



# Best Practices for Award Delivery

No two Award Centres are the same, just as no two Award Leaders are the same. Find what works for you and your participants and thrive. **Here are some best practices that other Award Centres have found effective:**

## Helping Participants Who Are 'Stuck'

As an adult delivering the Award, your role is crucial in guiding and encouraging participants through their journey. Sometimes, participants may encounter obstacles that leave them feeling stuck or demotivated. It's important to recognize these moments as opportunities to provide support, inspire perseverance, and foster a growth mindset. **Here are some effective solutions to help participants overcome challenges and continue progressing towards their goals:**

- Utilize the spreadsheet under the ORB Lab, 'Awards Progress Overview'. It's a powerful way to view participant progress and determine who may be stuck.
- Use the [Activity Zone](#). Be open-minded and understand where the student is coming from and how you can help them utilize their passions and interests to choose their activities.
- Implement regular check-in meetings to monitor progress i.e., one-on-ones, lunch time meetings, office hours, email check-ins, class time, free periods, etc.
- Send an email to the participant and offer support in the area they are struggling with.
- Provide Award resources to the participant such as guides, templates, or website pages. If you're having trouble, check out the resources linked in our Award Delivery Playbook.
- Suggest Chat GPT to students for creating SMART goals.
- Engage parents in the process by informing them of their child's progress and how they can support them.
- Pair participants with buddies who can provide mutual support and accountability.
- Create a group chat where students can ask questions.

## AI Chat Bot

- Use our online Chat Bot on our website that is there in real time, 24/7 to help answer any questions you may have.

## Playbooks

- Take advantage of our Playbooks – they are there to help you deliver the Award with timelines, checklists and resources to guide you.

## Information Session and Registration

- Can invite past participants to host the information session and speak to new participants.
- Can consider using Silver or Gold participants as mentors to support Bronze participants.
- In participants tab in ORB, clicking 'Invite Participants' allows you to **share a link with participants to register directly with your Award Centre or with a specific Award Leader** that automatically fills out relevant information for them.
- Advertise (posters, announcements, etc.) the Award and if you cannot deliver the Award during class time, an evening info session for parents and a lunch session for participants is a great option.
- Align experience with something participants are already doing but use the Award to make it intentional, with planning and reflection. E.g. a fundraiser, a leadership experience, event, trip.

## Personalized Goal-Setting Sessions

- Host sessions where teachers help participants set SMART goals for each Award section (Voluntary Service, Skill Development, Physical Recreation, Adventurous Journey, and Gold Project). Want to be more creative? Have Silver and Gold participants work with Bronze participants on SMART Goal setting!
- Encourage participants to choose activities they are passionate about and align with their interests.

## Monitoring Participant Progress

- Utilize the spreadsheet under the ORB Lab, 'Awards Progress Overview'. It's a powerful way to view participant progress.
- Send bi-weekly or monthly email reminders to check in on struggling participants.

## Logging

Our studies show that logging four or more entries in one section first results in an 80%+ chance of completion, supporting our view that early focus on one section significantly boosts overall program completion.

- **Integrating Logs into Assessments:** Integrate logging into assessments to support student completion or for participation marks.
- **Email Reminders:** Send bi-weekly or monthly reminders to prompt participants to log their activities.
- **Incorporate into Routine:** Suggest that participants take five minutes during computer-based activities, such as homework, to update their logs.
- **Quick Logging:** Emphasize that logging doesn't need to take long—just two minutes a day. The App was specifically designed for quick and immediate logging (i.e. logging on the bus ride home after piano practice).
- **Immediate Logging:** Encourage logging immediately after activities to make it a routine part of their process.
- **Class Time Check-ins:** Coordinate with other teachers to allow check-ins during the last 5-10 minutes of class.
- **Share Sample Logs:** Share sample logs. Have students co-design logs together after a group experience.
- **Exit Ticket Logging:** Frame the "Log" as an "Exit Ticket" built into the activity or lesson so it is done in a timely manner as part of the learning experience.

## Engaging Office Hours or Check-ins

- **Purposeful Hours:** Giving check-ins a purpose with clear timelines and targets throughout the year improves participant engagement, keeping interactions fun and easy. Support participants by regularly addressing the Award in class, at lunch, via emails, group chats, free periods, or one-on-one meetings. Weekly office hours are recommended. Choose the best approach for your Centre.
- A group chat where senior students do the managing of the chat where students can ask Award questions.
- **Themed Office Hours:** Implement themed office hours focusing on different aspects of the Award:
  - **Early stages:** Choosing activities, finding an Assessor, setting SMART goals.
  - **Later stages:** Logging activities and providing time and space for logging.
- **Collaborative Environment:** Encourage participants to attend with friends, fostering a friendly and inviting atmosphere.

## Teacher Involvement

- Encourage teachers, even if not Assessors, to remind participants to log and work on their activities – support for the Award can come in different ways!
- Encourage teachers to take active roles as Assessors – mentorship is a big part of the Award!
- Suggest and support students who may need assistance choosing activities by exploring the Activity Zone for inspiration. Collaborate with educators or teachers to incorporate these activities effectively. Encourage open communication and flexibility to ensure that students can participate in activities that interest them and contribute to their overall learning experience.

## Friend Sharing

- Promote a culture where participants work on the Award together, rather than individually. Suggest activities they can do together, at school, etc., i.e., running together after school on Thursdays.

## Supportive Culture

- Support participants by regularly addressing the Award in class, at lunch, via emails, group chats, free periods, or one-on-one meetings. Weekly office hours are recommended. Choose the best approach for your Centre.
- Celebrate milestones by sending congratulatory emails when participants finish sections.
- Incorporate the Award into school announcements and/or assemblies to talk about the Award and students' achievements.
- Pair older Award participants with younger ones to share experiences, offer guidance, and provide motivation.

## Social Media Engagement

- **Award Account:** Create an Award social media account for your school (e.g., @AwardCanadaSchoolName). Tag the community partners/Assessors so they also celebrate.
- **Challenges:** Develop Award-related challenges, such as:
  - #AwardCanadaChallenge: Students post photos or videos showcasing their progress.
  - #AwardCanadaCommunity: Encourage students to connect with others pursuing the Award.
- **Features and Updates:** Feature photos, stories, and updates from participants who have completed sections or achieved milestones.

## Monthly Spotlight

- Highlight Awards in Action each month, sharing participant activities, accomplishments, and challenges to inspire others and foster community. Be creative! Social media, bulletin boards, classroom spotlights, school newsletters, find what works for your participants and you!

## Interactive Bulletin Boards

- Create a bulletin board in a common area, regularly updating it with information, success stories, and upcoming events. If there isn't a spot in a common area, looking to make it digital can work too! Social media and school messaging platforms work too.
- Encourage students to contribute by sharing their progress or reflections.

## Guest Speakers (Past Participants)

- Invite past participants to speak to new participants. Ask them to share tips, tricks, ideas, and their experiences with the Award, serving as role models for new participants.

## Celebration Events

- Host Award celebrations or incorporate these into existing school ceremonies to celebrate the completion of different Award levels, inviting families and the school community.
  - Tip: Plan these out in advance and let your participants know about them!
- If presenting to parents, let them know about the deadline for Award submission (March/April) for their participant to have their Award recognized at the end of year Celebration!