



# Queen's Scout Award Policy Handbook



**Scouts Australia**  
NEW SOUTH WALES BRANCH



# Contents

<b>Foreword</b> .....	<b>2</b>
<b>Definition of Queen's Scout</b> .....	<b>3</b>
<b>The Aim and Principles of Scouting</b> .....	<b>4</b>
<b>Queen's Scout Award Requirements</b> .....	<b>4</b>
<b>The Process</b> .....	<b>4</b>
Technical Requirements .....	4
Character Requirements .....	5
Technical Deficiencies .....	5
<b>Character Deficiencies</b> .....	<b>6</b>
Unit Council Decision .....	6
Venturer Scout Leader Decision .....	6
Group Council Decision (or sponsoring authority) .....	7
District Commissioner's Decision .....	7
<b>Clarification of Religious Policy for Venturer Scouts</b> .....	<b>8</b>
<b>The Venturer Scout Record Book</b> .....	<b>8</b>
<b>Roles &amp; Responsibilities Within the Process</b> .....	<b>8</b>
The Venturer Scout .....	8
The Unit Council .....	9
The Venturer Scout Leader .....	10
The District Leader Venturer Scouts .....	10
The Group Leader/Group Council .....	11
The District Commissioner .....	11
State Office Review .....	12
Approval .....	12
<b>The District Commissioner Interview</b> .....	<b>13</b>
A Final Comment .....	14
<b>Application for Extensions of Time</b> .....	<b>14</b>
<b>The Appeals Process</b> .....	<b>15</b>
<b>Nominees Who have Moved Units</b> .....	<b>15</b>
<b>The Queen's Scout Award Ceremony</b> .....	<b>16</b>
Planning the Ceremony .....	16
Formal Ceremony – Who Should be Invited? .....	16
How Many Hours Notice? .....	16
Coping with VIPs .....	16
Who Organises It? .....	17
The Big Day .....	17
<b>A Typical Queen's Scout Ceremony</b> .....	<b>17</b>
Planning .....	17
Arrival .....	18
Starting the Ball Rolling .....	18
Opening .....	18
Who Speaks? .....	18
The Presentation .....	19
The Way Ahead .....	19
The Charge .....	19
The Response .....	20
Closing the Presentation .....	20
<b>Certificate Presentation Ceremony</b> .....	<b>20</b>
Uniforms .....	20

## Foreword

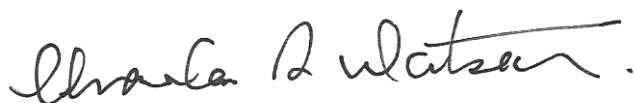
This handbook has been produced by the New South Wales State Venturer Scout Council to assist in the correct procedure in nominating Venturer Scouts for the Queen's Scout Award and managing the process.

It is hoped that the information contained within this book will assist in preparing the nomination, and also assist in other areas of the Award Scheme.

The Policy Handbook was updated during 2009 to provide more detailed information regarding the Queen's Scout Award Scheme process. It is hoped that these changes will make the gaining of the Award a smoother process than that which may have taken place in the past.

I would like to take this opportunity to thank the Regional Commissioner's Venturer Scouts for their assistance in achieving the publication of this handbook.

Any queries regarding this policy should be referred to your District Leader Venturer Scouts or the Regional Commissioner Venturer Scouts.

A handwritten signature in black ink, reading "Charles A. Watson". The signature is written in a cursive style with a long horizontal stroke at the end.

**Charles Watson OAM**

**NSW State Commissioner Venturer Scouts  
Chairman, New South Wales State Venturer Scout Council**

## Definition of Queen's Scout

A Queen's Scout is a Venturer Scout who, having been trained in Scoutcraft, places that training at the disposal of the community for public service.

The Venturer Scout Section is charged with the responsibility of the administration of the Queen's Scout Award, which is one of the most prestigious of the Scouting Awards and is certainly more widely recognised than any other achievement award in any youth organisation throughout the world. The achievement of an award such as the Queen's Scout Award demands a standard of excellence.

We owe at least that much to the thousands of Scouts who go before us who have earned this award and have the honour of being recognised as Queen's Scouts for their lifetime. That honour must never be diminished by anything less than excellent achievement.

The Royal Certificate, which is gained by each recipient of the Award, is authorised by Her Majesty, Queen Elizabeth II and is presented personally by her representative in New South Wales, the Governor of New South Wales and Chief Scout.

The Queen's Scout Award therefore goes somewhat further than just the achievement of the requirements contained in the Venturer Scout Record Book. There are certain obligations, which go hand in hand with these requirements, and those obligations are embodied in the Aims, Principles and Methods of the Scout Association.

*"There is far more to the Queen Scout Award than just passing tests. The main point is that you are recognised as a worthy member of the Scout Brotherhood... You will be judged in this by your fellow Venturers, by your Group Council, and by Your District Commissioner on behalf of the Scout Association.*

*The basis will be whether you have lived by the Promise you affirmed when you became a Venturer. They will assess whether, in their opinion, you will carry out the responsibilities of service to God, to your community and to your fellow citizens.*

*They will judge whether you are fit to wear the Queen's Scout Award in Public."*

– Extract from old Venturer Scout Passport

# The Aim and Principles of Scouting

The Aim of the Association is to encourage the physical, intellectual, social, emotional and spiritual development of young people so that they may take a constructive place in society as responsible citizens, and as members of their local, national and international communities.

The Principles of Scouting are that Scouts should serve God, act in consideration of the needs of others and develop and use their abilities to the betterment of themselves, their families and the community in which they live.

## Queen's Scout Award Requirements

The Queen's Scout Award is made on the recommendation of the District Commissioner to Venturer Scouts who have completed the technical and character requirements for the Award as specified in the Venturer Scout Record Book, and who are, in the opinion of the District Commissioner, worthy of receiving the Award.

## The Process

### *Technical Requirements*

Before being granted the Queen's Scout Award a Venturer Scout must:

1. Be a Venturer Scout.
2. Have gained the Venturing Skills Award.
3. Have completed the four Award areas: Community Involvement, Outdoor Activities, Personal Growth and Leadership Development.
4. Be recommended by the Unit Council and Venturer Scout Leader.
5. Be recommended by the Group Leader and the Group Council (or sponsoring authority).
6. Be recommended by the District Leader Venturer Scouts on technical requirements.
7. Have a personal interview with the District Commissioner or the approved delegate. During the interview the character requirements will be assessed.

The nomination is then forwarded to the State Office for approval of the Chief Commissioner, for processing and for acknowledgement by the State Commissioner Venturer Scouts.

Even if an unfavourable recommendation is made at any stage through the above steps one to six, the nomination must proceed through the entire process. The District Commissioner is the first person who can reject an application. Each body that chooses not to endorse the application must attach written justification.

While the process must not be short-circuited, every effort should be made at each step to ensure the application is dealt with in a timely manner.

## ***Character Requirements***

There is far more to the Queen's Scout Award than just passing the technical requirements. The Award is recognised by the community at large to be a worthwhile achievement and a representative of the Queen presents the Royal Certificate to the Venturer Scout. The main point is that the Venturer Scout is recognised as being of good character and a worthy member of the Scout Movement.

Achievement of the technical requirements alone is not sufficient for a Venturer Scout to gain the Queen's Scout Award – it is only the first requirement. A potential Queen's Scout must demonstrate that the Scout Law and Promise is being met and his/her character is that which is expected of the Venturer Scout's highest Award.

Some examples of personal characteristics that can be considered are as follows (this list is not exhaustive or definitive):

- Effort and application applied to gaining the Queen's Scout Award
- Honesty
- Living by the Scout Law and Promise
- Giving back
- Behaviour
- Standing with peers
- Standing with Leaders
- Personal presentation

## ***Technical Deficiencies***

Each Venturer Scout should be considered individually, and the Award Scheme work proven to be the 'best of the Venturer Scout's ability' with regard to the stated requirements.

On assessment, if the technical requirements have not been met, the district Leader Venturer Scouts may find that this could be due to:

- Venturer Scout Leaders' or the Unit Council's lack of knowledge of Award Scheme Areas
- Failure of the activity area to be approved by the Unit Council
- Inappropriate choice of examiner
- Venturer Scout's insufficient attempt at the Award
- Venturer Scout has not completed an activity area

If deficiencies of any sort are found, the following should occur:

### **Venturer Scouts under 18 years of age**

If the Venturer Scout still has time before their 18th birthday to rectify the situation, this must be done. Clear written guidelines must be given by the appropriate authority (ie: Unit Council, Venturer Scout Leader, District Leader Venturer Scouts).

### **18 years of age, and not responsible for deficiency**

If the Venturer Scout has turned 18, and the deficiency is not considered to be the Venturer's failure, the technical aspects of the application must be detailed by the District Leader Venturer Scouts and forwarded through the approval process. An explanatory letter detailing reasons for the deficiency, and action taken to prevent recurrence should be attached.

This action may involve:

- Further training of Leaders
- Review of examiners

### **18 years of age, and responsible for deficiency**

If the Venturer Scout has turned 18, and the deficiency is considered the Venturer's failing, the application should not be endorsed. A written explanation should be attached by each body that chooses not to recommend the nomination (eg: Unit Council, District Leader Venturer Scouts).

Regardless, the application must be forwarded through the process to the District Commissioner. The District Commissioner is the first person who can reject a nomination.

## ***Character Deficiencies***

### **Unit Council Decision**

If the Unit Council feels the Venturer Scout does not adequately meet the character requirements, the Venturer Scout should be informed immediately and given a set of requirements to achieve within a given time. At the conclusion of this time the Venturer Scout's Queen's Scout nomination must be reviewed. The time must not extend beyond the Venturer Scout's 18th birthday.

The Unit Council should have an on-going review process of all its potential Queen's Scout Award nominees, thus preventing disappointment for a Venturer Scout if character requirements are not met by their 18th birthday. It is the responsibility of the Unit Council to bring any character shortfalls to the attention of the potential Queen's Scout so that an opportunity to improve any shortfalls is provided.

It is essential that the Unit Council document instances of advice to alter behaviour and behavioural change. These records will be required should a dispute arise. If they are not documented, it may be assumed that the applicant was not adequately informed of any shortfalls.

Should the potential Queen's Scout run out of time to meet the requirements, the Unit Council should not recommend the character section of the application. A letter should be attached to the application stating reasons for non-endorsement, and the application forwarded through the process.

### **Venturer Scout Leader Decision**

If the Venturer Scout Leader feels the Venturer Scout does not comply with the character requirements, the Unit Council should be informed immediately. The process outlined in the Unit Council section (above) should be used.

It is essential that the Venturer Scout Leader document any instances where behaviour modification is requested and resultant behavioural change, as these records will be required should a dispute arise. If they are not documented, it may be assumed that the applicant was not adequately informed of any deficiencies.



Should the potential Queen's Scout run out of time to meet the requirements, the Venturer Scout Leader should not endorse the character section of the application. A letter should be attached to the application stating reasons that recommendations haven't been given, and the application forwarded through the process.

If the Venturer Scout Leader has any reservations then the matter should be discussed with the Group Leader. It is expected that this discussion would have been started and be documented well before the nomination was lodged in an attempt to rectify any shortfalls.

### **Group Council Decision (or sponsoring authority)**

The Group Leader, on behalf of the Group Council, is required to make a written statement on the grounds for not recommending the nomination. This letter should be attached to the application, and the application forwarded through the process to the District Commissioner. Where a unit is not part of a District the role of the District Commissioner is to be performed by the Regional Commissioner Venturers.

### **District Commissioner's Decision**

As the District Commissioner has the final recommendation for the Queen's Scout Award nomination, it is necessary that the District Commissioner be aware of potential Queen's Scouts within the District, and keep in touch with the Venturer Scout Leader and Group Leader regarding any problems well before the interview stage.

Upon receiving a nomination that has not been recommended by all parties, the District Commissioner should examine the reasons given. The District Commissioner should gather information deemed necessary to make an informed decision on the matter.

The District Commissioner may choose to recommend the nomination, in which case an explanatory letter must be added to the nomination and must be copied to any parties who did not recommend the nomination.

If, by the applicant's 18th birthday, the District Commissioner is not prepared to approve the nomination, the applicant must be notified in writing, stating the reason/s for the rejection. This must be copied to the NSW State Commissioner Venturer Scouts. A copy of the Appeals Process must also be attached.

# Clarification of Religious Policy for Venturer Scouts

The Venturer Scout Section is no different from any other Section with regard to the Association's Religious Policy; ie, all members are to abide by the Scout Promise, which accepts that there is a God.

Potential Queen's Scouts must be prepared to accept the Association's Religious Policy to be a Queen's Scout. If the Venturer Scout does not, he/she cannot be a Queen's Scout.

## The Venturer Scout Record Book

It is essential that the Venturer Scout Record Book gives a true and reliable history of the nominee's commitment to achieving the Queen's Scout Award.

It is essential that considerable time and effort be given to ensure that the above is correct.

A passport size photograph of the nominee in Venturer Scout uniform must be affixed into the Venturer Scout Record Book.

Blanket signing of requirements is not acceptable. Each individual requirement must be signed at the time it is achieved.

Dates on both the Record Book and nomination form must be the same.

Alterations are to be crossed out, signed and dated. ('White out' is not to be used).

Awards cannot be attained before the granting of the Venturing Skills Award. This is not to say that Awards cannot be commenced prior to the achievement of the Venturing Skills Award. Prior approval of the Unit Council is required.

In cases where insufficient space is available for a full description of the activity, adjacent areas or an additional page pasted into the book at award page, or the back of the book should be used. A support document folder may be used to clearly display any additional and necessary documentation.

The Record Book and supporting materials must accompany the nomination throughout its administrative procedures.

## Roles and Responsibilities within the Process

### *The Venturer Scout*

The Venturer Scout must ask the Venturer Scout Leader to make a formal nomination for the Queen's Scout Award. This is done by completing the Nomination for the Queen's Scout Award form (Form F3). The Venturer Scout Leader is to ensure that the Form F3 is the latest version of the form. Steps 1 to 3 must be completed by the Venturer Scout's 18th birthday. Ensure that personal details are complete and correct and then the Form and the Venturer Scout Record Book are passed back to the Venturer Scout Leader no later than one month after the 18th birthday.

Volumes of evidence are not required to support the Venturer Scout Record Book. If considered necessary, reports, photographs, records and logs may be compiled into an award folder.

## *The Unit Council*

The role of the Unit Council is vital in the nomination process and should not be taken lightly. As peers of the nominee, the Unit Council has determined the required level for every badge undertaken. The Unit Council is involved in approving every badge, and ensuring that the required levels have been met. The Unit Council's signature should be automatic, so long as each badge has been completed satisfactorily. If an unfavourable recommendation is made, the nomination must proceed to the Venturer Scout Leader with a written explanation.

The Unit Council must ensure that the Award work undertaken constituted an act of determination and challenge for the Venturer Scout concerned and that the goals were predetermined by the Venturer Scout in consultation with the examiner.

The character requirements need to be considered carefully. The Unit Council must be convinced that the nominee lives by the Scout Law and Promise before endorsing the application. If not convinced, the nomination must not be endorsed.

Below is a helpful checklist to assist the Unit Council to evaluate the Venturer Scout's progress.

Does the Venturer Scout demonstrate:

- Personal best in Award work?
- Practise of the Scout Law and Promise in everyday life?
- Assistance and helpfulness whenever possible?
- That civil law is kept?
- Respect for the Queen of Australia?
- Reliability and trustworthiness?
- Friendship and consideration to all members of the Unit?
- Acceptance of responsibility and leadership?
- A belief in his/her God?
- A cheerful disposition, especially when things get tough?

This checklist is not conclusive and other aspects of the Venturer Scout's character may need to be examined.

Once endorsed, the signed nomination should now be forwarded, along with the Record Book and supporting documentation, to the Venturer Scout Leader. The Unit Council is also required to sign the Venturer Scout Record Book.

## ***The Venturer Scout Leader***

The Venturer Scout Leader is signing the nomination endorsing the recommendation of the Unit Council and has the privilege of nominating the applicant. Any special qualities displayed by the applicant should be listed, bearing in mind that the nominee is known better by the Venturer Scout Leader than by the District Commissioner.

The following should be considered:

- Character – What influence has the nominee had on the Venturer Scout Unit?
- Role within the Unit – What part has been played in the running of the Unit?
- Personal application of the Scout Law – Review each of the Scout Laws and consider the nominee's example of each.
- Role within the community.
- Role within the movement.
- Personal application of the Scout Promise.
- Does the nominee practice 'personal best'?
- Does the nominee demonstrate a commitment to God?
- Does the nominee demonstrate commitment to Australia?
- Does the nominee demonstrate a duty to serve other people?

If in no doubt that the Venturer Scout is a worthy candidate for the Queen's Scout Award, the Form F3 is to be endorsed and the application, along with the Venturer Scout Record Book and supporting documentation, forwarded to the District Leader Venturer Scouts. The Venturer Scout Leader is also required to sign the Record Book.

Even if an unfavourable recommendation is made, the nomination must proceed to the District Leader Venturer Scouts with a written explanation.

## ***The District Leader Venturer Scouts***

The Venturer Scout Record Book now needs to be examined for completion. If this is the case, the District Leader Venturer Scouts will endorse the application. Note that the District Leader Venturer Scout's role is purely technical, not character endorsement. Even if an unfavourable recommendation is made, the nomination must proceed to the District Commissioner with a written explanation.

Once certified, the signed nomination should now be forwarded, along with the Record Book and supporting documentation, to the Venturer Scout Leader for forwarding to the Group Council. The District Leader Venturer Scouts is also required to sign the Record Book.

## ***The Group Leader/Group Council***

The Group Leader signs the nomination on behalf of the Group Council. The Group Council's duty is to assess whether or not the Venturer Scout is setting a personal example of the Scouting way of life.

To assist in guiding discussion the following aspects of the nominee's life should be considered by the Council:

- Character – Is this teenager well on the way to becoming a responsible citizen?
- Role within the Group – Has the nominee willingly served within the Group family?
- Role within the Local Community – Has the nominee been actively involved in the local community?

After careful examination of these points the Group Council should consider whether or not the nomination should be signed off. If not convinced, the Form F3 should not be endorsed. Even if an unfavourable recommendation is made, the nomination must proceed to the District Commissioner with a written explanation. If clarification on any point is required they may be referred back to the Venturer Scout Leader.

Once endorsed, the completed nomination should be forwarded along with the Record Book and supporting documentation to the District Commissioner. The Record Book is also to be signed by the Group Leader.

Where there is not a Group Leader the District Commissioner will delegate this to a suitable person.

*Note: It is commendable and to be encouraged that Units and Groups want Queen's Scouts within their numbers. The procedure should not be viewed as a hindrance or a 'checking up' on Units, but as part of the training and learning process of the Unit, and of the high esteem in which the Award should be held.*

## ***The District Commissioner***

Whether or not the nomination is recommended is the District Commissioner's decision. It is hoped that the nominee has been observed on occasions other than at the formal interview. At the interview the District Commissioner must be satisfied that the Venturer Scout is a worthy recipient of the Queen's Scout Award.

Remarks and discussions with the Venturer Scout Leader, the District Leader Venturer Scouts, the Group Leader, as well as the information gained during the interview with the nominee will be a guide.

If satisfied that the Venturer Scout is a worthy recipient of the Queen's Scout Award the District Commission should explain the obligations of a Queen's Scout, which include:

- A continuing example through living by the Scout Promise.
- A responsibility to seek ways and means of serving the community by any method.

The interview with the Venturer Scout should be at a time and place appropriate to the significance and importance of the Award (refer to Interview Guidelines). The completed nomination should now be forwarded, along with the Venturer Scout Record Book, to the Chief Commissioner. The District Commissioner is also required to sign the Record Book.

The District Commissioner should ensure that all signatures in the Record Book and on the nomination form have been completed, and that a current photograph of the candidate has been adhered into the front of the Record Book.

If the District Commissioner delegates the responsibility of the interview to another Scouter, eg: ZLVS, then the Scouter must follow the procedure prescribed for the District Commissioner. The District Commissioner must still sign the form. Under no circumstances is a signature other than that of the District Commissioner acceptable.

## ***State Office Review***

The State Office will examine the nomination, processing the relevant details including the acknowledgement of the State Commissioner Venturer Scouts. The nomination, Venturer Scout Record Book and supporting documentation will be given to the State Commissioner Venturer Scouts for moderation.

If there are deficiencies in Award Scheme work, the State Commissioner Venturer Scouts will endorse the nomination, and will forward the concerns to the relevant Regional Commissioner Venturer Scouts. The Regional Commissioner Venturer Scouts should ensure District Commissioners are briefed on these concerns.

If there are irregularities with the nomination, the State Commissioner Venturer Scouts will hold the nomination, and seek clarification from the relevant District Commissioner before proceeding.

## ***Approval***

Following review of the nomination it is to be passed to the Chief Commissioner for consideration and approval or otherwise.

On approval the following action will be taken by State Office staff:

- Advise, by letter signed by the Chief Commissioner, the Venturer Scout of the Award.
- Advise the Venturer Leader by letter of the above. The Venturer Scout Record Book and badge is to be enclosed; copy to the Group Leader, Region Commissioner and District Commissioner.
- Add the Queen's Scout's name to the nominal roll of those to be invited to the next presentation of the Royal Certificate at Government House.
- Arrange for the Venturer Scout's name to be added to the Honour Roll.

# The District Commissioner Interview

The interview by the District Commissioner of a potential Queen's Scout is the final stage of local involvement. The interview must be arranged at a suitable time between the Venturer and the District Commissioner and completed in a timely manner, say within three months unless circumstances do not permit.

Prior to the interview being arranged the District Commissioner should have consulted with the Unit Council, the Venturer Scout Leader, the Group Leader and the District Leader Venturer Scouts on any areas that may be pertinent to the nomination.

An interview prior to satisfying all other requirements may, in the event of some inadequacy, create a false impression and some embarrassment to various people involved. It is important to realise that correct preparations and investigations should avoid a possible embarrassing situation.

The location and atmosphere of the interview should enhance the status of the process and it should be conducted in full uniform.

The interview should be completely confidential and should not involve anyone else unless it is imperative that the District/Zone Leader Venturer Scouts be involved because of some important influencing factor. The interview should be challenging and a memorable experience for both involved. All efforts must be taken to keep the potential Queen's Scout at ease during the interview.

The interview should not be excessively formal, but must allow the Venturer to 'open up' and discuss matters freely. It would be beneficial if the District Commissioner spent a little time prior to the interview to create a small list of starter questions that will establish the objective of the interview.

The interview allows the District Commissioner to view the uniform of the potential Queen's Scout well in advance of any ceremony.

The following list of questions has been prepared to assist, however they are not exhaustive or definitive. The interview is meant to explore the Venturer Scout's values and ideals rather than an examination or quiz type (yes/no) or right or wrong answers.

- What were the most/least enjoyable activity areas? Why?
- What are your best memories of Cub Scouts? Scouts? Venturer Scouts? Why?
- Why did you choose to tackle the Queen's Scout Award?
- What does the Law and Promise mean to you?
- What is the relevance of the Law and Promise to you in everyday life?
- How are you applying the Promise in your life?
- What is your idea of "Duty to God"?
- Tell me about your belief in your God.
- What conflicts have arisen for you between your Scouting beliefs and peer beliefs and how have you dealt with them?
- How can you contribute to the community in the future?
- In what ways has Scouting/Venturing been of most assistance?

- How has Scouting/Venturing helped you:
  - (a) to clarify your values?
  - (b) meet new challenges?
  - (c) develop personal qualities and skills?
  - (d) decide your future?
- Did you have any difficulties balancing your Scout activities with your school activities? For example, extra studies versus hiking/initiative courses, etc.
- Are you interested in continuing as a Rover or Leader?
- Do you see a future for Scouting in the community?
- Do you see any major changes occurring for Scouting in the future?
- How would you change the Movement to make it more relevant?

## ***A Final Comment***

The Queen's Scout Award is not an automatic right for a Venturer Scout. Over a long period of time a Venturer Scout has had to meet constant challenges. It is important that this interview be treated in the correct manner and while it may be one of many for the District Commissioner, it is the only one for the Venturer Scout.

The approach of the District Commissioner will rest in the Venturer Scout's memory for life – it is therefore essential that this memory remains positive to the Venturer Scout and scouting.

## **Application for Extensions of Time**

From time to time, a Venturer Scout may have insufficient time to complete the Queen's Scout Award before their 18th birthday. This may be as a result of misinformation from Leaders, illness or personal circumstances beyond the control of the Venturer.

In cases such as these the following procedure is to be observed:

- Any application for an extension of time must be in writing to the Regional Commissioner Venturer Scouts.
- Applications will not be considered if they are less than 30 days prior to the applicant's 18th birthday.
- The request must be supported by the Unit Council and Venturer Scout Leader.
- The letter should include a fully detailed explanation of the reason for the request, and included with the request should be the Record Book.
- The letter should clearly state what work will be done after the applicant's 18th birthday.
- It is not envisaged that an application for an extension in excess of thirty days will be granted.
- Extensions are not a right, and will only be considered in rare exceptional circumstances.

The Regional Commissioner Venturer Scouts will make a decision promptly, and notify the applicant in writing, with a copy to the Unit.



# The Appeals Process

From time to time Venturer Scouts have felt aggrieved as a result of a Queen's Scout Award not being granted. They have a right to appeal the decision of a District Commissioner.

The appeal is to be submitted to the State Commissioner Venturer Scouts. It must be written and must be submitted within 30 days of receipt of the notification of rejection from the District Commissioner.

The State Commissioner Venturer Scouts will form a panel, comprising two Regional Commissioner Venturer Scouts and any other independent persons deemed necessary.

The panel will take either oral or written submissions before making a written recommendation. This information may be gathered from:

- The applicant
- The Unit Council
- The Venturer Scout Leader
- The Group Leader/Council
- The District Commissioner (essential)
- Regional Commissioner Venturer Scouts
- Any other relevant parties

The State Commissioner Venturer Scouts will assess the recommendation and make a decision. The State Commissioner Venturer Scouts will give the applicant written notice of the outcome of the appeal within 30 days of the appeal submission. This must be copied to the District Commissioner.

This decision will be final.

## Nominees who have Moved Units

A Queen's Scout nominee must request the Venturer Scout Leader of their unit to implement the nomination. This must be the Unit of Registration at the time.

When a Venturer Scout transfers to another District, it is essential that the previous District Venturer Scout Leader passes on a character reference with the application for transfer.

When a Venturer Scout transfers to another Unit within the same District, approval is to be obtained from the Unit Council for work completed prior to transfer.

# The Queen's Scout Award Ceremony

## *Planning the Ceremony*

On approval of the Queen's Scout Award the Venturer Scout Leader will receive the Queen's Scout badge and Venturer Scout Record Book and should like to hold up the Venturer's achievements to the local community in a grand Queen's Scout Presentation Ceremony. While this is to be commended, the ceremony belongs to the Venturer, the recipient of the Award. Accordingly, it is up to the Venturer to decide on the type, timing and location of the ceremony. If the Venturer wishes to have a ceremony by a campfire with the Unit, then that is what should happen. If the Venturer wants just the Group there, then so be it. If a formal ceremony is required, then the Venturer needs to think about who needs to attend and take part in the proceedings.

## *Formal Ceremony – Who should be invited?*

At a formal ceremony all State and Regional Commissioners should be asked to attend. However it is not always possible for them to attend. Examples of dignitaries that the Venturer might like to invite are: the Chief Commissioner, the State Commissioner Venturer Scouts, the Regional Commissioner and the Regional Commissioner Venturer Scouts.

The entire District or Region could also be invited. This is a family celebration – don't just invite the Venturer Scout section! The entire Scouting family should be there. Who knows, it might inspire one more Scout to join Venturer Scouts and continue achieving! Don't forget past Queen's Scout Awardees.

So that's the Scouting family taken care of but what about the rest of the world? Family and friends should be invited, along with examiners and other support people.

Don't forget that the achievement is recognised community wide, so community leaders (Council, Government, etc) and media should be considered and also a competent photographer.

As well as the preferences of the Queen's Scout, the availability of the Unit, Group, parents and venue need to be considered. Don't forget to have ceremony details (time, date, location) and RSVP details on the invitation. The Group Committee will need to know how many are expected.

## *How many hours notice?*

Regardless of who is being invited, they deserve notice. At least 4-6 weeks notice is needed, or don't be disappointed by the roll up.

## *Coping with VIPs*

VIPs deserve the opportunity to speak. Why would you invite a Regional Commissioner, the Scouting Leader of the whole Region, or a Local Government Councillor, the local community leader, and not want them to speak at a ceremony that celebrates leadership development?

Set them parameters. If they accept the offer to speak, tell them what they are to speak on, for how long, and who else will be speaking. Scouting VIPs will usually reply in writing, and will supply a protocol form asking for details such as arrival time, who will meet them, and whether they are expected to speak.

## ***Who organises it?***

The Unit Council and the Group Committee should find out what the Venturer wants, and organise invitations, venue, catering, seating, programmes and so on to suit. Wet weather arrangements and lighting and sound should also be considered. If the Group has an Honour Board, this should be updated prior to the ceremony. Don't forget, though, that this is not a production, but a Ceremony honouring achievements. Don't get lost in the Ceremony.

The Venturer should nominate the master of ceremonies and the speakers. It would be reasonable to approach these people first hand and ask them to participate.

The Unit Council should take a major role in the Presentation Ceremony, eg: organising the parade, handing out programmes, seating, greeting VIPs, etc.

The Program, if printed, should be of a good standard and should provide details of the Presentation, the achievements of the Queen's Scout, personal history and an outline of the Venturer Scout Award Scheme.

Prepare a display of the Unit activities, especially those that involved the Queen's Scout.

## ***The Big Day***

So the big day has arrived, and everything is planned, organised, and runs like clockwork... not! Don't panic! This is a big day for a lot of people, especially the VIP for the day. So slow down, relax, and enjoy it!

## **A Typical Queen's Scout Ceremony**

The following is a typical Queen's Scout Presentation Ceremony. Keep in mind, though, that the ceremony is owned by the Venturer and should be designed to meet the Venturer's wishes.

### ***Planning***

Before the start of the Ceremony, several details need to be finalised. The VIPs list and speaker list needs to be drafted so that a programme can be set. If the programme includes a supper or similar, the Group Committee will need to know approximate numbers.

Seating will need to be organised, and a reasonable layout set for both wet and dry weather considerations. Things like the midday sun in summer, and westerly winds in winter, can ruin a Presentation.

If you decide to use a sound system, make sure it's an advantage to do so. While it is essential that all guests are able to clearly hear the proceedings, what often happens is that a large empty space is left around the speaker's area which immediately formalises the proceedings and makes it remote from its surroundings. Instead of being active participants in a Ceremony, the invited guests become an audience to a production. By using this space to seat people, the sound system may not be required.

## ***Arrival***

If parking is expected to be a problem, then manage it. Ensure parking attendants direct guests in a safe and efficient manner. As VIPs arrive, it is appropriate that they are met by a member of the Unit and are shown to their seat, or introduced around.

They should also be given a copy of the program so they can get their bearings. The Venturer Scout(s) on duty should know who they are looking for and what they should be calling them. The MC should be made aware of the final tally of VIPs so that the formal greeting at the start of the ceremony can go smoothly. This is a great opportunity to showcase the Group to the community. Make the most of it!

## ***Starting the Ball Rolling***

If the starting time of the ceremony is set for 7:30 pm, it should start at 7:30 pm. By stating “7:20pm for 7:30pm parade” on the invitation, it’s indicating that ceremony really will be starting on time. Often, guests have other commitments after the ceremony, and to have it start 30-45 minutes late is not acceptable.

If the starting time has arrived and a VIP (eg: Queen Scout Recipient, Chief Commissioner, Mayor) hasn’t, then make a decision to start regardless, or wait a set time. Often, someone can contact the VIP and find out their location. Why not put a mobile number on the invitation so that when the State Commissioner Venturer Scouts gets geographically embarrassed, he can phone for help!

## ***Opening***

When the MC opens the ceremony, welcome everyone (including VIPs) and remember that not all attendees are Scouts. Accordingly, let them in on the game plan. Explain what a parade is, and ask them to stand, sit and so on throughout.

Don’t stand the parade in front of the invited guests. Encircle them with the parade so that they are made part of it. Make sure the parade is snappy, and the opening prayer is appropriate. After the opening prayer, fall the parade out, or at least let them be seated. Don’t make them stand in formation for the entire Ceremony. Consider formally escorting the recipient onto parade and to a seat of honour.

Suggested order of ceremony:

- All participants take up positions or march on: Flag parade, National Anthem, etc.
- Flagbreak or Raise in Sea Scout Units (ask all to stand).
- Welcome (be clear about who is present and announce the name and correct title, if any, of special guests) and announced apologies.
- Introduction of Queen’s Scout (by appropriate person), outlining significance of the Queen’s Scout Award. This could be done by using audio-visuals, Unit members, portable displays, etc.
- Chosen speakers, eg: Cub Scout, Scout or Venturer Scout Leaders may wish to highlight the Queen’s Scout’s history and achievements.

## ***Who Speaks?***

This will be laid out in the programme, but the topics can be split into personal and general. Typical personal topics include Scouting history, Venturer Scout history, the badgework that was completed to achieve the Queen Scout Award, involvement in major activities (revues, school councils etc) and some sort of character statement.

These areas should be covered by the relevant people who know and have worked with the Venturer. This can be a time of fun, as stories are told and character traits exposed.

While most recipients can enjoy a laugh at their own expense, ensure speakers finish on a positive note. Also, ensure they know what is expected of them. To have a Venturer Scout Leader stand up and read the Record Book from cover to cover is not always scintillating stuff. Go more for an overview of how many badges and the range of topics, then hone in on a few stories. Everyone loves a good story, but set a time frame!

Other topics might include; the significance of the Queen's Scout Award, the role of the Queen's Scout in the community, leadership, congratulations and so on. These are good topics for VIPs, because they can be very effectively delivered without the speaker having a personal knowledge of the Venturer.

If one speaker is known to be very talented, put that person on towards the end. It helps the normal speakers who are nervous enough feel that they have contributed to the occasion rather than present an anticlimax.

## ***The Presentation***

After the speeches, the presentation can commence. The recipient should be called or escorted forward, and the Record Book presented. This can be done by a range of people from the Venturer Scout Leader to the Chief. It's a good way of involving a VIP.

Before the badge presentation a re-affirmation of the Venturer Scout Promise can be conducted. This is worth considering, and can involve the entire parade, and all past and present Queen's Scouts.

The Charge is traditionally said at a Queen's Scout Presentation.

## ***The Way Ahead***

Queen's Scouts are those who, having thoroughly trained themselves in Scoutcraft, place that training at the disposal of the community for public service.

*The solid foundations on which the Scoutcraft is built is the Scout Law. Unless a Scout observes the Scout Law to the best of his/her ability, by the very wording of the law, he/she ceases to be a Scout.*

## ***The Charge***

*I charge you ever to remember, to discharge your duties as a Queen's Scout, to set an example to your fellow Scouts, and to place your knowledge of Scouting at the disposal of your Scouters, so that in the fullness of time, the other Venturer Scouts in your Unit will, by your unselfish assistance, have knowledge of Scouting as you have.*

The person to present the Badge should be chosen by the Queen's Scout and must be clearly briefed on the timing and the task. It must also be made clear on where it is to be pinned. Explain to the audience any special significance in the choice of the person to present the Queen's Scout Badge.

Other presentations at this stage might be a plaque or gift from the Group or Unit, Queen's Scout pin or miniature badge, parents' pin or gift, etc.

One effective time to have programmed is an open time of congratulations. This can be done on parade now, or after the ceremony during supper. Either way, let people know that it is coming.

## ***The Response***

At last, the Queen's Scout (the person everyone came to congratulate!) has the opportunity to speak. This is the chance to thank those who supported the commitment, and to explain what it means to have achieved the Queen's Scout Award. Usually, parent/s have been very supportive, and a gesture such as flowers is a nice touch. The Venturer needs to put some thought into the response. The Venturer is then to be escorted back to their seat.

## ***Closing the Presentation***

Traditionally the Presentation is closed with a prayer and/or epilogue and flag down.

The ceremony can now close with an invitation to supper. A special cake may be provided. One thing that does sometimes happen is a post-presentation party. This can be a fun for all, but be wary! It will be seen as a Scouting activity by parents, so ensure it is conducted as one.

## **Certificate Presentation Ceremony**

All Queen's Scouts are invited to attend Government House to receive their Royal Certificate from the Governor and Chief Scout of New South Wales.

The Presentation Ceremony is held twice a year (usually April and September).

The Queen's Scout is able to invite the Venturer Scout Leader, family and friends along to witness the presentation.

Queen's Scouts whose names have been received at State Office by the closing date will receive an invitation to attend the next available ceremony.

Those unable to attend can elect to have their Certificate presented at a future ceremony or have it sent to their District Commissioner for local presentation.

## ***Uniforms***

A high standard of dress is expected in view of the special nature of this function.

Queen's Scout Awardees must wear the Official Venturer Scout Uniform.

Uniform items that are not of the official Scout pattern, material or colour are not acceptable. Shoes must be either brown or black leather, not casuals.

Uniforms must be well pressed, scarves neatly rolled, and shoes polished.

Improperly uniformed participants will not be included in the Presentation Ceremony.

Event badges that are out of date must not be displayed on the uniform.





**Scouts Australia**  
NEW SOUTH WALES