

BECOMING AN AWARD CENTRE



In order to become an Award Centre, your organization will be asked to provide evidence of the following:

- You are an established and reputable legal entity.
- The Award is a logical fit for your members.
- You have the administrative and financial capacity to manage delivery of the Award.
- You have risk management and aligned youth protection policies and procedures.
- You have appropriate public liability and other relevant insurance.

✓ STEP 1: DETERMINE LEVEL OF INTEREST

Determine if there is sufficient interest at your organization. Find out more on our website www.dukeofed.org or [register](#) to receive more information.

✓ STEP 3: IDENTIFY & RECRUIT YOUR AWARD TEAM

Recruit Award Team volunteers who are willing to commit their time to delivering the Award to participants. Each Award Centre must have at least two trained adults.

✓ STEP 5: CONFIRM REGISTRATION & SIGN AGREEMENT

You will be contacted by a regional Award staff in 2-5 business days to confirm your registration.

✓ STEP 7: AWARD CENTRE LAUNCH & DELIVERY

Meet with Award staff to discuss your goals and launch plan. Deliver the Award to your members and check-in with the Award office roughly every 3, 6 and 12 months.

✓ STEP 2: ENLIST SUPPORT OF SENIOR MANAGEMENT

Senior management must support delivery of the Award and remain committed to its ongoing success.

✓ STEP 4: APPLY TO BECOME AN AWARD CENTRE

Visit our website to apply to become an [authorized Award Centre](#).

✓ STEP 6: ONBOARDING & TRAINING

Have Award Leaders and Coordinators from your organization follow the '[Becoming an Award Leader Guide](#)' to register and complete required training.