

Script for New Member Orientation presentation

Overview:

This paper documents the narration provides a suggested script for use with the USPS New Member Orientation Powerpoint presentation. This wording of this script is included as speaker notes within the Powerpoint presentation file. Users who are familiar with Microsoft® Powerpoint software may modify the accompanying presentation to suit their unique needs. This presentation has been designed to enable its use in any of the following situations:

- A squadron or district new member orientation event
- Squadron meeting
- During a squadron course

This presentation is available both in a version with a prerecorded script narration and for use with a “live” presenter who will control the pace of the presentation. Squadrons may choose to run the presentation in an “unattended” mode for use at public boat shows or other public venues, or as a “live” presentation where the presenter can tailor the message to the audience.

The focus of this presentation is to briefly introduce newer members to USPS, covering topics that explain:

- USPS’ long and rich history of innovation in boating safety education and civic service
- What USPS does: our organization’s mission and its major objectives
- How USPS is organized from the National level to the local squadron
- The opportunities and benefits of USPS membership

An essential element of this presentation is a “call to action” to new members. This is a simple, but powerful message: “USPS has so much to offer you and your family. Now it is up to you to take the next step to become involved. How can we help you take that first step?”

Tips for using the presentation:

1. The CD contains the following materials:
 - a dubbed version of the orientation presentation
 - a non-dubbed version to allow you to provide your own narration
 - a copy of the Microsoft® Powerpoint Viewer program (current version as of Jan. 2004)
 - this script
2. The presentation was created using Powerpoint 2002 for Windows
3. If the user’s PC does not have a copy of MS Powerpoint installed, install the provided Powerpoint Viewer program on the PC used to show the presentation. To install the Viewer software, load the CD into your computer’s DVD or CD-ROM drive, copy the Viewer program file to a temporary folder on your PC. Then run the program by double-clicking it at the location to which you copied it. It will install itself.
4. To run the viewer, click “Start”, then “Programs” and then find the Powerpoint Viewer program in the program list.

5. The Powerpoint presentation itself can be run from either the CD-ROM or it can be copied to your PC's hard drive. In either case, open the presentation file (Orientation.PPT is the file name) from the appropriate location (CD, DVD or hard drive).

6. The presentation includes some animation of pictures and text. This animation is known to function correctly when run with Powerpoint 2002 or later. It is possible that earlier versions may execute some animations differently than designed. If this happens, it should not materially affect the slide show.

7. The dubbed version of the presentation has been designed to advance the slides automatically, maintaining synchronization between the visuals and the audio narration. The non-dubbed version requires that the presenter manually advance the slides. Experienced Powerpoint users can alter the default behavior to cause slides to advance based on a time interval.

Slide 1: Introduction

Key points: A warm welcome message with a brief overview of the many possibilities now available to the new member.

(Assumes the presenter has been introduced by name to audience. If not the case, include a brief self-introduction. E.g., "Hello. My name is John Smith. I am the Executive Officer of our squadron". When using the dubbed version, complete your introductory comments prior to starting the slide show.)

Suggested Text: "Welcome aboard. You have joined (*when given by a local presenter, include the name of the local squadron, and include the phrase "a unit of..."*) the United States Power Squadrons, the nation's preeminent private boating education organization. Your membership opens up to you a broad range of opportunities to develop and sharpen your boating skills, to become involved in USPS civic service activities, and to have lots of fun in the company of a growing family of like-minded people. These opportunities don't require a great deal of time or effort. All you need to get the maximum benefit is a willingness to actively participate in your squadron's programs and activities.

The information in this orientation program will help you to get started on your USPS adventure. It will provide you with a basic understanding of USPS and your new squadron. You will learn:

- who we are
- what we do
- how we are organized
- what opportunities and benefits are available to you as a member

You will learn a great deal more about USPS over time through your continuing participation in classes and other squadron activities. **Optional information when presenting using your own narration:** *To help you become more quickly involved in USPS, an experienced squadron member has volunteered to assist you with information, reminders of squadron meetings and events, and in other ways as needed. (If your squadron has a new member mentor program.)* Don't hesitate to ask any of your fellow squadron members anytime you need help to understand

something about USPS or your local squadron. As with so many new members in the past, we are confident that you will discover that USPS offers a rich return on the investment of your time. Once again, welcome and welcome aboard!”

“Please feel free to ask any questions you may have about USPS and your squadron. I am happy to answer them.” *(When presentation is made by a squadron speaker)*

Slide 2: The USPS Mission & Objectives

Visual content: *A simple text box stating the USPS mission statement.*

Suggested Text: “The mission of USPS is simple and straightforward. We are committed to making recreational boating safer through education and public awareness activities, while providing a friendly social environment for our members.

Slide 3: What We Do

Visual content: *The USPS triangle logo appears without the “self education”, “social boating club”, and “civic service” wording. As each point is made below, the respective description of that objective appears in its place on the triangle.*

Suggested Text: “The USPS mission is reflected in our three primary objectives and in our organization’s structure. We are the nation’s largest private educational organization dedicated to the idea that safe boating is fun boating. We teach classes in seamanship, navigation and many other related subjects. Our members are boating families who enjoy participating in social activities with their fellow members both on and off the water. They contribute to their communities by promoting safe boating through education and a number of other activities. And USPS has been honored by several US presidents for its civic contributions.”

Slide 4: A Ninety Year Tradition of Excellence

Key points: *The idea is not to try to cover USPS history in detail, but rather to illustrate that we have a long and proud history of developing safe boating skills and disciplines, and that, along the way, our organization has built a strong sense of camaraderie and civic service. These historic developments have influenced and shaped USPS as we know it today.*

Suggested Text: “USPS today is very much the product of its history and traditions. The USPS tradition of excellence and innovation in promoting safe boating skills goes back more than ninety years.

It all started with an idea. At a time when recreational yachting was dominated by large sailing yachts, an accomplished sailor named Roger Upton recognized the need to develop strong seamanship skills within the growing ranks of yachtsmen in an emerging class of recreational vessel-- boats using gasoline-powered internal combustion engines. Starting with a small group of colleagues in the Boston Yacht Club, he formed a “club within a club”. He steadily built skills among these “gasoliners”, as they were called, through studies, cruises, races, and naval style drills. The club quickly developed a social side as well, with monthly dinners featuring maritime professionals and other prominent people as guest speakers.

Slide 5: A Ninety Year Tradition of Excellence- continued

Key points: *This slide continues the historical description of USPS with accompanying images to support the text*

Suggested Text: “Upton’s vision was validated in the summer of 1912 when his power boat squadron, accompanying a sailboat fleet on a coastal cruise, rescued a group of sailing yachts following a sudden violent squall. Based upon this convincing demonstration of its value, the club was officially recognized by the Boston Yacht Club in 1913 as the “Power Squadron”.

Slide 6: A Ninety Year Tradition of Excellence- continued

Key points: *This slide continues the historical description of USPS with accompanying images to support the text*

Suggested Text: “From those beginnings, interest in forming power squadron units in other yacht clubs quickly grew. Within a year, delegates representing thirty organizations met at the New York Yacht Club to discuss forming a nationwide power squadron association. On February 2, 1914, they established the foundations of our organization, naming it the United States Power Squadrons.

While the emphasis in USPS has always been on education, Roger Upton also envisioned a public service role for the power boat squadrons in times of national emergency. During the two world wars, USPS volunteered its entire instructional program to the US Navy, training thousands of men. Many of those men went on to become commissioned officers based in significant part on the quality of their USPS training. USPS members also served with the Red Cross, merchant marine, and other war-related services.

Slide 7: A Ninety Year Tradition of Excellence- and a bright future

Key points: *This slide concludes the historical description of USPS with accompanying images to support the text*

Suggested Text: “Over the course of the next several decades, USPS introduced a broad portfolio of boating education offerings and civic service programs. For example in the 1960’s, USPS initiated a cooperative charting program with the US Coast and Geodetic Survey.

Since then, with the emergence of recreational boating as a popular family-oriented activity, USPS has continued to evolve, offering additional membership categories, and introducing courses and activities that recognize the needs of modern boating families.”

Slide 8: How We Are Organized - Overview

Suggested Text: Today USPS has tens of thousands of members organized into well over 400 squadrons across the country and in some US territories. To manage an organization of this size and breadth effectively, USPS is organized into three tiers - the National Headquarters, geographical districts, and local squadrons. USPS is a “bottom up” organization. The local squadron, like the one you have joined, is where USPS carries out its fundamental mission. The national and district organizations provide essential services to guide and support the local squadrons. They also perform certain organization-wide functions, such as national advertising and joint ventures with other boating-related organizations, on behalf of all squadrons. A team of elected officers, referred to as the Bridge, governs each level of USPS. With the assistance of various committee members and chairpersons, they are responsible for the day-to-day operations of their respective departments. The Bridge consists of a Commander, Executive Officer, Educational Officer, Administrative Officer, Treasurer, and Secretary.”

Slide 9: How We Are Organized - National Headquarters

Our national organization is responsible for representing USPS to external organizations, and for maintaining consistent practices across all squadrons. They maintain nationwide membership records, and develop, produce, and distribute our educational course materials. Our National Headquarters is located in Raleigh, NC. The USPS National Web site address is: <http://www.usps.org>. You will find a wealth of information about every aspect of USPS on the national web site.

Slide 10: How We Are Organized - Districts

The district organizations are responsible for communicating information between the local squadrons and headquarters. They also assist the local squadrons by facilitating the exchange of information and ideas among squadrons and helping to coordinate district-wide activities in behalf of the squadrons within the district. Districts conduct periodic meetings, attended by the bridge officers of the local squadrons. At these meetings information of interest to all squadrons is disseminated and educational activities and district wide social and public service activities are planned. Twice yearly, the district conducts a conference open to all members of each squadron. These conferences include both valuable educational content and social activities. They’re a

great way to become better acquainted with fellow members both within your squadron and across the district.

Slide 11: How We Are Organized - local squadrons

Like the national and district organizations, your squadron has its own team of bridge officers. These officers, often working together with additional squadron members elected at large, make up the Executive Committee that conducts the squadron's affairs much like a board of directors. Bridge officers are elected by the general membership. Like the district and national organizations, the local squadron is organized to enable it to pursue the educational, public service, and social objectives.

The squadron's educational mission is achieved primarily through the Squadron Educational Department, which arranges and conducts public Boating courses, as well as the many courses offered only to members. This department is managed by the Squadron Educational Officer. To learn about available courses, start dates, and course requirements, contact your Squadron Educational Officer or log on to your squadron web site. You may also be notified of starting dates and locales for courses through your squadron publication.

Responsibility for most of the squadron's non-educational functions are divided between the squadron Executive Officer, who handles functions external to the squadron and the squadron Administrative Officer, who is responsible for internal functions. Our public service mission is carried out both through our public Boating courses and the work of the committees—such as Public Relations, Cooperative Charting, Vessel Safety Examination, and Safety-- that typically report to the squadron's Executive Officer. These committees help to improve boating safety through public awareness initiatives, the USPS Cooperative Charting program, participation in public boat shows, and other activities.

The job of planning and conducting the squadron's social and boating programs rests primarily with the committees reporting to the squadron Administrative Officer. These committees organize a wide range of programs and social events, which include group boating activities, such as cruises and rendezvous, the annual picnic, dinners, meeting programs, bus trips, and many others. The squadron also includes other committees and functions, including Historian, Photographer, Property and Supply Officer, Newsletter, and many more. Whatever your particular skills or interests, you can be sure to have the opportunity to put them to good use within the squadron. Committee work represents a great way to become acquainted with your fellow members, and can earn you a Merit Mark—the only pay we receive for our efforts. As a new member, your input concerning your needs and expectations is especially valuable to your squadron.

Slide 12: Opportunities for you in USPS- part 1

Key points: Highlight the broad array of opportunities and benefits available to members. When presented in the context of a new member orientation event, it is assumed that additional

information will be disseminated describing course offerings, squadron calendar of events, and other participation opportunities (committee tasks, Coop charting events, VSC training, etc.)

Suggested Text: When you joined USPS, we promised you access to a wealth of valuable benefits and opportunities as your involvement in squadron life grows. Here is a brief summary of just a few of the many benefits you will enjoy as a member of USPS.

- Access to the best boating safety education available anywhere
- A friendly, family-oriented social atmosphere where you'll enjoy the company and camaraderie of others who share your passion for the boating lifestyle. Like so many other members, you are likely to form life-long friendships in USPS.
- Access to additional member benefits, such as discounts on boat insurance or towing services; or special members-only rates for additional products and services.

Slide 13: Opportunities for you in USPS- continued

Suggested Text: You'll also have opportunities to become involved in civic service activities aimed at improving boating safety for all boaters. For example, you can help teach boating safety to children through our Boating Safety for Kids program, or help spread the word about the USPS safety mission and our offerings to visitors at a USPS information booth at public boat shows.

Slide 14: Serve Your Community With Us

Suggested Text: You can help us teach the basic boating safety course either as a teaching assistant or lecturer, or participate in the USPS Cooperative Charting program that helps to maintain the accuracy of nautical charts issued by the National Oceanic and Atmospheric Administration. There are other opportunities to help improve safety for fellow boaters as well. You can become certified to perform voluntary safety inspections of others' recreational boats to assure that all required and recommended safety equipment is aboard and in proper working order.

Slide 15: What's next?

Suggested Text: You are now part of a great family-oriented organization. We can promise you that your investment of time and energy in USPS will pay rich dividends of knowledge, confidence, friendship, and personal satisfaction. As with any investment, you need to take that first step. Take that step now! Start by asking your fellow members lots of questions. They are happy to help you get started. Meet your fellow squadron members at meetings, in classes, and at squadron events! Look for opportunities to contribute your own talent and energy! Begin to

take courses as soon as possible! USPS has so much to offer you. All you have to do is reach out and take it.