

**Omega Leo Medical Explorer Post 4077, San Marcos, Texas:  
Capitol Area Council, Scouting America (Boy Scouts), and  
Lions Clubs International**

**Standard Operating Procedure 0011.20.01 – Being an “Advocate” for Your  
Area of Volunteer Responsibility (06/24/24)**

**Prepared or Last Modified**

Originally prepared by Charles Johnson, PhD, Senior Omega Leo Medical Explorer Advisor, Post 4077: February 12, 2022

Last modified by Kyler Beaty, BS, Omega Leo Medical Explorer Advisor, Post 4077: June 24, 2024

**Review Within the Omega Leo Medical Explorer Post 4077**

Reviewed by the Omega Leo Medical Explorer Chief Volunteer Coordinator: **Needs Review**

Reviewed by the Omega Leo Medical Explorer President’s Council: **Needs Review**

**Review by Senior Omega Leo Medical Explorer Advisor for Consistency with Other Existing Policies**

Last Reviewed by Charles Johnson, PhD, Senior Omega Leo Medical Explorer Advisor: September 25, 2024

**Review by Agencies Outside of Omega Leo Medical Explorer Post 4077**

None

**Omega Leo Medical Explorer Officer or Advisor with Annual Review Responsibility**

Omega Leo Medical Explorer Chief Volunteer Coordinator, **Review Month: August**

**Those with responsibilities in this SOP include:**

1. Omega Leo Medical Explorer President
2. Omega Leo Medical Explorer Vice-President Operations
3. Omega Leo Medical Explorer Chief Volunteer Coordinator
4. All Omega Leo Medical Explorer Coordinators and Liaisons for Volunteer Opportunities

**Other Standard Operating Procedures Referenced or Impacted by Changes in this SOP:**

SOP 0011.10.01	Reporting “No Show” Events and Members
SOP 1000.10.01	The Medical Explorer Resume
SOP 1104.10.01	General Duties of All Medical Explorer Crew Chiefs
SOP 1104.30.01	Writing of a Crew Leader Report for a Volunteer Activity

The procedures and requirements for all officers and liaisons responsible for advocacy of volunteer opportunities are as follows:

**I. Purpose**

1. To be an effective Omega Leo Medical Explorer Officer or Liaison, you have responsibilities beyond the day-to-day management of a volunteer activity. You are also responsible for being the “advocate” or “cheerleader” for that activity.

**II. Evaluation and Oversight of the Many Medical Explorers Who Have Responsibility for Management of a Volunteer Activity**

1. If you have other Medical Explorer officers or liaisons reporting to you on our organization chart, you have the responsibility to regularly review the performance of that Medical Explorer in the performance of their duties and the education and training of that Medical Explorer in how to perform the tasks required by their position.
2. Supervisory management of others is a skill expected of all Medical Explorers who may have others reporting to them on our organization chart. We will endeavor to teach several aspects or skills of supervisory management in one of our leadership classes. You are strongly encouraged to attend these leadership classes, especially if you have supervisory management responsibility or aspire to have that responsibility.
3. One of the critical skills needed by all Omega Leo Medical Explorers involved with managing a volunteer opportunity is “How to be an Advocate or Cheerleader” for that specific activity.
4. Being an “advocate” may be more complex than first thought. It involves skills in communication, internal public relations, building networks and interactions between members, and measuring **your successes**. The evaluation of any Medical Explorer officer or liaison involved in managing a volunteer activity must examine all of these sub-functions.

**III. Regular Evaluations of Omega Leo Medical Explorers in Their Advocacy Roles**

1. Each supervising Omega Leo Medical Explorer Officer shall establish a monthly reporting system that enables the evaluation of this “advocacy” role. Data is essential to any review system established by a strong and rapidly growing organization. Data and information must be a part of any evaluation system.
2. As part of any performance evaluation system, there should be regular monthly reports with measurements or performance data consistent from evaluation period to period.
3. The reviewing officer can have either scheduled face-to-face meetings every month or informal discussions as needed. In any regard, some form of communication shall take place every month. A short summary report shall be prepared each month for every officer or liaison. See section II.4 above.

**IV. How Should a Medical Explorer Become an “Advocate” for a Volunteer Opportunity**

1. Communication is an important place to begin. To be an “advocate,” one must communicate an enthusiasm for the activity to others. That starts with short communications (email is suggested) to let our Medical Explorer membership know about the volunteer activity, why they should be interested in this particular volunteer activity, any details about upcoming training specific to this volunteer activity, and your availability to help the Medical Explorer get involved in the activity. Use this e-mail to “sell” your volunteer activity.
2. These communications shall be preserved and shared with future officers and liaisons responsible for this activity in subsequent years so that they may borrow wording or ideas for future communications on this volunteer activity. It is suggested that you keep all examples in a separate folder on your computer to make it easy to share with your future replacement.
3. To be an “advocate” for an activity, you must also be a devoted and passionate volunteer yourself. Never expect other Medical Explorers to be excited about a volunteer activity unless you are excited about the opportunity yourself and regularly participate in the activity.
4. Regularly communicate with outside agency staff or volunteer coordinators responsible for the placement of our volunteers. Be sure they know your role as the “cheerleader” for their activity. Ensure they understand your role in encouraging the training of Medical Explorers related to the volunteer opportunity. In essence, you are helping “market” the volunteer activity.
5. Regarding training, be sure that the Medical Explorer Training Officer has good records of all Medical Explorers who may have completed any outside training provided by the agency or clinic and understands the importance of recording that training in our official Medical Explorer records. Encourage the individual Medical Explorer to keep their Medical Explorer Resume up-to-date and inclusive of any training provided by the external volunteer activity. Guidelines for creating a thorough resume can be found in SOP 1100.02.01 The Medical Explorer Resume.
6. A “good” advocate will ensure that there is a consistent flow of Medical Explorers into the volunteer activity. There should never be a time when no Medical Explorer volunteers with this clinic or agency. A consistent flow of volunteers is essential to ensure that the volunteer opportunity will always be there and available to Medical Explorers. Outside clinics or agencies will come to EXPECT a consistent flow of volunteers. They will fill potential volunteer slots with non-Medical Explorers if there are none, thus losing the opportunity to Medical Explorers. **You do not want to be the Medical Explorer who LOST a volunteer opportunity.** Your Senior Advisors may have invested significant time in opening the volunteer opportunity and will not appreciate having to repeat that process.
7. If there is **NOT a consistent flow** of Medical Explorer volunteers for any activity, please consult with our senior advisors. They may be able to help encourage our Medical Explorer members to include your activity in their volunteer program. All of our volunteer opportunities were and are seen as valuable in the preparation of well-rounded future health professionals. Our senior advisors recognized this when the volunteer opportunity was established, and would not want to lose any activity, especially to other college students. Having a consistent flow of Medical Explorer volunteers is the best way for the agency or clinic to see Medical Explorers as the “GO TO” organization for quality volunteers.
8. Please discuss any such problems with your immediate supervisor or senior advisor before there are breaks in volunteer placement. Is there something Senior Medical Explorer Advisors can do

to help with a problem in recruiting Medical Explorers for a specific volunteer activity? A senior advisor can always help with encouragement of a particular volunteer opportunity and explain its value to our members.

#### **Calendar Considerations:**

1. **On a monthly basis**, you should report your successes in recruiting volunteers for your specific volunteer activity. **List the members by name, the agency or clinic, and the total hours of their volunteer assignments.** You should have members who are volunteering in your area of responsibility submit their Medical Explorer Resume and Volunteer Hour Spreadsheet to you as an easy way to report their hours. They would, of course, need to update their resume before submitting it.
2. This monthly report for your volunteer activity should be submitted to your immediate supervisor and all levels above, including our **Senior Medical Explorer Advisor**. This report can be submitted to all at the same time.
3. These monthly reports showing volunteer participation will be helpful to supervising officers in helping identify problems or opportunities related to your volunteer activity responsibility.
4. These monthly reports are also extremely useful for the Senior Omega Leo Medical Explorer Advisor in interactions with the medical community. The monthly volunteer participation reports show our advisors where we may be building a “success story” and where we can encourage others to open more doors for Medical Explorers to even more significant volunteer opportunities.
5. Our Senior Advisors are frequently in contact with physicians, dentists, or staff within our local medical community, and having these monthly reports will enable them to thank the health professionals who are helping our Medical Explorer program be the best it can be.

**Note:** All Medical Explorer members, liaisons, and officers are encouraged to comment and suggest changes to any Medical Explorer Standard Operating Procedure (SOP). Suggestions can be directed to the Medical Explorer Vice-President of Systems or our Senior Advisor.