



Award Delivery At-A-Glance

September-October: Award Centre Start-Up			
Task		Check List	
Weeks 1-2	Award Centre Setup		Email Assessor Overview to all teachers at the Award Centre
			Set the stage for excitement by coordinating if, when, who and how your Centre would like to host an introductory session
	Participant Registrations		Before hosting the info session below, send out an email to all participants with the link to register
			Keep track of any missing registrations leading up to the info session
			Send/email this Playbook to participants and parents so they can follow along (<i>optional</i>)
			Create and assign a label on ORB for this cohort of participants
	Host an Information Session		Present to students about the Award
	Reinforce the Activity Zone		Email a link to the Activity Zone to participants and the 'Does Your Activity Count Resource'
	Establish Support		Inform participants of a designated area or virtual space where students can easily access support and guidance from you throughout their Award
			Email/inform participants about the AI Chat Bot
			Set up a Buddy System and/or Award Mentor System
	Adventurous Journey (AJ) Planning		Begin AJ planning
			Review AJ Navigator to help with AJ planning
			Communicate with the Award Coordinator to ensure risk management has been thoroughly covered

Weeks 3-4	Major Section Set Up		Ensure all participants have their Major section set up on ORB (SMART goal and Assessor details mandatory)
			Approve their Major section, SMART Goals, and Assessors on the ORB
Task		Check List	
Weeks 5-8	Approvals and ORB Management		By the end of October, ensure all participants have all three sections (Physical Recreation, Service, Skill) set up and in progress on ORB
	Adventurous Journey (AJ) Practice Journey (PJ)		Conduct the Practice Journey for the AJ with participants between September and November. <i>This timeframe is not mandatory but recommended for optimal participant readiness</i>

November-February: Midpoint Milestones

Task	Check List	
Monitor Participant Progress		Ensure participants are participating in chosen activities and are regularly updating activity logs on the ORB
		Send bi-weekly or monthly email reminders to prompt participants to log their activities
		Initiate qualifying journeys for AJ participants from November onward
Adventurous Journey (AJ) Qualifying Journey (QJ)		Before hosting the info session below, send out an email to all participants with the link to register.
		Keep track of any missing registrations leading up to the info session.
		Send/email this Playbook to participants and parents so they can follow along.
		Create and assign a label on ORB for this cohort of participants.
		Review AJ Navigator to help with AJ planning.

March: Continue Monitoring Progress and Initiate Award Submission

Task	Check List	
Monitor Participant Progress		Continue to monitor participant progress, ensuring they are regularly logging on the ORB. Utilize the ORB Lab Activity Progress Overview
		Send bi-weekly or monthly email reminders to prompt participants to log their activities
Task	Check List	
Submitting Awards for Verification		Email videos to participants on how they can submit logs to their Assessor, and how they can submit their Award to their Award Leader
		If all the requirements for that section have been met, approve that section
		Ensure participants are submitting Awards for verification if all requirements are met
		Review and approve sections as they come in

April: Wrap-Up and Prepare for Celebration Planning

Task	Check List	
Award Completion and Submission		All participants have completed their activities in their three activity sections.
		Ensure all participants Awards are submitted for verification. After the Award Leader has approved all sections, the participant must log into their account one last time to send the whole Award to their Leader for final approval
Celebration Planning		To prepare for celebration planning with the Award Coordinator, ensure that: all participants' ORB is up to date, verify award readiness, and validate the accuracy of logs
		Check that contact details in the ORB are correct for certificate issuance
		Coordinate with the Award Coordinator to assess the number of participants completing the Award simultaneously and plan celebratory activities

May – June: Award Celebration Planning & Recognition

Task	Check List	
Complete Celebration Planning		Coordinate with the Award Coordinator to ensure the celebration plans are finalized
		Work with the Award Coordinator to determine who is ordering recognition materials from Award Canada
		Recognition materials are ordered

Task	Check List	
Award Celebration Continued		Host celebration for Award Holders
		Recognition and thanks to Award Centre team
		Share celebration on Award Centre website and/or social media pages
		Encourage or remind participants to register for the next level
		If applicable, communicate your availability over the summer to participants, notify those participants who you won't be supporting about alternatives to do the Award (Join a different Award Centre, Virtual Award Centre (VAC), and let Gold graduates know that they should change their email to one they have access to so they can receive Gold Ceremony emails.