



AWARD AUTHORIZATION CHECKLIST

A checklist for Award Centres when reviewing participants' completed Awards.

General Considerations

- Has this Award previously been returned for further work? For what reasons?
- Are there any notes on the account that need to be reviewed?
- Has the participant completed a previous level? Are there any notes from the previous level to consider?
- Has the participant completed personal details, payment, and parental consent (if applicable)?

Skills, Voluntary Service and Physical Recreation Sections

Ensure the participant has:

- Chosen appropriate activities for each section.
- Set a SMART goal for each activity that meets the overall aim of the section.
- Nominated a suitable Assessor (not a family member) for each section and entered their details on the ORB.
- Worked towards their goals, showing progress in their logs.
- Completed the required hours/weeks in each section.
- Uploaded a signed Assessor Report for each activity.

Adventurous Journey Section

Ensure the participant has:

- Completed the Preparation & Training and the Practice Journey (PJ) with their Adventurous Journey (AJ) Team before starting the Qualifying Journey (QJ). with their AJ Team before starting the Qualifying Journey (QJ).
- Completed the QJ with their AJ Team.
- Achieved their identified team SMART goal.
- Completed an AJ of the required duration with sufficient hours of purposeful activity each day.
- Identified their trained and qualified AJ Supervisor and Assessor.
- Uploaded a completed PJ assessment.
- Uploaded a completed QJ Assessor Report confirming the Team has met the AJ Requirements.
- Completed a team review and debrief of the journey with their Assessor.

Gold Project Section

This section is only done at the Gold level. Ensure the participant has:

- Completed a shared purposeful activity for a minimum of 5 days and 4 nights.
- Met and worked with new people.
- Achieved their identified SMART goal.
- Uploaded a signed Assessor Report.

Authorizing the Award:

If the above requirements have all been met, please authorize the Award by clicking approve. After the Award is approved by the Award Leader it will be sent to the Award Office for final review. If all level requirements have been met it will be approved by the Award Office. Once the Award is approved, the Leader and participant will receive an email notification.

Revising the Award:

If any of these requirements have not been met, please click 'Revise' and send the Award back to the previous stage. Ensure you include a detailed note to the participant explaining why the Award needs to be revised. You may need to reach out to the participant directly to discuss the revision and ensure they know what needs to be done before submitting it again for approval.

If you are unsure about any aspect of the Award, please check-in with Award Canada's Support Centre (support@dukeofed.org).

NOTE:

All notes and revisions sent within the participants' account are stored within the 'History' tab on the ORB. There is also a note section for each Award level within the 'Details' tab on the participants account. This can be viewed by Award Leaders and the Award Office but is not visible to participants. Please be sure to include any special circumstances or accommodations relevant to the participant's Award level here.

