recognition & awards

EASY-TO-READ PRINTABLE GUIDE

This document has been prepared as a concise and easy-to-read, printable guide to assist those involved in the Recognition and Award process. It is intended to provide a quick and simplified overview of the various awards and commendations to print out and refer to. Please note this is only a brief summary and does not replace the official Recognition and Awards Policy.

We strongly encourage everyone to refer to the official policy document for the full criteria, requirements, procedures and detailed guidance relating to each award.



SPECIAL THANKS AND RECOGNITION



Certificate of Thanks

Recognising volunteer contributions at Group / District Level



Thanks Badge

For both members and non-members for support or service to Scouting

Purchased from Scout Shop



RC Commendation

Recognises short-term contributions of exceptional value in the Region.

Awarded to Members, non-members, Groups or external organisations. (Refer to Policy for criteria)

Certificate and Badge



CS Commendation

Recognises contributions of exceptional value that affects the country as a whole.

Awarded to Members, non-members, Groups or external organisations.

Certificate and Badge

SERVICE AWARDS



5 Years

Awarded on completion of 5 years' adult service to the movement.

Certificate with Badge



10 Years

Awarded on completion of 10 years' adult service to the movement.

Certificate with Badge



15 Years

Awarded on completion of 15 years' adult service to the movement.

Certificate, Badge and medal



20 Onwards

Awarded on completion of 20,30,40,50,60, and 70 years adult service to the movement.

Certificate and Pin

MERIT AWARDS



Certificate of Merit

Awarded to Adult Members and Employees normally with at least 5 years Adult Service for above-average performance in their Warranted/Appointed position

Certificate and Badge



Medal of Merit

Awarded to Adult Members and Employees for very good performance and service

Certificate, Badge and Medal



Bar to Medal of Merit

Awarded for further very good performance and services in addition to those considered for the Medal of Merit

Certificate and Fleur de Lis Pin

SCOUTS SOUTH AFRICA NATIONAL ORDERS



Order of the Silver Protea

Awarded for distinguished service

Certificate, Badge and Silver Brooch on a yellow ribbon

A silver brooch is presented to the partner



Bar to the Order of the Silver Protea

Awarded for further and continued distinguished service beyond that considered for the Order of the Silver Protea

Certificate, Badge and your Silver Protea will be placed on a yellow ribbon with a green stripe

A silver brooch is presented to the partner



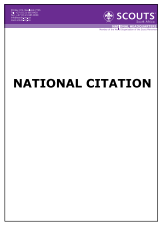
Order of the Silver Springbok

Awarded to Members of exceptional character for especially distinguished service of the highest order.

Certificate, Badge and Silver Springbok medallion on a green ribbon with a central yellow stripe.

A silver brooch is presented to the partner

NATIONAL CITATIONS



National Citation

Awarded to Non-members and external organisations for exceptional assistance or service rendered to SSA or its Members over a period of time.

MERITORIOUS CONDUCT



Certificate of Meritorious Conduct

Awarded to members and employees for meritorious conduct of high standard. The nominee should demonstrate tenacity in the face of difficulty of a reasonable level.

Certificate and Badge



Medal of Meritorious Conduct

Awarded to members and employees for meritorious conduct of an exceptionally high standard. The nominee should demonstrate tenacity in the face of reasonable difficulty over a long period or show tenacity in the face of extreme difficulty.

Certificate, Badge and Medal



Bar to the Medal of Meritorious Conduct

Awarded to members and employees for further meritorious conduct of exceptionally high standard. The nominee should demonstrate tenacity in the face of extreme difficulty over an extended period of time.

Fleur de Lis pin

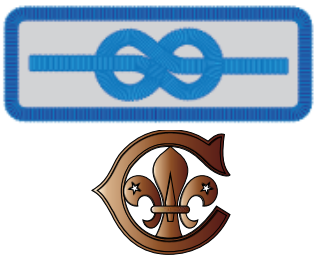
GALLANTRY AWARD - Youth



Cornwell Scout Certificate

Awarded to Scouts who have shown an above average devotion to duty, with courage and endurance.

Certificate and Badge



Cornwell Scout Badge

Awarded to Scouts who are of an exceptional character and who show devotion to duty, great courage and endurance or gallantry

Certificate, Badge and Bronze "C"

GALLANTRY AWARD - Adults



Bronze Cross

Awarded for gallantry with moderate risk

Certificate, Badge and Medal



Silver Cross

Awarded for gallantry with significant risk.

Certificate, Badge and Medal



Gilt Cross

The highest possible award for gallantry, with very significant perseverance, endurance, and heroism with very significant personal risk.

Certificate, Badge and Medal

RSA NATIONAL ORDERS

The Republic of South Africa, through its President, bestows on its citizens and eminent foreign nationals, awards of National Orders.

The NAC will consider recommending outstanding individuals in March of each year who are worthy of such nominations.

These are forwarded to the CS, CEO and CC who will consider all recommendations and make submissions where appropriate.

AWARD PROCESS

SERVICE AWARDS

1. All Service Awards are sent to the dedicated email address ServiceAwards@scouts.org.za.
2. Once verified by the RTC Adult Support or Regional Commissioner, they are sent to the National Office for processing, printing (if required) and distributed to the Region.
3. The National Office will upload each members' Service Award to Scouts.Digital
4. The National Office will upload all Service Award information onto the Database on Sharepoint.
5. Each year, these Service Awards will be uploaded on to the Wiki.

COMMENDATIONS

1. All applications for Commendations go directly to the RAC in your Region or to the Regional Commissioner (if you do not have an active RAC)
2. A copy is sent to MeritAwards@scouts.org.za (this is important)
3. The RAC will evaluate the application, and if it meets the criteria, will forward to the Regional Commissioner who will either award or not.
4. Should the RC feel the application is worthy of an CS Award, the RC shall pass it on to the CS for his approval.
5. Once signed, it goes to the National Office for processing, printing and presentation.
6. These are all stored on the Database on Sharepoint.

MERIT AWARDS

1. All Merit Award applications are sent directly to the RAC in your Region. Each RAC has a dedicated email address.

Regional emails to be used:		
1	Eastern Cape North	ecn.awards@scouts.org.za
2	Eastern Cape South	ecs.awards@scouts.org.za
3	Free State	fs.awards@scouts.org.za
4	Gauteng	gt.awards@scouts.org.za
5	KZN	kzn.awards@scouts.org.za
6	Limpopo	lim.awards@scouts.org.za
7	Mpumalanga	mp.awards@scouts.org.za
8	Northern Cape	nc.awards@scouts.org.za
9	North West	nw.awards@scouts.org.za
10	Western Cape	wc.awards@scouts.org.za

2. A copy is sent to MeritAwards@scouts.org.za
3. Should there not be an active RAC in your Region, please send to your Regional Commissioner.
4. The RAC Chairperson shall receive and circulate to his/her committee for their recommendations within a 14 day period. Once they have reached a decision, the forms are forwarded to the Regional Commissioner for his/her approval/comment.

5. The Regional Commissioner shall, withing 7 days, then send his information to the Chair: National Awards Committee (NAC) – dedicated email address Nac.Awards@scouts.org.za

6. The Chair of the NAC shall circulate the proposal to the members for consideration and make their recommendation. This should be done within 14 days.

7. The completed applications are sent to the Chief Commissioner, via the Coordinator: National Awards.

8. The Chief Commissioner makes the final decision and returns all completed applications to the Coordinator: National Awards who will forward to the National Office for processing and printing.

9. The National Office will send off all relevant awards to each Region with a control sheeting listing all awards processed for that Region. A copy is also sent to the Coordinator: National Awards.

10. The final decision of all awards is communicated by the Coordinator: National Awards to the relevant Regional Awards Committees and Regional Commissioners who in turn may notify the relevant DC's if appropriate, as well as nominators of each award application.
11. The awards, when received, will be presented at an appropriate occasion but as soon as possible.

12. The awards will be uploaded to the Database on Sharepoint

13. They will be uploaded once a year to the Wiki.

14. Members are encouraged to upload to their own profile on SD.

HOW TO WEAR YOUR MEDALS?

A Scouting medal recognises the time, commitment and service a member has given to others and to the Movement. Wearing it is a chance to share that recognition with the Scout community.

The Uniform Policy says that, in general, members wear the cloth badge for an award. At formal functions, the medal itself should be worn, pinned over its corresponding cloth badge. Orders are worn around the neck, hanging over the scarf. This applies to Long Service, Meritorious and Bravery awards. Military medals are not worn on the Scout uniform.

Good occasions to wear your Scouting medals include Founder's Day events, Annual General Meetings, Regional Award Events, Springbok presentations, formal dinners, parades, and ceremonies. They may also be worn at other Scout occasions where formal uniform is appropriate, including funerals for members of the Scouting community.

These events are a chance for us to recognise service and achievement together. If you have received a Scouting medal, wear it with pride!