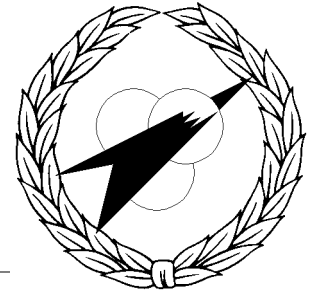# Institutional Representatives in Youth Mentor Programs

James D. Corder   **jimcor@corder.com**

How to start Youth Mentor Programs within your company utilizing Boy Scouts of America's Venturing and Exploring Program

1.0   The Program

The mission of the Boy Scouts of America is to serve others by helping to instill values in young people and, in other ways, to prepare them to make ethical decisions over their lifetime in achieving their full potential.

In fulfilling this mission, Exploring's purpose is to provide experiences to help young people mature at this stage in their lives and to prepare them to become responsible and caring adults. Explorers are ready to examine the meaning of interdependence in their relationships with other youth, Advisors, and the community.

Exploring is based on a unique and dynamic relationship between community organizations and the youth in that community. Local community organizations initiate specific Explorer Posts, and they do this by matching the people and program recourses within their own organizations to the interests of young people in the surrounding community. The result is a program of activities that help the youth pursue their special interest, grow, and develop.

1.1   The Youth Mentor Program has four specific goals, Youth Should

1. Gain practical experience in a career, special interest, leadership, or skill.
2. Engage in a program of activities centered on the six experience areas (Career/Leadership, Service, Social Interaction, Fitness, and the Outdoors) to encourage the development of the whole person.
3. Experience positive leaders and be given opportunities to take on leadership roles
4. Have a chance to learn and grow in a supportive, caring, and fun environment

2.0   Direct and Indirect Benefits of Participation

Networking with business and education. Training future employees. Keeping students in school. Promoting higher education. Improving the awareness and image of career opportunities while supporting the community.

3.0   Methods of the Youth Mentor Program

1. **Voluntary association between youth and adults.** Because Exploring is voluntary, youth are receptive to new ideas, experiences, and relationships. For the Explorer, these relationships provide care, a connection to new ways of thinking and acting, and a new identity as a responsible young adult.

2. **Ethical Decision Making.** By asking young people to be responsible for themselves, for a program of activities and experiences, and for other people, Exploring provides numerous opportunities for decision making and ethical choices. With the influence of capable adults and structured activities, youth learn to make effective and ethical decisions.

3. **Group Activity.** Exploring activities are interdependent group experiences in which success depends on the cooperation of all.

4. Recognition of achievement. This recognition might come through formal awards, but it also is achieved through the acknowledgment by peers and adults of the young person's competence and ability.

5. **Democratic process.** Exploring provides exposure to democratic ideals and skills that are needed throughout life.

6. **Curiosity, exploration, and adventure.** Exploring provides new experiences, opportunities for developing new skills, and meaningful participation in action-oriented activities.

4.0 Starting a new Unit

You have agreed to be the Unit Institutional Representative, what is the first step:

4.1 Ask for volunteers

It is understood that as the Institutional Representative of your company you do not have the time to do all the tasks. Therefore, it becomes to necessary to delegate responsibility. It is amazing how many adults are willing to assist the youth of our community.

The first step is to send out a note either via company E-Mail or by paper mail asking for volunteers. The following is a sample not to mail out:

Subject: Youth Mentor Programs

Company Name is forming three youth mentor programs [Career Youth Mentor Programs]:

- Secretarial
- Office Automation
- System Administration

These coeducational programs will be for students 14 (and in high school) and not yet 20 years of age. It will be open to all Central Ohio students (both high school and college) with first choice being given to *Company Name* staff members' children.

Unit meetings will be held every Wednesday 7:30 p.m. to 9:00 p.m. These Youth Mentor Programs will have access to the *Company Name* facilities. The actual youth mentor program is still in the planning stages and will be heavily influenced by its Advisor, Associate Advisor, and Consultants.

A training program for our Adult Volunteers is being developed in joint cooperation with *Company Name*, and *Successful Unit Number*.

We are currently looking for 3 staff members to volunteer to be the Advisors, one for each program, and 6 Associate Advisors, two for each program. Consultants are brought on-board to teach specialized classes as needed. Also, we need someone that would like to be the Committee Chairman for this program.

If you are interested in volunteering for this program or would like your student to be a member please e-mail X[1] X@*Company-Name*.com There will be a meeting for those interested in becoming an Adult Volunteers on December, X 1998 10:00 a.m. where you can ask questions.

I look forward to working with you over the coming years,

Big Wig

---

1. Most of the time this is Big Wig's secretary.

4.2 What to do with the volunteers' Names

Have someone collect the volunteers' names, phone numbers, etc. This is usually the Institutional Representatives secretary. The secretary only collects the names and information. S/he does not contact the volunteers and/or answers their questions. The secretary gives the volunteers' information to the Boy Scouts of America District Executive. The District Executive then asks the Institutional Representative to supply a meeting facility during business hours to meet with the volunteers'

4.3 First Volunteer Meeting

4.3.1 Institutional Representatives Roles

The Institutional Representative's secretary has already set up meeting facilities. The secretary sends out E-Mail or notes to the volunteers of the date and time.

The Institutional Representative opens the meeting and explains why their company is starting Youth Mentor Programs and how this will benefit the community and employees' children.

The Institutional Representative introduces the District Executive and any of the District Committee that has come to assist.

The Institutional Representative may stay for the rest of the meeting or leave at this time.

4.3.2 District Executive's Roles

The District Executive will explain how the Youth Mentor Program operates and help the Companies' volunteers fill the Committee Positions: Chairman, Advisor, Associate Advisor, Consultants, etc.

Each Youth Mentor Program must have a unique Advisor and Associate Advisor.

All Units can use the same committee.

The Institutional Representative is a part of this committee but is not required to attend all of the monthly committee meetings.

4.4 Second Volunteer Meeting

4.4.1 Institutional Representatives Roles

The Institutional Representative's secretary sets up meeting facilities. The secretary sends out E-Mail or notes to the volunteers of the date and time.

4.4.2 District Executive's Roles

The District Executive helps the new Committee and Advisors to define their program and bylaws. The youth will be given the change to change the bylaws. These are only for a starting point.

4.5 Volunteer Training Meeting

4.5.1 Institutional Representatives Roles
The Institutional Representative's secretary sets up meeting facilities. This is an 8 hour training session. This course will need TV and VHS VCR, white board and markers, and tablets and pins. The cost is $25.00 per person to cover books. This money is paid to Boy Scouts of America. The Institutional Representative should provide lunch. The secretary sends out E-Mail or notes to the volunteers of the date and time.

4.5.2 District Executive's Roles
The District Executive will purchase the Advisor Manuals for those attending, one per person. The District Executive will bring the training Videos

The District Executive will find someone to do the following training:

- Basic Adult Training
- Youth Protection Training
- The Successful Unit Training

5.0 First Nighter Planning Session

5.1 Institutional Representatives Roles
The Institutional Representative's secretary sets up meeting facilities. The secretary sends out E-Mail or notes to the volunteers of the date and time.

Provide funding for coping and mailing the First Nighter Invitational Letters.

Sign the First Nighter Innovational Letters

5.2 District Executive's Roles
The District Executive will teach the Advisors how to have a successful First Nighter.

The District Executive will teach the Advisors how to use the Career Interest Survey.

The District Executive will give the Advisors sample First Nighter Invitation Letters.

5.3 Advisors' Roles
Write the First Nighter Invitational Letters.

Plan the First Nighter.

Make sure you include a R.S.V.P. phone number for the youth to contact the Advisor and/or the Associate Advisor.

6.0 First Nighter/Open House

6.1 Institutional Representatives Roles

The Institutional Representative's secretary sets up meeting facilities. This is usually an auditorium large enough to sit the youth and their parents.

Gives the welcome speech and explains why the company has a Youth Mentor Program.

6.2 District Executive's Roles

Explains the relationship between Boy Scouts of America and the Company.

Passes out applications.

6.3 Advisors' Roles

Explains his/her program and how it will relate with the other Youth Mentor Programs at within the company.

6.4 Sample Agenda

- Gathering   Security
- Call to order   MC
- Opening   Committee Chairman
- Welcome   Institutional Representative
- Youth Program #1   Advisor #1
- Youth Program #2   Advisor #2
- Youth Program #3   Advisor #3
- Boy Scouts of America   District Executive
- Question's and Answers   Committee Chairman & District Executive
- What do I do next   Committee Chairman

Pick up applications

6.5 Money

You must decide if you are going to collect money at the First Nighter or at the Second Nighter. If you do it at the First Nighter in the Invitational Letter or the R.S.V.P. Letter make sure you inform the youth that they need to bring the necessary funds.

7.0 Second Nighter

7.1 Institutional Representatives Roles

The Institutional Representative's secretary sets up meeting facilities, for the rest of the year.

7.2 District Executive's Roles

Introduces the Service Team Representative to the Advisors.

7.3 Advisors' Roles

Runs the meetings.

Escorts the youth to the room they will be using for the rest of the year.

Explains the company policies and use of facilities

Sets the ground rules

WARNING:

Promise anything you want but deliver EVERYTHING you promise!

Pass out program calendar and bylaws.

Give tore of facilities.

8.0 Committee Meetings

Committee Meetings are held once a month. The Committee Members, Advisors, and Associate Advisors should be present. Only the Committee Members, Institutional Representative, and Advisors may vote. If there is a tie the Committee Chairman is the tie breaker.

The Institutional Representative only needs to attend about once a quarter. Or when needed.

9.0 Regular Unit Meetings

Meetings should be held once a week on the same evening at the same time.

10.0 Officer Elections

As soon as possible, within the first two months each Unit should have democratic elections for the youth officers.

11.0 Officer Training

11.1 Advisors' Roles

The Advisor shall set up meeting facilities and contact the Youth Officers, Committee, and Service Team Representative. They will need a TV & VHS VCR.

11.2 Service Team Representative's Roles

Conduct the Youth Training.

12.0 Officer Meetings

Officer Meetings are held once a month prior to or after the Unit Meeting. Only the Youth Officers may vote. If there is a tie the Unit President has the tie breaking vote. The Advisor is there to "Advise"

The Advisor always has the right to overrule.

13.0 Leadership Development Through Exploring

Leadership is one of the primary qualities developed through Exploring. The word *leadership* has been used to mean many different things. The way we use it in Exploring is Simple.

13.1 What is Leadership?

Remember the mission statement of the BSA? "It is the mission of the Boy Scouts of America to server others..." In Exploring this service is focused on the development of leadership in post members. The goal of all Exploring activity is the development of leadership skills in each post member. As an Advisor, post committee member, or officer, your role is the leadership development of the Explorers.

Every Explorer Post must decide what its goals are and how it is going to carry them out, and then actually do it. This requires leadership of two kinds. One set of leadership skills is focused on getting these things done. Explorers learn how to make decisions, how to plan activities, and what is involved in actually being responsible for carrying out decisions.

Another set of leadership skills focuses on relationships between and among Explorers and officers. A good leader learns the values of working cooperatively with other people, making activities fun, communicating, listening, and all the things that make relationships work.

13.2 How do you become this kind of leader?

The first thing to remember is that all of your actions should be guided by principles - your ethical and moral values, the Explorer Code, and all the values Exploring stands for. Many problems that leaders have can be avoid by sticking to your principles.

Second, remember that as a leader your role is to help develop leadership skills and abilities in Explorers in your post. The two best ways to learn leadership are to see others exercising leadership, and to be put in a position where one must be a leader. In Exploring, both are possible. Every Explorer sees other Explorers, officers, and Advisors exercising leadership. If done right, they will learn by exposure to good leadership role models.

The other way, learning by doing, is easy to imagine for Advisors and officers. By being placed in positions where they are responsible for activities and other people, they learn to be leaders.

But what about everybody else? Here we come back to our understanding of the purpose of Exploring and the meaning of leadership. Exploring is about the development of post members, specifically the development of leadership. To develop leadership in all Explorers you must provide them with opportunities to be leaders - to plan and carry out activities and to make relationships work.

Explorers can chair activity committees. They care responsible of supporting the post program by working on the development of relationships with other post members nad gaining their participation. While doing so, they are developing leadership skills. The role of the officer is to help find a place for each person in the post to be a part of making Exploring happen.

Leadership is not something invested in one person or a small group of post members. Andy activity requires a variety of leadership actions. All the different leade4ship functions can be shared among several post members at the same time.

13.3 Learning through experiences

Explorers learn by doing, by active participation. The best way to learn is by trying something, not by watching someone else or being told about it. Explorers learn how to work on computers, how to sing, how to make paper, or how to sail a boat - not by reading or hearing about it, but by doing it. Being involved means they will be more interested, more challenged and motivated, and more likely to remember the experience.

An Explorer also learns how to be a leader - not by watching someone else, but by doing it. Explorers learn to make ethical decisions, to plan and event, to communicate, or to encourage others by being in a position where those skills and actions are necessary.

14.0 Unit Purpose

- Each unit should have a defined purpose.
- The following is 369's stated Purpose.

To help guide Exploring Youth toward career goals in fields of Computer Information Sciences specializing in the UNIX^(tm) System Administration and networking technologies.

15.0 Unit Mission

- Each unit should have a defined Mission Statement.
- The following is 369's stated Mission Statement.

To serve others by helping to instill values of good character, participation citizenship and personal fitness in young people, and in other ways prepare them to make ethical choices in their lifetimes for achieving their full potential.

16.0 Unit Objectives

- Each unit should have a defined Set of Objectives.
- The following is 369's stated Set of Objectives.

We are dedicated to providing each member of the unit practical experience in the field of Computer Information Sciences through education in UNIX System Administration and UNIX Networking.

We seek to implement a program of activities that develops the whole person, and that entails providing activities and experiences beyond our regular meetings.

We seek to provide an opportunity for each of our members to expand and enhance their leadership qualities, and experience what it means to develop themselves and see growth in others.

17.0 Unit Goals

- Each unit should have a defined Set of Objectives.
- The following is 369's stated Set of Objectives.
1. Extra Unit Activities

The post will try to have at least one meeting or activity beyond the regular Tuesday scheduled meeting every month.

2. Super Activity
3. The post will have at least one Super Activity a year.

18.0 Unit Positions:

18.1 Adult Positions

18.1.1 Institutional Representative

Is appointed by the Church Committee. Is the liaison between the Unit and the Church.

18.1.2 Committee Chairman

Voted on by the Unit Committee and approved by both the Institutional Representative and the Church Committee.

18.1.3 Committee Members

Appointed by the Advisor and approved by the Unit Committee.

18.1.4 Advisor

Is appointed by the Unit Committee Chairman and approved by the Unit Committee.

18.1.5 Associate Advisors

Is appointed by the Advisor and approved by the Unit Committee.

18.1.6 Consultants

Is appointed by the Advisor. The Consultant comes for a limited number of meetings to teach a specific class, and/or subject.

18.2 Youth Positions

18.2.1 President

Voted into office by quorum majority vote of the registered youth member of Unit, and approved by the Advisor. Can be appointed by the Advisor.

Serve as youth leader of the Unit.

Implements the Unit program through officers and members.

Works closely with Advisors and other adult leaders in a spirit of partnership.

Represents the Unit at meetings of the Officers' Association and program planning conferences and is available to report to the chartered organization and Unit Committee.

Assists the Unit Advisor in conducting the Unit Offers' Seminar.

Appoints youth chairpersons of special projects and appoints special Unit Officers.

Presents the annual report to the chartered organization and/or Unit Committee at the conclusion of his/her term of office.

Assesses on an ongoing basis whether the reproducibilities of the officers are being considered and carried out effectively.

Approaches Venturing and encourages others to approach Venturing in a spirit of fun and enjoyment.

18.2.2 Administrative Vice-President

Is voted into office by quorum majority vote of the registered youth member of the Unit, and approved by the Advisor. Can be appointed by the Advisor.

Serves as administrative officer of the Unit.

Assumes the responsibilities of the Unit President in his or her absence.

Leads the recruiting and admission of new members during the year.

Organizes and recognizes the achievements of Unit members.

Conducts opening and closing ceremonies for special occasions as scheduled.

Attends all Unit Activities.

Attends the Officer Association Meetings.

Approaches Venturing activities in a spirit of Fun and seeks to reflect this spirit in the recruiting of new members and through recognizing the achievements of Unit members.

Is a team leader of one of the Unit Patrols.

18.2.3 Program Vice-President

Is voted into office by quorum majority vote of the registered youth member of the Unit, and approved by the Advisor. Can be appointed by the Advisor.

Serves as the program officer of the Unit and, in that position, arranges the program planning process for the Unit.

Collects and maintains a Unit activity file consisting of the Program Capability Inventory, a listing of Post member interests and suggestions for activities, program resources, and an annual activity schedule.

Determines the interest of the Unit members on an ongoing basis (Unit Interest Surveys.)

Provides support for the President and committee for each activity.

Approaches and encourages others to approach Venturing activities in a spirit of fun and enjoyment.

Is a team leader of one of the Unit Patrols.

18.2.4 Secretary/Treasurer

Is voted into office by quorum majority vote of the registered youth member of the Unit, and approved by the Committee. Can be appointed by the Advisor.

18.2.5 Secretary

Serves as the communications officer and, in that position, manages all the communicans and publicity for the Unit.

Maintains Unit membership records and attendance records.

Handles Unit correspondence and minutes.

Coordinates Unit publicity through local media, Post newsletters, and the Unit's telephone network.

Approaches Venturing in a spirit of fun and seeks to reflect this spirit in the publicity and communications of the Unit.

18.2.6 Treasurer

Serves as the financial officer and, in that position, maintains financial records and monitors the Unit budget if necessary.

Collects and disburses Unit funds

Communicates with the Officers and members on a regular basis to keep them informed about their finances

Approaches Venturing in a spirit of fun and spreads this spirit in the carrying out of his/her responsibilities.

18.2.7 Historian

Is voted into office by quorum majority vote of the registered youth member of the Unit, and approved by the Advisor. Can be appointed by the Advisor.

The Historian serves as the historical officer, maintaining any important archival information, pictures, news articles, awards, or special objects.

The Historians shall keep a record of extra-curricular Unit activities, and where possible, collect pictorial information on them.

The Historian also shall maintain in the Unit archives any pertinent news clips or media exserts in relation to the Unit.

At the same time, the Historian shall also coordinate any exhibits or displays the Unit chooses to create for its archives

The Historian shall attend all Unit Activities.

18.2.8 Chaplain

Is voted into office by quorum majority vote of the registered youth member of the Unit, and subject to being approved by the Advisor. Can be appointed by the Advisor.

18.2.9 Quartermaster

Is voted into office by quorum majority vote of the registered youth member of the Unit, and approved by the Advisor. Can be appointed by the Advisor.

18.2.10 Project Lead

Is appointed by the Unit President and approved by the Advisor.

19.0 Six Experience Areas:

Unit members benefit most from a well-rounded program based on the six experience areas. These six experience areas and the specific outcomes desired for Unit Members are:

19.1 Career/Leadership

Develop a better understanding of America's social, economic, and government systems. Gaining some insight and practical experience in careers

Each unit should define how they are going to achieve each of the six points in the Experience Areas:.

- The following is how 369 fulfills these requirements.
1. Inquire into various aspects of data processing: design, engineering, production, UNIX System Administration, production, implementation, sales, service.
2. Learn UNIX Systems Administration [SA], how the SA supports the applications programmer and the systems programmer; and how they support each other in understanding what is needed, knowing the capabilities of the UNIX computers, and getting expected results.
3. Track the advancement route of the data processing field: computer programmer, to systems analyst, to field or lead systems analyst, to system administrator to lead system administrator, to senior system administrator. Know the training, experience, and special education needed to advance.

19.2 Social

Instilling stable personal values firmly based on religious concepts. Developing skill in dealing with all people and encouraging a sense of family and community responsibility.

- The following is how 369 fulfills these requirements.
1. Investigate the rolls of computers in analysis of and finding solutions for social problems:

   Education - helping to teach children

   Science - medical research, monitoring hospital patients, space explorations.

   Urbanization - traffic control, pollution control, community planning
2. Plan joint meetings with posts whose specialty involves the use of computers, such as accounting, automotive, electronics, engineering, teaching, manufacturing, telephone communications, and medical.

19.3 Citizenship

Encouraging a sense of pride to our American Heritage. Preparing to give leadership and fulfill our responsibility to American Society and to the people of the world.

19.4 Outdoor

Developing a degree of self reliance based on courage, initiative, and resourcefulness. Understanding and appreciating the wise use of resources and the protection of our environment.

19.5 Service

Encouraging the skill and desire to help others. Gaining a keen respect for the basic rights of others.

- The following is how 369 fulfills these requirements.
1. Volunteer to help with the data processing needs of charitable agencies, including Boy Scouts of America.

19.6 Fitness

Improving mental and emotional fitness. Enhancing physical fitness and an appreciation for sports.

- The following is how 369 fulfills these requirements.
1. Investigate the potential for the possible misuse of computerized data such as invasion of privacy through sharing of personal data nd satellite spying.
2. Take an aptitude test given by employers of programmers.

19.6.1 Learn about the special needs of the working environment in which computers are installed and which are of benefit to workers. Examples include a dust-free environment, constant temperature, special design, lighting, wall colors, and the prevention of carpel tunnel syndrome.

20.0 Operations

20.1 Unit Meeting

You must define your meeting time and location.

- The following is 369's meeting information.

Venture Crew 369 will meet weekly on Tuesday evenings 7:30pm to 9:00pm excluding observed holidays, and at the discretion of the Advisor or the Crew Committee, at the Reformation Lutheran Church.

20.2 Membership

Membership shall be open to all young adults who are in Senior High School and at least 14 years of age and not yet 20. No prospective member shall be disqualified because of race, color, creed, or sex. All members must be registered as Venturers and agree to the Unit Bylaws.

20.3 Officers

The elected officers shall be president, two vice president, secretary/treasurer, historian, chaplain, and quartermaster. The president, with the approval of the Advisor shall appoint activity chairmen and make other assignments as needed.

The normal term of the office shall be for one year starting on February 1. Election nominations shall be held the first Tuesday of March. Election speeches shall be held the second Tuesday in March. Elections shall be the third Tuesday in January. Anyone can nominate anyone, including themselves, for any elected youth position.

No nominations will be excepted after the beginning of the second Tuesday in March.

The elections shall be by secret ballots

The candidate must win by at least a 51% margin of a quorum.

20.4 Unit Business

Unit business will be conducted under the principles outlined in "Robert's Rules of Order." Voting on all issues will be by simple majority, with the expectation of changes or amendments to the bylaws.

20.5 Bylaw Changes

Changes to the Bylaws will require a two-thirds vote of the total membership and said changes must be approved by the Advisor. A quorum shall consist of one more than the majority of members for votes on routine business.

20.6 Changes by the Adult Committee

The Bylaws may also be changed by a simple majority vote by the Unit Committee.

20.7 Offer's Meetings

Officer's Meetings will be held at least once a month, prior to and at a different time and place than the regularly scheduled Unit Meetings.

20.8 Behavior (Adult & Youth)

The Unit members will act in accordance with The Unit Code and guide lines set by the Unit Committee.

All Unit members will follow the Unit Bylaws.

There shall be no physical display of affection at any Unit activity.

There shall be no alcohol at any Unit activity.

There shall be no tobacco, including smokeless, at any Unit activity.

There shall be no illegal drugs[1], including marijuana, at any Unit activity.

The possession of Alcohol, tobacco (of any kind) or illegal drugs is grounds for expulsion from the program.

20.9 2 or 4 Deep Leadership

No adult is to be alone with a youth member of the Unit. Youth over the age of 18 shall not be alone with youth under the age of 18. It is best to always have 3 or more people in the room with the doors open.

In any activity where either the participants are expected to change clothes, such as swimming, or spend the night there shall be at least two adults (21 or over) for each gender. If only one gender is in attendance then only two adults, of that gender, are needed. If both genders are present then two adults of each gender are required. At least one adult must be a registered member of Unit. Mothers and Fathers will do as chaperones.

---

1. Members taking either over the counter or prescription medication must inform the Advisor so s/he is aware of its presence at Unit Activities. The Advisor has the right to request a doctor's note before allowing the youth to bring the medication with them.