

Information Handbook

How Does the Award Program Work?

The Duke of Edinburgh's Award challenges youth ages 14 – 24 to set and achieve goals in four activity areas: skill development, volunteering, physical activity and adventurous journeys in nature. There are three levels of the Award: Bronze, Silver, and Gold. Each are of increasing intensity and duration.

To start the Award, youth register by creating a profile on our Online Record Book (ORB) and submit a registration fee. Once they have completed all the activities required, youth send their reports in on the ORB for approval from the DOE office.

After Award approval, youth receive a pin and a letter confirming Award completion. At the Silver and Gold levels youth, leaders, and family members are also invited to an Award ceremony where youth are presented with a certificate by notable community members such as as the Lt. Governor of Ontario, the Governor General of Canada, or a member of The Royal Family.

Who are Duke of Edinburgh's Award Group Leaders?

Award Leaders are guides and mentors who support their youth in doing the Award program. Your support of youth in pursuit of the Award truly does make a difference in your communities and helps to create committed citizens of the world. A leader is a person who works with youth as part of a larger organization, such as a volunteer with Scouts, Guides, or Cadets, or an employee with a High School or a community centre.

What is the role of a Award Leader?

Award Leaders promote the Award program to the youth in their organization and help them register for the Award. They support youth through the Award experience so they can complete their Award and reach their goals.

An Award Leader's role within their group encompasses the following areas:

1. Assisting group members in the online registration process and helping them get started in the Award.
2. Supporting the youth as they work towards their Award.
3. Abiding by the Award's National Abuse Policy & National Risk Management Policy.
4. Managing students profiles on the Online Record Book

Award Leader responsibilities can include:

- Raising awareness and actively promoting the program in their organization.
- Helping youth to organize activities that count towards earning the Award.
- Communicating with the Division Office and reporting any challenging occurrences.
- Helping youth fill out the Record Book correctly.
- Sharing stories & news about the program with the Division Office.
- Presenting pins and encouraging youth to attend Division organized ceremonies.

The Award office will orient and support Group Leaders every step of the way, we are here to help you help youth achieve their goals.

Why would I want to be an Award Leader?

Besides engaging with youth and aiding in their development of new skills, self-confidence, and a greater appreciation of the environment and their community; you are developing your own skills as a leader and youth worker. You will gain professional development experience and build your resume with internationally recognized and valuable experience.

How does the Division Office support Award Unit Leaders?

We have many resources available to orient you to the Award and help you promote it.

We regularly host Leader Training Webinars. These are an interactive orientation opportunity to the Award program from start to finish. You can also ask questions of the Award Officers leading the webinar. Can't make one of our live webinars? No problem! Visit the Leaders section of our website to watch a Leader Training Video.

What do I need to know to start an Award Unit?

Contact our Award Officer at the Division Office who will be pleased to take you through the steps to register. They will direct you to the Award Unit Registration page and help you through the process.

Please note that leaders and the organizations they represent are responsible for ensuring all criminal record checks and vulnerable sector screenings are up to date and that appropriate insurance is in place for any activities the group undertakes. The Duke of Edinburgh's Award Program accepts no liability for any activities completed as part of the program.

Award Overview

The Duke of Edinburgh's Award is a non-competitive Award program. Youth qualify for the Award by consistently completing activities of their choice in their communities. All activities must be extra-curricular and voluntary.

There are three levels - Bronze, Silver and Gold. For each level there are four sections to be completed: At the Gold level, there is one additional section: the **Gold Project** 5 days in a new environment working with new people towards a common goal. Certain age restrictions apply to each level.



Service: *Give Back*

Challenge yourself to be a responsible, caring member of the community.



Physical Recreation: *Break a Sweat*

Challenge yourself to improve your health, fitness and performance.



Adventurous Journey: *Get Wild & Explore*

Challenge your spirit of adventure in nature.



Skill Development: *Find Your Genius*

Challenge yourself to improve your skills and widen your interests.



Gold Project: *Go Away with Others and Find Yourself*

Challenge yourself to broaden your horizons and open your eyes to the world.

GOLD - 16 years old

SILVER - 15 year old

BRONZE - 14 years old

Groups & Independents

Participants can complete the Award in two ways - as a member of a group or as an Independent. Groups are generally associated with larger youth organizations, such as schools, community centres, Guides, Scouts or Cadets. In this case a leader, such as yourself, will usually help coordinate activities and support the group members as they work towards their Award.

Frequency of Activity

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.

Level	For all sections	For one of Service/Skill/Physical Recreation
Bronze	3 months (13 weeks)	An additional 3 months (26 weeks total)
Silver (from Bronze)	6 months (26 weeks)	
Direct Entry Silver	6 months (26 weeks)	An additional 6 months (52 weeks total)
Gold (from Silver)	12 months (52 weeks)	
Direct Entry Gold	12 months (52 weeks)	An additional 6 months (78 weeks total)

Adventurous Journey

An Adventurous Journey entails learning about and respecting the natural environment. Award Participants are expected to complete a camping trip while journeying a significant distance under their own power, whether hiking, kayaking, biking, snowshoeing or some other means. Each Journey must be preceded by Preliminary Training and a Practice Journey. Participants are responsible for ensuring their own training and safety.

Upon completion of the Adventurous Journey each participant will need to write a report and include it with their Award submission. Please ask your Regional Award Officer for an AJ Report Template.

Award Level	Practice Journey	Qualifying Journey	Hours of Activities
Bronze	1 Day	2 Days, 1 Night	6 hours per day
Silver	2 Days, 1 Night	3 Days, 2 Nights	7 hours per day
Gold	2 Days, 1 Night	4 Days, 3 Nights	8 hours per day

Registration

1. Go to onlinerecordbook.org
2. Select "Award Participant" and click on Register
3. Select Canada as your country
4. Start typing in your school's/unit's name, if your group does not appear type in "Independent Participant"
5. Pay the \$50 registration fee** on step 5 of the registration process

ONTARIO DUKE OF ED OFFICE

 215 Niagara Street, Suite 100
Toronto, Ontario M6J 2L2

 **Phone:** (416) 203-0674
Toll-Free: (800) 872-3853

 ontario@dukeofed.org

 **EN:** www.dukeofed.org
FR: www.lpde.org

 Like us on Facebook
facebook.com/dukeofedcanada

 Follow us on Twitter
[@dukeofedontario](https://twitter.com/dukeofedontario)

 Follow us on Instagram
[@dukeofedcanada](https://www.instagram.com/dukeofedcanada)