



Star Award Recognition Programme
Star Patrol and Star Troop Award 2023

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The **Star Award Recognition Programme** is a Patrol and Troop management and self-assessment tool that is also used to recognise Troops and Patrols who are meeting the Aims of SCOUTS South Africa.

The Scout methods used, in particular the Patrol System, are the tools that differentiate Scouting from any other youth organization. The **Star Awards** also serve as an essential tool for Troop Scouters, District Commissioners (DCs) and Support Team Members (STMs) to identify areas where support is needed in the various disciplines of both the Patrol and the Scout Troop.

Purpose and Outcomes

The purpose of the **Star Award** Recognition Programme is for the Patrol Leader and Troop Scouter to assess and review:

- ◆ the implementation of the Patrol System within the Patrol / Scout Troop;
- ◆ the methods used for the implementation of the Patrol System and Scout Programme;
- ◆ the implementation of the Scout Programme within the Troop and its Patrols;
- ◆ the requirements and interpretation of the **Star Award** at each level: Patrol, Troop.

*The **Star Award Recognition Programme** is very important for the ongoing monitoring, support, and development of SCOUTS South Africa's youth programmes.*

Period of Review

The **Star Awards** take account of all Patrol and Troop activities completed between 1st January and 31st December every year.

Participation

Participation in the **Star Award** Recognition Programme is voluntary.

However, SCOUTS SA encourages every Patrol and Scout Troop to participate willingly and see benefit through the self-assessment process to monitor their own improvement and achievement of the minimum Patrol and Troop standards.

Key to this is regular follow-up discussions and visits, either in person or online by DC's and STM's with the Troop Scouters to offer their ongoing support in achieving the standards.

"The Patrol System is not one method in which Scouting can be carried out. It is the only method." ~ Robert Baden-Powell

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Eligibility

All Patrols and Scout Troops existing at the start of the year of assessment are automatically eligible to participate in the *Star Patrol* and *Star Troop Award* Recognition Programme.

A newly established Patrols and Scouts Troops that form at any time during the year of assessment may submit a **Star Award** assessment form to be included in the year's assessment and will then become eligible for a recognition award, provided all criteria are met.

Guidelines

- ◆ Every Patrol and Scout Troop should be reviewed annually for a **Star Award**, and the relevant forms completed. SCOUTS South Africa has indicated that the **Star Award** assessment is vital for the monitoring and ongoing development of the Scout Programme.
- ◆ The Patrol Leader should do a self-assessment of the Patrol's performance, in consultation with the whole Patrol during a Patrol in Council, to monitor their own improvement and achievement of the minimum Patrol standards. This should be discussed with the Troop Scouter.
- ◆ The Troop Scouter should then complete the Troop **Star Award** assessment in consultation with the Court of Honour, to assess the performance of the Troop and monitor the improvement and achievement of the minimum Troop standards.
- ◆ The **Star Award** assessment sheet should be used as a guide for ongoing discussion between the Patrol Leaders, Troop Scouter, District Commissioner and/or the Support Team Member to assess and monitor Patrol / Troop standards.
- ◆ The comment column on the **Star Award** assessment sheet must be used to document details of all successes and any shortcomings within the Patrol / Troop that should be discussed in detail by the District Commissioner or Support Team Member with the Patrol Leaders and Troop Scouter.
- ◆ The District Commissioner or Regional Support Team Member or his/her designate should carry out two **Star Award** reviews annually in consultation with the Troop Scouter as part of their quarterly Troop visits or online interactions.
It is recommended that the same person should carry out both **Star Award** reviews.
- ◆ The final Star Patrol and Star Troop assessment sheets must be ratified by the District Commissioner or Support Team Member prior to submission to SCOUTS SA for **Star Award** recognition.
- ◆ Participation Certificates are awarded to all Patrols and Troops who participate and submit their Star Patrol and Star Troop assessments.
A Participation Certificate or a Bronze Award, Silver Award or Gold Award Certificate are awarded depending on the number of disciplines achieved.
- ◆ All members of a Patrol that is a recipient of a Gold Star Patrol Award will receive a Star Patrol badge, to be sewn on the left epaulette of their scout uniform.
- ◆ Scout Troops that achieve Gold Awards status will receive a Gold Star badge for their Troop Flag.

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- ◆ SCOUTS South Africa has recommended that should there be any reluctance from a Troop to participate in the **Star Award** Recognition Programme, the reason for this should be investigated by the District Commissioner and/or Support Team Member and feedback provided to the RTC: Scout Programme and Chair: National Scout Programme.

Star Award Recognition Programme Timetable

Action To Be Taken	Responsible Person	Due Date
Star Award Recognition Programme Planning and Goal Setting		
The Court of Honour, with Troop Scouter, review previous years' Star Award performance and agree on the Troop's Star Award goals for the year and plan accordingly.	PLs / TS	January
Initial Star Award Self-Assessments and Monitoring Progress		
Patrol Leaders and Troop Scouter complete a first Star Award self-assessment, to identify improvement opportunities and do the necessary planning to achieve the goals set for the year. These results are recorded on the Star Award assessment sheet where appropriate.	PLs / TS	April / May
The DC or STM liaises with each Scout Troop at an action planning meeting, either during a personal visit or online, and, in consultation with the TS, assists with the first Star Award self-assessment, interpretation of requirements and provides support for the implementation thereof. PLs and TS are guided on how to improve and overcome any challenges to achieve the minimum standards and their Patrol / Troop goals and objectives for the year.	DC / STM PLs / TS	May / June
Ongoing follow up and discussion with Patrol Leaders on Star Award requirements and progress by Troop Scouters at Court of Honour meetings.	TS / PLs	July / August / September
Ongoing follow up and discussion with Troop Scouters on Star Award requirements and progress by DC and STM at District Scouter Council meetings.	DC / STM / TS	July / August / September
Final Star Award Review		
Patrol Leaders and Troop Scouter complete a second Star Award self-assessment, to monitor their progress and successful achievement of the goals set. These results are recorded on the Star Award assessment sheet where appropriate.	PLs / TS	October / November

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<p>The DC or STM consults with each Scout Troop and, in discussion with the TS, reviews the results of the Star Award self-assessment.</p> <p>Final results are ratified and recorded with any supporting comments on the relevant Star Award assessment sheet.</p>	DC / STM / TS	October / November
Star Award Recognition Programme Future Planning and Goal Setting		
<p>With the aim of continuous improvement, the RTC Scout Programme from all Regions with the Chair: National Scout Programme review the minimum standards required for the following years' Star Award Recognition Programme and make any required changes to the programme.</p>	RTC / NSP	December / January

Final Review

The final Star Patrol and Star Troop review in October/November should be completed initially as a self-assessment by the Patrol Leader and Troop Scouter, with the District Commissioner or Support Team Member using the interaction as an opportunity to check that the requirements have been properly understood, the supporting records are in place, and ensuring that the minimum Patrol standards and Troop programme standards are maintained.

Feedback to the Troop Scouter should also be provided at the end of the review discussion by the person responsible for completing the final review.

Star Award Recognition Programme Submission		
<p>Deadline for completed Star Award assessment sheets to be submitted to the Regional Team Coordinator: Scout Programme (RTC).</p>	DC or STM / RTC	9th December
<p>The RTC checks the completed Star Award assessment sheets, compiles a consolidated summary spreadsheet for the Region, and records the results for inclusion in the Region's strategic planning for the next year.</p>	RTC	10th to 22nd December
<p>Final deadline for completed spreadsheets, along with comments from RTC, to be received by the Chair: National Scout Programme.</p>	RTC / NSP	23rd December
<p>Final Deadline for completed spreadsheets to be sent by the Chair: National Scout Programme to SSA National office for processing.</p>	NSP	15th January
<p>SSA National Office will issue Star Patrol and Star Troop Award certificates in time for Regional Founder's Day events in February. Star Award badges will follow thereafter.</p>	SSA	5 th February

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SCOUTS South Africa Support at Troop and Patrol Level

- ◆ A Support Team Member will attend an action-planning meeting / review with each Scout Troop, either in person (preferably) or online, attended by the Court of Honour and Troop Scouter.
If a Support Team Member is unavailable, the resources of a District Commissioner or other key District Staff or Regional Team Member can be used to ensure that there is support from the Region for every Troop at this meeting.
- ◆ At the Troop action-planning meeting in May/June, the **Star Award** self-assessment sheet is used as a guide for discussion on activities, goals for the Patrols and the Troop to achieve in the year ahead and what action is required by the District / Region in support of these objectives.
- ◆ At the final Troop review meeting in October/November, the Support Team Member ratifies the completed **Star Award** assessment sheet and ensures that they are submitted by the determined deadline for every Patrol and Troop.
- ◆ Based on the outcome of the initial and final assessment, each District should compile a list of action items that are needed to assist its Troops to achieve the Star Award. The Team should develop the list as a work-plan for the District Team in the months ahead. The progress should be reviewed monthly, at District Scouters Councils and District Team meetings, to ensure that the actions needed to provide support to the Troops are being implemented.
- ◆ The goal should be to improve the quality of the Scout programme and help every Patrol and Troop in the District to qualify each year for the **Star Award** with the ultimate goal of all Patrols and Troops in the District achieving recognition for the Gold Award level.

Purpose of the Star Awards Action-Planning Meeting / Review

This can be used as an agenda for the action-planning / review meeting:

- ◆ To review the progress of all Patrol's towards achieving a Star Patrol Award.
- ◆ To review the Troop's goals, successes, and vision for the coming year.
- ◆ To review the Troop's progress towards achieving a Star Troop Award.
- ◆ To identify any areas of improvement - leadership, programme, and membership.
- ◆ To determine specific actions needed by the Patrol/Troop to make needed improvements.
- ◆ To highlight any areas of support needed by the Patrol/Troop.
- ◆ To determine any specific actions needed by District/Region to assist with Troop improvements and determine who will follow up on those actions.
- ◆ To schedule any necessary follow-up to monitor progress.

When to conduct the review and feedback meetings

- ◆ After the Support Team Member/DC has visited the Troop for the first review/action-planning meeting.
- ◆ Annually, to review strengths and areas of improvement to help provide direction for needed support, preferably before the final review prior to the annual planning for the year ahead.
- ◆ As needed when a problem may be identified.

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How should the arrangements for this review be set-up?

- ◆ The Support Team Member/DC speaks to the Troop Scouter during the first Troop visit to schedule the meeting date, time, and location.
- ◆ The dialogue should include approaching the Troop Scouter after the meeting and requesting that a second meeting be set up with the Troop Scouter and the Troop's Patrol Leaders.
- ◆ Setting the meeting, preferably at the Troop meeting place.
- ◆ Asking the Troop Scouter to complete the Troop Star Award self-assessment tool prior to the meeting.
- ◆ Letting the Troop Scouter know the visit will include a discussion of the Star Award self-assessment tool and how the goals and vision of the Troop's programme can be supported.

Why do only the Support Team Member/DC and Troop Scouter Attend?

- ◆ It provides a small group to analyse the programme, the Troop's needs, and steps to be taken to help resolve any issues.
- ◆ It helps create a dialogue between the Troop and the District.
- ◆ Once the RTC/DC and Troop Scouter meet and determine what needs to be done, others can be involved in helping to determine in which direction to go and any potential improvements that can be identified.

What preparation should be made prior to the review?

Review the statistics of the Troop available from Troop records and the District and the District Team, especially to review:

- ◆ **Star Award** achievements from the previous year.
- ◆ Scouts.Digital records.
- ◆ Outdoor programme participation.
- ◆ Scout advancement reports.
- ◆ Trained leadership status.
- ◆ Child Protection/Safe Scouting training.
- ◆ Participation in District, Regional and/or National events.
- ◆ Attendance register.
- ◆ Patrol Leaders to complete the Patrol self-assessment tool.
- ◆ Troop Scouter to complete the Troop self-assessment tool.
- ◆ Completion of the self-assessment tool is to determine areas that need improvement and those the Patrol/Troop feel that they need assistance with from the Support Team Member/District Commissioner during the year in the achievement of their goals.

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Guidelines for Completing the Star Award Assessment Sheets

The Star Award assessment sheets have been created in both PDF and a user-friendly Excel format. It is recommended that the Excel format is used as this will pre-populate ready-to use data which saves on having to do own calculations.

In completing the Star Award assessment sheet in the Excel format, it is important to **first** complete the details of the *Troop*, *Review Date* and the *Names of the Scouts/Scouters* involved with the review in rows 6 to 13.

Of particular importance is the number of Patrols in the Troop and the number of Scouts in the Troop/Patrol, as this is used to calculate the minimum number of Patrols/Scouts required to achieve the desired percentage participation/achievement in rows 26, 28, 32, 34 and 42 on the Troop Star Award and in row 48 on the Patrol Star Award assessment sheets.

Star Patrol Award Participation: 100%, row 26 Star Patrol Award Achievement: 50%, row 28; Scoutcraft/Interest Badges: 65%, row 32; Advancement: 30%, row 34; National Challenge: 30%, row 42 (Troop) and row 48 (Patrol)

Whereas the minimum requirement is a percentage achievement, the input data is a *finite number of Scouts* (not percentage) *who have achieved the discipline*, the minimum requirement having already been calculated as shown in columns I and J.

The Comments column on the Troop and Patrol assessment sheets should be used to document any comments or observations regarding the particular discipline, as well as *actions to be taken*, the *Details of activities* viz. what/when/where, *Permit Numbers* etc. By completing this it helps to confirm and show evidence of the various activities, participation, achievements etc., as well as provide a brief action plan for future improvements.

There is a 'Retention Calculation' spreadsheet on the Troop Star Awards Excel file which will assist in calculating the percentage of Scouts that have remained in the Troop since the previous years' census.

Completion of the PDF format of the Star Award assessment sheets will require own calculations of the relevant percentages and performance criteria.

Deadline and Late Submissions

For the Patrol and Troop Star Awards to be processed timeously for the receipt of Star Awards certificates and badges to be available for presentation at Founder's Day activities, submissions need to be received on time. Any 'late submissions' will not be available in time.

The deadline for completed Star Award assessment sheets to be submitted by all Scout Troops to the Regional Team Coordinator: Scout Programme (RTC) is 9th December 2023. Any 'late submissions' received by the RTC after 22nd December 2023 will not be processed.

Similarly, the final deadline for the consolidated Regional summary to be submitted by all RTCs to National is 23rd December 2023. Any 'late submissions' received by the Chair: National Scout Programme after 7th January 2024 will not be processed.

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Star Patrol



Creating Teams that Achieve – The Patrol System

Successful teams are based on several essential group member behaviours. One of the keys to a Group's success is its size. A Scout Troop is made up of Patrols, each consisting of six to eight Scouts, including the Patrol Leader (PL) and Assistant Patrol Leader (APL).

The Patrol is the unit in all Troop activities.

In Scouting, we learned much from the founder of Scouting, Robert Baden-Powell, who wrote:

“The formation of the *boys into Patrols of from six to eight and training them as separate units each under its own responsible leader is the key to a good Troop.”

“The Patrol System leads each boy to see that he has some individual responsibility for the good of his Patrol.”

*Please take the reference to 'boys' in this quote in the context when this was written by Baden Powell – prior to girls being members of the Scout Movement; *nowadays the word 'boys' refers to girls as well.*

The object of the Patrol System is mainly to give real responsibility to as many of the Scouts as possible with a view to developing their character. If the Troop Scouter gives the Patrol Leader real power, expects a great deal from him or her, and leaves them a free hand in carrying out their work, the TS will have done more for that Scout's character expansion than any amount of school-training could ever do.

The Star Patrol Award is one of the requirements for the *Patrol Leadership badge*; so in addition to assisting the Patrol Leader in assessing the standards of his or her Patrol, it is also an opportunity to earn the interest badge.

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Number of Scouts – The Patrol size depends upon a Troop's enrolment and the needs of its members, though an ideal patrol size is eight Scouts. Patrols with fewer than eight Scouts should try to recruit new members to get their Patrol size up to the ideal number.

- ◆ **Total number of Scouts in the Patrol – this needs to be reflected in the attendance register.**
- ◆ **A minimum of 6 Scouts required.**
- ◆ **Excel Capture: Enter *number* of Scouts in the Patrol in row 13.**

Patrol Responsibilities - A Scout patrol is a small team of normally six to eight members where Scouts learn skills together, share responsibilities and take on leadership roles.

Each Scout should be assigned the responsibility of a specific role to perform within the Patrol. These roles must be functional, realistic, clearly understood, and carried out during the review period. These can include, depending on the needs of the Patrol, a Patrol Leader, Assistant Patrol Leader, Patrol Scribe, Patrol Treasurer, Patrol Corner/Den Keeper, Patrol Quartermaster, Patrol Logbook Keeper, etc.

- ◆ **Every Patrol Member has a specific role and responsibility.**
- ◆ **Excel Capture: Enter *Yes* or *No* – either they do, or they don't.**

Attendance - Attendance registers are very useful in keeping record of presence and absence of Patrol members, to track who attends meetings, which Scout has attended a programme or event, (particularly useful when the programme is linked to badge advancement). The national Data Base *Scouts.Digital* is a great aid to keeping good records.

- ◆ **Average of 65% attendance of the Patrol at Patrol and Troop meetings and activities for the period of review.**
- ◆ **Patrol attendance register is kept up to date, either electronically, hardcopy in a file/book, or in a Patrol Logbook.**
- ◆ **Calculate % attendance from the attendance register.**
- ◆ **Excel Capture: Enter the average *percentage* of attendance of the Patrol.**

Note: **Minimum Patrol attendance* at Patrol activities to qualify for Patrol Star Award must be either 4 Scouts out of a Patrol of 6, 5 Scouts out of a Patrol of 7, or 6 Scouts out of a Patrol of 8 Scouts.

Patrol in Council - In Patrol Meetings, or a Patrol in Council (PiC), Scouting really lives. Patrol Meetings are held both indoors and outdoors and it is here that the Patrol begins to pick up the Patrol spirit and work together as a team. Patrol Meetings must have interest, include activities for learning and adventure and above all, be fun. If they are the right kind of Patrol Meetings, the Scouts will look forward to the good times they can have while planning their activities.

- ◆ **The Patrol has held at least four Patrol in Council meetings during the period of review. PL in charge and *minimum Patrol attendance required.**
- ◆ **Minutes of the meeting need to be taken and kept on record, either electronically, in a PiC meeting file or in a Patrol Logbook.**
- ◆ **Excel Capture: Enter *number* of PiC meetings held.**

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Patrol Corners - "Patrol Corners" is the name usually given the periods during Troop meeting when the Patrols meet by themselves in their respective corners. Patrol Corners are primarily meant as breaks between activities - opportunities for the Patrols to check up on plans and to prepare for the things that follow.

It is ideal for each Patrol to have a special area at the Troop meeting place which the Patrol identifies as their own, a Patrol Corner or Den. A place where the Patrol can meet during a Troop meeting for discussion and training by themselves. It can be suitably decorated and identified with Patrol insignia and kitted out with Patrol equipment, ropes etc. Or, where permanent Patrol Corners or Dens are not possible, a portable Patrol equipment box is satisfactory, or even just a specific area defined for each Patrol as their own Patrol Corner, a place to call their own.

- ◆ **The Patrol has a clearly defined area for a Patrol Corner / Den at the Troop meeting place.**
- ◆ **Excel Capture: Enter Yes or No – either the Patrol has or does not have their own Patrol Corner/Den**

Patrol Leader Advancement – Knowledge is power, and authority flows to the one who knows. For a Patrol Leader to be successful in training others, the wider the range of their knowledge and training, the better equipped they will be. In that way, they can both be an example and an inspiration to the Scouts in their Patrol.

Baden Powell had this to say about the importance of becoming a First Class Scout:

"a boy does not really get the full value of scout training until he is a first class scout."

- ◆ **The PL has First Class (or higher).
OR has the Discoverer AND has at least three Theme badges.
As recorded on Scouts.Digital.**
- ◆ **Excel Capture: Enter Yes or No – PL achieved or not.**

Patrol Leader training – PLs are not trained leaders; they are leaders in training.

The opportunity to learn how to lead and how to accept responsibility is one of the greatest things which Scouting offers. Leadership training is vital to Patrol Leader's progress and will enable them to properly lead their patrols. The PL occupies a position of great responsibility and, as a PL, it is almost certainly their first taste of it. The fulfilling of that responsibility will require real leadership on their part. They cannot be expected to fill this role successfully unless they have received training.

- ◆ **PL has completed a recognised Leadership Training Course (LDC, PLTC, PLTU).
OR completed the Leadership requirements in the Personal Development Theme in their current advancement level.**
- ◆ **Excel Capture: Enter Yes or No – PL attained or not.**

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Assistant Patrol Leader Advancement - Scouting provides a series of surmountable obstacles and steps in overcoming them through the advancement method.

Scouts plan their own advancement and progress at their own pace as they meet each challenge. Scouts are recognized and rewarded for each achievement, which helps them gain self-confidence. The steps in the advancement system help a Scout grow in self-reliance, leadership skills and in the ability to help others.

- ◆ **The APL has the Discoverer (or higher),
OR has the Traveller AND has at least three Discoverer Theme badges.
As recorded on Scouts.Digital.**
- ◆ **Excel Capture: Enter Yes or No – APL achieved or not.**

Assistant Patrol Leader Training - Like the Patrol Leader, Assistant Patrol Leaders are also 'leaders in training'. The APL assists the PL in running the Patrol and plays an important role in loyalty in supporting their PL and serving the Patrol. The APL is also expected to participate in the required level of leadership training, as he / she will more than likely be the successor to the PL.

- ◆ **APL has completed a recognised Leadership Training Course (LDC, PLTC, PLTU).
OR completed the Leadership requirements in the Personal Development Theme in their current advancement level.**
- ◆ **Excel Capture: Enter Yes or No – APL attained or not.**

Patrol Members 3 & 4 Advancement - The Scout programme is designed to satisfy the need for gradual and harmonious development of Scouts. One tool that achieves this progression is the Advancement, Scoutcraft and Interest Badge System which is based on the interests of the Scout.

It is important that *all Scouts* start this progression from early on and set goals to achieve the various age-appropriate levels of advancement.

- ◆ **Patrol Members 3 & 4 both have the Traveller (or higher),
OR have both earned three Theme badges.
As recorded on Scouts.Digital.**
- ◆ **Excel Capture: Enter Yes or No – Both Scouts achieved or not.**

Patrol Activities - Like any team, a Patrol will function well only if all the responsibilities pertaining to the completion of a task are carried out successfully. Because of its size, this gives every member an opportunity to participate, and this results in some positive outcomes.

A *Patrol Activity* is defined as a gathering of a Patrol, working together as a unit under the leadership of the Patrol Leader, to carry out an activity, other than Patrol hikes, camps, and meetings. There is generally no adult present on these activities and it is a formative experience both for the Patrol Leader and for the Scouts to organise and take part in Patrol activities without adult supervision. This is also an opportunity for Scouts to earn their *Patrol Activities* scoutcraft badge.

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- ◆ **Number of Patrol Activities held during the period of review (not hikes or camps or activities during a Troop meeting).**
- ◆ **Must be recorded, with a copy of the permit (if required) and photographs of the activities, either electronically, hardcopy in a file/book, or in a Patrol Logbook, and/or posts on social media.**
- ◆ **Permit numbers to be captured in the comments on the assessment sheet.**
- ◆ **A minimum of 2 Patrol Activities and *minimum Patrol attendance required.**
- ◆ **Excel Capture: Enter *number* of Patrol Activities held**

Patrol Hikes - Hiking is a lot like life in many ways. It teaches you that if you put your mind to it, you can prevail over the greatest challenges – even climb mountains!

In the outdoors, Scouts have opportunities to acquire skills that make them more self-reliant. They can explore canoe and hiking trails and complete challenges they first thought were beyond their ability. Attributes of good character become part of them as they learn to cooperate to meet outdoor challenges that may include extreme weather, difficult trails, and dealing with nature's unexpected circumstances. This is also an opportunity for Scouts to earn their *Hiking scoutcraft badge* and *Hike Leader interest badge*.

- ◆ **Number of Patrol day-hikes (minimum 2 hours), overnight hikes (or longer) held during the period of review.**
- ◆ **Must be recorded, with a copy of the permit and photographs of the hike(s), either electronically, hardcopy in a file/book, or in a Patrol Logbook, and/or posts on social media.**
- ◆ **Permit number(s) to be captured in the comments on the assessment sheet.**
- ◆ **A minimum of 1 Patrol day/overnight hike, PL in charge and *minimum Patrol attendance required.**
- ◆ **Excel Capture: Enter *number* of Patrol day/overnight hikes held.**

Patrol Camping - Outdoor adventure is the promise made to boys and girls when they join Scouting. Young people yearn for outdoor programmes that stir their imagination and interest. Organised Patrol camping is a creative, educational experience in Patrol-living in the outdoors. It uses the natural surroundings to contribute significantly to physical, mental, spiritual, and social growth. This is also an opportunity for Scouts to earn their *Camping scoutcraft badge* and *Camp Quartermaster interest badge*.

- ◆ **Number of Patrol camps, at least overnight (or longer) held during the period of review.**
- ◆ **Must be recorded, with a copy of the permit and photographs of the camp(s), either electronically, hardcopy in a file/book, or in a Patrol Logbook, and/or posts on social media.**
- ◆ **Permit number(s) to be captured in the comments on the assessment sheet.**
- ◆ **A minimum of 1 Patrol camp, PL in charge and *minimum Patrol attendance required.**
- ◆ **Excel Capture: Enter *number* of overnight camps held.**

Note: *If the Patrol exceeds two overnight hikes or camps, then the extra ones may be credited to Outdoor Activities or Patrol Activities.*

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Patrol Community Service - Service to others and good citizenship is learned through Patrol community service projects such as conservation projects, collecting food, building trails and shelters, and conducting projects that promote healthy living. Through helping other people, Scouts learn to appreciate how they can share themselves and their blessings to those in need. By giving service to benefit others, Scouts gain a sense of personal satisfaction.

- ◆ **Number of Scout-hours the Patrol is involved in a Community Service Project during the period of review.**
- ◆ **Must be recorded, with a copy of the permit and photographs of the service project(s), either electronically, hardcopy in a file/book, or in a Patrol Logbook, and/or posts on social media.**
- ◆ **A minimum of 25 Scout-hours, PL in charge and *minimum Patrol attendance required.**
- ◆ **Excel Capture: Enter *number* of Scout-hours worked on the project.**

Note: Although the community service period is usually completed over several weeks/months, the service should be carried out at regular intervals and be meaningful to the community.

A Springbok Community Service project may be counted.

National Challenge - Scouts have a huge role to play in creating a more sustainable world. It is important for our planet to encourage participation in the SDG/National Challenge and build awareness of the Sustainable Development and/or Environmental Goals.

- ◆ **Percentage of Scouts that have earned Sustainable Development Goal (SDG) / National Challenge badges during the period of review.**
- ◆ **Minimum of 50% of Scouts in the Patrol to have achieved.**
- ◆ **Excel Capture: Enter *number* of Scouts (not %) who earned badges.**

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Star Troop



Number of Scouts - Scouts are organized into troops averaging 20–30 Scouts under the guidance of one or more Adult Leaders. Troops subdivide into patrols of about 6–8 Scouts and engage in outdoor and special interest activities. The size of a Scout troop can vary from as few as eight Scouts to several dozen.

For purposes of the Star Troop, the minimum number of Scouts in a Troop is twelve, two Patrols of six Scouts each.

The input number is the total number of registered scouts as at the date of review. Ideally, the final review input should be the last day of November of the year of review. Compare this with the census figures submitted (there should not be a vast difference). The number reflected should be the same number as at the top of the assessment sheet.

- ◆ **Total number of Scouts in the Troop.**
- ◆ **A minimum of 12 Scouts required i.e. two Patrols of 6 each.**
- ◆ **Excel Capture: Enter *number* of Scouts in the Troop *in row 12.***

Recruitment - Encourage Scouts to earn the Recruiter badge and increase the membership of the Troop. The number of Scouts recruited for the Star Troop assessment may include the Cubs coming up from the Pack as well as new recruits that joined during the period of review and have been invested as Scouts.

- ◆ **Number of Scouts recruited during the period of review.**
- ◆ **A minimum of 4 new recruits (including Cubs) required.**
- ◆ **Excel Capture: Enter *number* of new Scouts invested.**

Retention - It is important to have an exciting, active, and interesting Troop programme that will attract and *keep* the interest of Scouts and retain them in the Troop.

Compare the number of Scouts listed on the census figures submitted the previous year versus the number of those *same* Scouts still in the Troop as at the time of the review. Members lost through reasons beyond the control of the Troop do not count against the Troop. (e.g. family relocation, transfers out of the District or becoming 18 years old)

- ◆ **Percentage of Scouts on last years' census who would be under 18 and remained in the Troop as at time of review.**
- ◆ **Minimum of 75% of Scouts retained in the Troop.**
- ◆ **Retention calculation required – see below, and on separate Excel spreadsheet**
- ◆ **Excel Capture: Enter *percentage* of Scouts retained.**

Star Award Recognition Programme

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Retention Calculation

Number of Scouts on previous years' census - 2021	24
Less: Number of Scouts who turned 18 or transferred	3
	<hr/>
Total census number for Star Award	21
Less: Number of Scouts on 2021 census who have since left the Troop	5
	<hr/>
Total number of Scouts on previous census & still in the Troop	16
Divide: Retained Scouts by Total census number for Star Award	21
	<hr/>
Equals: % of Scouts <i>retained</i> from previous census	76,2%

Operation First Class - A Scout does not really get the value of the Scout training until he/she is a First Class Scout. The First Class Advancement Level represents a significant step in Scouting and shows that the Scout has acquired the basic Scouting skills.

- ◆ **The number of Scouts in the Troop who have achieved the First Class Advancement Level or higher. (Minimum number based on Troop size)**
- ◆ **Number of Scouts in the Troop:**
 - 12 or fewer Scouts : 1 or more First Class Scouts;**
 - 20 to 29 Scouts : 2 or more First Class Scouts;**
 - 30 to 39 Scouts : 3 or more First Class Scouts;**
 - 40 + Scouts : 4 or more First Class Scouts.**
- ◆ **Excel Capture: Enter *number* of Scouts who have achieved First Class or higher advancement level.**

*Troop Scouters are requested to put a lot of emphasis and focus on advancement to First Class and get ALL scouts to work towards being a **first class FIRST CLASS SCOUT!** Troop Scouters are asked to encourage their Scouts to strive to achieve this milestone.*

Star Patrol Award Achievement – The Patrol System is fundamental to Scouting. Through training in leadership skills, every Patrol Leader should learn to manage their Patrol, identify strengths and weaknesses, and make any improvements that are required to achieve the minimum Patrol Standards.

Each Patrol should participate in the Star Award programme and strive to achieve at least a Bronze Star Patrol Award, while the Gold Award should be the ultimate goal.

- ◆ **50% or more of Patrols achieved Bronze Star Patrol Award (or higher).**
- ◆ **Minimum number required is shown on Excel sheet columns I & J.**
- ◆ **Excel Capture: Enter *number* of Patrols (not %) that achieved bronze.**

Note: For a Scout Troop to participate and receive recognition for the Star Troop Awards, it is mandatory for ALL Patrols in the Troop to complete and submit the Star Patrol assessment sheet, no matter what award level is achieved by the Patrol.

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Court of Honour - The CoH teaches responsibilities, leadership and how a Troop is run. The CoH guards the honour of the Troop (the good name and standards set) and plans the activities of the Troop.

- ◆ **A minimum of four Court of Honour meetings (one per quarter) should be held during the period of review.**
- ◆ **COH meetings must be chaired by appointed COH Chair or Troop Leader.**
- ◆ **Attendance and minutes are to be kept for all Court of Honour meetings.**
- ◆ **Excel Capture: Enter *number* of CoH meetings attended by PLs.**

Scoutcraft and Interest Badges - Scouts can learn about sports, crafts, science, trades, business, and future careers as they earn scoutcraft and interest badges, which motivates, provides a challenge, keeps the Scout's interest and is a requirement for Theme badges and Advancement levels. Each Scout should be encouraged to earn several badges during the year, with a minimum requirement of one badge earned, including Scoutcraft badges.

- ◆ **Percentage of Scouts that have gained at least one Scoutcraft badge or Interest badge during the review period.**
- ◆ **Minimum of 65% of Scouts in the Troop to have achieved.**
- ◆ **Minimum number required shown on Excel sheet columns I & J**
- ◆ **Excel Capture: Enter *number* of Scouts (not %) who earned badges**

Advancement - The Advancement Programme covers a wide range of activities for Scouts. These activities are completed as the Scout progresses up the advancement ladder from Membership through to Springbok, gaining Scoutcraft and Interest Badges along the way.

For the **Star Award Recognition Programme**, individual Scout advancement and attainment of Theme badges are catered for under the Patrol Star Award. For the Troop Star Award, 30% of Scouts should have earned sufficient Theme badges in their respective advancement levels and have advanced during the period of review to a new level; Membership, Traveller, Discoverer, First Class or Springbok.

- ◆ **Percentage of Scouts that have advanced during the period of review to a new level; Membership, Traveller, Discoverer, First Class or Springbok**
- ◆ **Minimum of 50% of Scouts to have achieved.**
- ◆ **Minimum number required shown on Excel sheet columns I & J**
- ◆ **Excel Capture: Enter *number* of Scouts (not %) who advanced**

Outdoors - An outdoor adventure is an exciting, challenging experience, which is characterised by uncertainty of outcome and perceived risk. Examples could be a hike into new territory, a wide game or treasure hunts *away from the normal Troop meeting place*.

Normal Troop meetings at the normal Troop meeting place cannot be counted as outdoor activities, even if they are held outdoors. However, outdoor activities that require an activity permit and are held at least two kilometres *away from the usual meeting place* during Troop meeting times or at other times qualify as an outdoor activity.

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- ◆ **Number of outdoor activities (away from the Troop meeting place) held during the review period e.g. Hike, daytrip, wide games etc.**
- ◆ **Must be recorded, with a copy of the permit and photographs of the activities, either electronically or a hardcopy in a file/book, and/or posts on social media.**
- ◆ **Permit numbers to be captured in the comments on the assessment sheet.**
- ◆ **Minimum of four outdoor activities required.**
- ◆ **Excel Capture: Enter *number* of Outdoor Activities held.**

Troop Camping - Camping is a fun way to experience cooperative group living in the outdoors. It uses the natural surroundings to contribute significantly to physical, mental, spiritual, and social growth. Camping introduces Scouts to various knowledge and scoutcraft skills that is useful as a Scout and beyond.

The camping nights do not have to be consecutive. More than 50% of the Troop should have attended. Overnight Troop hikes may be included *if not used under the Outdoor section*.

- ◆ **Number of nights that all Patrols have camped together as a Troop away from their Troop meeting place.**
- ◆ **Must be recorded, with a copy of the permit (if required) and photographs of the camp(s) and activities, either electronically or a hardcopy in a file/book, and/or posts on social media.**
- ◆ **Permit number(s) to be captured in the comments on the assessment sheet.**
- ◆ **Minimum of two nights camping required.**
- ◆ **Excel Capture: Enter *number* of Nights Camped**

Troop Participation - Scouting is a global movement with over 54 million Scouts worldwide. There are currently 172 National Scout Organizations in the world and Scouting activities exist in at least another 72 countries and territories worldwide.

It is important for Scouts to know and understand that they are part of a greater Scouting family, outside of the Patrol and Troop, and participation in District and Regional or National events is paramount to this, and, in addition, Scouts learn so much by the interaction with other Troops.

The Troop must be represented by at least one Patrol-sized group or a full team (as per the requirements of the activity) at District or Regional events, activities, courses, or competitions.

- ◆ **Number of District or Regional events attended by the Troop during the period of review.**
- ◆ **Must be recorded, with a copy of the permit (if required) and photographs of the activities, either electronically or a hardcopy in a file/book, and/or posts on social media.**
- ◆ **Permit number(s) to be captured in the comments on the assessment sheet.**
- ◆ **Participation at a minimum of 2 events required.**
- ◆ **Excel Capture: Enter *number* of District or Regional events attended**

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National Challenge - The Sustainable Development Goals (SDGs) were born at a United Nations Conference. The objective was to produce a set of universal goals focused on priority areas for the achievement of sustainable development that meet the urgent environmental, political, and economic challenges facing our world. The annual National Challenge award is aligned to these goals.

It is important for our planet to encourage participation in the SDG / National Challenge and build awareness of the Sustainable Development and/or Environmental Goals.

- ◆ **Percentage of Scouts that have earned Sustainable Development Goal (SDG) / National Challenge badges during the period of review.**
- ◆ **Minimum of 50% of Scouts to have achieved.**
- ◆ **Excel Capture: Enter *number* of Scouts (not %) who earned badges**

Troop Records - The running of a Troop entails the keeping of the adequate records which is necessary and vital. Troop records should be simple, user-friendly, properly maintained and kept up to date. *Scouts.Digital records are mandatory.* A Progress Chart and a year-at-a-glance Programme Plan that is visible and available for all Scouts to see is motivational and gives the Scouts a sense of direction in terms of personal advancement and planned programme activities. The CoH / Troop / Group Quartermaster should be responsible for listing an inventory and keeping track of all Troop equipment.

Ideally all the following records should be available, but for the Star Troop Award a minimum of *three* are required.

- ◆ **The following Troop records are properly maintained:**
 - a) **Scouts.Digital records up to date**
 - b) **Up-to-date progress chart displayed.**
 - c) **High-level year-at-a-glance programme plan.**
 - d) **Hike/Camp/Outdoor Activity permits on file.**
 - e) **Troop equipment list.**
- ◆ **Excel Capture: Enter *number* of above records kept and maintained**

Communication - Communication is the key to influencing others, keeping people informed (particularly Scout parents), building good relationships, creating powerful teams and joint forces to achieve successful outcomes, and it plays a vital role in the success of a Troop.

A well displayed SCOUTS SA branded hall signage board placed outdoors at the entrance to the Troop meeting place with up-to-date notice of time of meeting for public to see. A professional-looking correctly Scout-branded website and an active social media platform, e.g. Facebook and Instagram, or a simple display and printed or easily accessible quarterly Group / Troop newsletter used to publicise achievements and promote Troop activities and events. Scout-branded Group website templates are available from SCOUTS SA. Remember to check out the SCOUTS SA *Social Media Usage Guidelines* on the SSA website.

Email/WhatsApp/SMS communication keeping Parents informed of Troop activities can be counted, provided there is proof of the regular electron communication sent.

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Encourage the Scouts and their Parents to sign up to their Regional Scouting mailing lists.
<https://www.scouts.org.za/2023/01/27/stay-in-the-know-sign-up-to-ssas-mailing-list/>

- ◆ **Communication in the form of a Troop Notice Board; Group Website/Social Media updated regularly; electronic communication to parents; and/or Group/Troop newsletter issued quarterly.**
- ◆ **Excel Capture: Enter Yes or No – either there is good communication or not.**

Scouter development - As Adult Leaders in the Movement it is important to continue learning and ensure ongoing self-improvement. Each Scouter should assist as Staff on a District / Regional or National Event or Competition, e.g. Scout Badge Course, PLTC/PLTU, Adult Leader Training; where, through participation and the experience gained, learning also takes place.

OR Attend / complete some other form of recognised and Scouting-relevant training or workshops during the period of review; this can be within the Scout Movement, or at University, Work, School, Private Tuition.

- ◆ **Each Scouter to assist as Staff on a District/Region or National event OR has attended one recognised training course or training workshop during the period of review.**
- ◆ **Excel Capture: Enter Yes or No – All Scouters have taken part in some form of self-development.**

Remember, the requirements of the Star Patrol Award and Start Troop Award programme are *minimum* standards. The aim is to achieve at least the minimum, which indicates that you are ticking all the right boxes in managing and leading your Patrol and Troop.

The intent is to do continuous self-assessment during the review period to ensure that minimum standards are maintained, with the ultimate goal of continuous improvement and achieving 'Gold Award' status.

The *National Scout Programme Team* wish you and your Scouts everything of the best in achieving your goals and objectives during 2023.

Go for GOLD!!

