protect your skin, eyes, and respiratory tract from the environment.
- 8b. Identify and explain three personal preparations that rescuers are required to make to avoid physical threats to rescue operations and to increase the chances of rescuer survival.
- 8c. Know the proper clothing, headgear, and footwear for search and rescue. \_\_\_\_\_  
DATE COMPLETED
- 9a. Learn the proper use of shelter and lighting for the most effective search-and-rescue environment.
- 9b. Know how the environment can influence a search and components of a rescue.
- 9c. Learn about and describe the initial actions for any rescue situation. \_\_\_\_\_  
DATE COMPLETED
10. Participate in a mock disaster. \_\_\_\_\_  
DATE COMPLETED
11. Attend a regional or national emergency services conference. \_\_\_\_\_  
DATE COMPLETED
12. Participate in an actual or practice search-and-rescue operation. \_\_\_\_\_  
DATE COMPLETED
13. Learn about and demonstrate the proper way to use and maintain fire hoses and ladders. \_\_\_\_\_  
DATE COMPLETED
14. Tenure—Awarded to those Explorers who complete one year of satisfactory service to the post. \_\_\_\_\_  
DATE COMPLETED