

# ROWLETT EXPLORERS HANDBOOK



# 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

### **New Members must:**

- Be between the ages of 14 and 21.
  - Complete an essay of intent.
  - Complete an interview given by the commander and two advisors within three weeks of joining the post.
  - Pay an annual membership fee to Circle 10 BSA.
  - Complete the G317 basic CERT class and orientation at the first available opportunity.
  - Be on probation until a G317 is complete and a minimum of 90 days has passed.
  - Regularly attend meetings and events as required. Exceptions will include work, school and family concerns. Absences should be reported to the commander in advance of the meeting or event.
  - Have all uniforms within 90 days of membership.
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- Only the Advisor may revoke membership.
  - Members on probation are not eligible to vote.
  - All youth leadership positions are elected positions, however Advisor leadership has the right to veto any nominations.

# Rowlett Explorer Post One

## Specialty Explorers

There will be individuals that have an interest in learning more about Fire/Rescue, Emergency Medical Service (EMS) or Fire Investigation. 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 mock interview, 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 Fire/Rescue program is 16.
- The minimum age for membership for the EMS program is 18.
- There will be an additional program fee for each specialty group that will cover additional uniform, equipment 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 their specialty 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 Learning for Life.
- \*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.

#### **Program Manager/Specialty Advisor**

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

#### **Treasurer/Associate Advisor**

- \*Keep up-to-date financial records. Enter all income and expenditures appropriately. From time to time, give leadership updates on financial records.
- \*Will act as liaison with RCCC Treasurer for coordinated accounting.

#### **Associate Advisors**

- \*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.

# Rowlett Explorer Post One

## 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.

### **Deputy Commander (Operations)**

- \*Acts as Post Commander in the absence of the Post Commander.
- \*Maintains uniform compliance, order and discipline.
- \*Moves up to the Post Commander position after his term.
- \*Serves as a Team Leader.
- \*In charge of Fundraising

### **Quartermaster (Logistics)**

- \*Collects Finances for campouts and events.
- \*Keeps trailer(s) and equipment storage areas neat and clean.
- \*Maintains, issues equipment and tracks usage.
- \*Serves as the Second Team Leader.

### **Trainer (Training)**

- \*Responsible for physical conditioning.
- \*Plans drills, training events and team building.
- \*Determines training needs of the post.
- \*Maintains and drill honor guard.

### **Scribe/Historian (Administration)**

- \*Records activities and attendance of post meetings, events and activities.
- \*Responsible for all website, social media, public relations, post records and maintenance of training records.
- \*Maintains calendar.

# 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

### Presentation Uniform –

Orange or Black Explorer Polo Shirt

Dark Slacks

Dress Shoes

### Casual Dress –

Explorer T-Shirt

Jeans or shorts

Closed toed shoes

### Deployment Outfit –

Class "A" uniform with pins and ribbons removed

PPE as issued

\*RCCC issued Explorer ID Badge and accountability cards are required at all times.

# Rowlett Explorer Post One

## Uniform Examples



Class A Uniforms



Class B Uniforms



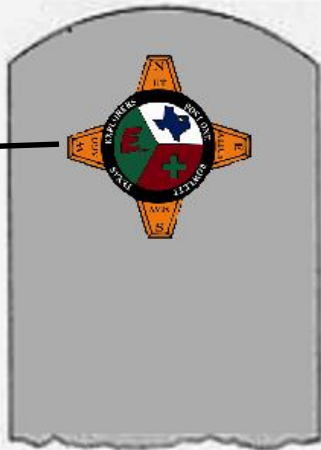
Presentation Uniform



# 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

## Award Ribbons Program



(Light Blue) Air Operations Ribbon

Has attended Disaster Air Operations training and can set up emergency air transport.



(Black/White) Animal Handling Ribbon

This award is presented to members who have received Animals in Disaster training and can assist in emergency animal operations.



(Yellow/White) Attendance Ribbon

Recognizes good attendance at scheduled meetings and events.



(Purple/Gold) Bicycle Mounted Patrol Ribbon

The award is presented to the member who has a good understanding of bicycle handling and maintenance and can perform mounted patrols.



(Blue/Green) Canoe/Kayak Ribbon

Certifies that the member has received training in personal watercraft including water safety and rescue techniques.



(Maroon/Gold) Climbing Rappelling Ribbon

Awarded to the Explorer who has demonstrated proficiency in knot tying and has attended a climbing/rappelling event.



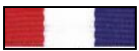
(Light Blue/White) Communications Ribbon

Recognizes the member who has completed a Basic Radio Communication class and demonstrates effective communication.



(Blue/Yellow) Community Service Ribbon

Acknowledges 25 hours of community service, including supporting the City of Rowlett during community events.



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

May be worn by an Explorer who has achieved the Boy Scouts of America or Girl Scouts highest award and honor (the BSA Eagle or GSUSA Gold).



(Blue) Explorer of the Year Award Ribbon

This member is selected annually on the basis of dependability, attitude, attendance, and contributions to the post, department, and community.

# Rowlett Explorer Post One

## Award Ribbons Program



(Black/Gold) Extra-Curricular Ribbon

The award is presented to a member who has participated in approved activities outside of school .



(Red/ Blue) Fire or Police Academy Award Ribbon

Awarded to the member who successfully completes either the City of Rowlett's Police or Fire Academy.



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

Awarded to the member who has completed firearm a firearm safety course, demonstrates firearm safety and has attending at least one shooting event.



(Red/White) First Aid/CPR Award Ribbon

Certifies that the member has received training in either American Heart Association or the American Red Cross CPR, AED and First Aid.



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

Awarded to the member who completes the required training for participation in the local C.E.R.T. Program.



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

Recognized the member who has completed the FEMA NIMS (National Incident Management System) IC-100 and 700 course online.



(Maroon/Silver) Maps, Navigation, Orienteering Award Ribbon

Awarded to the member who has taken a basic Maps and Navigation course and shows proficiency using a map and compass.



(Green/Red) Wildland Fire Training Ribbon

Awarded to the member who has taken wildland fire training.



(Black) Post Commander Ribbon

Awarded to the member who has completed a term as Explorer Post Commander.



(Red) Post Deputy Commander Ribbon

Awarded to the member who has completed a term as Explorer Post Deputy Commander.

# Rowlett Explorer Post One

## Award Ribbons Program



(Red/Silver) Post Historian Ribbon

Awarded to the member who has completed a term as Explorer Post Deputy Commander.



(Red/Black) Post Quartermaster Ribbon

Awarded to the member who has completed a term as Explorer Post Quartermaster.



(Red/Gold) Post Trainer/Scribe Ribbon

Awarded to the member who has completed a term as Explorer Post Scribe or Trainer.



(Green/Gold) Safety Award Ribbon

Awarded to the member who has a good understanding of safety practices including the use of PPE and shows proficiency in it's use.



(Black / Orange) SARTECH II Award Ribbon

Awarded to the member who has attended a search and rescue class and has been awarded the SARTECH II classification by NASAR or equivalent.



(Stars & Stripes) Veteran Award Ribbon

Awarded to the member who has been a member of the Post for at least three years.



(Silver) Skywarn Award Ribbon

Awarded to the member who has successfully completed an advanced Storm Spotter training session.



(Orange) Wilderness First Aid Ribbon

Awarded to the member who has completed the NOLS Wilderness First Aid course.



(White) Honor/Color Guard Ribbon

Awarded to the member who has served as a member of Rowlett Explorer Post Color Guard and presented flags at a ceremony or event.



(Purple) EMS Ribbon

Awarded to the member who has completed EMS training or is a member of the Rowlett EMS Post.

# 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 Deputy Commander

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.



(Two Diamonds) Explorer Post Trainer

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



(One Diamond) Explorer Quartermaster

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



(One Diamond) Explorer Scribe

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



(Combat Medical Badge)

This honor was awarded to those Medics who served under direct fire with the infantry while in combat. During the Vietnam War, the requirements were so stringent that officials were required to document the place (in six digit co-ordinates), the time, the type of engagement, and also the intensity of fire to which the medics were exposed.

Explorer Post One wears this award as a tribute to those who put their lives on the line to serve others. The pin may be worn on the left collar tab of a Class A uniform.