**Alpharetta Police Explorers Post 919**

Welcome,

Thank you for your interest in Exploring. Please fill out the following application and return pages 2-7 to a member of the Officer Staff at the next meeting or e-mail the completed and signed forms to [explorers@alpharetta.ga.us](mailto:explorers@alpharetta.ga.us)

The remainder of the forms are for your information only, and do not need to be returned.

Please understand that this application is only the first step towards becoming an Explorer. Next you must attend at least three consecutive meetings, pass a background check, and then complete an oral interview. Only after successfully completing these steps will you be issued Explorer equipment and a copy of the Explorer SOP (Standard Operating Procedure).

We look forward to helping you discover the benefits of Exploring.

Sincerely,

Officer A. Clay

Advisor- Alpharetta Police Explorers

[aclay@alpharetta.ga.us](mailto:aclay@alpharetta.ga.us)

678-297-6393

**ALPHARETTA POLICE EXPLORERS**

**INFORMATION PACKET**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last, First Middle

Sex: \_\_\_\_\_\_\_\_ Race: \_\_\_\_\_\_\_\_ Social Security Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Driver’s License Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State: \_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone: \_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other Phone: \_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mother’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Business #: \_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Business #: \_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Family Doctor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List any medical conditions / allergies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* I attest that the information contained in this packet is correct. Furthermore, I understand that the information contained herein will be verified for accuracy.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following is to be completed by a legal parent or guardian unless applicant has reached 18 years of age.

* I give permission for the Alpharetta Police Department to conduct a background check and/or random drug screening at any time on my child (myself). This includes retrieving information from any government agency, school, business, and associates. I understand that this information will be kept confidential within the Alpharetta Police Explorers.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ALPHARETTA POLICE EXPLORERS**

**“APPLICANT BACKGROUND”**

EDUCATION

Present school attending: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current GPA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If not currently enrolled did you graduate? YES NO

EMPLOYMENT

Are you currently employed? YES NO

If yes, by whom? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_

Are you able to have every Tuesday night off? YES NO

With notice, would you be able to attend occasional weekend and other weeknight details, training, competitions, and events? YES NO

CRIMINAL HISTORY

Have you ever received a traffic citation? YES NO

Explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Have you ever been arrested for any offense? YES NO

If yes, what jurisdiction(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Have you ever consumed alcohol? YES NO

Have you ever consumed marijuana? YES NO

Have you ever consumed any other illegal drug? YES NO

Have you ever participated in any gang related activity? YES NO

**BACKGROUND PAGE 2**

REFERENCES

Reference #1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_

Reference #2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_

GENERAL

How did you hear about the Explorers?

FRIEND ٱ

WEB SITE ٱ

FIRST NIGHTER ٱ

ADVERTISEMENT ٱ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OTHER ٱ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tell us about yourself (history, interests, activities, etc): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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SIGNATURE

* I hereby attest that the information contained herein is complete and true to the best of my knowledge.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADVISOR REVIEW

I have reviewed the above information and have completed a background investigation.

PASS FAILED

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ALPHARETTA POLICE EXPLORER

Information Form

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ D.O.B.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other Phone (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pager/Cell Phone (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Security\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Driver License #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_\_\_\_\_

School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade Level\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone # (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone # (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Business# (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mother\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Business# (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LIST ANY MEDICAL CONDITIONS/ALLERGIES

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I ATTEST THAT THE ABOVE LISTED INFORMATION IS CORRECT TO THE BEST OF MY KNOWLEDGE. I ALSO UNDERSTAND THE INFORMATION WILL BE VERIFIED FOR ACCURACY.

SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OFFICE-USE ONLY

1ST MEETING\_\_\_\_\_\_\_\_\_\_\_\_ 2ND MEETING\_\_\_\_\_\_\_\_\_\_\_\_ 3RD MEETING\_\_\_\_\_\_\_\_\_\_\_\_

**Hold Harmless and Release Form:**

The Undersigned, parents or guardians of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a participant of the Alpharetta Police Explorers Post 919, hereby indemnifies and holds harmless the City of Alpharetta, Alpharetta Department of Public Safety, Alpharetta Police Exploring Post 919, its agencies and employees, specifically including any and all police officers or personnel involved with the supervision and control of the Alpharetta Police Explorer Post 919 from any claims of any kind whatsoever or of any nature for injury to the person or damage to the property of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, his/her parents, siblings, or heirs. The indemnity and hold-harmless agreement shall be considered a complete and total waiver of any and all liability on the part of the City of Alpharetta, its servants, agents, or employees, and particularly the police officers engaged in the supervision and control set forth herein above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Explorer’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Signature Date

(Explorer’s under 18 years of age)

**GEORGIA CRIME INFORMATION CENTER**

**AWARENESS STATEMENT**

Access to Criminal Justice Information, as defined in GCIC Council Rule 140-1-.02 (amended), and dissemination of such information are governed by state and federal laws and GCIC Council Rules. Criminal Justice Information cannot be accessed or disseminated by any employee except as directed by superiors and as authorized by approved standard operating procedures which are based on controlling state and federal laws, relevant federal regulations, and the Rules of the GCIC Council.

O.C.G.A. §35-3-38 establishes criminal penalties for specific offenses involving obtaining, using, or disseminating criminal history record information except as permitted by law. The same statute establishes criminal penalties for disclosing or attempting to disclose techniques or methods employed to ensure the security and privacy of information or data contained in Georgia criminal justice information systems.

The Georgia Computer Systems Protection Act (O.C.G.A. §16-9-90 et seq) provides for the protection of public and private sector computer systems, including communications links to such computer systems. The Act establishes four criminal offenses, all major felonies, for violations of the Act:: Computer Theft, Computer Trespass, Computer Invasion of Privacy, and Computer Forgery. The criminal penalties for each offense carries maximum sentences of fifteen (15) years in prison and/or fines up to $50,000.00, as well as possible civil ramifications. The Act also establishes Computer Password Disclosure as a criminal offense with penalties of one (1) year in prison and/or a $5000.00 fine.

The Georgia Criminal Justice Information System Network is operated by the Georgia Crime Information Center in compliance with O.C.G.A. §35-3-31. All data bases accessible via CJIS Network terminals are protected by the Computer Systems Protection Act. Similar communications and computer systems operated by municipal/county governments are also protected by the Act.

By my signature below, I acknowledge that I have read and understand this Awareness Statement.

Print Name: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witnessed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Explorer Equipment:**

The Alpharetta Police Exploring program will provide the majority of the equipment your Explorer needs to participate in the program. However, we ask that the following items be purchased by the Explorer if possible:

-Navy blue six-pocket BDU pants

-Black boots

-Black shoe polish

-Black Pen

-Paper

-Black flashlight

-Handcuffs (chained or hinged) and handcuff case (basketweave) with handcuff key

-Beltkeepers (basketweave with silver buttons)

All of these items are available for purchase on the following websites:

[www.galls.com](http://www.galls.com)

[www.lapolicegear.com](http://www.lapolicegear.com)

**Explorer Training Creed**

1. **On any high-risk scenario I will survive!**
2. **I am skilled with my equipment!**
3. **I will stay alert and stay alive!**
4. **I will learn from my mistakes!**
5. **I am a team player!**
6. **I will train as I live and live as I train!**
7. **I will be responsible for myself and my actions!**
8. **I will always give 100%**
9. **I will not make excuses!**
10. **I will bring Honor to my Post!**

**LAW ENFORCEMENT EXPLORING PROFICIENCY AWARDS**

**BACKGROUND**

In 1983, the concept of developing a nationally standardized recognition and proficiency awards program was first initiated. The Law Enforcement Exploring Proficiency Awards program was developed from input provided by Advisors, Explorers, and law enforcement officials from throughout the country.

The Law Enforcement Exploring Proficiency Awards program provides an opportunity for Explorers to earn awards that acknowledge their Law Enforcement Exploring training, skills, leadership, service, accomplishments and experiences.  
These awards are designed to be worn on a Law Enforcement Explorer’s uniform in accordance with his/her Post uniform regulations.

|  |  |
| --- | --- |
| Description: Law Enforcement Training | **1. Law Enforcement Training**  Recognizes the accumulation of 60 hours of training in the following areas:   * History of law enforcement (1 hour) * The contemporary law enforcement role (2 hours) * The criminal justice system (2 hours) * Radio procedures (2 hours) * Basic patrol procedures (3 hours) * Report writing (4 hours) * Criminal law (6 hours) * Juvenile law (2 hours) * Traffic law (2 hours) * Procedures of investigation (6 hours) * Human relations (4 hours) * Crime prevention (8 hours) * Accident investigation (4 hours) * Crime scene investigation (4 hours) * Fingerprinting and classification (4 hours) * Narcotics and dangerous drugs (2 hours) * Arrest and search (4 hours)   This recognition is a red and blue commendation bar, No. 04018 |
| Description: Community Service | **2. Community Service**  Acknowledges 100 hours of community service, including crowd or traffic control, parking service, community events support, etc. Service must be preapproved and logged by the Advisor. The recognition is a blue and yellow commendation bar, No. 04019. |
| Description: Crime Prevention | **3. Crime Prevention**  Includes the basic 8 hours of crime prevention instruction as well as an additional 8 hours of training in areas such as neighborhood watch, home security survey, and bicycle registration. The award is presented to Explorers who participate in at least three departmental crime prevention projects with a total of 25 hours of activity. The recognition is a green and gold commendation bar, No. 04020. |
| Description: Law Enforcement Service | **4. Law Enforcement Service**  Includes assistance to the department in areas such as records management, communications support, property control/inventory, facility tours, etc. It recognizes an accumulation of 100 hours of service. The recognition is a red and gold commendation bar, No. 04021. |
| Description: Emergency Preparedness | **5. Emergency Preparedness**  Certifies that the Explorer has received training in advanced first aid and CPR; has received training in how the Post would assist in a disaster, such as flood, tornado, hurricane, etc.; and has participated in at least one civil defense or community-wide disaster training exercise. This is recognized by a red and white commendation bar, No. 04022. |
| Description: Firearms Training | **6. Firearms Training**  Includes 8 hours of firearms safety training and matches the guidelines stated in the NRA/Law Enforcement Explorer Firearms Certification Program. This recognition is the NRA Explorer Marksmanship bar (not Learning for Life item; see No. 99-264). Note: NRA membership is not required. |
| Description: Tenure | **7. Tenure**  Awarded to those Explorers who complete one year of satisfactory service to the Post. It is recognized with a red commendation bar, No. 04023. |
| Description: Perfect Attendance | **8. Perfect Attendance**  Recognizes attendance at each scheduled Post meeting or activity during the preceding year. The recognition is a yellow and white commendation bar, No. 04024. |
| Description: Drug Abuse Prevention | **9. Drug Abuse Prevention**  Acknowledges proficiency in drug abuse prevention training and service. Requires 6 hours of advanced training outlined in Drug Abuse Prevention for Explorers: **A Guidebook** (PDF – 396KB) and 50 hours of service in at least two different drug abuse prevention projects. The recognition is a blue and silver commendation bar, No. 04026. |
| Description: National Law Enforcement Explorer Conference | **10. National Law Enforcement Exploring Conference Bar**  Presented to Explorers who attend a National Law Enforcement Exploring Conference. The recognition is a dark green commendation bar, No. 04030. |
| Description: National Law Enforcement Explorer Academy | **11. National Law Enforcement Exploring Leadership Academy**  Presented to Explorers who have been selected for and completed a National Law Enforcement Exploring Leadership Academy or who have completed a leadership training program certified by the National Law Enforcement Exploring Committee. The recognition is a black commendation bar, No. 04034. |
| http://exploring.learningforlife.org/wp-content/lflimages/decorations/awards_clip_image026.gif | **12. National Law Enforcement Exploring Conference Device**  Presented to Explorers who attend more than one National Law Enforcement Exploring Conference. Device should be placed on conference bar. The recognition is Gold Explorer “E”, No. 00930. |
| Description: Eagle or Gold Award Recognition | **13. Eagle or Gold Award Recognition**  May be worn by an Explorer who has achieved the Boy Scouts of America or Girl Scouts of the U.S.A. highest award and honor (the BSA Eagle or GSUSA Gold). The recognition is a red, white, and blue commendation bar, No. 04036. |
| Description:  Explorer of the Year | **14. Explorer of the Year**  Each post will be encouraged to recognize one Explorer each year. This Explorer should be selected based on dependability, attitude, attendance, and contributions to the post, department, and community. Explorers of the Year are obviously recognized for their outstanding performances and personal attributes. The recognition is a blue bar with gold “E,” No. 04025. |
| **[proficiency ribbon phys fitness](http://exploring.learningforlife.org/wp-content/uploads/2011/02/proficiency-ribbon-phys-fitness.jpg)** | **15.**[Physical Fitness](http://exploring.learningforlife.org/wp-content/uploads/2011/02/proficiency-award-phys-fitness.pdf)  The award consists of two (2) phases: Physical assessment and Cognitive assessment. The physical assessment was created to include a health screening format to assist the Explorer in determining if they should proceed with the physical assessment. A standardized assessment format ensures that the assessments are universal in nature and easy to administer by Advisors. |