



# Award Delivery At-A-Glance

		Month:	September -October (Months 1-2)	November -February (Months 3-6)	March (Month 7)	April (Month 8)	May-June (Months 9-10)
		Tasks					
<b>Award Centre Start-Up</b>	1	Award Centre Setup					
	2	Participant Registrations					
	3	Host an Information Session					
	4	Reinforce the Activity Zone					
	5	Establish Support					
	6	Adventurous Journey (AJ) Planning					
	7	Major Section Setup					
	8	Approvals and ORB Management					
	9	AJ Practice Journey					
<b>Midpoint Milestones</b>	1	Monitor Participant Progress					
	2	AJ Qualifying Journey					
<b>Continue Monitoring Progress and Initiate Award Submission</b>	1	Continue Monitoring Participant Progress					
	2	Submitting Awards for Verification					

Wrap-Up and Prepare for Celebration	1	Award Completion and Submission					
	2	Celebration Planning					
Award Celebration Planning & Recognition	1	Complete Celebration Planning					
	2	Award Celebration					

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'	

	<b>Establish Support</b>		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
	<b>Adventurous Journey (AJ) Planning</b>		Begin AJ planning
			Review AJ Navigator to help with AJ planning
			Communicate with the Award Coordinator to ensure risk management has been thoroughly covered
<b>Weeks 3-4</b>	<b>Major Section Set Up</b>		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
<b>Task</b>		<b>Check List</b>	
<b>Weeks 5-8</b>	<b>Approvals and ORB Management</b>		By the end of October, ensure all participants have all three sections (Physical Recreation, Service, Skill) set up and in progress on ORB
	<b>Adventurous Journey (AJ) Practice Journey (PJ)</b>		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>

<b>November-February: Midpoint Milestones</b>			
<b>Task</b>		<b>Check List</b>	
<b>Monitor Participant Progress</b>			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

<b>Adventurous Journey (AJ) Qualifying Journey (QJ)</b>		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
<b>Monitor Participant Progress</b>	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
<b>Submitting Awards for Verification</b>	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
<b>Award Completion and Submission</b>	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
<b>Celebration Planning</b>		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
<b>Complete Celebration Planning</b>	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
<b>Award Celebration Continued</b>	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.
--	--	--