



# BECOMING AN AWARD CENTRE

In order to become an Award Centre, your organization will be asked to provide evidence of the following:

- You are an established and reputable legal entity.
- The Award is a logical fit for your members.
- You have the administrative and financial capacity to manage delivery of the Award.
- You have risk management and aligned youth protection policies and procedures.
- You have appropriate public liability and other relevant insurance.



## STEP 1: DETERMINE LEVEL OF INTEREST

Determine if there is sufficient interest at your organization. Find out more on our website [www.dukeofed.org](http://www.dukeofed.org) or [fill out this form](#) to have a staff member connect with you.



## STEP 5: CONFIRM REGISTRATION & SIGN AGREEMENT

An Award staff member will reach out to confirm your organization's eligibility and provide next steps.



## STEP 2: ENLIST SUPPORT OF SENIOR MANAGEMENT

Senior management must support delivery of the Award and remain committed to its ongoing success.



## STEP 6: ONBOARDING & TRAINING

Have Award Leaders and Coordinators from your organization to register and complete required training.



## STEP 3: IDENTIFY & RECRUIT YOUR AWARD TEAM

Recruit Award Team volunteers who are willing to commit their time to delivering the Award to participants.



## STEP 7: AWARD CENTRE LAUNCH & DELIVERY

Meet with Award staff to discuss your goals and launch plan. Deliver the Award to your members and check-in with the Award office roughly every 3, 6 and 12 months.



## STEP 4: REGISTER TO BECOME AN AWARD CENTRE

[Fill out this form](#) to start the process of becoming an Award Centre.