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**EXPLORER POST 4­004**

**Standard Operating Procedures**

# Objectives

By participating in Post 4004, members will:

* + 1. Explore and learn about careers within the renewable energy construction industry.
		2. Gain skills through hands on activities during each session
		3. Understand how all the different areas of the company support each other in the business

# Youth Participation

* + 1. Participation is open to all youth ages 14-20 who live in the surrounding area. Color, race, religion, gender, sexual orientation, ethnic background, **disability,** or economic status is not criteria for participation
		2. All participants must be enrolled as Explorers and agree to the Standard Operating Procedures.
		3. All applications are due December 8.
		4. 15 youth will be selected for the program**.**
		5. Selected individuals will be notified via email and phone call prior to the start of the program.

# Adult Participation

# All Advisors must be 21 years of age and are required to complete Youth Protection Training prior to volunteer service with youth. Advisors are selected by the participating organization for involvement in the program. Color, race, religion, gender, sexual orientation, ethnic background, disability, economic status or citizenship are not criteria for participation.

# General meetings

General meetings will take place at the Blattner Corporate office (392 Co Rd 50, Avon)

All changes or rescheduled activities due to inclement weather will be communicated to Explorers by the Post Advisors.

# Professional Responsibilities

* + 1. Dress/Attire: Explorers will be provided a company shirt but are not required to wear it to every meeting. Explorers may come dressed as they are for their normal school day. If there is an activity that requires specific attire (Blattner shirt, closed toed shoes, etc) that will be communicated to the members prior to the meeting.
		2. Name Bages: Explorers will be provided a name badge at the first meeting and are expected to wear if for each session.
		3. Punctuality: Explorers should arrive promptly at the visitor entrance near the flagpole. Advisors will meet all Explorers in the lobby. All Explorers should be picked up promptly. Failure to meet arrival/pick-up procedures may result in dismissal from the program.
		4. Attendance: All absences must be communicated to Advisors prior to the scheduled meeting. Multiple absences may result in dismissal from the program.
		5. Behavior: All participants will conduct themselves in a manner that would be considered “reasonably professional” as a representative of Blattner Company and the Exploring program. Failure to meet behavioral requirements may result in dismissal from the program.