

EXPLORING POST 4006 Standard Operating Procedures

A. Objectives

The objectives of Post No. 4006 are:

1. For youth to understand the career opportunities available in aviation
2. For youth understand and apply safety regulations to have a rewarding and safe career experience

B. Youth Participation

1. Participation is open to all youth ages 14-20. Color, race, religion, gender, sexual orientation, ethnic background, disability, economic status or citizenship is not criteria for participation by youth or adults.
2. All participants must be enrolled as Explorers and agree to the code of conduct and Standard Operating Procedures.
3. 10 youth will be selected for the Exploring post. Selected students will be notified via e-mail prior to the start of the program.

C. Adult Participation

All Advisors must be 21 years of age and are required to complete Youth Protection Training prior to volunteer service with youth. Adults 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

Meetings will take place from 4-6:00 pm on:

- Thursday, December 7
- Thursday, December 14

- Thursday, January 4
- Thursday, January 11
- Thursday, January 18
- Thursday, January 25

Explorers are expected to attend all meetings. Any changes or rescheduled activities due to inclement weather will be communicated to Explorers by the Post Advisors.

E. Professional Responsibilities

1. Dress/Attire

Explorers will come to all meetings dressed in:

- Provided shirt
- Full length pants. Jeans are okay, but there should be no tears, holes, etc. This is a safety concern and must be followed.
- Closed toe, flat shoes
- Weather appropriate attire as some activities will take place outside. Winter jackets, boots, hats, gloves/mittens, etc.

Student clothing may become dirty based upon activities. Please wear clothing that you are comfortable getting dirty as some stains may occur.

2. Phone policy

Cell phones will be secured in the aviation office due to customer privacy policies.

3. Punctuality

- Explorers should arrive promptly at 4:00 pm in post attire. Explorers and Advisors will meet in the St Cloud Airport Terminal Conference room. All Explorers must be escorted throughout the facility by Advisors, so it is important to be on time.

- All Explorers should be picked up promptly at 6:00 pm.
- Failure to meet arrival/pick up requirements may result in dismissal from the program.

4. Attendance

- All absences must be communicated to post Advisors prior to the scheduled meeting.
- Multiple absences may result in dismissal from the program, especially if there has not been communication with an Advisor.
- Any Explorers who are ill should refrain from attending the evening's meeting and contact the Post Advisor.

F. Safety

1. Explorers will be provided with various safety items. All safety items must be worn as instructed by staff. Safety items will remain at St Cloud Aviation to ensure that they are always available for Explorers – these items will not go home.
2. Explorers will not touch aircrafts and/or other equipment unless instructed to do so.
3. There may be moving aircrafts, so it is important that all Explorers maintain situational awareness and follow instruction given by Advisors.
4. Explorers will be exposed to aircraft fuel, lubricants, and other maintenance shop materials.
5. Explorers who fail to follow safety procedures will be dismissed from the program.