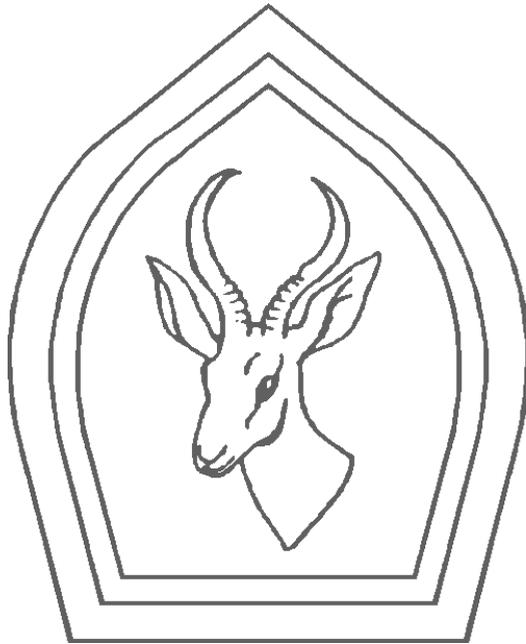


**SPRINGBOK
(TOP AWARD)**





SOUTH AFRICAN SCOUT ASSOCIATION
SPRINGBOK SCOUT REGISTRATION (TOP AWARD)



DATE: _____

The scout must complete this form after been awarded the Explore Badge.

NAME OF SCOUT: _____ **Telephone:** _____

TROOP: _____ **Email address:** _____

DATE OF BIRTH: _____ **AGE OF SCOUT:** _____ **DISTRICT:** _____

DATE EXPLORE COMPLETED: _____

SERVICE PROJECT: _____

PROJECT: _____
 _____ **PROPOSED DATE:** _____

CONSTRUCTION PROJECT: _____

PROJECT: _____
 _____ **PROPOSED DATE:** _____

DISCUSSION: _____

TOPIC: _____
 _____ **PROPOSED DATE:** _____

EXPEDITION HIKE: _____

HIKE: _____
 _____ **PROPOSED DATE:** _____

Confirmed by Troop Scouter (name) _____ **Signature** _____

Confirmed by District Commissioner (name) _____ **Signature** _____

DATE RECEIVED: _____

PLEASE NOTE THAT THIS FORM MUST BE COMPLETED AND SUBMITTED TO HEADQUARTERS

SPRINGBOK

- 1. Have camped away from the Scout meeting place for not less than 30 nights as a Scout.**
- 2. With the prior approval of your concept by the AAC Scout Programme or his nominee, build a 1:20 scale model of a proposed construction project, discuss its purposes and advantages with your examiner, train Scouts and lead them in the building of the project. This may include the construction of a community facility.**
- 3. Lead a Patrol in planning, cooking and serving a three-course hot meal to at least six people including a guest, on an open fire, in camp, from raw ingredients. Demonstrate to the examiner an understanding of the essential components of a balanced and healthy diet and explain how your meal meets these criteria.**
- 4. With the prior approval of your proposal by the AAC Scout Programme or his nominee, plan and lead a hike of more than 30 km and two nights over a route you have not covered before. Your group must comprise not less than four members including yourself, the others being First Class or below. Select a theme as the focus of your hike and submit a written log, including a report of your study of the theme, to the AAC Scout Programme or his nominee for evaluation. Half of the distance may be on water, animal or bicycle. The total distance should be increased slightly if it is not all done on foot. This must be the last activity before the PGA unless, due to circumstances, the AAC Scout Programme approves that it be done earlier.**
- 5. Demonstrate your organisational and leadership skills by planning, organising and conducting a camp for at least two Patrols of at least two nights, meeting the following requirements:**
 - a. The candidate may lead neither Patrol on the camp;**
 - b. It may include Patrols from other Troops;**
 - c. An adult may be present only if necessary but cannot undertake any organisational role in the camp;**



SPRINGBOK continued

- d. It must be held away from the Scout meeting place;
 - e. It must facilitate the training of younger Scouts, delegating duties to them where appropriate;
 - f. You must evaluate the camp and give a brief oral presentation to the Troop or COH on the lessons learned.
6. Identify a need in the community. With the prior approval of the AAC Scout Programme or his nominee, plan a solution and lead a Patrol in meeting the need. The total Service Project is to involve at least 40 hours involvement by the candidate.
 7. Plan, run and evaluate a Scouts' Own of at least 15 minutes, focused on enhancing an understanding of the Law and Promise among younger Scouts.
 8. Have attended at least three meetings of the Court of Honour and demonstrate knowledge of meeting procedure.
 9. Have an understanding of the importance of mutual respect between people of different gender, race or culture. Demonstrate this to the satisfaction of the examiner by leading a discussion among younger Scouts aimed at developing their appreciation of this need. The examiner is to be nominated by the AAC Scout Programme
 10. Give an oral presentation to an AGM, parents' meeting or another non-Scouting group about the effect Scouting has had on your life or about a service project you have completed.
 11. Complete a Personal Growth Agreement with your Troop Scouter as the final internal Troop requirement for this level.
 12. Attend a Panel Interview with the AC or his nominee to confirm assimilation of all aspects of the Scout Programme and that the Promise and Law have been adopted as a way of life.

1. Have camped away from the Scout meeting place for not less than 30 nights as a Scout.

Once again these nights are cumulative and should be achieved in the normal course of the programme. By this stage you should be the organiser or co-organiser of camps for other Patrols as well as your own and take a leading part in the organising and running of the annual Troop camp and should be allowed to make important decisions and face the consequences of those decisions under controlled circumstances to prepare him/her for adulthood.



2. With the prior approval of your concept by the AAC Scout Programme or his nominee, build a 1:20 scale model of a proposed construction project, discuss its purposes and advantages with your examiner, train Scouts and lead them in the building of the project. This may include the construction of a community facility.

This project, which must be evaluated by an examiner appointed by the Area Commissioner or his/her nominee, is to improve the leadership and teamwork and to illustrate the importance of pre-planning and the prevention of possible problems by building a miniature to see its feasibility. It can also be used to construct a facility for the community but must be in addition to the Service Project and not in place of it.



The scope is wide and the project could be anything from making a community toilet or park benches to a pioneering project such as a bridge or tower. The project must take at least 6 hours of actual work for a team of at least 5 Scouts, excluding the time taken on planning and building of the model. The criteria are the amount of effort put in to the project and the level of workmanship. The planning and leadership are also an important aspect.

You must decide on what you want to build and submit a sketch and short write-up to the Scouter who in turn, if he/she approves, passes it on to the examiner. The examiner will then advise you if he/she is happy with the concept or if changes should be made.

You then construct the 1:20 scale model and submit this to the examiner at least 21 days before the construction is started with a report giving the objective of the project, a list of all the resources, (including human) you will use to construct it and an action plan giving purpose, advantages over other similar structures, method, time scale and use of resources.

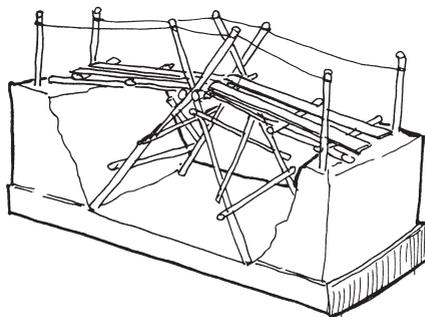
The examiner will visit the project during its construction phase and on completion, and evaluate by comparing the model with the construction, quality of construction, methods used, the leadership and teamwork. The examiner will also take into account the materials available and their economical use.

This is not an individual project and you must lead a team, preferably your own Patrol, in the construction to achieve the aim of this activity.

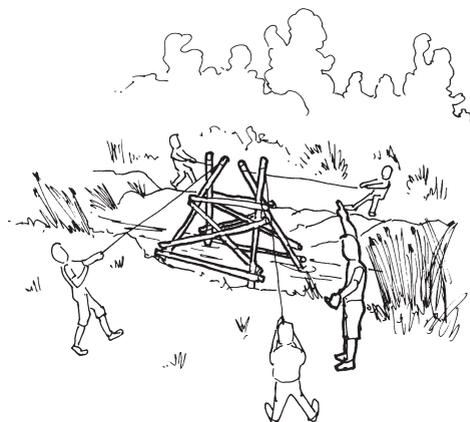
The next stage is to submit a report on the construction giving details of successes; problems and instances when changes had to be made to the action plan and a time scale that can be compared with the one in the planning document. Sketches, slides or photographs showing the construction and final stage of the project must back up this report.

You must obtain permission from the community before the project plan is submitted and the area around the project must be cleaned up as soon as the project is complete.

Towers, bridges and other construction projects should be removed after evaluation and the area restored to normal.



1:20 Model of Single Lock Bridge



The Project

3. Lead a Patrol in planning, cooking and serving a three-course hot meal to at least six people including a guest, on an open fire, in camp, from raw ingredients. Demonstrate to the examiner an understanding of the essential components of a balanced and healthy diet and explain how your meal meets these criteria.

The food preparation is only part of this activity. The understanding of a balanced diet and your choice of food and planning of the menu also plays an important part. This activity is to lead a Patrol, preferably your own, in preparing the meal and not cooking it all yourself. This meal could be part of a Patrol camp at which you are in charge of the cooking or an overnight camp set up for the activity.

You must draw up the dietetically sound menu and purchase all the ingredients yourself, but the Patrol should be delegated to carry out the preparation, cooking and serving of the meal under your supervision.

You should follow the steps below in preparation for the meal.

- a. Decide on the type of meal you wish to prepare. It could be traditional or one from another culture or country. The only criteria are it must have three courses; it must be prepared from raw ingredients and must be served hot to at least six people, including a guest and the examiner.
- b. List all the resources required including food, firewood, helpers etc.
- c. Prepare an action plan giving a timetable of when each function will be carried out and times when ingredients would be put on the fire and removed. The function of each helper should also be outlined.
- d. Submit a copy of all of the above to your Troop Scouter and discuss any points that might not be clear.
- e. If the Scouter is happy with the planning and choice of menu, then the final buying list should be drawn up showing the quantity and price of each item.
- f. The Patrol should be briefed and the guest and examiner invited. (The preparation up to this point should be completed at least 21 days before the planned date for the meal.)
- g. All non-perishable food should be obtained a week before the meal, and the perishables on the morning of the meal.
- h. The team should be assembled at least four hours before the meal and the jobs allocated.
- i. The fire should be lit early enough to have a bed of coals to cook on when they are required. (If a roast is to be prepared, two to three hours should



be allowed for cooking, depending on the size.) If soup is to be prepared from raw ingredients this also takes some hours.

- j. The table should be correctly laid for the meal chosen, and the niceties of serving observed.
- k. You must welcome the guests and start the meal by saying grace.
- l. The meal must be served consecutively with little waiting between courses.
- m. After the meal the guests should be thanked for attending.
- n. The cleaning up is a very important part of the activity and the way you allocate the work will be noted.

The examiner will discuss the balance of the meal with you in an informal way and base his/her evaluation on this and the meal itself.



Planning, Cooking and Serving a Three-course meal

- 4. With the prior approval of your proposal by the AAC Scout Programme or his/her nominee, plan and lead a hike of more than 30 km and two nights over a route you have not covered before. Your group must comprise not less than four members including yourself, the others being First Class or below. Select a theme as the focus of your hike and submit a written log, including a report of your study of the theme, to the AAC Scout Programme or his nominee for evaluation. Half of the distance may be on water, animal or bicycle. The total distance should be increased slightly if it is not all done on foot. This must be the last activity before the PGA unless, due to circumstances, the AAC Scout Programme approves that it be done earlier.**

This must be the final evaluation for the Springbok Badge and should be an assessment of your Scouting skill and leadership learnt while getting to this level. You must already hold the Explorer Badge and have passed all the other sections of the Springbok and only have the PGA with your TS still to be completed

If you have completed your Explorer, and most but not all the other sections of the Springbok, and an opportunity arises, which is unlikely to arise again, to complete the hike, the Assistant Area Commissioner for Scout programme may sanction the carrying out of this hike before the completion of all the other sections of the Springbok.

This should be the toughest hike you have done and should cover wild, rough terrain, through country where you have not hiked before. The planning, decision-making, hiking and camping skills should be of a very high standard. You must show initiative, determination, and self-reliance.

While a standard will be set by the Area Examiner as the bottom line, you will be expected to do your best and use Scouting skills to plan, organise, lead and control the hike in a way that is best for the party and the environment. If you do not meet these criteria you will be asked to repeat the hike.

From a 1:50 000 topographical or similar map you should, in consultation with your Troop Scouter, choose a challenging route, not less than 30 km in length, which is suitable for the party and bearing in mind transport, the time of the year, available equipment and your abilities as a leader. It must be across open country and not following roads, or hike trails with concrete footprints or other symbols pointing the way. The route should test your skills of navigation. The Area Examiner may suggest suitable areas for the hike, but you must plan your own routes, obtain permits and get permission to cross private land yourself.

Should you choose to carry out part of the hike on water, you must play a part in the navigating, steering, propelling, acting as coxswain or some other function





Plan and Lead a 30km Hike.
Half the Distance may be on Water, Animal or Bicycle.

while on board. (Either yourself or a member of the party must be a holder of a Water Charge Certificate in this case).

Water craft, animal or bicycle transport may be used for half the distance, but the Area Examiner may add up to 1/3 on to the distance to be covered to keep the standard the same for all candidates. (For example if 20km is covered on foot then 15km should be covered by the other mode of transport).

You must chose a party of three other Scouts who are at First Class or a lower advancement level and at least 14 years of age, preferably from your own Troop. You should then discuss the plans with the Troop Scouter before visiting the Area Examiner to present the route, escape route, theme and action plan. The examiner must approve the route, theme, etc. and instruct you to proceed with the planning which is an important part of this activity.

You then prepare:

- a. Personal kit lists for each member of the party.
- b. Patrol kit list of equipment to be divided among the party.
- c. List of items in the general First Aid kit and pocket kits carried by the party.
- d. List of contents of the survival kit to be carried by each member of the party.
- e. Menu and quantity lists including costs.

- f. Means of transport to and from the hike.
- g. Budget of all expenses including costs of permits, transport and food.
- h. A letter to each candidate giving details of the hike and a parental consent form.
- i. The Scout application form applying for a hike. (This must be submitted to Area HQ at least 21 days before the hike).
- j. The application forms for permission to cross-land from the Department of Forestry/Conservation or the private owners. (These should be submitted at least 30 days before the hike to allow time for the permits to arrive.)
- k. A note to the DC advising him/her of the details of the hike if he/she has not signed the hike application.

Ten days before the hike a copy of all of the above plus a distance/time plan, a map of the route showing escape routes, a list of the members of the party with their ages and copies of parental consent forms and permits must be submitted to the TS and Area Examiner for approval.

On the evening before the hike the Troop Scouter must, by inspecting the party and their kit, satisfy him/herself that the party has the correct equipment and is ready to meet the conditions that may be expected on the hike. The TS must then advise the Area examiner and the DC that he/she is satisfied with the preparedness of the party for the expected weather and that the hike will proceed.

Should the party have to use one of their escape routes and by so doing not complete the full distance, the Examiner in consultation with the Area Hike Adviser must decide if it was the right decision (e.g. An injury to one of the party). If it was unavoidable or the safety of the party was at stake due to some unforeseeable circumstances, the distance covered should be accepted even if they did not cover the full 30km. If it was due to the weather and the weather report predicted heavy rain then the correct decision would have been not to start and this would not be an acceptable reason for not completing the full distance.

Within an hour of arrival at the end of the hike the candidate should advise the examiner and the TS that they have completed the hike and all is well.

Within 21 days of completing the hike the candidate must submit to the examiner the log written in the standard format. The left-hand page must be divided into five columns with the following headings:

“Time”, “Direction”, “Leg Distance”, “Details” and “Total Distance”. The log should be factual and make it possible for future hikers to easily follow the route when read in conjunction with the strip maps. Brief items of a personal nature should be included to add to the interest and give an insight to the reader.

The opposite right-hand page should contain a strip map covering the area that has been logged on the left-hand page. The scale should not be smaller than 1:15 000 and should show places of interest, vegetation, gradients and landmarks. It should also clearly show the paths followed and the direction of



travel. Each map must show a scale, key and Magnetic and True North. It must be what the Scout actually saw on the hike and not an enlargement of the 1:50 000 map. The log should have an attractive cover, numbered pages and a contents page. It should also contain instructions on how to get to the start and away from the end of the hike, a brief summary and profile of the route followed and a copy of the Outdoor Code.

At the end of the log, reports, sketches & photographs of flora, fauna, soil erosion and conservation seen in the area should be included. A full report on the chosen theme must also appear after the log. Synoptic charts for the days of the hike with an explanation of how to read them should also be included. The parental consent forms, permits, equipment and food lists should follow these, with comments on suitability of the latter two items.

The final page should be a conclusion, giving the feelings of the leader and the party and any recommendations to other hikers.

A much higher standard will be expected for this log than the one produced for the First Class level. The log should be written in such a manner that an inexperienced hiker could carry out this hike, knowing what food and equipment was required and what precautions to take. When evaluating the hike, the above and all the planning and carrying out of the hike will be taken into account. You must sleep under canvas, natural shelter (an overhang) or in the open, and may not follow hike trails with footprints to indicate direction or overnight in huts.

TIME	DIRECTION	LEG DISTANCE	REPORT	TOTAL DISTANCE
12.15	DUE S		Turned due S towards sea, down slope to dense natural bush, with rocky path, badly eroded. Path emerged from	
		1 M	bush to swing sharp right again into bush, then SW out of bush.	1½ M
12.50	SW		Country beautiful but largely unchanging. Continued down undulating ground through Tembu maizefields, to reach	
		1½ M	hill approx. 500 feet above sea. Glorious coastal views.	13 M
13.30	S		Covered final 1½ miles to lunch stop on Bulungula River, down very steep grassy hills, and along beach.	
			Lunched on Bully, baked beans, bread, orange, coffee.	
			Shells along this coast prolific, including <i>Cornuaries</i> , <i>Cones</i> , <i>Capensis</i> , <i>Conch</i> , <i>Cyprinum</i> , <i>Marginella</i> , <i>Voluta</i> , etc. Tidal river mouths often deep and swift,	
14.00		½ M	with sharks presenting a crossing hazard at times.	14½ M

Estimating hiking time

Naismith's Rule

Allow an hour for every 5km and add half an hour for every 300m up or down; but if there are steep mountain slopes, then add **a full hour** per 300m.

Tranter's variation

This makes allowances for variations in fitness, weight of packs, weather, and conditions underfoot.

Your fitness level is the time it takes you to climb 300m over a distance of 800m and should be established for the weakest member of your party on a training hike. [If it takes you 15 minutes then your fitness level is 15].

FITNESS LEVEL	TIME IN HOURS AS PER TRANTER'S VARIATION TO NAISMITH'S RULE									
MILES	2	3	4	5	6	7	8	9	10	12
K/M	3.2	4.8	6.4	8	9.6	11.2	12.8	14.4	16	19.2
15	1	1.5	2	2.75	3.5	4.5	5.5	6.75	7.75	10
20	1.25	2.25	3.25	4.5	5.5	6.5	7.75	8.75	10	12.5
25	1.5	3	4.25	5.5	7	8.5	10	11.5	*	*
30	2	3.5	5	6.75	8.5	10.5	12.5	*	*	*
40	2.75	4.25	5.75	7.5	9.5	11.5	*	*	*	*
50	3.25	4.75	6.5	8.5	10.8	*	*	*	*	*

NO SCOUT SHOULD HIKE FOR MORE THAN 12 HOURS WITHOUT SLEEP

Drop 1 fitness level for every 10kg carried

Drop 1 or 2 levels for rough or bushy ground

Drop 3 or 4 levels for snow or ice

Drop 1 level for rain, wind or darkness



- 5. Demonstrate your organisational and leadership skills by planning, organising and conducting a camp for at least two Patrols of at least two nights, meeting the following requirements:**
 - a. You may lead neither Patrol on the camp;**
 - b. It may include Patrols from other Troops;**
 - c. An adult may be present only if necessary but cannot undertake any organisational role in the camp;**
 - d. It must be held away from the Scout meeting place;**
 - e. It must facilitate the training of younger Scouts, delegating duties to them where appropriate;**
 - f. You must evaluate the camp and give a brief oral presentation to the Troop or COH on the lessons learned.**

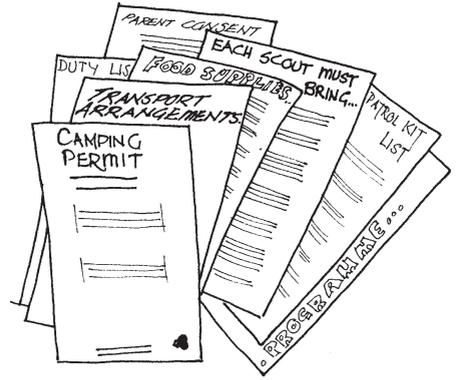
This activity should be conducted in such a way that you have to use your organisational and leadership skills at a level commensurate with your age. You must carry out the whole exercise from finding the site and getting permission to use it to sending thank you letters afterwards. The help of others in the Troop may be enlisted but only to work under your leadership. During the camp, duties should be delegated to younger Scouts where appropriate. Advice from the Troop Scouter may be requested, but you yourself must actually put that advice into practice. Experts may be used for specialized training provided that you make all the arrangements. No adults may be involved in the camp, but if the site owner requires it, or for safety, a Scouter may stay in his/her own tent away from the activities, and observe only.

This is the opportunity for the older Scout to put his/her ability as a leader, planner, decision maker and problem solver to the test under controlled conditions.

You should follow these steps:

- a. Decide on a date and venue for the camp, bearing in mind it must be away from the normal Scout meeting place and in an area where younger Scouts can be trained.
- b. Obtain permission to use the site and check on facilities. (Water, area for training, recreation and games. Swimming, shops, cover, etc.)
- c. Decide on the format of the camp and put together a rough programme and training plan. Outline your proposed menu. Transport plans to get the Scouts and equipment to and from camp must be included.
- d. Submit this to your Troop Scouter for approval at least six weeks before the date of the camp.

- e. When it has been approved, work out a detailed menu, buying list, programme, a full training schedule and calculate the cost of the camp.
- f. Send a letter and parental consent form to the Scouts in at least two Patrols who you would like to attend, giving them dates, times, cost and a brief outline of the programme and training. Also send a copy to your Troop Scouter at least 30 days before the camp. (The candidate may not be a Patrol Leader of any of the Patrols taking part in the camp, but his/her A.P.L. could run the Patrol during this camp). If the Troop is small, Patrols from other Troops may be invited.
- g. Collect the fees and consent forms and issue receipts for any cash received.
- h. Hold a camp meeting 10 days before the camp to answer any questions the Scouts or their parents may have and give a final briefing to them. Confirm the transport and support arrangements.
- i. Purchase the food and equipment and make sure it is packed for transport to camp.
- j. Supervise the loading of the transport and proceed to the site.



Plan, Organise and Conduct a Camp for at least Two Patrols

- k. Run the camp and keep a rough log of the successes and failures each day and the general running of the programme. The Troop Scouter should visit the site and evaluate the standard of the camp.
- l. At the end of the camp see that the site is left in a better state than when you arrived.
- m. Send “Thank You” letters to the owner of the site and all those who helped to make the camp a success. Send copies of these letters to your Troop Scouter.
- n. Return all equipment used to its owners and pack the Troop equipment neatly in the store.
- o. Evaluate the camp and give an oral presentation to the Troop on the lessons learnt.

The Troop Scouter will evaluate the camp on the amount of effort you have put in, the success of the training, the level of fun experienced by the younger Scouts, your ability to put into practice what you had planned and your ability to solve the problems that occurred along the way.

This activity, if possible should be carried out once you have completed your 30 nights under canvas and have mastered most of the skill up to the “Top Award” level so that you can put them into practice in carrying out this activity.

“Camp is essential to the successful training of the Troop, but the camp must be a busy one and not a school for aimless loafing.” (Baden Powell).

6. Identify a need in the community. With the prior approval of the AAC Scout Programme or his nominee, plan a solution and lead a Patrol in meeting the need. The total Service Project is to involve at least 40 hours involvement by the candidate.

This project is not only to give service to the community, but also to make you aware of the problems of other people and hone your problem solving skills. You should therefore identify the problem and plan the way you can meet the need yourself by observing your community or having discussions with community leaders, health workers, etc.

The project should either benefit the community as a whole (e.g. a clean up or conservation project.) or one section of the community (e.g. the infirm, the youth, the aged or the poor).

The project should be carried out in your own community or a community less fortunate than your own. *Service to the Scout Movement* should be a part of every Scout’s programme and *does not qualify for this activity*.

You are expected to go out into the community and identify areas where there is a need, put together a plan and lead a team, preferably your own Patrol, to meet that need, spending at least 40 hours on the project which could be carried out over a



3-month period. To get ideas for the project you could approach a community or church leader, the local Clinic, District Nurse or a teacher.

The following steps should be followed:

- a. You must identify a worthwhile service project. A list of suitable projects appears in the book *The Global Scout* if you are unable to come up with any ideas.
- b. The project must be discussed with the Troop Scouter and the Court of Honour.
- c. You must contact the Area examiner and get approval for the project in principle.
- d. The next step is to meet with all the role players who will assist or benefit from the activity. Meet the local authorities or any other body who could help or give permission to carry out the project. Once this is done, set the objectives.
- e. Then you prepare a project plan, giving the objectives, the resources required for the project (including the human resources) and an action plan from the planning stage to the conclusion of the project.
- f. You then submit a copy to the examiner and the Troop Scouter and advise the DC of your plans.
- g. Once it has been approved, you must inform the people who are going to be working on the project and the people of the community who are being assisted, what is planned. Then you lead a team in carrying out the project, giving an interim report to the examiner after 20 hours of work. Remember that the planning and leadership are a very important part of this activity.
- h. On completion of the project you write a final report on the snags faced, the outcome and any deviations from the action plan. You should add a conclusion and what was learnt from the project. Where possible photographs and/or sketches should be included in the report.

The project could cover health, conservation, education, social improvement or any other similar activity, as long as the Scout plans and leads a team in meeting the objectives set at the start.

The team should wear uniform or Scout T-shirts so that they can be identified as a Patrol of Scouts carrying out the project.

This project should be seen as the culmination of the promise to 'help other people at all times' by contributing to the well-being of the community.



7. Plan, run and evaluate a Scouts' Own of at least 15 minutes focused on enhancing an understanding of the Law and Promise among younger Scouts.

This Scouts Own Service should illustrate your understanding of the Promise & the Law and your perception of 'Duty to God'. You should try to get across to the younger Scout the importance of duty to a divine being and what you say and arrange should be in keeping with the teachings of the Scouts' own church or other place of worship.

You should make use of Scouts working on their First Class who need to assist with a Scouts' Own Service. You should deliver the yarn yourself and should make reference to the Law and Promise and where they fit in to your way of life.

The requirement is a well-planned and well-thought-out Scout's Own Service which lasts for about 15 to 20 minutes and brings home the message of the link between living the Law and Promise and duty to a divine being.

8. Have attended at least three meetings of the Court of Honour and demonstrate knowledge of meeting procedure.

This activity should teach you the correct meeting procedure from the Court of Honour, which is run on formal lines, with the elected Chairman taking control and the elected Scribe taking the minutes. Items should be debated and consensus reached or a vote taken. The Troop Scouter will act as an adviser only and not get involved in the debate or vote. Assistant Troop Scouters only attend if invited by the Chairman.

If you are not a Patrol Leader, you will be invited to sit in on three Court of Honour meetings and to take part in the discussions. If a subject comes up which the Patrol Leaders feel is confidential, then you could be asked to leave until the discussion is over, to protect the integrity of the Court of Honour.

The way you conduct yourself at the meetings will give your Scouter enough insight to judge whether you are demonstrating a good knowledge of meeting procedure or not.

Your life ahead is bound to contain committee meetings. Though the meetings may be on widely different subjects, the method of holding a formal meeting is nearly always the same: it ensures that no important points are left out, that everyone has a chance to speak, and that proper records are kept.

Meeting procedure

Those who attend are the people appointed or elected to that committee, though they usually have the right to 'co-opt' (invite) others to attend if their specialist knowledge is required. Within the committee there will be: the Chairman (to take

charge of the meeting), the vice-Chairman (in case the Chairman is unable to attend), the Secretary (who keeps the Minutes and attends to any letters that need to be written) and the Treasurer (who keeps the accounts and pays the bills).

Before each meeting, each member is sent an Agenda – which is a Latin word meaning ‘things to be done’. This is a list of matters that will be discussed, so that the committee can think about them in advance.

The meeting usually starts with checking over the Minutes (the written record) of the previous meeting to see if the proceedings have been correctly recorded, and to check if there is anything arising from that previous meeting which needs attention.

During the meeting, all speakers talk ‘to the Chair’ – in other words, to the Chairman – waiting their turn to speak. This should prevent members of the committee from having private arguments! If the committee cannot reach agreement on any subject, a vote can be taken. In that case, if the numbers are equal (for and against) the Chairman has an extra ‘casting vote’ to decide the matter.

The last item on the Agenda is usually “Any other business”, at which time members can bring up matters that were not on the Agenda. After that, the date of the next meeting has to be agreed on.

Court of Honour

The Court of Honour of your Troop will not be quite as official and formal as that, but there are still procedures to be respected – and Scouting does have its own rules (in a book called *Policy, Organisation and Rules*). As its name implies, the Court of Honour is a body whose task is to ‘guard the honour’ of your Troop, so its meetings are important.

Who attends?

- a. All Patrol Leaders, the Troop Leader if there is one, and the Troop Scouter. Patrol Seconds will attend only when they are invited, once or twice a year. In Troops of fewer than four Patrols, Seconds could be part of the Court of Honour.
- b. Any Assistant Troop Scouters attend by invitation only, once or twice a year.



When should a Court of Honour be held?

The C.O.H. should meet at least once a month, or whenever considered necessary. A short 10-minute COH should be held at the end of each troop meeting to evaluate the programme and to give the Troop Scouter a chance to pass on any information to his Patrol Leaders.

Roles of its members

- a. The Chairman is the Troop Leader or the senior Patrol Leader, or the chairmanship can rotate. Often a new chairman is elected each term.
- b. One of the other Patrol Leaders acts as Scribe (Secretary) to keep the Minutes.

- c. The Troop Scouter sits quietly to one side. He may introduce subjects which he has put on to the Agenda, before the C.O.H. discusses them. He also has the right to 'veto' (prevent from happening) any decision of the C.O.H. that he reckons is dangerous, or contrary to Scouting norms. If he does exercise this right of veto, which is very seldom, he will give the C.O.H. a good reason for doing so.

Typical Agenda

This will be drawn up by the Chairman and Troop Scouter before the COH.

Opening (Chairman)

Prayer – short and sincere

Minutes of the previous meeting

Matters arising

Correspondence

PLs' Reports

Matters arising from them

Programme planning

Progress reports

Any other business

Close



Attend at least 3 Court of Honour Meetings

The Court of Honour runs much like a normal committee meeting, with the Chairman controlling the proceedings. The members wear full Scout uniform. The Troop flag could be draped across the table, perhaps with a Troop symbol (such as a mounted Scout arrowhead)

in the middle. The Troop Logbook, the COH Minutes book and a copy of P.O.R. should be at hand. An emergency Court of Honour need not be so formal: it can be held under a lamp post or round the fire at camp.

In its function of guarding the honour of the Troop, it may be necessary to discuss the **character or behaviour of one of the members of the Troop**. If this happens, that discussion is **strictly confidential** and may not be mentioned outside the C.O.H. There will sometimes be other confidential matters, e.g. Unhappy home circumstances of a Scout, or why a family can't afford to pay a camp fee, etc. Members of the COH will **never** speak about these outside the COH. Of course a PL might say to a Scout "Be patient with Jimmy, he's having a hard time at home" but he will never mention any of the details the COH knows.

9. Have an understanding of the importance of mutual respect between people of different gender, race or culture. Demonstrate this to the satisfaction of the examiner by leading a discussion among younger Scouts aimed at developing their appreciation of this need. The examiner is to be nominated by the AAC Scout Programme.

This activity is to be evaluated by an examiner who appreciates the diversity of cultures in our country and is appointed by the AAC Scout Programme.

You must submit to the examiner at least 21 days before the discussion, an outline of what is to be discussed and how it would be structured. The examiner must be invited to attend, giving him/her two possible dates to choose from.

This discussion should form part of the normal Troop night programme, involving the whole Troop in the debate and allowing the younger Scouts to express their views.

You must introduce the topic and set the guidelines for the discussions at the start and sum up at the end. The objective must be to develop among younger Scouts an appreciation of the need for mutual respect between people of different gender, race or culture.

The examiner will base his/her assessment on whether you achieved this objective and not on your ability as a public speaker, although the effort you put into conducting this discussion correctly will be taken into account.

10. Give an oral presentation to an AGM, parents meeting or another non – Scouting group about the effect Scouting has had on your life or about a service project you have completed.

This is the final step in your training in public speaking and you should be well prepared and show confidence throughout the whole presentation.

You should prepare a presentation that lasts for at least 10 minutes covering your chosen topic in a mature way, keeping the audience interested and delivering the information clearly.

You may use any audio or visual aids you have access to and can also show examples of your achievements.

Your Scouter will assist with organising the audience. He will sit in on the presentation and evaluate the preparation and delivery.



Addressing a meeting

As well as knowing how to take part in meetings, it is also important to know how to address meetings. Whether this is a Troop meeting or a parents' evening, you will need the same points of planning.

The subject

It will be an important subject, or you would not want to talk about it. Perhaps you feel parents are not encouraging their sons to attend Scout functions often enough and they are not getting the benefits you had received? You could give a report to a parents' meeting on how Scouting has affected your life, or on a service project you have completed. Maybe you have been to a Jamboree, or away on an unusual hike or expedition, or on a superb training course. You feel that you want your Troop and the Troop parents to know all about it and how it influenced your outlook on life. The same suggestions apply, though the 'point' that you will make is just that you want them to share the excitement and adventure you have had.

Research

You will be standing up 'in public' so you must get your facts right. Exactly how many Troop functions have there been recently, and what percentage attendance has there been? What were the specific outcomes of your service project? Details of the tour and Jamboree, which has had an influence on your life. Don't be vague, either about the past or the future.

What's the point?

Your talk must have a clear 'course of action' which you want your listeners to absorb or agree on. Many speakers advise a 3-point plan:

Beginning: This is the introduction. Introduce yourself and your subject.

Middle: This is the details or how it has happened, and its effects.

End: This is your summing up and conclusion. It might be useful to have question time after you have finished.

Choose your subject and the points you wish to get across to the audience. Plan what you want to say to your audience, check your facts and correct where necessary. Practice in front of a mirror several times to get your timing right and to see that your body language will help to keep the attention of your audience. Get someone to listen to you and comment on your speech. Look smart on the night. Think that if the audience could do better than you they would be speaking and you would be listening.



(Beginning)
First I am going to Tell You
What I am going to Tell You (Intro.)
(Middle)
Then I'm going to Tell You
(And include Question Time)
(End)
Then I'm going to Tell You
What I told You (Summing Up)

Carrying Out the
Discussion

11. Complete a Personal Growth Agreement with your Troop Scouter as the final internal Troop requirement for this level.

This PGA should be conducted in a similar way to the one at Explorer level, but the scope should be widened to cover the role you have planned to play in and out of Scouting over the next year and into the future. The question of gender equality and roles should be revisited in a more mature way.

Any objectives that were late or not achieved should be analysed and you should discover where things went wrong and how repetition of the same problem could be avoided. You should discuss your future ambitions and how you plan to achieve them.

You should set realistic objectives and plans for achieving goals inside and outside the Movement. You should write down your objectives in duplicate, one copy for the Scouter and one for your own record.

You have reached the pinnacle of your Scout trail through the advancement levels of Pathfinder, Adventurer, First Class, Explorer and now the varied requirements of the Top Award. Look back on those years: you have mastered a wide range of Scouting skills and enjoyed so many different activities. All of these have helped to mould your character in preparation for your life ahead.

In reviewing the progress that has brought you to completing the Springbok/ Top Award, your Troop Scouter will want to focus mainly on how you have matured in your attitude to the world around you.

- a. How well do you handle your relationships with other people?
- b. Are you always ready to lend a hand where needed?
- c. How well do you understand the society you live in?
- d. In your life ahead, what are your plans for enhancing the quality of life around you, for spreading the ideals of Scouting, for improving your environment? Have you accepted nature as an integral part of your existence? And do you treat it as such?

Do you practise healthy habits to keep yourself physically and mentally fit?

Do you behave responsibly and can you be trusted with the responsibility of others, with due regard for their safety and well-being?

Can you always be trusted?

Is your philosophy of life based on sound spiritual values?

In short, how well has your Scouting career prepared you to live wisely and usefully in your life ahead?

You will discuss together any plans you have for when you leave school.

Do you want to study further or start straightaway on a career?



- How will you finance your studies?
- What careers interest you?
- Have you started applying for jobs yet, or for admission to any university, university of technology or college?
- What sort of self-discipline have you built up in managing your finances and your time?

After completing your Personal Growth Agreement, the final requirement for your Top Award is an interview with a panel chaired by the Area Commissioner (or a representative of his). This panel will also include at least three other uniformed Scouters or lay members. The panel will want you to convince them that you are the sort of person who deserves to receive the highest badge that a Scout can earn. To make the best impression on the panel, it is essential to be relaxed and confident in what you say. Be frank and honest in your answers.

Apart from reviewing your path along the Scout trail, they will most likely be keen to hear what you have liked the most in your Scouting, and anything you may have disliked. They will be interested in any suggestions you have to improve aspects of the Scout programme. It will also be useful if you can identify the greatest benefits you have received through having been a Scout. Be prepared to defend your personal views. You are allowed to have your own opinion! This interview gives you most useful experience in how to 'sell' yourself. Sell the very best!

Earning the Top Award is a magnificent achievement. Through your Scout career, you will have prepared yourself thoroughly to make the most of your adult life. Your whole progress through Scouting has taught you skills and given you guidelines on how to lead your life and how to make decisions. It is now up to you to use what you have learnt to your best advantage and to the advantage of others. The Top Award is recognition of all you have mastered, but true success will only come your way if you continue guiding your life on the principles you have learnt along the Scout trail. This Top Award will open doors

to you, but only you can ensure that you are living up to the qualities of a top Scout. The greatest reward to the Scouters who have coached you over the years will be to see you take all the good things you have learnt from your Scouting – the attitudes and the principles and the way of life you have developed – and put these ideals into action in your life.

Heartiest congratulations on having reached the goal of your Scouting trail, and Godspeed on the rest of your journey through life!



Congratulations in having reached the Goal of your Scouting Trail

12. Attend a Panel Interview with the AC or his nominee to confirm assimilation of all aspects of the Scout Programme and that the Promise and Law have been adopted as a way of life.

Once you have completed all the activities and your Personal Growth Agreement with your Troop Scouter the 'Application for Springbok / Top Award' (NSP21) should be completed, signed by the Troop Scouter and the District Commissioner and sent to Area HQ. The Area Commissioner or his/her appointed representative will then set up the 'Review Panel' which should consist of the AC or his/her nominee who should chair the panel, the AAC Scout Programme who introduces the candidate and leads the questioning, another member of the Area Staff, the Scout's own DC and a Troop Scouter from a Troop in another District. They will all look at the projects evaluated by the Area and then question you on any points in your career in or out of Scouting which they feel would help them to decide whether you are a worthy recipient of the award.

These questions could cover anything from a technical point in the advancement to what plans you have made for the future regarding study and a career.

The interview should end with you explaining how you have made the Law and Promise a way of life.

The panel will then submit their recommendations to SAHQ via their own Area as soon as possible after the interview and you will be advised of the outcome.

LOOK WIDE



The Panel Interview



APPLICATION FOR SPRINGBOK (TOP AWARD)



Please tick appropriate badge

Springbok	Top Award
-----------	-----------

Please print in BLOCK CAPITALS

SURNAME OF APPLICANT _____

Reg No.

--	--	--	--

First Names _____ Date of Birth _____

d	d	m	m	y	y

Telephone Number _____ Email Address _____

Postal Address _____ School Grade _____

Town _____ Postal Code

--	--	--	--	--

Rank _____ Troop

--	--	--	--	--

District

--	--

 Area _____ Grade:

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1. FIRST CLASS BADGE (Rule 1111.6)
Personal Growth Agreement Conference Date _____ (Badge completed)

2. EXPLORER / SEA EXPLORER / AIR EXPLORER BADGE (Rule 111.7)
Interest Badges earned

- a) **First Aid** _____ Date Passed _____
- b) _____ Date Passed _____
- c) _____ Date Passed _____
- d) _____ Date Passed _____
- e) _____ Date Passed _____
- f) _____ Date Passed _____

MUST INCLUDE:
Mapping & Backwoodsman
or
Boatman & Helmsman
or
Air Traffic Controller and
Air Navigator

Personal Growth Agreement Conference Date _____ (Badge completed)

3. SPRINGBOK AWARD (Top Award) (Rule 1111.8)

a) SERVICE PROJECT Evaluator _____ Date _____

Details _____

b) CONSTRUCTION PROJECT Evaluator _____ Date _____

Details _____

c) DISCUSSION Evaluator _____ Date _____

Details _____

d) EXPEDITION Evaluator _____ Date _____

Details _____

e) PERSONAL GROWTH AGREEMENT CONFERENCE WITH TROOP SCOUTER Date _____

It is hereby certified that the above named on page 1 has passed the requirements as laid down in Rule 1111.8, except for meeting the Area Commissioner's Panel.

Signed _____ (Troop Scouter) Date _____
Name Signature

Endorsed _____ (Dist/Scout Comm.) Date _____
Name Signature

Received at Area Headquarters on _____

Ratified by _____ (AAC Scout Programme) Date _____
Name Signature

Candidate notified to meet Area Commissioner's Panel on _____ at _____

Signed _____ (Area Manager) Date _____
Name Signature

f) AREA COMMISSIONER'S PANEL

Comments and Recommendation _____

In terms of Rule 647, please attach the extension form if this scout has received permission from the national Commissioner for Scout Programme to continue his Springbok after his 18th Birthday.

Chairman _____ Date _____
Name Signature

Received at SAHQ on _____ Certificate No _____ Dispatched _____

Recorded KQSSA date _____ For Secretary _____

INSTRUCTIONS

1. Each application for the Springbok Award must be prepared by the Troop Scouter, and one copy submitted to the District / Scout Commissioner. The DC / SC endorses the application and submits it to Area Headquarters.
2. The Assistant Area Commissioner, Scout Programme checks that the application meets all the criteria of the badge, and ratifies the application. He passes the application on to the Area Manager who arranges for the candidate to be interviewed by a panel chaired by the Area Commissioner or his appointee.
3. The Panel interviews the candidate, recording their comments and recommendations. If approved the form is submitted to SAHQ for approval and issue of the badge.



