

Financial Careers Exploring POST 4013 Standard Operating Procedures

A. Objectives

The objectives of Post No. 4013 are to:

1. Learn about the different career path options in Finance.
2. Gain experience and understanding about financial products, services and financial literacy.
3. Empower youth through connections and guidance from area professionals.

B. Youth Participation

1. Participation is open to young adults ages 14-20.
2. Color, race, religion, gender, sexual orientation, ethnic background, disability, economic status or citizenship is not criteria for participation.
3. All participants must be enrolled as Explorers and agree to the code of conduct and standard operating procedures.

C. Adult Post Advisors

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.

D. Meetings

- This post meets from 4-6:00 pm on the following days:
 - November 7
 - November 14
 - November 21
 - December 5

- December 12
- December 19

- All Explorers must be registered before the first meeting.
- Any changes or rescheduled activities due to inclement weather will be communicated to Explorers by the Post Advisors.

E. Professional Responsibilities

1. Expectation of Participation and Confidentiality

- Explorers are expected to actively participate in all meetings & activities.
- Explorers should be present and focused. Phones & ear buds should be put away and not used during the meeting. In the event of an emergency, Explorers should speak with an Advisor.
- Explorers are expected to keep sensitive information confidential.

2. Dress/Attire

Explorers should dress appropriately in business casual attire, as instructed below:

- Business casual includes options like dress slacks, dresses, skirts, dress shirts, sweaters, or jackets.
- For skirts and dresses, we suggest lengths that are about knee-length or longer.
- To keep things professional, we ask that athletic shoes, flip-flops, and jeans with holes or tears be avoided.

3. Materials

Explorers may also wish to bring pens, pencils, and a notebook.

4. Attendance

- Explorers should plan to be present for all

meetings.

- Multiple absences (especially those with no advance notification) may result in dismissal from the program.
- Any Explorers who are ill should refrain from attending the meeting and communicate with your Advisor.