

LOGGING EXAMPLES & UNDERSTANDING ORB HOUR COUNTING

In the Award Sections, Voluntary Service, Skill and Physical Recreation, participants are required to participate in consistent weekly effort in their chosen activities for the required number of weeks on the Online Record Book (ORB). The Award cannot be achieved in a shorter time span by working more intensely. The activities undertaken should be habit-forming.

LOGGING REQUIRED TIME

The Award is about individual challenge and participants are encouraged to set a schedule of participation that will show regular and ongoing commitment to their chosen activities. The minimum duration per activity that can be logged is 30 minutes. On average, in each section, participants should look to spend 1 hour per week working on each of their chosen activities. The duration of a section is measured in weeks and is determined by your Award Level and if you have completed the previous level. Review the Summary of Award Requirements document in the <u>participant resource portal</u> for more details.

To get a week towards the duration of a section, you must do at least one hour of activity in that week. You may also do a two hour log every 2 weeks, or a 4 hour log every 4 weeks. Work with your Assessors to build a schedule that works for everyone.

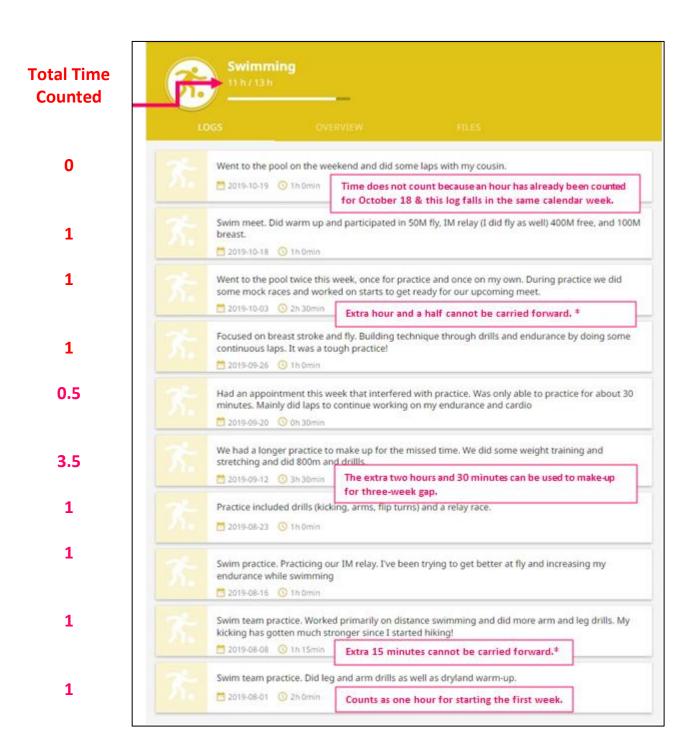
Exar	nple	es of logg	ing consi	stency								
1.	In	In this example the participant logs one hour in their Physical, Skill and Service Sections and										
	tha	that equals a week of duration for each of these sections.										
		Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total			
Week One		Physical Recreation - Baseball 1 hour	-	Voluntary Service - Volunteer at Senior home 1 hour	-	Skill - Piano Practice 1 hour	-	-	Physical: 1 week Service: 1 week Skill: 1 Week			
2.	In this example week one is the same as above, but the participant had a complication in t second week and was unable to log any activities. This is okay, because in week three the participant made up for the missing week by completing 2 hours in each of their activities keep up with their logging duration.											
		Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total			
Week One		Physical Recreation - Baseball 1 hour	-	Voluntary Service - Volunteer at Senior home 1 hour	-	Skill - Piano Practice 1 hour	-	-	Physical: 1 week Service: 1 week Skill: 1 week			

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total			
Week Two	-	-	-	-	-	-	-	-			
Week	Physical	-	Voluntary	-	Skill -	-	-	Physical:			
Three	Recreation		Service -		Piano			2 weeks			
	- Baseball		Volunteer		Practice			Service:			
	2 hour		at Senior		2 hour			2 weeks			
			home					Skill:			
			2 hour					2 weeks			
c	In this example, again week one is the same as the above 2 examples but there was another complication, and the participant was unable to log any activities for 3 weeks. This is okay, because once the participant came back on the 4 th week, they made a big effort to do 4-hour										
10	ogs in each o	f their activ	ities to cove	r the 4 wee	ek since they	last logge	d their activ	ities.			
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total			
Week One	Physical	-	Voluntary	-	Skill -	-	-	Physical:			
	Recreation		Service -		Piano			1 week			
	- Baseball		Volunteer		Practice			Service:			
	1 hour		at Senior		1 hour			1 week			
			home					Skill: 1 week			
			1 hour					1 week			
Week Two	-	-	-	-	-	-	-	-			
Week	-	-	-	-	-	-	-	-			
Three											
Week Four	-	-	-	-	-	-	-	-			
Week Five	Physical	-	Voluntary	-	Skill -	-	-	Physical:			
	Recreation		Service -		Piano			4 weeks			
	- Baseball		Volunteer		Practice			Service:			
	4 hour		at Senior		4 hour			4 weeks			
			home					Skill: 4 weeks			
			4 hour					4 WEEKS			

In all these examples, the participant is keeping pace with their logging activities and can finish on time. The ORB will keep track of your weeks of progress as you log your activities' hours. The best thing to do is to be consistent with your logs.

If participants take a break for longer than four weeks, your Award progress will be on hold as well. With no logs to gain any weeks towards the duration of the section, your Award progress will continue when you come back and resume logging your activities. This means you will need to go beyond the minimum timeframe to complete that section and to meet your overall week count to finish the duration of the section. For example, if you go on vacation for six weeks, when you return to doing your activity again, you will simply continue where you left off until the required weeks are completed. The maximum duration for logging coming back from a break longer than 4 weeks, is a 4-hour log. Participants may need to update their goal at this time to ensure it remains SMART.

If participants need to stop working on their Award, they do not lose any progress that has already been recorded in the ORB. Participants will need to speak with their Award Leader to update their plan to complete their Award.



*Time can be made up when weeks are missed but cannot be carried forward for future weeks.

LOG DESCRIPTION GUIDELINES EXAMPLES

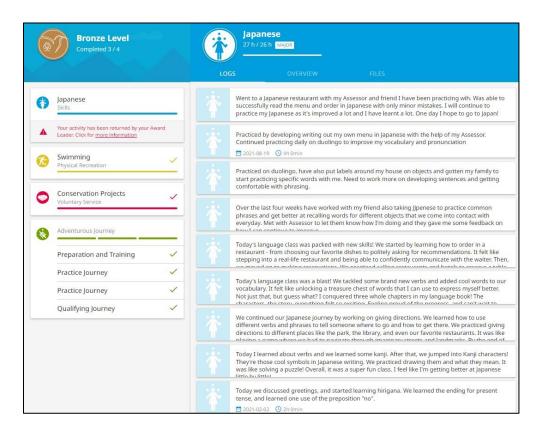
This page is designed to help participants understand how to effectively log your activities in the ORB. Logging your activities accurately and with detail is important for documenting your progress and successfully completing your Award.

It's important to provide detailed descriptions of your activities when logging them in the ORB. For example, simply stating that you "went for a run" or "volunteered at a local shelter" is not sufficient. Instead, include specific information such as the duration of your activity, the location, any tasks or responsibilities performed, and any significant experiences or challenges encountered.

By giving detailed descriptions, you not only provide a clear record of your efforts but also demonstrate your engagement and commitment to the Award. Your Award Leader and Assessors rely on these details to accurately assess your progress and provide feedback.

So, as you log your activities, remember to be descriptive and thorough. Your detailed logs will not only benefit you but also contribute to the overall success of your Award journey!

View the picture below to see what logs look like once entered into the ORB:



Logging Examples

Please note: Assessors are chosen by the participant and are adults who are knowledgeable and experienced in a participant's chosen activity. Assessors act as mentors and work with participants for the duration of their activity. Each activity should have a different Assessor.

An Assessor must be experienced in the activity and able to provide mentorship, able to commit to mentoring the participant throughout their activity, confirmed by the Award Leader to ensure they are an appropriate choice, and adults that are not immediate family members.

Skills Section

1. Learning Japanese:

Duration: 1 hour

Location: Sakura Sushi Restaurant

• **Example Assessor:** A family friend who worked at a sushi restaurant.

• Log: Went to a Japanese restaurant with my Assessor and friend I have been practicing with. Was able to successfully read the menu and order in Japanese with only minor mistakes. I will continue to practice my Japanese as it's improved a lot and I have learnt a lot. One day I hope to go to Japan!

2. Acoustic Guitar:

• **Duration:** 30 minutes

Location: Home practice spaceExample Assessor: Band teacher

• Log: Practiced finger picking patterns again. Starting to get a little better with speed and keeping tempo but still need to keep practicing. My regular strumming is sounding great.

3. Esports:

Duration: 2 hoursLocation: Online

• Example Assessor: Video game team coach

 Log: Participated in an esports tournament, competing in multiplayer video games against other players. Strategized gameplay, communicated effectively with teammates, and demonstrated quick reflexes and decision-making skills. Analyzed gameplay afterward to identify areas for improvement.

4. Baking:

Duration: 1.5 hoursLocation: Home kitchen

• **Example Assessor:** The owner of my favourite bakery

• **Log:** Experimented with baking recipes, focusing on making cookies from scratch. Measured ingredients, mixed dough, and shaped cookies before baking them in the oven. Practiced patience while learning baking techniques and flavor combinations.

Physical Recreation Section

1. Swimming:

Duration: 1 hour

• Location: Community pool

• Example Assessor: Swimming coach

• Log: The swim meet went well. I've continued to focus on my distance and breathing techniques while swimming. My cardio is improving steadily, and I've been able to increase my overall speed and do more distance as I continue practicing.

2. Rollerblading:

Date: April 8, 2024Duration: 1 hourLocation: City park

• Example Assessor: Avid Rollerblader/Gym Teacher

 Log: Went rollerblading on designated paths in the park. Practiced skating techniques, including turns and stops. Enjoyed the outdoor scenery and fresh air while getting a full-body workout.

3. Pilates:

Date: March 15, 2024Duration: 1 hour

Location: Local fitness studio

• Example Assessor: Pilates instructor

Log: Attended a Pilates class focusing on core strength and flexibility. Followed
instructor-led exercises targeting various muscle groups. Practiced breathing
techniques and mindful movement to improve posture and balance.

4. Mountain Biking:

Date: June 10, 2024
 Duration: 1 hour
 Location: Forest trails

Example Assessor: A family friend experienced in mountain biking.

Log: Biked through the forest trails. Went through rocky terrains and steep slopes, challenging my endurance. Enjoyed the thrill of going downhill and getting stronger to make it uphill. Stayed focused and alert while navigating obstacles like fallen branches and narrow passages. It was nice to be out in nature and to feel accomplished.

Voluntary Service Section

1. Conservation Projects:

• **Date:** August 20, 2024

• Duration: 1 hour

• Location: Local nature reserve

• Example Assessor: Conservation project manager

Log: Volunteered for a conservation project of helping to rebuild the board walk. It
was VERY hard work but cool to learn why we have board walks and what goes into
creating them.

2. Conservation Projects:

• Date: September 5, 2024

• **Duration:** 1 hour

• Location: Community park trail

• Example Assessor: Leader of the community clean up

• Log: Went on another trail hike but this time brought 3 friends with me. We each picked up one full bag of garbage while we walked! Feeling good about making our community a cleaner space. It's sad to see how much garbage is out there.

3. Volunteering at Hospital:

Date: April 5, 2024
Duration: 1.5 hours
Location: City hospital

Example Assessor: Hospital Administration Supervisor

 Log: Volunteered at the hospital's reception desk, greeting visitors, and providing directions. Assisted hospital staff with administrative tasks and delivered flowers and cards to patients.

4. Food Drive:

Date: March 10, 2024Duration: 1 hour

Location: Local community center

• Example Assessor: Food drive organizer

 Log: Volunteered at a food drive for the local food bank. Collected some donations and sorted food items. Learned about food insecurity and encouraged community members to contribute.