



# PROCEDURE

## Peak Award Processing



Issued with the authority of the Chief Commissioner and Chief Executive Officer of Scouts NSW

Chief Commissioner		CEO signature	
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# Peak Award Processing

DOCUMENT CONTROL	
<b>Prepared By:</b>	Chris Buggie – ACC Youth Program & Support
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VERSION CONTROL			
Version Num:	Date Issued:	Author	Update Information:
V0.1	11/01/2020	Chris Buggie	Initial Document
V0.2	15/02/2020	Chris Buggie	Inclusion of State Service Centre Feedback and award scheme updates to templates
V0.3	27/02/2020	Chris Buggie	Inclusion of feedback from Rover Scouts.
V1.0	29/02/2020	Chris Buggie	FINAL sent for approval
V2.0	29/07/2021	Chris Buggie	Update to process as result of Region Commissioner Forum. Change to notification process

# 1 Purpose and Background

- 1.1 This document is intended to instruct readers on the management and process to be followed for processing of Peak Awards in all sections of Scouts Australia NSW including:
- Joey Scouts
  - Cub Scouts
  - Scouts
  - Venturer Scouts
  - Rover Scouts

Processing of the Peak Award begins in the Section at a grass roots level and follows a consistent process into the State Service Centre / State One Program Team for recognition, noting on the Membership Registrar and issuing of the Certificate and Peak Award.

- 1.2 This document and process involves Youth Members, Volunteers and Paid Employees. All adult members should be aware of the Child Protection requirements when communicating with youth members. Any communication between a Youth Awardee and an adult member of scouting (volunteer or paid employee) must include a secondary adult.
- 1.3 There is a reliance on the NSW State Service Centre Technology for this process to operate effectively. Failure of the State Service Centre Technology will result in a failure of the process.
- 1.4 The proposed Service Level Agreement to process an award is 10 business days. All attempts will be made to complete this in a quicker time frame as permitted with other Office commitments.

## 2 Joey Scout Promise Challenge

### What is the *Joey Scout Promise Challenge*?

The Joey Scout Peak Award, the Promise Challenge, may be the final achievement for a youth member in the Joey Scout section. If chosen, it will be a good marker of their personal development as a Joey Scout. It is the role of members of the Unit Council to support Joey Scouts through the final steps of the Achievement Pathways towards their Peak Award.

#### **Award Scheme**

There are five components of the Joey Scout Challenge. These are:

- Completion of Milestone 3
- Achievement of Stage 1 in each of Bushcraft, Bushwalking, and Camping Outdoor Adventure Skills
- Six Special Interest Area projects
- An Adventurous Journey
- A Personal Reflection

Once all requirements of the Peak Award have been met, the Unit Council submits the Peak Award Notification of Completion Form, (this might require an Adult Leader to email the Form) to the State Service Centre for processing.

The Peak Award form can be downloaded from <https://pr.scouts.com.au/achievement-pathways/> select the *Peak Awards* tab to locate the current version of the Peak Award Form.

#### **Old Award Scheme (Transition from Jan 2020-Dec 2021)**

There are four components of the Joey Scout Challenge. These are:

- Baden Powell / Scouting History
- Duty to my God
- Duty to Self / Others
- Promise Challenge Portfolio

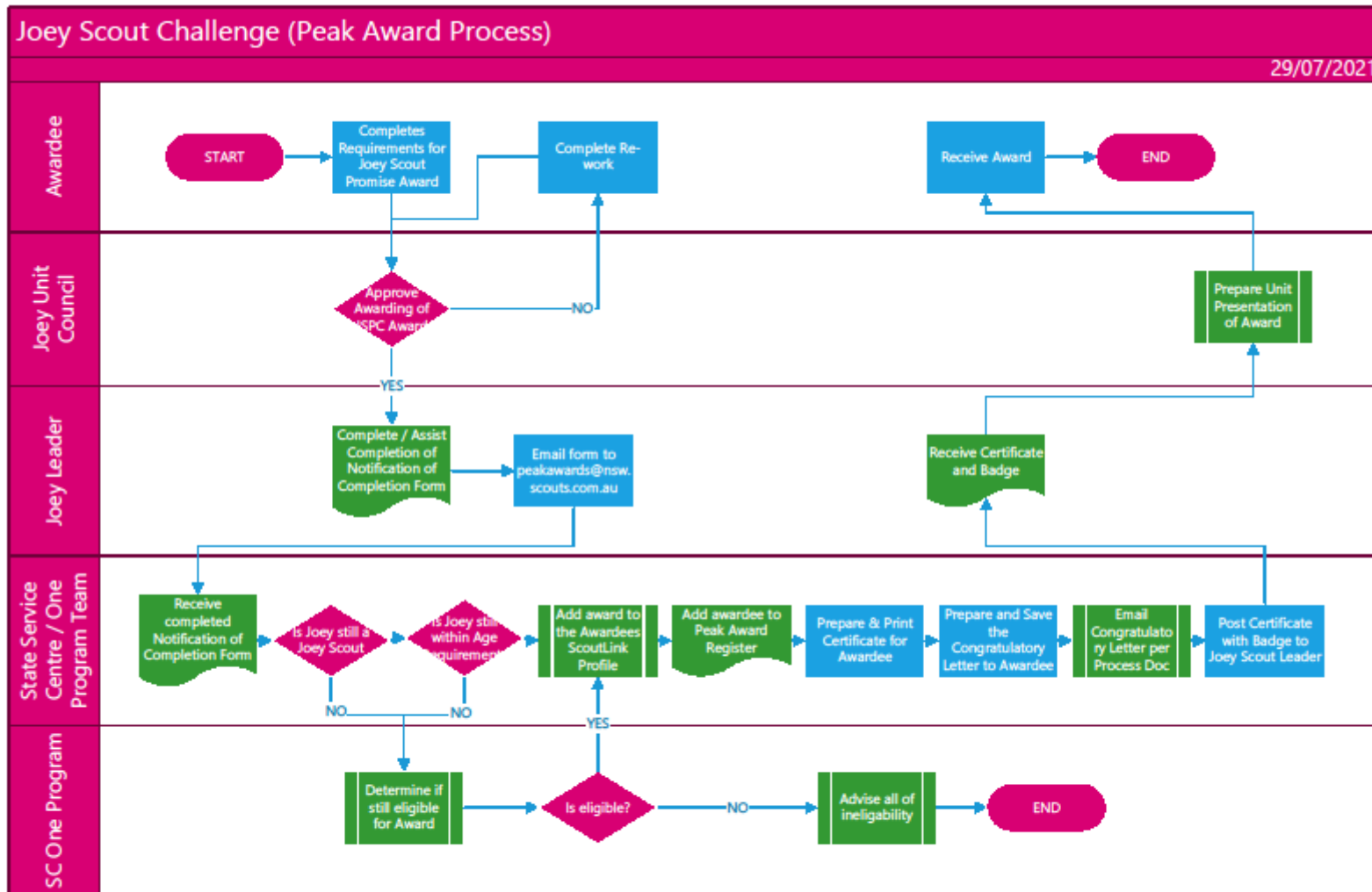
Once all requirements of the Peak Award have been met, the Unit Council submits the Peak Award Notification of Completion Form, (this might require an Adult Leader to email the Form) to the State Service Centre for processing.

The Peak Award form can be downloaded from <https://www.nsw.scouts.com.au/members-services/state-forms/> and scroll down to the section '*Awards*' to locate the current version of the Peak Award Form.

## What is the *Joey Scout Promise Challenge* process?

1. The Joey Scout Promise Challenge award is approved by a small group of peers (Unit Council), with the guidance of the Joey Scout Leader.
2. The Unit Council delegate (possibly a leader) emails the “*Notice of Completion – Joey Scout Promise Challenge*” form to [peakawards@nsw.scouts.com.au](mailto:peakawards@nsw.scouts.com.au) with a cc:
  - a. the District Commissioner/Leader Joey Scouts or appropriate person at the District Level;
  - b. the Regional Commissioner/Leader Joey Scouts or appropriate person at the Region Level;
  - c. the Leader in Charge or Group Leader of their Home Scout Group.
3. State Service Centre / State One Program Team receives the “*Notice of Completion – Joey Scout Promise Challenge*” form for processing.
4. State Service Centre / State One Program Team confirms the youth member is still registered as a Joey Scout Section member at the date of achievement and meets relevant Age Range restrictions as per POL35 – Section Age Ranges.
  - Where the youth member is no longer registered as a Joey Scout Section member at the date of the notice of completion, or the Youth Member is outside of Age Range Policy the office is to contact the Assistant Chief Commissioner, Events & Section Support for confirmation on the awardees eligibility.
5. State Service Centre / State One Program Team adds the recipient’s award to their ScoutLink membership record, being awarded at the date of the completion of the nomination form.
6. State Service Centre / State One Program Team adds the recipient’s information onto the ‘Joey Scout Promise Register’ stored at *Scouts Australia NSW\Teams - NSW State Headquarters - Events & Section Support - Peak Awards - General\01. Joey Promise Award*. This is a State Service Centre Microsoft Teams site. Confirm the spelling of the recipient’s name from ScoutLink when doing this.
7. Mailmerge and print the *Joey Scout Promise Challenge Certificate* on the Joey Scout Promise Challenge Certificate ordered from the Scout Shop.
8. Mailmerge the *Joey Scout Promise Awardee Congratulatory letter* located at *Scouts Australia NSW\Teams - NSW State Headquarters - Events & Section Support - Peak Awards - General\01. Joey Promise Award*. Save a PDF copy of the awardees letter at *Scouts Australia NSW\Teams - NSW State Headquarters - Events & Section Support - Peak Awards - General\01. Joey Promise Award\Awardee Letters*.
9. Email a PDF copy of the Joey Scout Promise Awardee Congratulatory letter to:
  - i. the Awardee (family email)
  - ii. Leader nominated on the form
  - iii. Region Office for distribution to District and Region Joey Scout or Youth Program Commissioners/Leaders as appropriate for the Region

10. Post the Congratulatory letter along with the certificate and Joey Scout Challenge Badge, addressed to the Joey Scout Leader as per the details on the *Notice of Completion* form. Record on the 'Joey Scout Promise Register' the date the certificate was posted.



## Joey Scout Promise Challenge Processing Checklist

Checking the Form		
1.	YES / NO	The Registration Number and name on the form match the registration number and name on ScoutLink
2.	YES / NO	Awardee is registered as a Joey Scout in ScoutLink on the date the award was approved by the Unit Council
3.	YES / NO	Awardee is aged between 5 years of age (five) and has not yet had their 9 <sup>th</sup> (ninth) birthday as at the date the award was approved by the Unit Council.
4.	YES / NO	The Scout Group on the form, match the Scout Group the Joey Scout is registered in ScoutLink
5.	YES / NO	The address and details for the Joey Scout Leader on the form, match the information on ScoutLink
6.	YES / NO	The <b>Approved By</b> name on the form is a fellow Joey Scout
7.	YES / NO	The approved date does not appear before any of the requirements completed dates.
8.	YES / NO	The approved date is today or earlier
Following the Process		
9.	YES / NO	Award added to Awardees ScoutLink profile
10.	YES / NO	Awardee added to the Peak Award Register
11.	YES / NO	Joey Scout Promise Award Certificate printed for awardee
12.	YES / NO	Joey Scout Promise Award Congratulatory letter prepared for awardee
13.	YES / NO YES / NO YES / NO	Congratulatory letter emailed to: the awardee, Leader nominated on the form Region Office Manager
14.	YES / NO	Certificate and Joey Scout Promise Challenge Badge inserted into envelope with cardboard to ensure it is rigid
15.	YES / NO	DO NOT BEND is written all over the envelope in red
16.	YES / NO	Addressed to Joey Scout Leader and placed in the post
17.	YES / NO	Date posted added to the Peak Award Register.

If you answer NO to the above:

1. Call the Joey Scout Leader to confirm the awardee. If need be, have them complete a new form.
2. Call the Joey Scout Leader to confirm when the awardee moved groups. You will need to contact the previous group and have them transfer the youth member in ScoutLink.
3. Call the Joey Scout Leader and ask them to update their details in ScoutLink.
4. Send the form back to the Joey Scout Leader and ask them to have a Joey Scout, on the Unit Council, name and sign the form to make it a valid form.



5. Send the form back to the Joey Scout Leader letting them know the approved date is before all the requirements were completed. Have them amend and resubmit.
6. Send the form back to the Joey Scout Leader letting them know their approval date has not yet come, and they should review and resubmit the form with the correct date.
7. Contact the State Commissioner - One Program to advise of this and they will decide on eligibility with a small investigation.
8. Contact the State Commissioner - One Program to advise of this and they will decide on eligibility with a small investigation.

You will need to answer YES to all of 9-17 to ensure the process is complete.

## Joey Scout Promise Challenge Document Locations

1. Joey Scout Promise Awardee Congratulatory Letter:

<https://nswscouts.sharepoint.com/:w:/s/Teams-NSWStateHeadquarters-EventsSectionSupport-PeakAwards/EZ1uCc6HSnJOImEDg9hwUv4BYUYs7fpaOkRm0whHnpBvJQ?e=T0Ec4R>

2. Joey Scout Leader Notification Letter:

<https://nswscouts.sharepoint.com/:w:/s/Teams-NSWStateHeadquarters-EventsSectionSupport-PeakAwards/EZ1uCc6HSnJOImEDg9hwUv4BYUYs7fpaOkRm0whHnpBvJQ?e=T0Ec4R>

3. Joey Scout Peak Award Register:

[https://nswscouts.sharepoint.com/:x:/s/Teams-NSWStateHeadquarters-EventsSectionSupport-PeakAwards/EaSkvoG\\_IsNNoxgMgfdpNo8Bevdm09lvDq6oJPWHGoV2Gw?e=HdXp0n](https://nswscouts.sharepoint.com/:x:/s/Teams-NSWStateHeadquarters-EventsSectionSupport-PeakAwards/EaSkvoG_IsNNoxgMgfdpNo8Bevdm09lvDq6oJPWHGoV2Gw?e=HdXp0n)

## 3 Cub Scout Grey Wolf Award

### What is the *Cub Scout Grey Wolf*?

The Cub Scout Peak Award, the Grey Wolf, may be the final achievement for a youth member in the Cub Scout section. It is the role of members of the Unit Council to support Cub Scouts through the final steps towards their Peak Award.

#### **Award Scheme**

There are six components of the Grey Wolf Award. These are

- Completion of Milestone 3
- Eight progressions in the Outdoor Adventure Skills
  - This must include achieving Stage 3 in each of Bushcraft, Bushwalking and Camping
- Six Special Interest Area projects
- An Adventurous Journey
- A Leadership or Personal Development Course
- A Personal Reflection

Once all requirements of the Peak Award have been met, the Unit Council submits the Peak Award Notification of Completion Form, (this might require an Adult Leader to email the Form) to the State Service Centre for processing.

The Peak Award form can be downloaded from <https://pr.scouts.com.au/achievement-pathways/> select the *Peak Awards* tab to locate the current version of the Peak Award Form.

#### **Old Award Scheme (Transition from Jan 2020-Dec 2021)**

There are six components of the Grey Wold Award. These are:

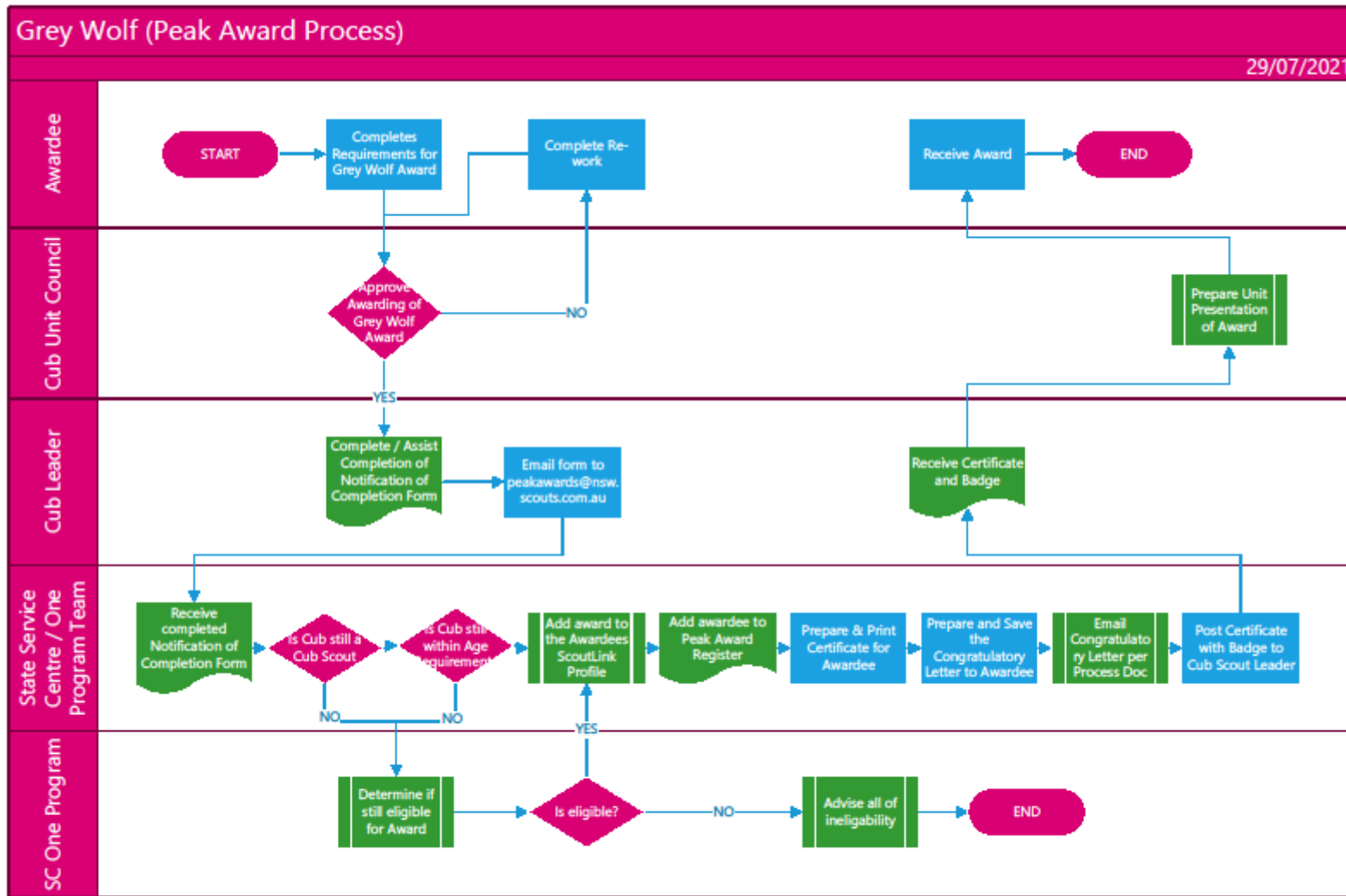
- Completed Gold Boomerang
- In the past twelve months, participated in a minimum of four (4) outdoor activities
- In the past twelve months, attended two (2) Unit Councils
- Complete four (4) Level 2 Achievement Badges. Once from each category
- Complete one of the Special Interest Badges
- Develop and present a resource for the Patrol or Unit, based on the Cub Scouts understanding of the Jungle Book

Once all requirements of the Peak Award have been met, the Unit Council submits the Peak Award Notification of Completion Form, (this might require an Adult Leader to email the Form) to the State Service Centre for processing.

The Peak Award form can be downloaded from <https://www.nsw.scouts.com.au/members-services/state-forms/> and scroll down to the section '*Awards*' to locate the current version of the Peak Award Form.

## What is the Cub Scout *Grey Wolf* process?

1. The Cub Scout Grey Wolf award is approved by a small group of peers (Unit Council), with the guidance of the Cub Scout Leader.
2. The Unit Council delegate (possibly a leader) emails the “*Notice of Completion – Grey Wolf Award*” form to [peakawards@nsw.scouts.com.au](mailto:peakawards@nsw.scouts.com.au) with a cc to :
  - a. the District Commissioner/Leader Cub Scouts or appropriate person at the District Level;
  - b. the Regional Commissioner/Leader Cub Scouts or appropriate person at the Region Level;
  - c. the Leader in Charge or Group Leader of their Home Scout Group.
3. State Service Centre / State One Program Team receives the “*Notice of Completion – Grey Wolf Award*” form for processing.
4. State Service Centre / State One Program Team confirms the youth member is still registered as a Cub Scout Section member at the date of achievement and meets relevant Age Range restrictions as per POL35 – Section Age Ranges.
  - Where the youth member is no longer registered as a Cub Scout Section member at the date of the notice of completion, or the Youth Member is outside of Age Range Policy the office is to contact the Assistant Chief Commissioner, Events & Section Support for confirmation on the awardees eligibility.
5. State Service Centre / State One Program Team adds the recipient’s award to their ScoutLink membership record, being awarded at the date of the completion of the nomination form.
6. State Service Centre / State One Program Team adds the recipient’s information onto the ‘*Grey Wolf Peak Award Register*’ located at *Scouts Australia NSW\Teams - NSW State Headquarters - Events & Section Support - Peak Awards - General\02. Cub Grey Wolf Award*. Confirm the spelling of the recipient’s name from ScoutLink when doing this.
7. Mailmerge and print the Grey Wolf Certificate ordered from the Scout Shop.
8. Mailmerge and print a copy of the Grey Wolf Awardee Congratulatory letter. Save a PDF copy of the letter at *Scouts Australia NSW\Teams - NSW State Headquarters - Events & Section Support - Peak Awards - General\02. Cub Grey Wolf Award\Awardee letters*.
9. Email a copy of the PDF version of the Grey Wolf Awardee Congratulatory letter to:
  - i. the Awardee (family email)
  - ii. Leader nominated on the form
  - iii. Region Office for distribution to District and Region Cub Scout or Youth Program Commissioners/Leaders as appropriate for the Region
10. Post the congratulatory letter along with the certificate, the Grey Wolf Badge addressed to the Cub Scout Leader as per the details on the Notice of Completion form. Record on the Peak Award Register the date the certificate was posted.



## Grey Wolf Award Processing Checklist

Checking the Form		
1.	YES / NO	The Registration Number and name on the form match the registration number and name on ScoutLink
2.	YES / NO	Awardee is registered as a Cub Scout in ScoutLink on the date the award was approved by the Unit Council
3.	YES / NO	Awardee is aged between 8 years of age (eight) and has not yet had their 12 <sup>th</sup> (twelfth) birthday as at the date the award was approved by the Unit Council.
4.	YES / NO	The Scout Group on the form, match the Scout Group registered in ScoutLink
5.	YES / NO	The address and details for the Cub Scout Leader on the form, match the information on ScoutLink
6.	YES / NO	The <b>Approved By</b> name on the form is a fellow Cub Scout
7.	YES / NO	The approved date does not appear before any of the requirements completed dates.
8.	YES / NO	The approved date is today or earlier
Following the Process		
9.	YES / NO	Award added to Awardees ScoutLink profile
10.	YES / NO	Awardee added to the Peak Award Register
11.	YES / NO	Grey Wolf Certificate printed for awardee
12.	YES / NO	Grey Wolf Award Congratulatory letter prepared for awardee
13.	YES / NO YES / NO YES / NO	Congratulatory letter emailed to: the awardee, Leader nominated on the form Region Office Manager
14.	YES / NO	Certificate, Grey Wolf Badge and Woggle inserted into envelope with cardboard to ensure it is rigid
15.	YES / NO	DO NOT BEND is written all over the envelope in red
16.	YES / NO	Addressed to Cub Scout Leader and placed in the post
17.	YES / NO	Date posted added to the Peak Award Register.

If you answer NO to any of the above:

1. Call the Cub Scout Leader to confirm the awardee. If need be, have them complete a new form.
2. Call the Cub Scout Leader to confirm when the awardee moved groups. You will need to contact the previous group and have them transfer the youth member in ScoutLink.
3. Call the Cub Scout Leader and ask them to update their details in ScoutLink.
4. Send the form back to the Cub Scout Leader and ask them to have a Cub Scout, on the Unit Council, name and sign the form to make it a valid form.

5. Send the form back to the Cub Scout Leader letting them know the approved date is before all the requirements were completed. Have them amend and resubmit.
6. Send the form back to the Cub Scout Leader letting them know their approval date has not yet come, and they should review and resubmit the form with the correct date.
7. Contact the State Commissioner - One Program to advise of this and they will decide on eligibility with a small investigation.
8. Contact the State Commissioner - One Program to advise of this and they will decide on eligibility with a small investigation.

You will need to answer YES to all of 9-17 to ensure the process is complete.

## Grey Wolf Document Locations

1. Grey Wolf Awardee Congratulatory Letter:

[https://nswscouts.sharepoint.com/:w:/s/Teams-NSWStateHeadquarters-EventsSectionSupport-PeakAwards/ESNbNN9\\_ohVMvDuARXgCrusB4ZTmMtOZ8YZAqvXgfDGa\\_w?e=ilbHgD](https://nswscouts.sharepoint.com/:w:/s/Teams-NSWStateHeadquarters-EventsSectionSupport-PeakAwards/ESNbNN9_ohVMvDuARXgCrusB4ZTmMtOZ8YZAqvXgfDGa_w?e=ilbHgD)

2. Cub Scout Leader Notification Letter:

[https://nswscouts.sharepoint.com/:w:/s/Teams-NSWStateHeadquarters-EventsSectionSupport-PeakAwards/EWnly\\_UTr1FLpxwvaMvYaoAB58oFwiP2HEMHe1zP\\_pm\\_2A?e=5K9hDD](https://nswscouts.sharepoint.com/:w:/s/Teams-NSWStateHeadquarters-EventsSectionSupport-PeakAwards/EWnly_UTr1FLpxwvaMvYaoAB58oFwiP2HEMHe1zP_pm_2A?e=5K9hDD)

3. Cub Scout Grey Wolf Peak Award Register:

<https://nswscouts.sharepoint.com/:x:/s/Teams-NSWStateHeadquarters-EventsSectionSupport-PeakAwards/EQoMCT5pyLBPm4mOJN9hEVQBzXdr-p8m6X9Sw-zgFD4BAG?e=PRSusV>

## 4 Australian Scout Award

### What is the *Australian Scout Award*?

The Scout Peak Award, the Australian Scout Award, may be the final achievement for a youth member in the Scout section. It is the role of members of the Unit Council to support Scouts through the final steps towards their Peak Award.

#### **Award Scheme**

There are six components of the Australian Scout Award. These are

- Completion of Milestone 3
- Ten progressions in the Outdoor Adventure Skills
  - This must include achieving Stage 5 in each of Bushcraft, Bushwalking and Camping
- Six Special Interest Area projects
- An Adventurous Journey
- A Leadership or Personal Development Course
- A Personal Reflection

Once all requirements of the Peak Award have been met, the Unit Council submits the Peak Award Notification of Completion Form, (this might require an Adult Leader to email the Form) to the State Service Centre for processing.

The Peak Award form can be downloaded from <https://pr.scouts.com.au/achievement-pathways/> select the *Peak Awards* tab to locate the current version of the Peak Award Form.

#### **Old Award Scheme (Transition from Jan 2020-Dec 2021)**

There are three components of the Australian Scout Medallion. These are:

- Participate in a Scout Leadership Course at any time after completion of your Pioneer Badge
- Demonstrate and active leadership role in Scouting
- Achieve the ADVENTURER CORD

Once all requirements of the Peak Award have been met, the Unit Council submits the Peak Award Notification of Completion Form, to the State Service Centre for processing.

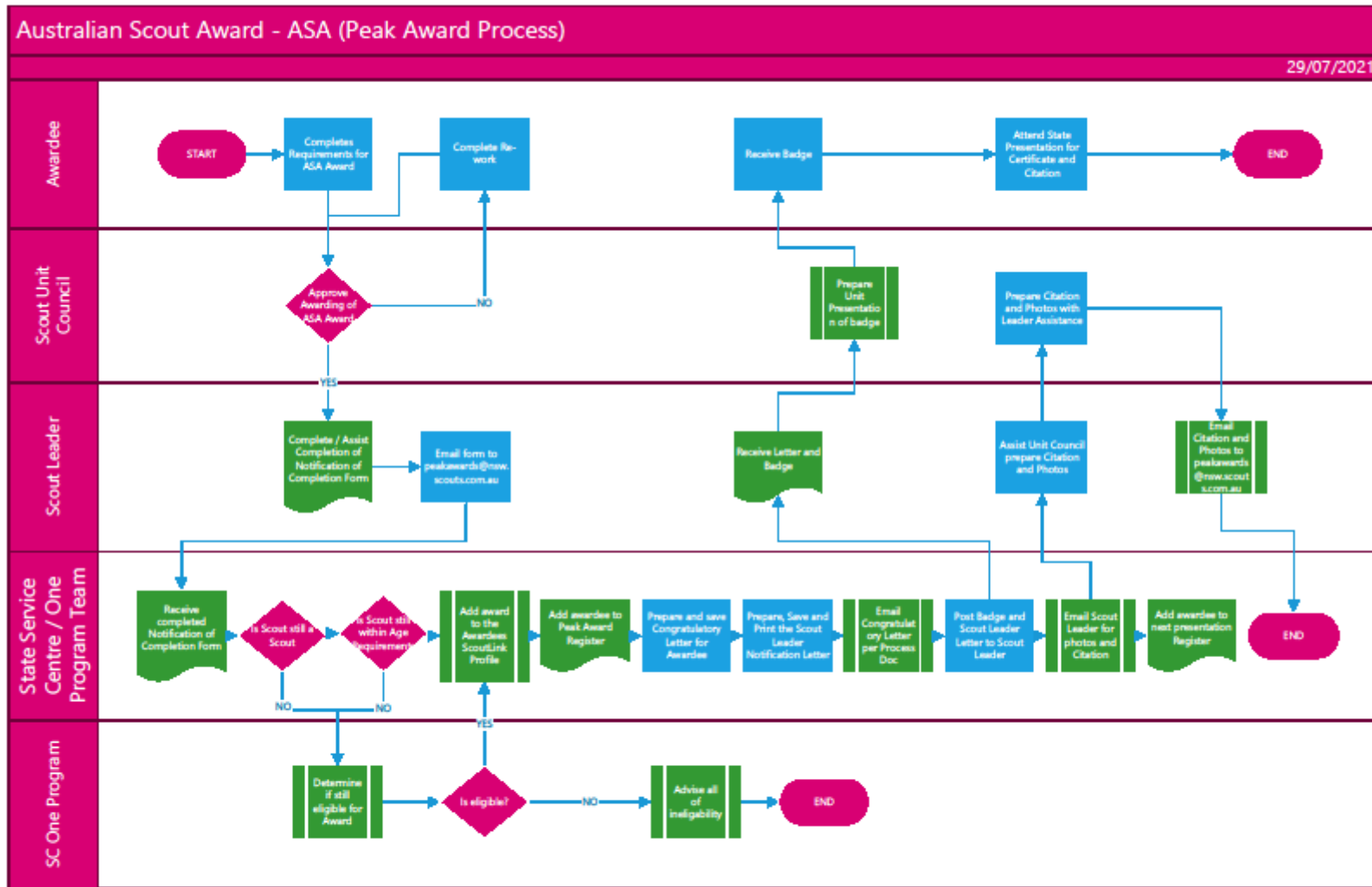
The Peak Award form can be downloaded from <https://www.nsw.scouts.com.au/members-services/state-forms/> and scroll down to the section '*Awards*' to locate the current version of the Peak Award Form.

## What is the *Australian Scout Award* process?

1. The Australian Scout Award is approved by a small group of peers (Unit Council), with the guidance of the Scout Leader.
2. The Unit Council delegate (possibly a leader) emails the “*Notice of Completion – Australian Scout Award*” form to [peakawards@nsw.scouts.com.au](mailto:peakawards@nsw.scouts.com.au) with a cc to :
  - a. the District Commissioner/Leader Scouts or appropriate person at the District Level;
  - b. the Regional Commissioner/Leader Scouts or appropriate person at the Region Level;
  - c. the Leader in Charge or Group Leader of their Home Scout Group.
3. State Service Centre / State One Program Team receives the “*Notice of Completion – Australian Scout Award*” form for processing.
4. State Service Centre / State One Program Team confirms the youth member is still registered as a Scout Section member at the date of achievement and meets relevant Age Range restrictions as per POL35 – Section Age Ranges.
  - o Where the youth member is no longer registered as a Scout Section member at the date of the notice of completion, or the Youth Member is outside of Age Range Policy the office is to contact the Assistant Chief Commissioner, Events & Section Support for confirmation on the awardees eligibility.
5. State Service Centre / State One Program Team adds the recipient’s award to their ScoutLink membership record, being awarded at the date of the completion of the nomination form.
6. State Service Centre / State One Program Team adds the recipient’s information onto the ‘*Australian Scout Award Peak Award Register*’ stored at *Scouts Australia NSW\Teams - NSW State Headquarters - Events & Section Support - Peak Awards - General\03. Scout ASM Award*, confirming the spelling of the recipient’s name from ScoutLink when doing this.
7. Mailmerge and save only (do not print) a PDF copy of the Australian Scout Medallion Awardee Congratulatory Letter located at *Scouts Australia NSW\Teams - NSW State Headquarters - Events & Section Support - Peak Awards - General\03. Scout ASM Award*.
  - a. Save at *Scouts Australia NSW\Teams - NSW State Headquarters - Events & Section Support - Peak Awards - General\03. Scout ASM Award\(\year) Awardee congratulatory letters*.
8. Mailmerge and print the Australian Scout Medallion Scout Leader Notification Letter located at *Scouts Australia NSW\Teams - NSW State Headquarters - Events & Section Support - Peak Awards - General\03. Scout ASM Award*.
  - a. Save a PDF copy at *Scouts Australia NSW\Teams - NSW State Headquarters - Events & Section Support - Peak Awards - General\03. Scout ASM Award\(\year) leader notification letters*
9. Email a copy of the Australian Scout Medallion Congratulatory letter and Leader Notification Letter to:
  - i. the Awardee,
  - ii. Leader nominated on the form



- iii. Region Office for distribution to District and Region Scouts or Youth Program Commissioners/Leaders as appropriate for the Region
- 10. Post the Australian Scout Award Scout Leader Notification Letter along with the Australian Scout Award Badge, addressed to the Scout Leader as per details on the *Notice of Completion* form. Record on the *Peak Award Register* the date the letter was posted.
- 11. Email the Scout Leader requesting one Portrait photo of the awardee and a citation for the Awardee to be returned within 2 weeks. Create a diary note to follow this up should it not be received.
- 12. Add the awardee details to the next State Ceremony Awardee Register.



## Australian Scout Award Processing Checklist

Checking the Form		
1.	YES / NO	The Registration Number and name on the form match the registration number and name on ScoutLink
2.	YES / NO	Awardee is registered as a Scout in ScoutLink on the date the award was approved by the Unit Council
3.	YES / NO	Awardee is aged between 11 years of age (eleven) and has not yet had their 15 <sup>th</sup> (fifteenth) birthday as at the date the award was approved by the Unit Council.
4.	YES / NO	The Scout Group on the form, match the Scout Group registered in ScoutLink
5.	YES / NO	The address and details for the Scout Leader on the form, match the information on ScoutLink
6.	YES / NO	The <b>Approved By</b> name on the form is a fellow Scout
7.	YES / NO	The approved date does not appear before any of the requirements completed dates.
8.	YES / NO	The approved date is today or earlier
Following the Process		
9.	YES / NO	Award added to Awardees ScoutLink profile
10.	YES / NO	Awardee added to the Peak Award Register
11.	YES / NO	ASM Congratulatory letter prepared for awardee
12.	YES / NO	ASM Scout Leader Notification letter prepared and printed
13.	YES / NO YES / NO YES / NO	Congratulatory letter emailed to: the awardee, Leader nominated on the form Region Office manager
14.	YES / NO	ASM Badge and Scout Leader Notification Letter inserted into envelope.
15.	YES / NO	Addressed to Scout Leader and placed in the post
16.	YES / NO	Date posted added to the Peak Award Register.
17.	YES / NO	Awardee added to next Presentation Register
18.	YES / NO	Scout Leader emailed for copies of photos and a citation
19.	YES / NO	Diary note to follow up Scout Leader for photos and citation set for 2 weeks
20.	YES / NO	Photos and Citation received

If you answer NO to any of the above:

1. Call the Scout Leader to confirm the awardee. If need be, have them complete a new form.
2. Call the Scout Leader to confirm when the awardee moved groups. You will need to contact the previous group and have them transfer the youth member in ScoutLink.
3. Call the Scout Leader and ask them to update their details in ScoutLink.

4. Send the form back to the Scout Leader and ask them to have a Scout, on the Unit Council name, and sign the form to make it a valid form.
5. Send the form back to the Scout Leader letting them know the approved date is before all the requirements were completed. Have them amend and resubmit.
6. Send the form back to the Scout Leader letting them know their approval date has not yet come, and they should review and resubmit the form with the correct date.
7. Contact the State Commissioner - One Program to advise of this and they will decide on eligibility with a small investigation.
8. Contact the State Commissioner - One Program to advise of this and they will decide on eligibility with a small investigation.

You will need to answer YES to all of 9-20 to ensure the process is complete.

## ASA Document Locations

1. Awardee Congratulatory Letter:

[https://nswscouts.sharepoint.com/:w:/s/Teams-NSWStateHeadquarters-EventsSectionSupport-PeakAwards/Edc4vjRjCAhMgxcWMTZHTu0BmY5Jyubl0SMkxHfP\\_Pxh\\_Q?e=kyXQLj](https://nswscouts.sharepoint.com/:w:/s/Teams-NSWStateHeadquarters-EventsSectionSupport-PeakAwards/Edc4vjRjCAhMgxcWMTZHTu0BmY5Jyubl0SMkxHfP_Pxh_Q?e=kyXQLj)

2. Scout Leader Notification Letter:

<https://nswscouts.sharepoint.com/:w:/s/Teams-NSWStateHeadquarters-EventsSectionSupport-PeakAwards/EVp9x1UrLyRImMvpk5DcLd0BJyOPkWjpNTalAfu1chbj4w?e=cRbvKW>

3. Australian Scout Medallion Peak Award Register:

<https://nswscouts.sharepoint.com/:x:/s/Teams-NSWStateHeadquarters-EventsSectionSupport-PeakAwards/Edgi5rIMy5ZBj52afnxUtvkBcgImvNggynHd2SnzyozgEQ?e=azEuj7>

## 5 Queen's Scout Award

### What is the *Queen's Scout Award*?

The Venturer Scout Peak Award, the Queen's Scout, may be the final achievement for a youth member in the Venturer Scout section. It is the role of members of the Unit Council to support Venturer Scouts through the final steps towards their Peak Award.

#### **Award Scheme**

There are six components of the Queen's Scout Award. These are

- Completion of Milestone 3
- Twelve progressions in the Outdoor Adventure Skills
  - This must include achieving Stage 5 in each of Bushcraft, Bushwalking, and Camping
  - This must include at least four achievements of Stage 4 or higher in any streams
- Six Special Interest Area projects
- An Adventurous Journey
- A Leadership or Personal Development Course
- A Personal Reflection

Once all requirements of the Peak Award have been met, the Unit Council submits the Peak Award Notification of Completion Form, (this might require an Adult Leader to email the Form) to the State Service Centre for processing.

The Peak Award form can be downloaded from <https://pr.scouts.com.au/achievement-pathways/> select the *Peak Awards* tab to locate the current version of the Peak Award Form.

#### **Old Award Scheme (Transition from Jan 2020-Dec 2021)**

There are seven components of the Queen's Scout Award. These are:

- Be invested as a Venturer Scout
- Earn the Venturing Skills Award
- Earn the Venturer Award and complete the requirements in the remaining six areas of the Venturer Award
- Complete the requirements in each of the four Award areas at QS Level
- Be recommended by the Unit Council and the Venturer Scout Leader
- Be recommended by the Group Leader on behalf of the Group Council
- Have a personal interview with the District Commissioner or equivalent

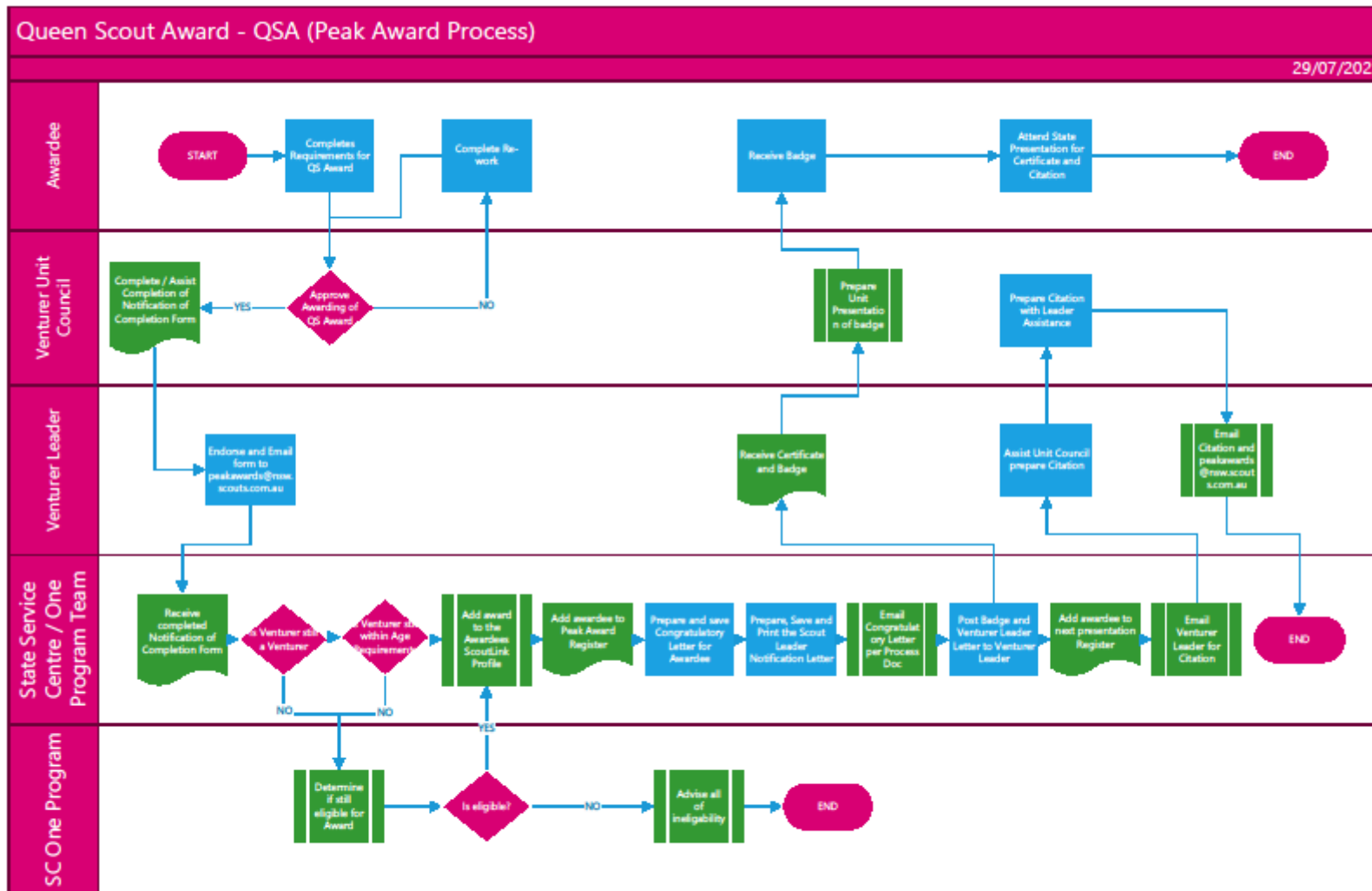
Once all requirements of the Peak Award have been met, the Unit Council submits the Peak Award Notification of Completion Form, to the State Service Centre for processing.

The Peak Award form can be downloaded from <https://www.nsw.scouts.com.au/members-services/state-forms/> and scroll down to the section '*Awards*' to locate the current version of the Peak Award Form.

## What is the *Queen's Scout Award* process?

1. The Queen's Scout Award is approved by a small group of peers (Unit Council), with the guidance of the Venturer Scout Leader.
2. The Unit Council delegate emails the "*Notice of Completion – Queen's Scout Award*" form to [peakawards@nsw.scouts.com.au](mailto:peakawards@nsw.scouts.com.au) with a cc to :
  - a. the District Commissioner/Leader Venturer Scouts or appropriate person at the District Level;
  - b. the Regional Commissioner/Leader Venturer Scouts or appropriate person at the Region Level;
  - c. the Leader in Charge or Group Leader of their Home Scout Group.
3. State Service Centre / State One Program Team receives the "*Notice of Completion – Queen's Scout Award*" form for processing.
4. State Service Centre / State One Program Team confirms the youth member is still registered as a Venturer Scout Section member at the date of achievement and meets relevant Age Range restrictions as per POL35 – Section Age Ranges.
  - o Where the youth member is no longer registered as a Venturer Scout Section member at the date of the notice of completion, or the Youth Member is outside of Age Range Policy the office is to contact the Assistant Chief Commissioner, Events & Section Support for confirmation on the awardees eligibility.
5. State Service Centre / State One Program Team adds the recipient's award to their ScoutLink membership record, being award at the date of the completion of the nomination form.
6. State Service Centre / State One Program Team adds the recipient's information onto the '*Queens Scout Award Register 2020 onwards*' spreadsheet, stored at *Scouts Australia NSW\Teams - NSW State Headquarters - Events & Section Support - Peak Awards - General\04. Queens Scout Award*. Confirm the spelling of the recipient's name from ScoutLink when doing this.
7. Mailmerge and save only (do not print) a PDF copy of the Awardee Congratulatory Letter located at *Scouts Australia NSW\Teams - NSW State Headquarters - Events & Section Support - Peak Awards - General\04. Queens Scout Award*.
  - a. Save at *Scouts Australia NSW\Teams - NSW State Headquarters - Events & Section Support - Peak Awards - General\04. Queens Scout Award\(\year) Awardee congratulatory letters*.
8. Mailmerge and print the Venturer Leader Notification Letter located at *Scouts Australia NSW\Teams - NSW State Headquarters - Events & Section Support - Peak Awards - General\04. Queens Scout Award*.
  - a. Save a PDF copy at *Scouts Australia NSW\Teams - NSW State Headquarters - Events & Section Support - Peak Awards - General\04. Queens Scout Award\(\year) leader notification letters*
9. Email a copy of the PDF version of the Queen's Scout Congratulatory letter to:

- i. the Awardee,
  - ii. Leader nominated on the form
  - iii. Region Office for distribution to District and Region Venturer Scout or Youth Program Commissioners/Leaders as appropriate for the Region
10. Post the Queen's Scout Venturer Scout Leader Notification Letter along with the Queen's Scout Badge, addressed to the Venturer Scout Leader as per *Notice of Completion* form. Record on the *Peak Award Register* the date the letter was posted.
11. Email the Venturer Scout Leader requesting one Portrait photo of the awardee and a citation for the Awardee to be returned within 2 weeks. Create a diary note to follow this up should it not be received.





## Queen's Scout Processing Checklist

Checking the Form		
1.	YES / NO	The Registration Number and name on the form match the registration number and name on ScoutLink
2.	YES / NO	Awardee is registered as a Venturer Scout in ScoutLink on the date the award was approved by the Unit Council
3.	YES / NO	Awardee is aged between 14 years of age (fourteen) and has not yet had their 18 <sup>th</sup> (eighteenth) birthday as at the date the award was approved by the Unit Council.
4.	YES / NO	The Scout Group on the form, match the Scout Group registered in ScoutLink
5.	YES / NO	The address and details for the Venturer Scout Leader on the form, match the information on ScoutLink
6.	YES / NO	The <b>Approved By</b> name on the form is a fellow Venturer Scout
7.	YES / NO	The approved date does not appear before any of the requirements completed dates.
8.	YES / NO	The approved date is today or earlier
Following the Process		
9.	YES / NO	Award added to Awardees ScoutLink profile
10.	YES / NO	Awardee added to the Peak Award Register
11.	YES / NO	QSA Congratulatory letter prepared for awardee
12.	YES / NO	QSA Venturer Scout Leader Notification letter prepared and printed
13.	YES / NO YES / NO YES / NO	Congratulatory letter emailed to: the Awardee, Leader nominated on the form Region Office manager
14.	YES / NO	QSA Badge and Venturer Scout Leader Notification Letter inserted into envelope.
15.	YES / NO	Addressed to Venturer Scout Leader and placed in the post
16.	YES / NO	Date posted added to the Peak Award Register.
17.	YES / NO	Awardee added to next Presentation Register
18.	YES / NO	Venturer Scout Leader emailed for a citation
19.	YES / NO	Diary note to follow up Venturer Scout Leader for citation set for 2 weeks
20.	YES / NO	Citation received

If you answer NO to any of the above:

1. Call the Venturer Scout Leader to confirm the awardee. If need be, have them complete a new form.
2. Call the Venturer Scout Leader to confirm when the awardee moved groups. You will need to contact the previous group and have them transfer the youth member in ScoutLink.

3. Call the Venturer Scout Leader and ask them to update their details in ScoutLink.
4. Send the form back to the Venturer Scout Leader and ask them to have a Venturer Scout, on the Unit Council, name and sign the form to make it a valid form.
5. Send the form back to the Venturer Scout Leader letting them know the approved date is before all the requirements were completed. Have them amend and resubmit.
6. Send the form back to the Venturer Scout Leader letting them know their approval date has not yet come, and they should review and resubmit the form with the correct date.
7. Contact the State Commissioner - One Program to advise of this and they will decide on eligibility with a small investigation.
8. Contact the State Commissioner - One Program to advise of this and they will decide on eligibility with a small investigation.

You will need to answer YES to all of 9-20 to ensure the process is complete.

## QSA Document Locations

1. Awardee Congratulatory Letter:

[https://nswscouts.sharepoint.com/:w:/s/Teams-NSWStateHeadquarters-EventsSectionSupport-PeakAwards/EYhYQSi\\_gBhDm5rqf-m6F-kBCrAPC9BxF4n6vWnHy1UUUpw?e=c0Locx](https://nswscouts.sharepoint.com/:w:/s/Teams-NSWStateHeadquarters-EventsSectionSupport-PeakAwards/EYhYQSi_gBhDm5rqf-m6F-kBCrAPC9BxF4n6vWnHy1UUUpw?e=c0Locx)

2. Venturer Scout Leader Notification Letter:

[https://nswscouts.sharepoint.com/:w:/s/Teams-NSWStateHeadquarters-EventsSectionSupport-PeakAwards/EVKSh3gySHNBn13-3YFT6DEBJ6vVU8mC-pom-VP\\_Viq3ig?e=UoaJXJ](https://nswscouts.sharepoint.com/:w:/s/Teams-NSWStateHeadquarters-EventsSectionSupport-PeakAwards/EVKSh3gySHNBn13-3YFT6DEBJ6vVU8mC-pom-VP_Viq3ig?e=UoaJXJ)

3. Queens Scout Peak Award Register:

[https://nswscouts.sharepoint.com/:x:/s/Teams-NSWStateHeadquarters-EventsSectionSupport-PeakAwards/EeA7A2E8GuRGhpKrmPGENekBCXObuStV-7yZpDDS\\_kkKDA?e=7UDYBK](https://nswscouts.sharepoint.com/:x:/s/Teams-NSWStateHeadquarters-EventsSectionSupport-PeakAwards/EeA7A2E8GuRGhpKrmPGENekBCXObuStV-7yZpDDS_kkKDA?e=7UDYBK)

## 4. Baden-Powell Scout Award

### What is the *Baden-Powell Scout Award*?

The Rover Scout Peak Award, the Baden-Powell Scout Award, may be the final achievement for a youth member in Scouting. It is the role of members of the Unit Council to support Rover Scouts in their chosen pursuits, including if chosen, the Peak Award.

#### **Award Scheme**

There are six components of the Baden-Powell Scout Award. These are

- Completion of Milestone 3
- Fourteen progressions in the Outdoor Adventure Skills
  - This must include achieving Stage 5 in each of Bushcraft, Bushwalking, and Camping
  - This must include at least six achievements of Stage 4 or higher in any streams
- Six Special Interest Area projects
- An Adventurous Journey
- A Leadership or Personal Development Course
- A Personal Reflection

Once all requirements of the Peak Award have been met, the Branch Rover Council submits the Peak Award Notification of Completion Form, to the State Service Centre for processing.

The Peak Award form can be downloaded from <https://pr.scouts.com.au/achievement-pathways/> select the *Peak Awards* tab to locate the current version of the Peak Award Form.

#### **Old Award Scheme (Transition from Jan 2020-Dec 2021)**

There are eight components of the Baden-Powell Scout Award. These are:

- Be a fully invested Rover Scout
- Complete the St George Award
- Complete the Community Development Badge
- Complete the Personal Growth Badge
- Attend a self-reflection interview with the BPSA Support Team
- Be recommended by the Rover Unit Council
- Be recommended by the Region Rover Council
- Be recommended by the Branch Rover Council

Once all requirements of the Peak Award have been met, the Branch Rover Council submits the Peak Award Notification of Completion Form, to the State Service Centre for processing.

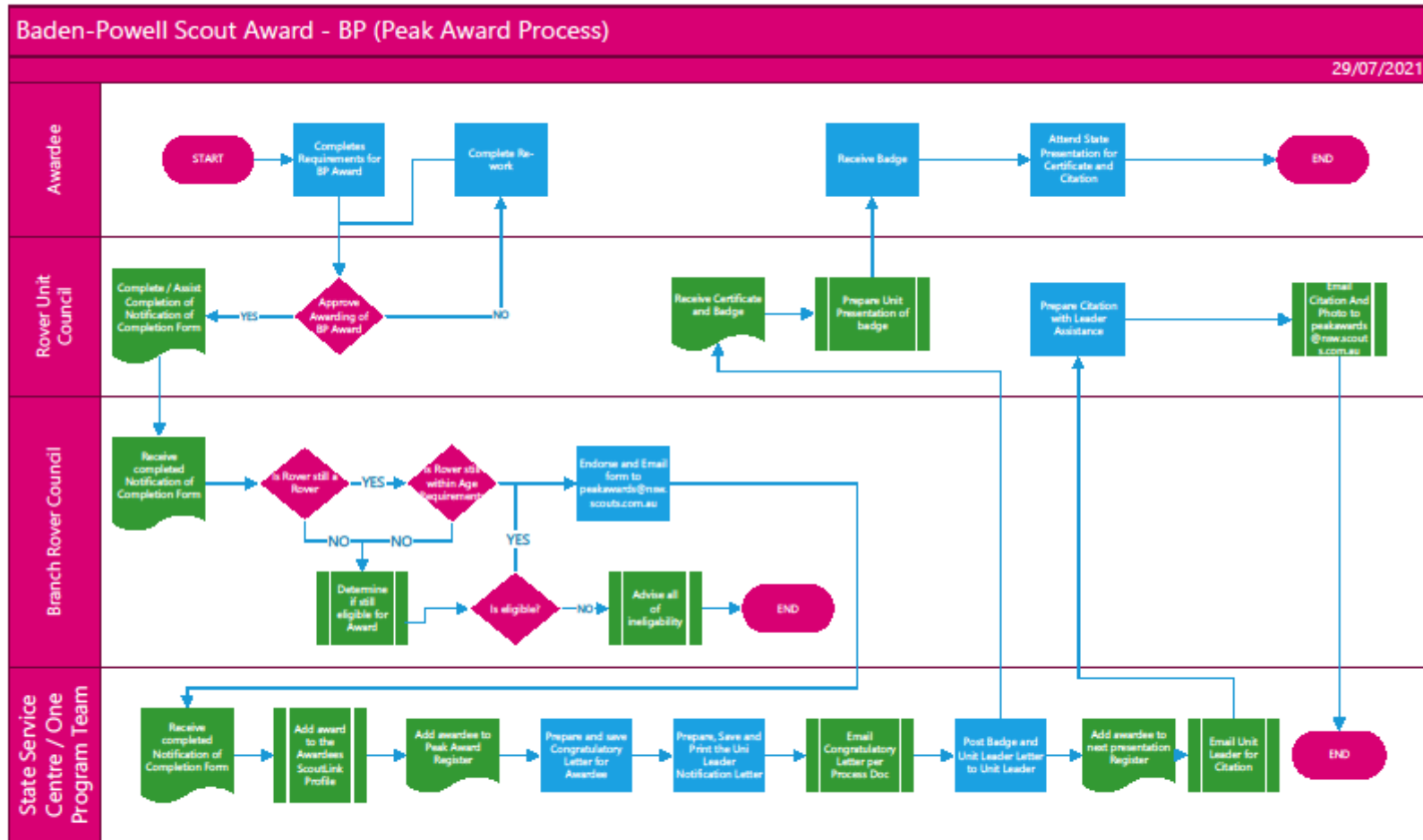
The Peak Award form can be downloaded from <https://www.nsw.scouts.com.au/members-services/state-forms/> and scroll down to the section 'Awards' to locate the current version of the Peak Award Form.

## What is the *Baden-Powell Scout Award* process?

1. The Baden-Powell Scout Award is approved by a small group of peers (Unit Council), prior to recommendation by the Branch/State Rover Council.
2. The State Rover Council delegate emails the "*Notice of Completion – Baden-Powell Scout Award*" form to [peakawards@nsw.scouts.com.au](mailto:peakawards@nsw.scouts.com.au) including the date of the meeting where this award was recommended with a cc to :
  - a. the District Commissioner/Leader Rover Scouts or appropriate person at the District Level;
  - b. the Regional Commissioner/Leader Rover Scouts or appropriate person at the Region Level;
  - c. the Leader in Charge or Group Leader of the awardees Home Scout Group.
3. State Service Centre / State One Program Team receives the "*Notice of Completion – Baden-Powell Scout Award*" form for processing.
4. State Service Centre / State One Program Team adds the recipient's award to their ScoutLink membership record, being awarded at the date of the approval by the State Rover Council.
5. State Service Centre / State One Program Team adds the recipient's information onto the '*Baden Powell Scout Award Register 2020 onwards*' spreadsheet, stored at *Scouts Australia NSW\Teams - NSW State Headquarters - Events & Section Support - Peak Awards - General\05. Baden Powell Scout Award*. Confirm the spelling of the recipient's name from ScoutLink when doing this.
6. Mailmerge and save only (do not print) a PDF copy of the Awardee Congratulatory Letter located at *Scouts Australia NSW\Teams - NSW State Headquarters - Events & Section Support - Peak Awards - General\05. Baden Powell Scout Award*.
  - a. Save at *Scouts Australia NSW\Teams - NSW State Headquarters - Events & Section Support - Peak Awards - General\05. Baden Powell Scout Award\(\year) Awardee congratulatory letters*.
7. Mailmerge and print the Crew Leader Notification Letter located at *Scouts Australia NSW\Teams - NSW State Headquarters - Events & Section Support - Peak Awards - General\05. Baden Powell Scout Award*.
  - a. Save a PDF copy at *Scouts Australia NSW\Teams - NSW State Headquarters - Events & Section Support - Peak Awards - General\05. Baden Powell Scout Award\(\year) leader notification letters*
8. Email a PDF copy of the Baden-Powell Scout Awardee Congratulatory letter and Unit Leader Notification letter to:

- iv. the Awardee,
  - v. Group Leader/Leader in Charge
  - vi. Region Office for distribution to Region Rover Scout or Youth Program Commissioners/Leaders as appropriate for the Region
9. Post the Rover Scout Unit Leader Notification Letter along with the Baden-Powell Scout Badge, miniature badge and pin, addressed to the Unit Leader as per details on the *Notice of Completion form*. Record on the "*Baden Powell Scout Award Register 2020 onwards*" the date the letter was posted.

Email the Unit Leader requesting one Portrait photo of the awardee and a citation for the Awardee to be returned within 2 weeks. Create a diary note to follow this up should it not be received.



## Baden Powell Scout Processing Checklist

Checking the Form (Completed by Branch Rover Council)		
1.	YES / NO	The Registration Number and name on the form match the registration number and name on ScoutLink
2.	YES / NO	Awardee is registered as a Rover Scout in ScoutLink on the date the award was approved by the Unit Council
3.	YES / NO	Awardee is aged between 18 years of age (eighteen) and has not yet had their 26 <sup>th</sup> (twenty-sixth) birthday as at the date the award was approved by the Unit Council.
4.	YES / NO	The Rover Unit on the form, match the Rover Unit registered in ScoutLink
5.	YES / NO	The address and details for the Rover Unit Leader on the form, match the information on ScoutLink
6.	YES / NO	The <b>Approved By</b> name on the form is a fellow Rover Scout
7.	YES / NO	The approved date does not appear before any of the requirements completed dates.
8.	YES / NO	The approved date is today or earlier
Following the Process		
9.	YES / NO	Award added to Awardees ScoutLink profile
10.	YES / NO	Awardee added to the Peak Award Register
11.	YES / NO	BP Congratulatory letter prepared for awardee
12.	YES / NO	Rover Crew Leader Notification letter prepared and printed
13.	YES / NO YES / NO YES / NO YES / NO YES / NO	Congratulatory letter emailed to: the Awardee, Group Leader/Leader in Charge Region Office Branch Rover Chairperson
14.	YES / NO	BP Badge and Unit Leader Notification Letter inserted into envelope.
15.	YES / NO	Addressed to Unit Leader and placed in the post
16.	YES / NO	Date posted added to the Peak Award Register.
17.	YES / NO	Awardee added to next Presentation Register
18.	YES / NO	Unit Leader emailed for a citation
19.	YES / NO	Diary note to follow up Unit Leader for citation set for 2 weeks
20.	YES / NO	Citation received

If you answer NO to any of the above:

1. Call the Unit Leader to confirm the awardee. If need be, have them complete a new form.
2. Call the Unit Leader to confirm when the awardee moved Units. You will need to contact the previous Unit and have them transfer the youth member in ScoutLink.
3. Call the Unit Leader and ask them to update their details in ScoutLink.

4. Send the form back to the Unit Leader and ask them to have a Rover Scout, on the Unit Council, name and sign the form to make it a valid form.
5. Send the form back to the Unit Leader letting them know the approved date is before all the requirements were completed. Have them amend and resubmit.
6. Send the form back to the Unit Leader letting them know their approval date has not yet come, and they should review and resubmit the form with the correct date.
7. Contact the Branch Rover Council Chairperson to advise of this and they will decide on eligibility with a small investigation.
8. Contact the Branch Rover Council Chairperson to advise of this and they will decide on eligibility with a small investigation.

You will need to answer YES to all of 9-20 to ensure the process is complete.

## BP Document Locations

1. Awardee Congratulatory Letter:

<https://nswscouts.sharepoint.com/:w:/s/Teams-NSWStateHeadquarters-EventsSectionSupport-PeakAwards/EaVBY5yTS3tPp-uM9gBR0S4BtC3JxGkLTFRKsqtzYVT4JQ?e=PaqBTr>

2. Crew Leader Notification Letter:

<https://nswscouts.sharepoint.com/:w:/s/Teams-NSWStateHeadquarters-EventsSectionSupport-PeakAwards/EWM4ifN-jINKqEh5B1YLIq4BUIAcjBjlrT9mw6Ovk212pQ?e=fOb8Oy>

3. Baden Powell Scout Peak Award Register

<https://nswscouts.sharepoint.com/:x:/s/Teams-NSWStateHeadquarters-EventsSectionSupport-PeakAwards/Edka748cWiFAvj2n3XqlcbEBOj75JI3DdnIDkCVIHj4NSA?e=uQ26vg>