

PROCESS FOR MERIT AWARDS

STEP 1

1. Awards to be proposed on current form, with rubric attached (latest forms and Rubric are available on the Web site), by any member in consultation with the DC, (RC for DCs and Regional Team), for any member and sent directly to the Chair of the **Regional Awards Committee** (RAC) at this email address:

Eastern Cape North	ecn.awards@scouts.org.za
Eastern Cape South	ecs.awards@scouts.org.za
Free State	fs.awards@scouts.org.za
Gauteng	gt.awards@scouts.org.za
KZN	kzn.awards@scouts.org.za
Limpopo	lim.awards@scouts.org.za
Mpumalanga	mp.awards@scouts.org.za
Northern Cape	nc.awards@scouts.org.za
North West	nw.awards@scouts.org.za
Western Cape	wc.awards@scouts.org.za

2. The proposer should copy their mail to their DC or RC, whichever is applicable, for their information only.
3. The RAC must check the application for completeness and adequacy of the motivation ensuring that as much information is given as possible. Although they may know the person, they must make their assessment on the information provided.
4. The recommendations of the RAC will be submitted to the RC for their “no objection” endorsement. The RC will then forward to Awards@scouts.org.za
5. In the case of RCs or National portfolio holders the form will be sent to the Chair National Adult Resources
6. The RC will also send a copy of all the recommendations of the RAC to the relevant DC for information, including both those approved and declined.
7. The DC to advise each proposer the recommendations of the RAC; whether approved or declined.

PLEASE NOTE:

Proposals and recommendations must be treated as confidential as a refusal or award of different grade of award from the initial proposal or recommendation can be highly embarrassing should the candidate be aware of the initial proposal or recommendation.

STEP 2

1. National Office (Samantha) collates and records all recommended Awards from the Region onto 1 schedule per month.
2. This schedule, together with all supporting documentation, rubric and application form which the RC has signed, is sent to the **National Awards Committee** (NAC) (Andrew Campbell, Chair, Steve Thorne and Fr Charles Prince), monthly.
3. If the application and rubric do not contain sufficient information for the NAC to make a recommendation, the Chair of the NAC will contact the RC with their questions or concerns. If the application or rubric is really lacking in content, the application may just be returned to the RC to be properly completed and resubmitted, by the proposer and resubmitted to the RAC.
4. Each NAC member makes their own recommendations for each proposed Award.
5. The Chair will try and obtain consensus which might need discussion amongst his committee.
6. The NAC's final recommendations, (each member's final recommendation), are compiled into a final schedule for the month by the National Office and sent to Chair: NAR (Joy Hutchinson)
7. Chair: NAR forwards the final schedule, with all the Applications and Rubrics to the Chief Commissioner (Andrew Tanner) for a final decision.

STEP 3

1. Once the Chief Commissioner has given his decision, he will forward the schedule to the National Office in Cape Town. (cc Chair: NAR)
2. Chief Commissioner also completes each Award application form showing the final decision for each application. A copy is sent to the Region (RC and RAC) by the Chief Commissioner (cc to Chair: NAR) The RC will give feedback to each DC's who will advise all relevant proposers of Awards accordingly.
3. National Office updates the Award Register for the month and updates SharePoint accordingly.
4. National Office will prepare all the necessary certificates, badges and medals for distribution to the Region.
5. These will be sent to the relevant Regional Scout Shop, attn the Regional Commissioner.
6. An email is sent to the RC advising that Awards are on the way.

Time Lines for all Merit Awards

Presentation at BP Sunday

All awards to be sent to Awards@scouts.org.za by 25th November each year

Presentation at WC Awards day on 18th May

All awards to be sent to Awards@scouts.org.za by 25th March each year

Presentation at KZN Awards day in September

All awards to be sent to Awards@scouts.org.za by 25th July each year

Otherwise a schedule of all awards submitted by 25th of the month will go to the NAC monthly.

Awards for Gallantry, including Cornwell Certificates or Medal and Meritorious conduct (if urgent) will be processed as soon as they are received, since prompt recognition is appropriate.