

Frequently Asked Questions for Independent Participants

My school does not have an Award Unit. Can I still do the Award?

Absolutely! When you go to www.onlinerecordbook.org to register, simply choose "Independent Participant" for your area of the province. When asked if you know your Award Leader, choose "No". When you come to the Payment section, please make sure to pay online. As an Independent Participant, you will not be able to pay your Award Leader directly.

An Independent Participant is someone who wishes to complete their Award and is not a part of a registered Award Unit. Award Units may be schools, uniformed groups, religious or community organizations. If your school does not have an Award Unit, perhaps your Scout group or community center does have one.

Who is my Award Leader?

Independent participants are assigned an Award Leader from our Award Staff. Once you have paid your registration fee and your account has been activated, your Award Leader will be in touch with you and welcome you to the Award.

What does an Award Leader do?

Award Leaders (your assigned Award Staff member in the case of Independent Participants) are available to answer questions about the Award. You can email or call your Award Leader at any time and they will do their best to help you. Award Leaders also approve all activities, sign off on completed sections, and move your Award forward to the Award Office.

Will my Award Leader take me on an Adventurous Journey?

No, Independent Award Leaders do not organize Adventurous Journeys. As an Independent Participant you may choose to take part in one of the trips organized by our [providers](#) or you may plan your own trip.

If I plan my own trip, how do I know if it meets the requirements?

Your Award Leader can help! Send your plan to your Award Leader and they will let you know if the trip you are planning will meet the Adventurous Journey requirements. For more information on the requirements of the AJ please click [here](#).

Are there regular meetings with my Award Leader?

No, you do not need to meet in person with your Award Leader. You may contact them at any time by email (preferred) or phone and they will be happy to assist you.

Once you have registered, you may have some additional questions...

I have signed up online but am unable to access my account. What do I do?

If you are unable to access your account after signing up, this is because you either have not paid the registration fee or your registration fee has not been connected to your account. If you have not paid yet, please email your Award Leader and they will send you a link you can use to pay online. Please allow 1-2 business days for the payment to be connected to your account. Once it has been connected you will receive an email from a member of the Ontario DOE team.

Why can't I log hours in my activities?

If you cannot log hours in your activities, it means that your activities have not been approved yet. Once you submit an activity it will need to be approved by your Award Leader. This is to make sure the activity meets the requirements of the specific area within the award. If you have been waiting a while for approval please send your Award Leader a reminder to take a look.

What is an assessor and who can they be?

An assessor is someone who will verify participation and progress in the activities you have completed. It is someone who is knowledgeable in the activity you are doing - coaches, teachers, leaders, family friends, supervisors, instructors etc. are all great assessors you can use. You should be checking in with your assessors throughout your award and updating them on your progress. The assessor does not need to be present for all the hours/weeks you have logged but it is important each assessor is aware of the progress you have made in each activity so they feel confident signing off on those hours. You need to have a different assessor for each recorded activity. If you plan to use a parent or immediate family member as your assessor, please contact your Award Leader first for approval. Immediate family members must have knowledge of the activity and have played an active role in helping you to improve in the activity.

Is there a limit to the amount of activities you can have in each section?

Yes. For Physical Recreation and Service you can have a maximum of 3 different activities. For Skill there is a maximum of 2 different activities.

Can I print an assessor report instead of sending it by email?

Yes. Navigate to the drop down arrow by your name in the top right corner of the ORB and choose AWARD SUMMARY. A new window will open that will allow you to download a summary for each section of your award. Once you have given your assessor the report and they have signed off you can upload the report on ORB. For more information on how to do this please contact your Award Leader.

What is an Adventurous Journey Report?

An Adventurous Journey Report is a write up that gives the Award Office a better picture of what you did while on your Adventurous Journey. This is a requirement of the Award and needs to be included in your Award submission. Please ask your Award Officer for an Adventurous Journey template that you can fill out or use as a reference. The report does not have to be formal; it is simply your way of telling us what you did on the trip, how you prepared for it, and what kind of experiences you had. This is not a school test or assignment, we are not marking for spelling and grammar, and there is no way you can fail! Just talk to us and tell us about your adventures – we are genuinely interested! If you would rather make a slide show or a video with all of the information, that is okay too!

I have logged a lot of hours but they are not showing up in the tally at the top of my activity. Why are all of my hours not being calculated?

The DOE Award is all about being consistently active in each of your activities. Youth should participate in their activities on a regular basis for an average of one hour per week for each of Service, Skill and Physical Recreation. The Online Record Book will count 1 hour (per area) a week towards your total count. If weeks are missed the system will automatically backdate hours up to 4 weeks.

What if I have a question about the Online Record Book?

If you have any questions about the Award, the Online Record Book, or program requirements, just contact your Award Leader.

Who are the Award Staff members who act as Independent Award Leaders?

For Easter Ontario (K Postal Code): Karen Gormley – kgormley@dukeofed.org

For Central Ontario (L Postal Code): Stephanie Neil – sneil@dukeofed.org

For Toronto (M Postal Code): Laura Cogill – lcogill@dukeofed.org

For Southwestern Ontario (N Postal Code): Laura Robert – lroberts@dukeofed.org

For Northern Ontario (P Postal Code): Donna Dupuy – ontario@dukeofed.org

Joining or Creating an Award Unit

If you are an Independent Participant and you find an Award Unit in your community that you would like to join (i.e. your school starts an Award Unit or you join a cadet group and they have an Award Unit), you can definitely transfer to that unit. All you need to do is contact your Award Leader and they will transfer you.

If you would like to start an Award Unit at your school or in your community, you will need an adult who is willing to act as your Award Leader. An Award Leader is a role model for participants and will be involved in your journey every step of the way. Award Leaders need to be community members who are involved with groups of youth. They will need to take part in training to become an Award Leader. If you know someone who can fulfill this role for you, please put them in contact with your Independent Award Leader and we will take care of the rest.

Participating in the Award is a lot more fun when you are part of an Award Unit! It gives you the opportunity to share your experiences, look for activities together, and go on your Adventurous Journey as a group, if you wish.

CONTACT US

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