

The "**Star Awards**" is a Crew management and self-evaluation system which is also used to recognise Crews who are meeting the Aims of SCOUTS South Africa. The Scout methods used are the tools that make Scouting different from any other youth organisations. The "**Star Awards**" also serve as an essential tool for Crew Councils, Commissioners, Regional and National Staff to identify areas where support is needed

The Star Awards take account of the activities completed between **1 January and 31 December** every year.

Star Awards Timetable:

October of previous year	CC , with RS / RTC: Rovers agree on Star Award goals for the following year.
May/June	Rover Support Team Member, RTC: Rovers or DC visits each Crew and assists with first self-assessment evaluation. Crew Chair and Crew Council are guided on how to improve and overcome any challenges in order to achieve the gold award. These results are entered into the "1 st Eval. " column on the evaluation form.
November/December	The second assessment is carried out. Results are entered in the second column with comments and venues of activities, etc. in the "comments and details" column.
7 th December	Deadline for completed forms to be received by the Regional Team Coordinator (RTC): Rover Programme. The RTC checks the forms, compiles summary spreadsheet and records the results for their strategic planning for the next year.
21 December	Deadline for completed spreadsheet along with comments from RTC RP to be received by the Chair: National Rover Programme.
31 December	Deadline for completed spreadsheet to be received by the National office
31 January	Completed forms to be received by the Regional Team Coordinator (RTC): Rover Programme. The RTC checks the forms, compiles summary spreadsheet and records the results for his/her strategic planning for the next year.
Early February	National Office will issue Certificates in time for BP day parade. LATE ENTRIES Awards will not be available for BP day parade
25 th February	Deadline for completed spreadsheet to be received by the National office
March	National Office produces additional certificates and all Badges

Additional Information:

1. Every Crew must complete an assessment, complete and submit the forms. Participation Certificates are awarded to Crew that do not achieve a Bronze or higher.
2. The Star awards system is very important for the progress of Crews as well as for the monitoring, support and ongoing development of the Rover Programme. The RTC: Rovers or Rover Support Team Member should carry out each evaluation as part of their quarterly Crew visits.
3. It is recommended that the same evaluator should carry out both evaluations.
4. The Crew Council and/or Rover Scouter should be regularly assessing how they are doing but may not carry out the formal evaluation of their own Crew.
5. The evaluation form should be used as a guide for ongoing discussion between the Crew Council, RAC, and the RTC Rover Programme about the Crew goals and the support needed.
6. The comment column must be used for details of successes and growth areas, which should be discussed in detail with the Crew Chair.

Purpose and overview of the Star Award programme is to Assess and Review:

- The implementation of the Rover programme within the Crew;
- The methods for the implementation of the programme;

How does SSA support the achievement of this award system at the Crew level?

1. The Rover Support Team Member assigned to the Crew holds an action planning meeting with the Crew. If a Rover Support Team Member is unavailable, a DC or other key District staff or RTC:Rovers can be used to ensure that every Crew holds this meeting.
2. At the Crew action-planning meeting, use the Star Award evaluations form as a guide in deciding on activities and developing goals for the Crew to achieve in the year ahead.
3. Ensuring that the Rover Support Team Member or a designated volunteer completes and submits the completed form, by the deadline, for the Crew.
4. The goal should be to improve the quality of the Rover programme and help every Crew in the Region to qualify for an Award each year.

When to conduct the evaluation and feedback meetings:

1. After the Rover Support Team Member / RTC: Rovers has visited the Crew for the first evaluation.
2. Annually, to review strengths and areas of improvement to help provide direction for needed support, preferably before the final review and prior to your annual planning for the year ahead.
3. As needed when a problem may be identified.

How should the arrangements for this meeting be set up?

1. The Rover Support Team Member / RTC Rovers speaks to the Crew Chair / RS during the first Crew visit to schedule the meeting date, time, and location.
2. The dialogue should include approaching the Crew Chair / RS after the meeting and requesting that a second meeting be set up with the Crew Council.
3. Setting the meeting, preferably at the Crew meeting place.
4. Asking them to complete the Crew assessment form prior to the meeting, it is their self-assessment.
5. Letting them know the visit will include a discussion of the self-assessment form and how the goals and vision of their Crew's programme can be supported

What preparation should be made prior to the action planning meeting?

Review the statistics of the Crew available from the RAC, especially to review:

- Star Award achievements from the previous year
- Outdoor programme participation
- Advancement reports
- Trained leadership status
- Recruitment strategy
- Participation in District and Regional events
- Review the Crew self-assessment of goals and activities to achieve

Frequently Asked Questions about the Star Awards

Question 1— when will the star award assessment? forms be available to Crews?

Answer— Crew forms will be available from your Regional headquarters by the end of February each year. They are also available to download from the national Web site, www.scouts.org.za

Question 2— how does a Crew start the evaluation for the Award?

Answer— Crew leadership will meet with their assigned Rover Support Team Member or RTC:Rovers to review the Crew's programme and establish programme objectives. This should be done prior to the start of the new calendar year.

Question 3— when will Crews be able to qualify to earn the award?

Answer— All registered Crews are eligible and should participate and earn a certificate. The dates are in the timetable above.

Question 4— how will the criteria for the award be distributed and explained to all Regions?

Answer— National publish the requirements annually, The Regions must use all opportunities to explain the system. It should be an item, on RAC's and Crew Council meeting agendas.

Question 5— are there other ways to learn about the Star Award programme?

Answer— The programme explanation can be found on the Web site www.scouts.org.za; or in most Rover literature.

Question 6— when will the recognition items be available?

Answer— If the forms are received by the RTC Rover Programme 7th December, the certificates will be available for BP Sunday. If the submissions are only submitted by end January , they will only be available about the end March.

Question 7— can I obtain an electronic version of the Star Awards form?

Answer— Yes, you can download it from www.scouts.org.za

GUIDELINES FOR COMPLETING THE FORMS:**Recruits do not count for numbers of Rovers or Squires.****Star Crew**

1. **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 or an activity away from the Crew Meeting Place/Den.
2. **Region Participation:** - These events/activities include RAC's, inter-Crew meetings such as Blik challenges, social tea-cups or other activities.
3. **Group / District:** - Depending on the type of Crew you are either District or Group, make sure you have planned one event, camp or hike that you as a Crew complete together.
4. **Service to self** – Ensure your Crew is progressing through the Rover Programme by encouraging Rover Advancement. Crew members need to achieve a Bar, Award or Challenge Award. Remember these can be non-Scouting related training as well such as like barista making, first aid, health and safety, etc.
5. **Service to Scouting** – This is a fundamental of Rovers being a service branch. Make sure your Crew is contributing to assisting at Group, District or Regional level.
6. **Service to Community** – The best advice for this is to take the number of hours and split them up over the year to work on a community project/ charity. This will make completing these hours easier.
7. **Social** – Make sure your crew has some fun in the year. Organise a braai, run a Minute-To-Win It evening, there are plenty of ideas.
8. **Retention** – Make sure your programme is kept exciting by retaining your members.
9. **Recruitment Plan**– As those members age out, make sure you have an updated recruitment strategy to keep your numbers up.
10. **Recruitment** – Show how your strategy is working with at least 1 new invested Rover (Squires do not count).
11. **Number of Rovers** – At least 6 Rovers in your Crew. (Recruits do not count).
12. **Records** – Make sure these are up to date. Paperwork not your thing? Keep things digital by a well maintained Social Media Page and Google Drive Library.
13. **Records Log** – Log these hours virtually so all Rovers can see your Service achievement or keep a well document logbook in your Crew Den.
14. **Records** – Make sure your Crew Registration Forms have been submitted.