



DATE

Youth Program Director
Charter Organization XYZ
Address
City, State, Zip

To whom it may concern,

My name is (LEADER NAME) and I am starting a new Quest Clubs club in this area and am seeking a charter organization willing to take us on as part of their youth programming. Quest Clubs LLC provides a scout like youth program curriculum to local organizations to use within their youth programming and I believe the mission and values of (CHARTER NAME) are a perfect match for those of the Quest Clubs program which promotes leadership, life skills and community service.

Attached to this letter is a program proposal that outlines our program and what we are looking for in a charter organization as well the benefits that our club can bring to (CHARTER NAME). If you have any questions regarding either the program itself or the responsibilities of a charter organization, I can be reached at 555-555-5555. You may also contact the Quest Clubs main office at 530-524-8799.

Thank you for your consideration. I look forward to your response.

Sincerely,



Youth Program Proposal

Title:

Charter Organization Request for a Quest Clubs Club

Prepared By:

(LEADER NAME)

555-555-5555

myemail@email.com

Purpose:

New Quest Clubs club is seeking a charter organization to run the club as part of their youth programming.

Program Overview:

Quest Clubs is a scouting style programs for kids ages 3 and up that promotes leadership, good character, community service, life skills and a love of learning. There are thousands of individual badges that can be earned in nine Areas of Discovery.

Discover Agriculture (beekeeping, farming, dairy, gardening, etc.)

Discover Art (painting, drawing, crochet, photography, etc.)

Discover Character (modesty, joy, responsibility, kindness, etc.)

Discover Health and Fitness (sports, nutrition, first aid, emergency preparedness, etc.)

Discover the Home (budgeting, cooking, cleaning, childcare, etc.)

Discover Knowledge (poetry, spies, American history, chess, etc.)

Discover Outdoors (camping, hiking, wilderness survival, wildflowers, etc.)

Discover Science and Technology (aviation, chemistry, computers, electricity, etc.)

Discover the World (stamp collecting, travel, geography, world dance, etc.)

In addition to earning badges, youth will also have the opportunity to earn higher awards based on topics such as leadership, patriotism, life skills and character. Clubs participate in community service projects, parades, and other community events as well as assist the charter organization with any volunteer needs.

Program goals:

1. Develop a strong moral character that will help youth make sound and ethical decisions throughout their lives. To love their neighbor as themselves and think of others first. To give back to their communities and make their world a better place to live.
2. Develop interpersonal skills with the ability to communicate and interact well with others. Learn to respect others' opinions and beliefs. Understand and respect individual, cultural, religious, and racial differences. Learn the importance of teamwork as well as how to be an effective leader.
3. Foster a love of learning. Seek a variety of new experiences and challenges. Seek opportunities to learn new skills. Develop a lifelong love of learning.
4. Develop confidence and strength. Demonstrate competence and responsibility. Feel comfortable in a leadership position. Develop the strength to stand up for their convictions and what they believe.

Motto/Code of Conduct

Motto:

Ask Anything, Explore Everything!

Code of Conduct:

I will be LOVING, treating others as I would like to be treated.

I will be JOYFUL, finding the blessing in every situation.

I will be PEACEFUL, respecting others' opinions and beliefs.

I will be PATIENT, persevering toward my goals despite obstacles.

I will be KIND, respectful to all and willing to help others at all times.

I will be GOOD, pure in all I do, think, and say.

I will be GENTLE, taking special care of those weaker or less fortunate than I.

I will have SELF CONTROL, using my time, materials and talents wisely and being accountable for my own actions.

Benefits to Running a Quest Clubs Club

Quest Clubs clubs are not part of a larger organization. They are simply youth programs that use curriculum provided by Curiosity Untamed LLC. As such, the charter organization has complete control over the management of their clubs including appointing club leaders, dictating allowable activities, and financial control. Club policies can be molded to help meet the goals and activities of the charter organization.

Quest Clubs clubs can generate positive publicity for your organization through their service in the community and other activities. Each club is requested to perform a minimum of three service projects each year; one for the local community, one for whoever charters their club and one ongoing project of their choice. Your organization has the opportunity to steer youth into projects that further your own goals in the community. Running a Quest Clubs club gives your organization the opportunity to have an impact on youth in your community and to promote leadership, community service, good character and a love of learning.

Having a Quest Clubs club associated with your organization also provides a ready population of volunteers as the youth and their parents can be called upon to help with any organization activity where they are needed such as serving meals for holiday events, set up or clean of events, etc. Clubs should be a benefit to your organization, not a drain, and should be able to self-fund their activities through various fundraisers.

Responsibilities of the Charter Organization

1. **Meeting Location:** Charter organizations who run Quest Clubs clubs are expected to provide an adequate place for the club to meet.
2. **Liability Insurance:** Basic liability insurance that covers volunteers and participants at minimum for the activities pursued on the organization's premise or while participating in events sponsored by the organization. Any outside activities not covered by the organization's insurance will be conducted as independent individuals and not as club members associated with the organization.
3. **Finances:** As clubs are owned by the charter organization, a club bank account should be set up for the club under the non-profit umbrella of the charter organization. Clubs should be financially self-sufficient and not a drain on the organization. Revenue should come from a combination of dues paid by parents and fundraisers conducted by the club. If the club closes, the money remaining in the account belongs to the charter organization.
4. **Volunteers:** It is the charter organization's responsibility to appoint a club leader and to vet any volunteers following their own volunteer procedures.
5. **Terms and Conditions:** The charter organization is responsible for ensuring their clubs do not violate the terms and conditions as set forth by Quest Clubs LLC. Full terms and conditions are included at the conclusion of this proposal.

POSSIBLE ADDITIONS FOR SPECIFIC CHARTER TYPES YOU MAY WISH TO INCLUDE

BENEFITS TO SCHOOLS:

- Quest Clubs can be part of a well-rounded extra-curricular program that all participants can participate in regardless of age, talents or athletic ability.
- Quest Clubs provides leadership opportunities for participants of all ages. Whether it is holding a leadership position within the club or organizing their own community service project for their Make A Difference Award, participants have the opportunity to stretch their wings and learn to take charge.
- Being a part of a Quest Clubs club promotes camaraderie and a positive peer group for participants outside of the classroom structure.
- Quest Clubs can offer participants many activities they desire such as outdoor trips, water sports, and high adventure – that are generally not part of the school curriculum.

BENEFITS TO CHURCHES:

- Quest Clubs allows families to participate in a non-threatening church setting and encourages involvement in the church body. Quest Clubs has an entire Area of Discovery for badges that revolve around character traits such as kindness, joy, gentleness, peace and modesty. Quest Clubs also encourages prayer at meetings and offers badges such as Bible Memory and Bible Knowledge.
- Quest Clubs have the opportunity to earn a religious award/medal based upon her denominational beliefs/affiliations through the Programs of Religious Activities with Youth (P.R.A.Y.) organization and the National Federation for Catholic Youth Ministry (N.F.C.Y.M.)
- Quest Clubs can complement your existing youth programs such as Sunday school and after-school programs, allowing the participants to participate in many activities that are not normally available such as campouts, water sports, high adventure, and travel while being surrounded by Christian mentors.

BENEFITS TO VETERANS ORGANIZATIONS

- Quest Clubs actively encourages patriotism in our members. We strongly support both our veterans and military personnel. Participants of military families wear special ribbons and pins to show others that they are making sacrifices for the freedoms the rest of us enjoy.
- Our Support a Service Member Program pairs Quest Clubs clubs with soldiers serving overseas. The participants make cards and put together care packages to send to their soldier on a monthly basis. Members of your organization can work with the participants to gather supplies and ship packages.
- Owning a Quest Clubs club gives your organization the opportunity to have an impact on youth in your community and to promote patriotism and respect for our military. When your club appears in public it helps make the community realize that veterans' organizations not only support veterans, but help teach youth about important American principles as well.
- Quest Clubs are encouraged to form a local Flag Corp to perform formal flag ceremonies for community events such as parades, 4th of July events, and Memorial Day services. Veterans organizations are the

perfect partners to make sure that these ceremonies are done according to code. Your group can also work with your club to arrange community flag retirement ceremonies.