



# **Star Award Recognition Programme Star Group Award 2024**





# Star Group Award Purpose 2024

## 1. Purpose of the Star Awards Recognition Programme

The **Star Award Recognition Programme** is a management and self-evaluation system which is used to recognise whether Groups are meeting the basic aims of SCOUTS South Africa. The Star Awards also serve as an essential tool for Scout Group Leaders (SGLs), District Commissioners (DCs) and Support Team Members (STMs) to identify areas where support is needed in the various disciplines within the Den, Pack, Troop and Crew.

Just as the Pack, the Patrol and the Troop have their own individual Star Awards, the Group Star Award will help create focus on the Group for a well-rounded overall picture of what Scouting is all about. By completing the Star Awards Assessment, shortfalls can be identified timeously and support given, thereby enhancing the growth and development of the young individuals into responsible, well-rounded citizens.

The Star Awards Assessment itself does not cover the entire programme but those aspects which are deemed essential in enhancing the adult volunteer experience and in driving the SCOUTS SA Strategy 1-2-3.

## 2. Period of Review

The **Star Awards** takes account of all Group activities completed between 1st January and 31st December every year.

As the Star Awards assessment needs to be submitted early December each year, the remaining Group activities in December are still considered for the Star Awards Programme for that year.

## 3. Participation

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

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

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

## 4. Eligibility

All Scout Groups existing at the start of the year of assessment are automatically eligible to participate in the **Star Group Award** Recognition Programme.

A newly established Scout Group that forms 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.

## 5. Guidelines

Every Scout Group should be reviewed annually for a Star Group 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 Scout Group Leader should do a self-assessment of the Group's performance, in consultation with the Scouters in all branches in the Group during a Group Scouter's Council, to monitor improvement and achievement of the minimum Group standards.

The Star Award assessment sheet should be used as a guide for ongoing discussion between the SGL, Den, Pack, Troop and Rover Crew Leaders, District Commissioner and/or the Support Team Member to assess and monitor Group standards.

The comment column on the Star Award assessment sheet must be used to document details of all successes and any shortcomings within the Group that should be discussed in detail by the District Commissioner or Support Team Member with the Scout Group Leader.

The District Commissioner or Regional Support Team Member or his/her designate should carry out two Star Award reviews annually in consultation with the SGL as part of their quarterly Group visits or online interactions.

It is recommended that the same person should carry out both Star Award reviews.

The final Star Group assessment sheets must be ratified by the District Commissioner or Support Team Member prior to submission to SCOUTS SA for Star Award recognition.

The assessments must be sent by the DC to the RTC Adult Support, with copies to the Regional Commissioner. Where a Region does not have an RTC Adult Support, it will go directly to the Regional Commissioner.

The Regional Commissioner should discuss with the District Commissioner the results of the aggregated scores for all the Groups in the District, which is in effect an assessment of how well the Scout Programme is being applied in the District and at Group level.

Participation Certificates are awarded to all Scout Groups who participate and submit their Star Group assessments. A Participation Certificate or a Bronze Award, Silver Award or Gold Award Certificate are awarded to the Scout Group depending on the number of disciplines achieved.

SCOUTS South Africa has recommended that should there be any reluctance from a Scout Group 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: Adult Support and Regional Commissioner.

## 6. Deadline for Submission

The submission date for the final Star Award assessments is the first week of December, the specific date will be determined and advised at the beginning of each year.



## Guidelines for Completing the Star Group Award Assessment Sheet

The Star Group Award assessment sheet has been created in a user-friendly Excel format which 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 *Group / District / Region, Number of member in the Branches, Meerkats, Cubs, Scouts, Rovers and Scouters in the Group, the Review Date(s) and the Names Scouters* involved with the review, in rows 6 to 16.

The Comments column on the Group assessment sheet should be used to document any comments or observations regarding the particular discipline, as well as *actions to be taken*.

By completing this it helps to confirm and show evidence of the various achievements etc., as well as provide a brief action plan for future improvements.

Good luck in achieving the required standards as you strive to achieve the *Star Group Gold Award* !

### 1. Star Awards Recognition Programme \*

◆ **ALL Branches in the Scout Group have completed Star Award Assessments and submitted to the respective RTC.**

◆ **Excel Capture: Enter Yes or No**

\* *Achievement of the Star Awards Recognition Programme criteria is mandatory to earn a Star Group Gold Award.*

### 2. Recruitment and Growth

◆ **10% Increase in the number of members during the period of review.**

◆ **Excel Capture: Enter total *number* of members in each Branch reported for current and previous year's census figures. (See columns E & F Rows 11 to 15)**

### 3. Induction of New Adult Volunteers

◆ **All new Adult Volunteers have been taken through the Induction Document by the SGL.**

◆ **Excel Capture: Enter Yes or No**

### 4. Training and Development \*

◆ **All Adult Leaders have completed the required training level for their specific role in the Branch / Scout Group.**

◆ **All Training records have been updated on Scouts.Digital.**

◆ **Excel Capture: Enter Yes or No**

\* *Achievement of the Training and Development criteria is mandatory to earn a Star Group Gold Award.*

### 5. Warrants and Appointments \*

◆ **All Adult Leaders have the required Warrant or Appointment for their specific role in the Branch / Scout Group.**

◆ **All Adult Leaders have profiles registered on Scouts.Digital.**

◆ **Excel Capture: Enter Yes or No**

\* *Achievement of the Warrants and Appointments criteria is mandatory to earn a Star Group Gold Award.*

### 6. Criminal Clearance

◆ **All Adult Leaders have completed the required Criminal Clearance Certificate.**

◆ **All Criminal Clearance certificates have been updated to the Adult Leader's Scouts.Digital profile.**

◆ **Excel Capture: Enter Yes or No**

### 7. Safe From Harm

◆ **All Adult Leaders have completed the online Safe from Harm training.**

◆ **All Safe from Harm e-training certificates have been uploaded to the Adult Leader's Scouts.Digital profile.**

◆ **Excel Capture: Enter Yes or No**

8. Mentors

- ◆ All Adult Leaders have an appointed Mentor(s) who they can call on for advice and/or support.
- ◆ Excel Capture: Enter Yes or No

9. Moments that Matter

- ◆ The SGL has had a 'Moments that Matter' discussion with all Unit Leaders in the Group.
- ◆ Excel Capture: Enter Yes or No

10. Recognition of Adult Members

- ◆ The SGL has reviewed the long-service records and potential merit awards for all Adult Leaders in the Group and submitted nominations to the Regional Awards Committee for recognition and awards.
- ◆ Excel Capture: Enter Yes or No

11. District Scouter's Council Meetings

- ◆ The SGL has attend the District Scouter's Council meetings at least 4 times in the year.
- ◆ Excel Capture: Enter Yes or No

12. Group Committee

- ◆ Does the Group have a functioning Group Committee?
- ◆ Does the Group Committee meet at least 4 times in the year?
- ◆ Excel Capture: Enter Yes or No

13. Group Finance

- ◆ The Group's financial records have been checked by a bookkeeper/accountant.
- ◆ The Group's annual financial statement has been submitted to the SCOUTS SA Regional Office.
- ◆ Excel Capture: Enter Yes or No

14. Property

- ◆ The monthly municipal accounts, (water, electricity, rent, rates and taxes etc.), for the Scout Group are paid up to date.
- ◆ Maintenance is carried out regularly and the Scout Group Meeting Place is well maintained.
- ◆ Excel Capture: Enter Yes or No

15. Communication

- ◆ There is good Group communication in the form of a Den/Pack/Troop/Crew Notice Boards; Group Website / Social Media updated regularly; electronic communication to parents; and/or Group newsletter issued quarterly.
- ◆ There is adequate signage at the Scout Group Meeting place, indicating the meeting times of all branches and emergency contact numbers.
- ◆ Excel Capture: Enter Yes or No



<b>Scout Group:</b>	<b>2nd Hometown Sea Scouts</b>
<b>District:</b>	<b>Tshwane South</b>
<b>Region:</b>	<b>Gauteng</b>

<b>Period of Review:</b>	<b>1 January-31 December 2024</b>
<b>First Review Date:</b>	<b>12 June 2024</b>
<b>Final Review Date:</b>	<b>15 November 2024</b>

## Star Group Award Achievements

<b>Participation:</b>	1 to 4 disciplines: 6.7%-26.7%
<b>Bronze Award:</b>	5 to 8 disciplines: 33.3%-53.3%
<b>Silver Award:</b>	9 to 12 disciplines: 60.0%-80.0%
<b>Gold Award:</b>	13 to 15 disciplines: 86.7%-100%

	2023 Census	1st Review	2nd Review
<b>Number of Meerkats in the Den:</b>	7	8	10
<b>Number of Cubs in the Pack:</b>	20	18	22
<b>Number of Scouts in the Troop:</b>	19	25	24
<b>Number of Rovers in the Crew:</b>	6	6	5
<b>Number of Scouters in the Group:</b>	5	5	6
<b>Total # of Members in the Group:</b>	57	62	67

<b>Den Scouter Name:</b>	<b>Maria Steenkamp</b>
<b>Pack Scouter Name:</b>	<b>Akela Jackson</b>
<b>Troop Scouter Name:</b>	<b>Harold Perkins</b>
<b>Crew Chair Name:</b>	<b>Xolani Mbutho</b>
<b>Scout Group Leader Name:</b>	<b>Gerald Bradshaw</b>
<b>*DC / STM Name:</b>	<b>Nigel Ramsbottom</b>

\* Regional Support Person responsible for Star Award review

## Star Troop Award Requirements

Goal Minimum Requirement	First Review		Final Review	
	Score	Achieved? Yes / No	Score	Achieved? Yes / No

## Comments, Actions to be Taken, Details of Activities, Permit Numbers etc.

### Star Awards Recognition Programme \*

1	ALL Branches in the Scout Group have completed Star Award Assessments and submitted to the respective RTC.	Yes / No	No	No	No	No	Scout Troop did not submit Star Patrol or Star Troop Assessments.
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### Recruitment and Growth

2	10% Increase in the number of members during the period of review.	10%	8,8%	No	17,5%	Yes	Good growth due to new Meerkat Den opening.
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### Induction of New Adult Volunteers

3	All new Adult Volunteers have been taken through the Induction Document by the SGL.	Yes / No	Yes	Yes	Yes	Yes	N/A. No new Adult Volunteers.
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### Training and Development \*

4	All Adult Leaders have completed the required training level for their specific role in the Branch / Scout Group. All Training records have been updated on Scouts.Digital.	Yes / No	No	No	Yes	Yes	Maria Steenkamp, DS, completed her warrant training. All Adult Leader training now up to date.
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### Warrants and Appointments \*

5	All Adult Leaders have the required Warrant or Appointment for their specific role in the Branch / Scout Group. All Adult Leaders have profiles registered on Scouts.Digital.	Yes / No	No	No	Yes	Yes	All Adult Leaders have Warrants and have profiles on SD.
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### Criminal Clearance

6	All Adult Leaders have completed the required Criminal Clearance Certificate. All Criminal Clearance Certificates have been updated to the Adult Leader's Scouts.Digital profile.	Yes / No	Yes	Yes	Yes	Yes	Done!
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### Safe From Harm

7	All Adult Leaders have completed the online Safe from Harm training. All Safe from Harm e-training certificates have been uploaded to the Adult Leader's Scouts.Digital profile.	Yes / No	No	No	Yes	Yes	SfH completed and uploaded to SD.
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### Mentors

8	All Adult Leaders have an appointed Mentor(s) who they can call on for advice and/or support.	Yes / No	Yes	Yes	Yes	Yes	All Adult Leaders have Mentors.
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### Moments that Matter

9	The SGL has had a 'Moments that Matter' discussion with all Unit Leaders in the Group.	Yes / No	Yes	Yes	Yes	Yes	MTM held with all Unit Leaders in the Group.
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### Recognition of Adult Members

10	The SGL has reviewed the long-service records and potential merit awards for all Adult Leaders in the Group and submitted nominations to the Regional Awards Committee for recognition and awards.	Yes / No	Yes	Yes	Yes	Yes	All Adult Leader's long service recognition has been awarded. Harold Perkins, TS, received a medal of Merit this year!
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### District Scouter's Council Meetings

11	The SGL has attend the District Scouter's Council meetings at least 4 times in the year? (2 between Jan and June and 2 between July and December)	Yes / No	Yes	Yes	Yes	Yes	SGL attended all DSC meetings.
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### Group Committee

12	Does the Group have a functioning Group Committee? Does the Group Committee meet at least 4 times in the year?	Yes / No	Yes	Yes	Yes	Yes	Group Committee functions well and is very active.
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### Group Finance

13	The Group's financial records have been checked by a bookkeeper/accountant. The Group's annual financial statement has been submitted to the SCOUTS SA Regional Office.	Yes / No	No	No	No	No	Financial records have been checked by a book keeper, but annual financial statement has NOT been submitted to the SCOUTS SA Regional Office.
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### Property

14	The monthly municipal accounts, (water, electricity, rent, rates and taxes etc.), for the Scout Group are paid up to date. Maintenance is carried out regularly and the Scout Group Meeting Place is well maintained.	Yes / No	Yes	Yes	Yes	Yes	All paid and up to date!
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### Communication

15	There is good Group communication in the form of notice Boards; Group Website/Social Media; electronic communication; and/or Group newsletter. There is adequate signage at the Group Meeting place.	Yes / No	Yes	Yes	Yes	Yes	Group has excellent social media communication as well as WhatsApp group to all parents.
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**Total Star Award Disciplines Achieved:**

9	13
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Group did not achieve Gold Award, as mandatory Star Awards Recognition Programme criteria not achieved.

**Troop Star Award Achieved :**

**Silver Award**

\*The following mandatory criteria is required to earn a Star Group GOLD Award:  
 #1 Star Awards Recognition Programme, #4 Training and Development, #5 Warrants and Appointments

In keeping with the first Scout Law, we declare that the above information is a true and correct representation of the current status of our Scout Group in respect of achievement of the minimum standards required to achieve a Star Group Award.

Signed: \_\_\_\_\_  
 Scout Group Leader

\_\_\_\_\_  
 District Commissioner / Support Team Member



<b>Scout Group:</b>
<b>District:</b>
<b>Region:</b>

<b>Period of Review:</b> 1 January-31 December 2024
<b>First Review Date:</b>
<b>Final Review Date:</b>

<b>Star Group Award Achievements</b>
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	2023 Census	1st Review	2nd Review
<b>Number of Meerkats in the Den:</b>			
<b>Number of Cubs in the Pack:</b>			
<b>Number of Scouts in the Troop:</b>			
<b>Number of Rovers in the Crew:</b>			
<b>Number of Scouters in the Group:</b>			
<b>Total # of Members in the Group:</b>			

<b>Den Scouter Name:</b>
<b>Pack Scouter Name:</b>
<b>Troop Scouter Name:</b>
<b>Crew Chair Name:</b>
<b>Scout Group Leader Name:</b>
<b>DC / STM Name:</b>

<b>Participation:</b>	1 to 4 disciplines: 6.7%-26.7%
<b>Bronze Award:</b>	5 to 8 disciplines: 33.3%-53.3%
<b>Silver Award:</b>	9 to 12 disciplines: 60.0%-80.0%
<b>Gold Award:</b>	13 to 15 disciplines: 86.7%-100%

\* Regional Support Person responsible for Star Award review

### Star Troop Award Requirements

Goal Minimum Requirement	First Review		Final Review	
	Score	Achieved? Yes / No	Score	Achieved? Yes / No

### Comments, Actions to be Taken, Details of Activities, Permit Numbers etc.

#### Star Awards Recognition Programme \*

1	ALL Branches in the Scout Group have completed Star Award Assessments and submitted to the respective RTC.
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Yes / No				
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#### Recruitment and Growth

2	10% Increase in the number of members during the period of review.
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10%				
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#### Induction of New Adult Volunteers

3	All new Adult Volunteers have been taken through the Induction Document by the SGL.
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Yes / No				
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#### Training and Development \*

4	All Adult Leaders have completed the required training level for their specific role in the Branch / Scout Group. All Training records have been updated on Scouts.Digital.
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Yes / No				
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#### Warrants and Appointments \*

5	All Adult Leaders have the required Warrant or Appointment for their specific role in the Branch / Scout Group. All Adult Leaders have profiles registered on Scouts.Digital.
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Yes / No				
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#### Criminal Clearance

6	All Adult Leaders have completed the required Criminal Clearance Certificate. All Criminal Clearance Certificates have been updated to the Adult Leader's Scouts.Digital profile.
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Yes / No				
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#### Safe From Harm

7	All Adult Leaders have completed the online Safe from Harm training. All Safe from Harm e-training certificates have been uploaded to the Adult Leader's Scouts.Digital profile.
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Yes / No				
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#### Mentors

8	All Adult Leaders have an appointed Mentor(s) who they can call on for advice and/or support.
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Yes / No				
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#### Moments that Matter

9	The SGL has had a 'Moments that Matter' discussion with all Unit Leaders in the Group.
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Yes / No				
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#### Recognition of Adult Members

10	The SGL has reviewed the long-service records and potential merit awards for all Adult Leaders in the Group and submitted nominations to the Regional Awards Committee for recognition and awards.
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Yes / No				
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#### District Scouter's Council Meetings

11	The SGL has attend the District Scouter's Council meetings at least 4 times in the year? (2 between Jan and June and 2 between July and December)
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Yes / No				
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#### Group Committee

12	Does the Group have a functioning Group Committee? Does the Group Committee meet at least 4 times in the year?
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Yes / No				
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#### Group Finance

13	The Group's financial records have been checked by a bookkeeper/accountant. The Group's annual financial statement has been submitted to the SCOUTS SA Regional Office.
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Yes / No				
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#### Property

14	The monthly municipal accounts, (water, electricity, rent, rates and taxes etc.), for the Scout Group are paid up to date. Maintenance is carried out regularly and the Scout Group Meeting Place is well maintained.
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Yes / No				
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#### Communication

15	There is good Group communication in the form of notice Boards; Group Website/Social Media; electronic communication; and/or Group newsletter. There is adequate signage at the Group Meeting place.
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Yes / No				
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<b>Total Star Award Disciplines Achieved:</b>	
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<b>Troop Star Award Achieved:</b>	
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**\*The following mandatory criteria is required to earn a Star Group GOLD Award:  
#1 Star Awards Recognition Programme, #4 Training and Development, #5 Warrants and Appointments**

In keeping with the first Scout Law, we declare that the above information is a true and correct representation of the current status of our Scout Group in respect of achievement of the minimum standards required to achieve a Star Group Award.

Signed: \_\_\_\_\_  
Scout Group Leader

\_\_\_\_\_  
District Commissioner /  
Support Team Member