



*Step-by-step guide
to becoming an
Award Leader
in Canada*

BECOMING AN AWARD LEADER

✓ STEP ONE

REGISTER TO BE AN AWARD LEADER AT

dukeofed.org/award-leader-registration

This is a mandatory step for all
Award Leaders new and existing!

✓ STEP TWO

CONFIRMATION

You will be contacted by your
Division staff with next steps to
access your training.

✓ STEP THREE

LEVEL ONE TRAINING

All Leaders must complete
Level One Training - which is online.

If you have not done this, you will be given
access to do so by your Division staff.

OR

✓ STEP THREE

LEVEL TWO TRAINING

If you have completed the online
Level One Training, your Division staff
will let you know about your
next training opportunity.

✓ STEP FOUR

AWARD LEADER PORTAL

All Award Leaders will be given access
to the Award Leader Portal - our digital
hub for Award Leader resources.

Remember to check the portal often as
new material will be added regularly!

✓ STEP FIVE

ONLINE RECORD BOOK

If you are a new Award Leader you will be
given access to the Online Record Book
where participants log their activities.

*Begin mentoring
young people
through their
Award!*