



Award Centre Management At A Glance

		Month:	April – August (Months 1-5)	September (Month 6)	April (Month 12)	May-June (Months 13-14)
		Tasks				
Preparation Phase	1	Annual/Renewal Check-In				
	2	Dedicated Account Manager Support				
	3	Meet with Administrators at your Award Centre				
	4	Award Leader Training				
	5	Prepare for Participant Recruitment in September				
	6	Risk Assessment & Safety Planning				
	7	Adventurous Journey Plan				
	8	Adventurous Journey Risk Management				
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 and Order Recognition Materials				
	3	Supporting Award Section Completion				

Please note: The Award Centre Management Calendar may not align with the Award Delivery Calendar as the Management Calendar reflects the Fiscal Year. Please speak to your Account Manager if you have any questions.

April-August: Preparation Phase	
Task	Check List
Annual/Renewal Check-in (scheduled with Account Manager).	Review of program goals and achievements
	Agree on Annual Fee
Dedicated Account Manager Support	Coordinate with the Award Leaders to have check-ins throughout the year with your Account Manager.
Meet with the Administrators at Your Award Centre	Discuss plan for upcoming school year
	Discuss budget for upcoming year
	Discuss and agree on Award Centre team for upcoming year
Award Leader Training	New Award Leaders complete Award Leader registration form
	All Award Leaders have completed Level One training
	At least one team member holds Level Two training

		Invite other Award Leaders to complete Level Two training this year
Prepare for Participant Recruitment in September		Ensure your school website is updated with Award information
		Set the stage for excitement by hosting an introductory session using the Session Zero PowerPoint, the Award blog, or our brochure.
		Coordinate with the Award Leaders and schedule/manage the information session that will be facilitated in September.
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		Utilize the AJ Navigator to coordinate with the Award Leader to have a plan in place for the AJ for the upcoming year.
		Check for any specific requirements or restrictions related to booking sites or transportation and allocate budgets accordingly.
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.

September: Financial Details		
Task	Check List	
September Financial Details		Signature of Statement of Fees
		Invoice Issuance
		Payment of Invoice

April: Begin Celebration Planning		
Task	Check List	
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
		Date and time of celebration have been confirmed
		Venue for celebration has been confirmed
		Determine special guests to present at celebration
		Begin preparing invitations, venue arrangements, and any other necessary logistics

May-June: Support for Youth, Celebration Finalization and Recognition

Task	Check List	
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		Issue invitations
		Determine how many volunteers you will need for the celebration
		Confirm photographer/videographer (if applicable)
		Confirm entertainment (if applicable)
Order Recognition Materials		Work with the Award Leaders to determine who is ordering recognition materials from Award Canada
Award Celebration		Work with the Award Leaders to manage the hosting of the celebration for Award Holders