

# NATIONAL AVIATION EXPLORING YOUTH REPRESENTATIVE



## PERFORMANCE AND STANDARDS OF CONDUCT GUIDELINES FOR AVIATION EXPLORING NATIONAL YOUTH REPRESENTATIVES

These guidelines provide an overview of the responsibilities and personal conduct expectations for the National Youth Representative and Vice National Youth Representative for Aviation Exploring.

1. The representatives must adhere to the Aviation Code of Ethics and act in accordance with the ideals of the Exploring program during their term of office.
2. The representatives are expected to provide input and assistance as needed to the National Committee with regards to Aviation Exploring programs, policies and resource materials. Additionally, they are to represent Aviation Exploring, as assigned by the National Director, at meetings functions, activities and other events.
3. The National Youth Representative, or in his/her absence the Vice National Youth Representative, agrees to attend and participate in the following events, meetings and activities:
  - a. National Aviation Exploring Committee meeting usually held in July each year in Oshkosh, WI.
  - b. Such other events, meetings and activities as determined by the National Committee for Aviation Exploring.
4. The representatives are to wear their uniform, or other appropriate attire that identifies them as being associated with Aviation Exploring (i.e., shirt/blouse with embroidered Aviation logo or sport coat or suit, etc. as appropriate for the situation), whenever they attend functions or activities in their capacity as a National Youth Representative.
5. Recognizing their conduct and actions are a reflection upon their sponsoring agency and Aviation Exploring, each representative agrees to:
  - a. Conduct himself/herself during their term of office in a manner that reflects positively upon the sponsoring agency and Aviation Exploring at all times.
  - b. Obtain approval from the National Director for Aviation Exploring prior to attending any functions or activities or making any public appearances as a National Youth Representative.
  - c. Obtain approval from the National Director for Aviation Exploring prior to participating in any media event (live or pre-recorded, network television, cable television, radio, print or internet appearance, interview, etc.) as a National Youth Representative.
  - d. Refrain from engaging in any form of local, state or national partisan political activities to include endorsing and/or promoting any candidate, issue or cause.
  - e. Refrain from endorsing or promoting any business, product or service. The endorsement or promotion of any program (i.e., local or regional Exploring event, community activity, etc.) must have prior approval of National Director for Aviation Exploring.
  - f. Refrain from using any illegal substances, alcohol or tobacco products.
  - g. Refrain from having an unsuitable e-mail/website address as well as inappropriate material or images that could be considered suggestive, harmful, malicious, inflammatory, defaming or slanderous on Facebook, Instagram, Twitter or other social networking website, or on any message boards, instant messages, websites, blogs or other forms of electronic communication.
  - h. Refrain from engaging in any behavior that would be considered conduct unbecoming of an Aviation Exploring officer.
6. The representatives are to respond to telephone calls and/or e-mail messages from the National Director for Aviation Exploring, or his/her designee, within two business days of receipt of same unless an emergency or other unavoidable occurrence precludes such a response. In such cases, the representative (or if he/she is unable to do so his/her parent, legal guardian or Advisor) will call the National Director, or his/her designee, as soon thereafter as possible.
7. The representatives are to provide notice in advance to the National Director for Aviation Exploring, or his/her designee, if unable to attend a scheduled function or activity. An emergency, serious illness or unavoidable extenuating circumstances are the only acceptable reasons for cancellation. The representative must speak directly with the National Director, or his/her designee, to cancel participating in a scheduled function or activity (voice mail, text message or e-mail is not a satisfactory means of cancellation).
8. The representatives are to provide to the National Director for Aviation Exploring, or his/her designee, required receipts, reports or other documents associated with serving as a National Youth Representative.
9. Be responsible for one project for the National Aviation Exploring Committee.
10. The representatives are to understand that any violation of these guidelines will be cause for dismissal as a National Youth Representative for Aviation Exploring.

# NOMINATION FORM

To qualify an Explorer must have been registered in an Aviation Explorer Post for a minimum of 12 months.

Nomination form and supporting documentation must be received by National Exploring Office no later than June 1<sup>st</sup> each year. Submit signed and completed forms to [exploring@iflmail.org](mailto:exploring@iflmail.org). Mailed forms will not be accepted.

Today's Date \_\_\_\_\_ Post No. \_\_\_\_\_ Participating Org. \_\_\_\_\_

Local Exploring Office/Council Name \_\_\_\_\_ Council No. \_\_\_\_\_

To locate your council's information go to [www.exploring.org/contact-us](http://www.exploring.org/contact-us).

Advisor Name \_\_\_\_\_ Email \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

## **NOMINEE**

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Date of Birth (must be at least ## years old on by June 1<sup>st</sup> of the year the form is being submitted) \_\_\_\_\_

Name of Parent/Legal Guardian \_\_\_\_\_

Mailing Address (if different from nominee) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

## **EXPLORING LEADERSHIP EXPERIENCE** (if necessary attach additional sheets)

Years of experience with Aviation Exploring \_\_\_\_\_ Years of experience with other Exploring \_\_\_\_\_

Past and present leadership positions in Exploring:

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## **SCHOOL LEADERSHIP EXPERIENCE** (if necessary attach additional sheets)

High School \_\_\_\_\_ Graduation Year \_\_\_\_\_ GPA \_\_\_\_\_

College \_\_\_\_\_ Graduation Year \_\_\_\_\_ GPA \_\_\_\_\_

Past and present leadership positions in school:

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**OTHER ORGANIZATION LEADERSHIP EXPERIENCE** (if necessary attach additional sheets)

Past or present leadership positions with other organizations (i.e., Boy Scouts, Girl Scouts, Campfire, church, sports, YMCA, YWCA, etc.):

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**AWARDS, HONORS AND ACHIEVEMENTS** (if necessary attach additional sheets)

List special recognitions (i.e., National Honor Society, Eagle Scout, Gold Award, Aviation Exploring Scholarship, etc.):

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**LETTERS OF REFERENCE**

Please attach two letters of reference from adults that you are not related to. One letter should be from a teacher or school related adult. List their names and titles below.

Reference #1 Name \_\_\_\_\_ Relationship \_\_\_\_\_

Mailing Address (if different from nominee) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Reference #2 Name \_\_\_\_\_ Relationship \_\_\_\_\_

Mailing Address (if different from nominee) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

