



**The Duke of Edinburgh's International Award
Canada - Saskatchewan Division**

Leader's Guide

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Buckingham Palace

Foreword

The dramatic changes that industrialization and scientific developments have brought to virtually every community in the world, have also created particular difficulties for young people in the process of growing up. The traditional social patterns are disappearing, or have already disappeared, to be replaced by a system of academic education designed to fit young people for life in a predominantly technological, urban/industrial world.

This probably makes rational sense but life is about much more than careers and technology. Young people need to develop their characters and those human qualities which allow communities to be friendly and civilized, rather than violent and unscrupulous. These qualities cannot be taught like grammar or mathematics. They have to be acquired from the precept and example set by parents and adults, and also from personal experience.

The Award Program provides a balanced program of extracurricular activities for young people between the ages of 14 and 25. It is designed to complement their academic development, provide opportunities for personal growth and discovery by broadening their base of experience, stimulate the qualities of self-reliance, perseverance, effort, initiative and self-improvement, and to emphasize personal responsibility to their community.

The Program was introduced into the United Kingdom in 1956 as The Duke of Edinburgh's Award and into Canada in 1963 in the same form. It has spread to more than one hundred countries worldwide under many different titles and it is now becoming obvious that the Program has a much wider application than was first anticipated. All over the world, young people are meeting the challenge of this Program, helped by many thousands of dedicated volunteer leaders, sponsors and supporters.

The Canadian Award Program has shown slow but steady progress in the first fifty years. With over 38,000 young people currently participating across Canada, there is every reason to believe that many more will wish to participate in the future. The Award Program's continued success in Canada will be a measure of the quality of its leadership.

~His Royal Highness The Duke of Edinburgh

Introduction

As with all activities for young people, success in the Award Program depends on good leadership, planning and organization.

Experience has shown that Group Leaders who invest time in preliminary planning and organization enjoy a successful start-up of their Award Group, sustained growth, and a high level of Award achievement amongst the group's participants. Additionally, gaining an intimate understanding of the Fundamental Principles, General Conditions and Section Requirements of the Award Program reveals the flexibility of its operation and the way in which it can be used to complement current activities and adapted to suit local conditions.

The purpose of this Leader's Guide is to offer guidance to those undertaking a leadership role in the Award Program, especially those preparing to do so for the first time. The guide provides you with a step by step outline of how to successfully start up, operate, and sustain an Award Group. You are encouraged to modify the suggestions presented in this guide to accommodate the specific requirements of your own group.

Statement of Purpose

The Duke of Edinburgh's International Award is a program of individual development and achievement. It presents to young people a balanced, non-competitive program of voluntary activities which encourage personal discovery and growth, self-reliance, perseverance, responsibility to themselves and service to their community.

The Fundamental Principles

An Award Program Leader must agree to abide by the following Fundamental Principles:

The criterion for gaining an Award is individual improvement through persistence and achievement, taking into account the participant's initial capabilities, and without any element of competition between participants.

Participation is entirely voluntary and the individual participant has a completely free choice in the selection of locally available options within the four Sections.

There is no discrimination on grounds of sex, race, religion, political affiliation or any other personal circumstances.

Privacy Statement

The Duke of Edinburgh's International Award does not disclose personal information to any third party to enable them to market their products and services and takes reasonable precautions to ensure that personal information is kept safe from loss, unauthorized access, modification or disclosure.

Preliminary Planning and Organization

The Group Leader

The Group Leader is the person responsible for the overall administration of a group of Award participants. His or her role is to advise, guide and assist young people to participate in the Award Program. The role is partly promotional and partly operational. Responsibilities include the following:

- Develop a thorough understanding of the Award Program, ensuring that its operation meets the requirements of the Statement of Purpose and the Fundamental Principles and that the standards of the Award are upheld at all times. The Award Office is an excellent source of help in this regard.
- Enlist the assistance of suitably skilled and enthusiastic adults to act as Leaders, Assessors and Instructors (if needed) and, through training, develop these volunteers into a committed leadership team.
- Establish and maintain a well-planned and organized framework to enable the Award Program to operate on an ongoing basis.
- Ensure the Award Program is effectively dovetailed with the sponsoring youth organization program, where applicable.
- Assist participants, directly or indirectly, in designing a challenging personal achievement program.
- Ensure that participant registration and membership in the Award Program is current and that each participant has registered for the *Online Record Book* and received other Award material provided by the Division office.
- Coordinate and possibly supervise Award activities and monitor participants' performance and progress toward their established goals.
- Process the Award Applications and arrange with the Division Office for the local presentation of Awards to successful Award Achievers.
- Encourage those participants who are leaving the group to continue their participation in the Award Program through another group or as an independent participant.
- Ensure the safety and well-being of the participants and be familiar with our National Abuse Policy.
- Create community awareness of the Award Program to attract participants, adult volunteers and sponsor support, and to nurture potential fundraising sources.
- Maintain ongoing communications and an active, working relationship with the Division Office and other groups in the area.
- Ensure continuity of the Award Program's successful operation in your community.
- Act as the principal activities facilitator and administrative coordinator for the Award group, its individual participants, and leadership team and sponsor organization.

Developing a Leadership Team

The responsibilities of a Group Leader need not be difficult, with proper delegation and sufficient assistance. He or she need not necessarily be involved with the detailed running of all aspects of the Program, but should assemble and develop a leadership team which can assume some of these responsibilities. The size of the leadership team should correspond to the anticipated size of the group. Members of this team can often be found through clubs, Chambers of Commerce, churches, schools, YM/YWCAs and local sports and athletic clubs.

It is helpful to appoint an Assistant Group Leader, to provide continuity if the Group Leader should fall ill or otherwise not be available.

It is recommended that four Section Leaders be appointed to coordinate the group's activities within each of the four Award sections. This will provide further delegation of responsibilities and will enhance the degree of leadership expertise and experience available to the participants in each section. One of these Section Leaders could also fill the position of Assistant Group Leader. A Group Leader may also function as a Section Leader when applicable.

In recruiting adult assistance, Group Leaders should bear in mind that the Program is directed as much towards adults as young people. It can provide them with a practical and satisfying way of sharing their knowledge and experience with the participants.

Any responsible adult who is suitably experienced or qualified may act as an Instructor or Assessor for an Award activity, or simply act in a supervisory capacity. For some activities, they may need to hold specific qualifications.

Group Leaders should recruit as much help as possible. The more adults prepared to help in this way, the wider the choice of activities for the participants. The aim should be to seek a little help from many rather than a lot of help from a few.

The best way to recruit adult help is by personal approaches to individuals with a specific request for assistance in a particular capacity or area of interest, rather than by a general call for volunteers.

Having secured the cooperation of adult volunteers, it is important to sustain their interest and enthusiasm, and to ensure that they fully understand their role. It is the Group Leader's responsibility to ensure that all adults involved in the running of the Award Program know something about its basic concept and what is specifically required of them, so the Program will operate as intended.

For Instructors and Assessors, this should be sufficient to enable them to instruct and assess properly. For the Group Leaders, Assistant Group Leaders and Section Leaders the importance of Program training cannot be over-emphasized. The success of the Award Program is directly related to the quality of its operation and administration. Program quality can only be developed by attending and actually participating in a training course specifically designed to show them how this is best done. The more proficient they become, the more likely interest, personal pride and enthusiasm will be sustained.

Program Administration

To introduce the Award Program properly to young people, the leadership team and, particularly, the Group Leader must invest time in some basic administration. While the administration of a group need not be elaborate or tedious, it is helpful to keep orderly records right from the beginning.

Records

It is strongly recommended that the Group Leader prepare and maintain a three-ringed binder sectioned by divider sheets under the following index headings:

- **The Award Program** - to include the Leader's Guide and general overview material on the Award Program.
- **Participant Registration** - to include blank and processed registrations and related correspondence.
- **Participant Progress** - to include the participants' Master Record Sheets, Progress Meeting minutes and related notes.
- **Award Applications** - to include sample and processed Award Applications and related correspondence.
- **Award Presentations** - to include Award presentation outlines and related correspondence.
- **Reference Resources** - to include detailed and current listings of resource organizations and contacts including volunteer adults, literature, websites, fact sheets and materials.
- **Leadership Meetings** - to include the details of meetings relating to the group's operation.

This binder will serve as the principal administrative reference for the group's operations and will enhance continuity should the Group Leadership change over time.

Finance

A simple accounting procedure to keep track of participant registration, the group's general operating expenses and locally raised funds may be required. While the Award Program need not be costly to operate, some expenditures will be incurred if the group decides to plan their Adventurous Journeys as a group trip.

Each participant must pay for entry into the Award Program. This ensures at least a minimum level of commitment on their part. However, no young person should be excluded from the Program because of lack of money. In special cases, fees can be reduced to a nominal cost or paid by instalments. Please contact the Division office for more information.

Participants are responsible for the expenses they incur in carrying out their Award activities, although special funds are often raised by the group for Expedition-related expenses. The general operating expenses of the group will tend to be reasonably low. Reimbursement of expenses by the group for

Instructors and Assessors, especially those involved in the Adventurous Journey Section, is sometimes required. Expedition- related equipment can usually be borrowed or rented.

Insurance

The National Award Office of The Duke of Edinburgh's International Award maintains Travel Accident and General Liability insurance coverage for all Group Leadership members, Assessors, Instructors, Supervisors, volunteers and participants.

The Travel Accident coverage provides personal accident insurance to those individuals who suffer physical injury or loss of life while participating in Award Program-sponsored activities and who do not have similar insurance coverage through their affiliation with another youth or sponsor organization, which will be considered as the primary insurance coverage. This Travel Accident coverage includes Repatriation and Rehabilitation Benefit packages.

The General Liability coverage provides protection from legal action taken by a third party for property damage or bodily injury suffered by that third party.

Any and all accidents or incidents should be reported immediately to the Executive Director at the Division office. If Group Leaders are unsure as to whether or not their coverage is adequate for the types of activities to be undertaken as part of their group's Award Program they should confirm with the Division office. Independent participants should do the same.

Special insurance coverage may be necessary to cover the storage, use and transport of personal and group equipment. This coverage is to be arranged directly with an insurance broker by the user group or sponsor organization.

Dovetailing the Program

The Award Program's flexibility enables groups having a wide diversity of goals to use the Program as a means of helping them fulfil those goals.

Today the Award is used by schools, colleges, youth clubs, voluntary organizations and other youth groups of all kinds, as well as groups formed specifically to do the Award. The Award should complement the existing program of user groups. It should not compete with them nor replace them. The Award activities should be dovetailed into the existing program rather than superimposed upon them.

Many activities already included in a school's extra-curriculum program or the programs of a youth group, may fall within the scope of the Award Program. Activities may count for Award purposes, as well as for qualifications awarded by a youth organization.

Many voluntary organizations have found that the Award Program offers their young members an exciting challenge which can easily be integrated into their own program. It provides their members with the opportunity to participate in an internationally recognized Program which will widen their horizons and broaden their outlook. In the case of schools, it can be used as an incentive to take part in extracurricular activities and to provide an opportunity for teachers and pupils to work together in an informal

atmosphere. The Award Program also provides a link and common bond between agencies and organizations working with young people.

Participation by People with Disabilities

The Award Program is for all young people no matter what their personal circumstances. It is the same Award Program for everyone. Wherever possible, the same General Conditions and Requirements apply for a participant with physical or mental disabilities as for any other participant. The Award Program is designed to be flexible enough to accommodate all situations enabling participants with disabilities to experience an equal level of personal challenge, enjoyment and achievement.

Available Resources

There are extensive support networks, Award Program literature, forms and promotional materials available for those starting up or running a group. The following is a list of the Award Program literature, forms and promotional materials available from the Division office or from the Saskatchewan website www.dukeofed.org/sk

- Summary of Conditions
- Brochure
- Registration Form
- Guidelines for Assessors
- Award Application Form
- The Duke of Edinburgh's Award Poster

Please contact our Division office if you would like a program presentation to be done. All material is available electronically and resource materials can be emailed as well.

Registering Participants

Registration and Annual Membership

Participation in the Award Program requires that a young person be properly registered with a Division office and that they maintain an active status in the Award Program by renewing their membership on an annual basis for the duration of their participation. Only after registration fees have been paid will credit be given for activities performed toward an Award.

To register a participant in the Award Program, a Group Leader must fully and accurately complete the Registration Form provided by the Division office. Independent participants are responsible for completing their own Registration Form. The participant's home address is to be clearly noted on the Registration Form together with that of the Group Leader. Payment of the registration fee can be made in the form of a cheque, cash, or cash money order payable to 'The Duke of Edinburgh's International Award - Saskatchewan'.

Participants can also sign up online at www.dukeofed.org/sign-up. Registration through the website will allow participants to pay via credit card or PayPal. There is an additional \$1 service charge for online payment and registration.

There is an annual renewal (with no fee**) in the fall of each year to enable participants to remain active. Reminder letters/emails and complete group listings are sent to all Group Leaders in the month of September.

It is desirable to obtain parental consent prior to registering young people in the Award Program, not only to satisfy any legal requirements but also to engage them in the process. Parents can and often will volunteer their assistance as Assessors and Instructors and act as providers of equipment, funding, transportation and other facilities. Their support and encouragement may inspire participants to persevere when the initial novelty might have worn off.

Once registered by the Award Office, the following material will be sent by email to the participants and cc'd to the Group Leader.

- **Online Record Book (ORB)** – The Award Officer will send an email with a welcome letter that will outline how to create their Online Record Book Account. You will also receive a Tools and Tips package on the Award program.
- **Award Application Form** (Bronze, Silver or Gold as appropriate) – after a participant has completed the Award requirements, they must submit an application form into their Division office.
- **Welcome Package** – an individual Welcome Package will be sent to each new registered participant. They will also be cc'd to the Group Leader as this allows the Leader to keep track of who has registered as well as go through the registration package with the participant.

*When a group is registering for the first time, each member of the leadership team (Group Leader, Assistant Group Leader, and Section Leaders) will receive a copy of this Leader's Guide.

** *There is no cost to register a group or update the annual membership***

Continuing Participation

A participant has until their 25th birthday to complete an Award, provided they satisfy the minimum time requirement for each Award level, through any sponsor group *or* as an independent participant in Canada or in any of the more than 140 other countries who host the Award Program. Membership is fully portable. When participants leave a school, area, or youth organization in which they have been doing their Award, it is important that the Group Leader encourages them to continue with the Award.

Where the participant remains in the province, the Division office will maintain contact with this participant as an independent or will assist in arranging to continue his or her participation through membership in another group.

Where the participant is moving to another Division area in Canada, the Division office will forward the pertinent participant information and records to that area's Division office (provided that the Division office has been notified of the transfer information). The new Division office will either handle the participant as an Independent or group member, at the participant's discretion.

Where the participant will be relocating outside of Canada in a country which is an active member of The Duke of Edinburgh's International Award Association, the Division office will forward all pertinent participant information and records to the International Secretariat of The Duke of Edinburgh's International Award Headquarters in England. They will, in turn, send the same to the National Award Authority in the participant's new country of residence and will also notify the participant of whom to contact once he or she is settled there. All National Award Authorities have agreed to allow participants from any other International Association member to take part in their Award Programs (in so far as it is possible under national law) and to recognize the achievements entered in the *Online Record Book*.

Prior to the participant's departure, the Group Leader should ensure that the participant's *Online Record Book* has been fully updated and that the Assessors and Instructors have made an appropriate notation as to the participant's current progress to date in achieving the established goals under each section of the Award.

Not only is participation in the Award Program portable, it is also resumable where a participant, after a period of non-activity, chooses to again pursue the completion of the Challenge. Credit will be given to a participant for activities undertaken or completed during this non active period.

Launching the Program

The first step in introducing young people to the Award Program is to invite them to attend a meeting which will show them the Program in action. The purpose of this meeting is to interest these young people in challenging themselves to do their best and to have them recognize The Duke of Edinburgh's International Award as one of the best available means of achieving that goal. The ideal presentation will set an attention-holding pace and where possible, include an inspirational testimonial talk by an Award Achiever who is likely to be closer in age to the audience than the Group Leader.

An information package should be provided to the attendees at the end of the meeting so that they can review the Program and think about what they have seen and heard during the presentation. The Division office can provide those information packages.

About a week later an introductory meeting should be held for those who have expressed an interest to proceed with the Award. From this meeting, registration forms can be handed out or can be done online. Contact your Division office if you have any questions or need more resources.

The Introductory Meeting

The Group Leader should introduce him or herself, welcome the young people, commend them on their decision to participate in the Award Program and emphasize their personal commitment to making their involvement in the Program both rewarding and enjoyable. The Group Leader should then:

- Introduce the group's leadership team and outline the roles and responsibilities of each team member as it pertains to the running and administration of the Program and its sections, if applicable.
- Clearly indicate the expectations of the participants' performance relative to the Program's administration and purpose.
- Establish a time, place and format for regular progress meetings and emphasize their importance.
- Establish a notice board arrangement (eg. Facebook group) so that participants will have an easily accessible focal point for the dissemination of group activity information. Indicate when, where and who to contact for Program activity assistance outside of the scheduled meeting times.
- Review in detail the General Conditions for the Program so that each participant clearly understands these general requirements.
- Hold a general question and answer session.
- Have the participants provide sufficient personal information to enable their registration in the Award Program. This usually requires their full name, residential address, telephone number(s), date of birth, age, parents' names, address and telephone number(s) and perhaps medical/health information. Their registration fee should also be collected at this time.
- Confirm the next scheduled meeting time and place.

Getting Started

At the first main meeting of the group, after the above introductory sessions, the Group Leader should introduce the Section Leaders responsible for the four sections (Voluntary Service, Adventurous Journey, Skills Development and Physical Recreation), or others who are willing to assist. There should then follow a detailed review of the requirements of each Section as follows:

Voluntary Service - The group or section leader should discuss the importance of acquiring an understanding and awareness of voluntary service. This will ensure that all participants clearly understand what is required to successfully meet the challenge of this section. The participants may then choose to undertake an introductory course or research providing an overview of all aspects of voluntary service within their local community. (The United Way often has resources available in most communities.)

Skills Development- The participants must choose the skill or personal interest they intend to pursue and develop and ascertain who will be conducting their instruction and/or assessment.

Physical Recreation - The participants must choose the physical activities in which they intend to participate, establish their own goals or targets, and commit to a timeline.

Adventurous Journey - The Group or Section Leader should discuss the requirements of this section, including the Wilderness Code of Behaviour so that all participants clearly understand what is required to successfully meet the challenge of this section.

The participants should then begin to choose the type and purpose of Expedition, Exploration or Adventurous Project they wish to undertake and divide the principal planning and preparatory tasks amongst themselves. Part of their preparation must include training by qualified instructors and personal study in expedition planning and organization, safety precautions and emergency planning, first aid, map reading, compass use and wilderness navigation, outdoor clothing and equipment selection and use, outdoor meal planning and food preparation, campsite selection and layout, camp craft skills, wilderness/wildlife awareness, route planning and transportation.

A general question and answer session should then be held to ensure all is understood.

The section leader should end this session by indicating what each participant will be expected to report on at their next meeting. The Group Leader should adjourn this meeting by confirming the next scheduled meeting time and place.

Monitoring and Supporting Participant Performance

Once all sections of the Program have been launched, it will be the Group Leader's responsibility to ensure that participant performance is monitored and supported on an ongoing basis. There is a great deal a Group Leader can do to encourage participants to keep up their morale and maintain their forward momentum.

Progress Meetings

One of the most effective means of monitoring performance, overcoming obstacles and providing positive motivation is to hold regular progress review meetings. These meetings should be informal, scheduled at a time and place that will provide optimal attendance by the participants, and held at least once per month. The operative adage is "what gets measured, gets done or improves". The operative goal is "learning through the experience of doing".

Progress meetings should include a round-table update of all participants' progress to date in each of the four Award sections, with prompt assistance in overcoming obstacles and genuine positive reinforcement being provided by the leadership team in attendance.

It is important that participants be encouraged to maintain accurate and up-to-date records of their Award activities using their *Online Record Book* and regularly attend these progress review meetings.

Record Keeping

Given that participants are often pursuing different activities at different Award levels, it is essential that accurate and up-to-date records be maintained by the Group Leader which outline their established goals and chosen activities in each Award Section, their progress to date and Awards earned. A Group Leader will be able to see all progress that a participant has achieved using the Group Leader account on the *Online Record Book* system.

A performance chart summarizing the progress of all participants in a group often proves motivational when displayed at progress meetings.

Encouraging Continuation in the Program

The Group Leader should encourage Bronze and Silver Award Achievers to move on and take up the next challenge. Gold Award Achievers should be encouraged to become involved in a provincial Gold Award Alumni Society and/or an Award Group's leadership.

The Group Leader should always ensure that the participants' involvement in the Program is enjoyable. If it does not remain so, performance will ultimately suffer and participant attrition will follow.

Applying For Award Approval

A participant has qualified for an Award when he or she has successfully met the Requirements for all four Sections (five for Gold) to the satisfaction of each Assessor and their Group Leader.

Minimum age for completion: Bronze – 14½, Silver – 15½ (Direct Silver – 16), Gold – 17 (Direct Gold – 17½).

Processing the Award Application

The Group Leader should submit the following Award Application materials to the Division Office:

- Award Application Form - this must be prepared by the participant and signed by the participant and their Group Leader. Care should be taken to ensure that all dates on the Application Form correspond to those in the *Online Record Book*, that all necessary signatures have been obtained and that the 'Personal Profile' is completed.
- Expedition/Exploration/Adventurous Project Log, including map, menu and equipment list, daily journal and any pictures or videos of the project.
- Any other material produced by the participant that relates to any aspect of the Award.
- All material submitted must bear the participant's and group's name.
- Where applicable, the Group Leader should provide any reasons why the participant deserves special consideration during the assessment process due to physical or mental exceptionalities or some other mitigating circumstances.
- The importance of the completeness of an Award Application submission cannot be over-emphasized as, with very few exceptions, the material submitted is the only source upon which the Award Standards Committee can base its approval or rejection.
- The Expedition/Exploration/Adventurous Project Log represent a considerable investment of time and effort on the part of the participant. It is the participant's and his or her Group Leader's responsibility to safeguard these materials and to submit them to the Award Office for approval.

- The completion date of one Award level marks the start date of the next. Once an Award Application has been submitted for assessment, the participant may immediately commence work on the next Award level provided they have reached the minimum age requirement. So that there are no artificial delays, participants may go directly into the next level (ie. may start Silver at 14½, may start Gold at 16 *provided the previous level has been completed*). Minimum age for completion still applies, regardless of the number of months involved at a level. It should be noted that if the Award Application is not approved, then any work performed toward the next level cannot be used to qualify for that next level.

The Award Approval Process

When an Award Application is received by the Division office, its receipt will be logged in, and it will then be reviewed to ensure the completeness of its submission. Should any deficiencies be noted, the participant will be notified with a request to promptly remedy those deficiencies. The Group Leader will also be notified of any deficiencies as well.

The Award Application will then be sent to the Award Standards Committee for assessment (for Silver and Gold only). Committee members will review the entire submission noting any requirement deficiencies on the Award Application Checklist and Assessment Summary. The Award Application will then be promptly returned to the Division office.

Upon receipt of the Award Application from the Award Standards Committee, the Division Office will initiate the following procedure:

- If not approved, the Award application package is kept at the Division office and an email will be sent to the participant setting out the reason(s) for non-approval, indicating what needs to be done prior to re-submission (in some cases this may done by telephone). Participants will be emailed everything they need in order to have their awards successfully processed. The Division office works hard to ensure the easiest method of completion is made available to the participant. When all outstanding deficiencies have been resolved to the satisfaction of the Division office, the Award Application will be sent to the Award Standards Committee for reassessment (Silver and Gold Award only).
- If a Bronze Award is approved, the Award Application will be returned to the Group Leader, accompanied by a Bronze Certificate and Bronze Pin.
- If a Silver Award is approved, the Award Application will be returned to the Group Leader accompanied by a Silver Pin. The Silver Certificate will be retained at the Award Office for presentation at a future Silver Award ceremony.
- If a Gold Award is approved, the Gold Award Application will be sent to the National Office for final approval. The Award Application will be returned to the Group Leader. As long as space/time permits, the Gold Pin or Brooch will be presented at a future Silver Ceremony. If space/time does not permit, the Gold Pin or brooch will be sent to the Group Leader for a local presentation. The Gold Certificate will be retained at the Division office for presentation at a future Gold Award ceremony.
- For Silver and Gold Award approval, applications must be submitted into the award office six (6) weeks prior to ceremony. Silver ceremonies usually take place in October of every year. Gold Ceremonies are

arranged according to the availability of a member of the Royal Family or their authorized representative.

Approval Authority

Bronze > Division Office

Silver > Division Office > Provincial Award Standard Committee

Gold > Division Office > Provincial Award Standard Committee > National Office

Presentation of Awards

Bronze Award Presentation

Upon approval of a Bronze Award, a Bronze Pin and Bronze Award Certificate will be sent by the Division office to the Group Leader or the independent participant, accompanied by a congratulatory letter from the Division's Executive Director.

The Pin and Certificate will usually be presented at a ceremony organized by the group such as an annual banquet, awards day function or annual inspection. A senior member of the group, a representative of the sponsor organization, a local dignitary, or an Award Program representative may preside. The Award Program's purpose and the nature of the challenge will be outlined for the audience followed by the presentation of the Award and a sharing of the Award recipient's personal experience. The audience will usually be made up of the recipient's peers, friends, family, the Group Leadership team, other participants, sponsor organization officials, appropriate local dignitaries and, occasionally, local media.

Silver Award Presentation

Upon approval of a Silver Award, a Silver Pin will be sent by the Division office to the Group Leader or the independent participant, accompanied by a congratulatory letter from the Division's Executive Director.

The Certificate will usually be presented at a ceremony, hosted by the Provincial Lieutenant Governor or Territorial Commissioner, held annually in the Provincial/Territorial capital. Formal invitation to this special event will be coordinated by the corresponding Division office and will be extended to Silver Award recipients, two guests of their choosing and a Group Leader.

The Pin is usually presented at a ceremony organized by the group in a similar manner to that of the Bronze Award.

Gold Award Presentation

Upon approval of a Gold Award, a Gold Pin or Brooch will usually be presented at a ceremony, hosted by the Provincial Lieutenant Governor or Territorial Commissioner, which is held annually in the Provincial/Territorial capital. Formal invitation to this special event will be coordinated by the Division office to the Group Leader or the independent participant, accompanied by a congratulatory letter from the Division's Executive Director.

In Saskatchewan, the Gold Pin or Brooch is presented at a Silver Ceremony. If there comes a time when there is no longer enough space/time at the Silver Ceremony, then we will follow the normal presentation at a ceremony organized by the group in a similar manner to that of the Bronze and Silver Award.

The Certificate will usually be presented at a ceremony, hosted by the Governor General of Canada or a member of the Royal Family. Formal invitation to this event will be extended to Gold Award recipients, up to two guests of their choosing and a Group Leader.

Appendix A

Developing Community Awareness

Community awareness is an essential element of a successful Award Program. Ongoing financial and sponsor support, adult assistance and youth participation depend on it. Good public relations and promotion to raise the Program's profile in the community must be undertaken by all parties involved in the Award Program at every opportunity. Involving an experienced volunteer with a good visual and news sense, who enjoys promotional work, can go a long way toward meeting this goal.

Develop contacts in the local newspaper, radio and television media and keep them informed about Program activities, upcoming Award presentations, photo opportunities etc. They are generally pleased to give publicity to the Program. Ensure that reporters have a brief background fact sheet on the Award Program itself, the group and (where applicable) the Award Achievers.

Additionally, community awareness can be heightened through:

- displays
- parent evenings
- school Awards Days
- information in libraries
- public speaking engagements at service clubs
- collecting and presenting slides
- fact sheets
- sponsored walks
- posters placed in high-traffic areas of public buildings
- Award newsletters
- platform banners
- clothing
- briefing and enlisting the support of community leaders
- making helpers and supporters feel needed, wanted and appreciated
- ensuring sponsors are informed, involved and thanked properly
- and through other opportunities as they arise.

Sponsoring organizations like Scouts Canada and Girl Guides of Canada will often feature Award Program material in their own publications, dealing with how the Award Program dovetails with their own organization's activities, and serving as an excellent testimonial piece for other similar groups who are considering involvement in the Award Program.

If Group Leaders keep in mind who they are trying to reach, why and what they want to get across, then community awareness can be both a lot of fun and productively rewarding for the Award Program and the sponsor group.

Attracting Participants

There are an incredible number of activities competing for young people's time today and most require less personal commitment, planning, involvement and effort than The Duke of Edinburgh's International Award.

Many tend to have a higher profile today in the community in terms of awareness and peer involvement. It is critical to the success of a group's start up and continuity over time that a fairly dynamic approach be taken to generating youth's interest in participating in the Award Program.

The approach must speak to the experience and interests of those being addressed and use media and forums that appeal to today's youth. An understanding of the needs of young people is essential to this task and persistence may be necessary.

Parental support is both a positive motivating factor in initially joining the Award Program and a contributing factor in the successful completion of the Awards at all levels. Provided the Group Leader's and the parent's approach is to persuasively sell the young people on the merits of participation, positive results can be expected.

Finally, Program quality is one of the most critical selling tools available. If well planned, organized and implemented, existing participants will do the Group Leader's selling to their peers. The resulting community awareness created by the challenging and fun activities undertaken by the group will further reinforce the desirability of involvement. Nothing sells like success and success breeds success! It is most important to tell people what the group is doing using every available avenue, including social media channels like Facebook, Twitter and Instagram.

Making Presentations

Presentations are an excellent means of creating Award Program awareness in a community and attracting young people to the Program as participants. The success of a presentation is similar to that of the Program itself in that it must be well planned, organized, to the point, and speak to the experience and interests of those it is addressing. The presentation must also have a preconceived and clearly defined purpose which will be emphasized throughout its duration - whether it be the creation of community awareness, a request for financial or sponsor support, the solicitation of adult assistance in the Program as Instructors or Assessors, or a call to young people to take up the challenge to reach for their best.

A commitment to quality over quantity, a steady attention-holding pace, the use of visual effects such as the Award Program video and the inclusion of Award Achiever testimonials will all contribute to a successful presentation.

Resources Available:

- National Promotional Video- available on YouTube or the national website (www.dukeofed.org)
- Power Point Presentation - available to download for free from our website or on a USB stick or flash drive (available for a nominal charge)
- Speaker's Bureau (contact the Division Office for either a Staff member or a local Gold Award achiever...based upon availability and location)
- Display Boards may be available for loan (groups would incur the cost of deposit, shipping by bus and insurance). Encourage your participants to connect with the Duke of Edinburgh's International Award - Saskatchewan on Facebook and Twitter in order to actively stay engaged with what is happening around the province.

Please contact the Division Office for more details:

Website: www.dukeofed.org/sk

Email: saskatchewan@dukeofed.org

Phone: 306-780-9278

Social Media

Facebook: www.facebook.com/DukeOfEdSK

Twitter: www.twitter.com/DofESask

Youtube: www.youtube.com/user/DOECanada

Glossary

Adventurous Journey Supervisor

A responsible adult who supervises a group of Award participants while on an Expedition, Exploration or Adventurous Project. He or she may also be the instructor or assessor.

Assessor

A responsible adult who has considerable knowledge of the activity chosen and can assess a participant's improvement in performance in accordance with the General Conditions and Requirements for each award component. An assessor may only assess one section of an Award Level.

Award Standards Committee

A group of experienced volunteers at the provincial level who review all Award Applications for the purpose of determining whether or not they satisfy the requirements, and to approve Awards for those that do.

Award Holder (Achiever)

A participant who has successfully qualified for an Award.

Division Office

The Division/Provincial and Regional headquarters for The Duke of Edinburgh's International Award.

Division Board of Directors

The operating authority responsible for the implementation of the national policies and procedures for all aspects of the proper operation of the Award Program in their service area (Province and/or Territory).

Division Executive Director

An experienced individual hired by the Division Board of Directors to administer the Division's service area and the affairs of its corresponding Division office and staff.

Group (Unit)

A group of young people who are registered participants in the Award Program. It is often based within a school, college, youth club, church or voluntary youth organization such as Scouts, Girl Guides, Air, Army and Sea Cadets and St. John Ambulance. It can also be a group of individual young people whose only connection is participating in the Program.

Group Leader

A responsible adult, who coordinates, monitors and advises a group of participants. This individual may also act as an Assessor and/or an Instructor.

Instructor

A responsible adult who has considerable knowledge of the activity chosen, and who teaches, aids, guides and instructs the participant(s) over the time period stipulated in the *Online Record Book*. He or she may also act as an Assessor in some circumstances.

International Award Association (IAA)

Also known as The Duke of Edinburgh's International Award Foundation. The International Award Association is comprised of all NAAs and Independent Operators of the Award. Each NAA must conform to the Criteria of Membership to be a member of the International Award Association.

Leader's Guide

A comprehensive, step by step guide for those undertaking a leadership role in the Award Program. This guide outlines how to successfully start up, operate and sustain an Award group.

National Award Authority (NAA) - National Board of Directors

The national body responsible for setting policies and procedures for all aspects of the proper operation of the Award Program in Canada. Their actions must conform to the Rules of Membership as defined by the Constitution of The Duke of Edinburgh's Award International Association.

Participant

A young person between the age of 14 and 25 who is registered in the Award program as a member of a group or as an independent.

Online Record Book

An online database where participant log their activities for the award program. Participants need to create these accounts after being registered for the Award program.

Section Leader

A responsible adult who has considerable knowledge in the area of one of the Award's four sections and who assists the Group Leader in coordinating the activities undertaken by the group's participants in that section. He or she may also act as an Advisor or Instructor.

Sponsor Group

The primary group/organization that is running The Duke of Edinburgh's International Award program ie, Scouts Canada, Girl Guides of Canada, Army Cadets, Air Cadets, Sea Cadets, Schools, Youth Groups, etc.

Trainee

A person attending a training course to find out more about the Award and Award-related issues.

Trainer

A person with considerable knowledge of the Award and with good training skills, who is responsible for preparing and presenting the training sessions.

Award Offices

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