



SHSM Award Centre Management At-A-Glance Checklist

		Tasks	Month:	0	1	2	3	4	5	6
Pre-Award Delivery Checklist	1	Annual Program Review and Fee Agreement with School Board Leadership								
	2	Dedicated Account Manager Support								
	3	Meet with SHSM Coordinator and Leads at Your School Board /Award Centre								
	4	Award Leader Training – SHSM Board Coordinator and SHSM School Lead Training								
	5	Prepare for Participant Recruitment in September								
	6	Risk Assessment & Safety Planning								
	7	Adventurous Journey Plan								
	8	Adventurous Journey Risk Management								
Award Delivery and Financial Details	1	Financial Details								
Begin Celebration Planning	1	Celebration Planning								
Support for Youth, Celebration Finalization and Recognition	1	Participant Support Assessment for Fees								
	2	Complete Celebration Planning for example, Graduation (June or Fall)								
	3	Supporting Award Section Completion								
Supporting Award Completion	1	Supporting Major Section Completion								
	2	Supporting Award Submissions and Verification								

Pre-Award Delivery Checklist

Task	Checklist (✓)
Annual Program Review and Fee Agreement with School Board Leadership	Review of program goals and achievements with School Board Learning Coordinator (Award Centre Coordinator) and Superintendent for following school year startup.
	Agree on Annual Fee with school board lead(s) and superintendent.
Dedicated Account Manager Support	Connect with Board Educator Coordinator to have check-ins throughout the year with the Award Account Manager to discuss progress at a board system level.
Meet with SHSM Coordinator and Leads at Your School Board /Award Centre	Discuss plan for upcoming school year.
	Discuss budget for upcoming year – could be done centrally or school specific as a certification, depending on your SHSM board structure.
	Discuss and agree on Award Centre/School Board team for upcoming year.
Award Leader Training – SHSM Board Coordinator and SHSM School Lead Training	New Award Leaders/SHSM System Coordinators and Sector SHSM Leads complete training.
	All Award Leaders/SHSM Sector Leads and Coordinators have completed Level One training.
	At least one team member holds Level Two training that is completed live online. Each school should have one person qualified with Level 2.
Prepare for Participant Recruitment in September	Ensure your school website or communications platform is updated with Award information.
	Discuss with the Award Leader and schedule/manage the information session that will be facilitated, if this is something you are looking to do.
Risk Assessment & Safety Planning	Award Leaders understand organizations risk management policies as they pertain to the Award.
	Award Leaders understand organizations safeguarding policies .
Adventurous Journey Plan	Examine the Adventurous Journey (AJ) requirements to familiarize yourself with its components.
	Discover inspiration and ideas for planning your AJ by exploring our SHSM Adaptation Adventurous Journey Library.
	Utilize the AJ Navigator to coordinate with the Award Leader to have a plan in place for the AJ for the upcoming year.
	Coordinate with your school administration on appropriate procedures for approving a field trip or excursion activity to plan and complete the Adventurous Journey.
	Check for any specific requirements or restrictions related to booking sites or transportation and allocate budgets accordingly, <i>if required</i> .

Adventurous Journey Risk Management		Conduct a comprehensive risk assessment for the AJ, identifying potential hazards and implementing measures to mitigate them.
		Confirm that all participants and leaders have completed any necessary training, including first aid and emergency response.
		Verify appropriate insurance for the AJ.

Month 1: Award Delivery and Financial Details

Task	Checklist (✓)	
Financial Details		Signature of Statement of Fees
		Invoice Issuance
		Payment of Invoice

Month 2: Begin Celebration Planning

Task	Checklist (✓)	
Celebration Planning		Coordinate with the Award Leaders to determine how to celebrate the participants.
		Collaborate with the Award Leaders to identify if celebrations are taking place in other classes and coordinate the ordering of certificates and pins.
		Begin preparing invitations, venue arrangements, and any other necessary logistics, if required.

Month 3-4: Support for Youth, Celebration Finalization and Recognition

Task	Checklist (✓)	
Participant Support Assessment for Fees		Have a discussion to identify the number of participants requiring additional support to complete their Award for accurate fee assessment
Complete Celebration Planning		Finalize celebration planning such as issuing invitations, confirming photographers (if applicable), and any other necessary logistics.
Supporting Award Section Completion		Provide support to your Award Leaders on Award section completion. At Bronze, the non-Major sections take a minimum of 13 weeks to complete.

Month 6: Supporting Award Completion

Task	Checklist (✓)
Supporting Major Section Completion	Provide support to your Award Leaders on Major section completion. At Bronze, the Major section takes a minimum of 26 weeks to complete.
Supporting Award Submissions and Verification	Provide support to your Award Leaders on getting participant Awards submitted in a timely manner. This is critical for scheduled Celebrations.