

## Northumberland Scouts Top Awards Presentation

Northumberland Scouts is dedicated to recognising the brilliant achievements of our young people. Our Top Awards presentations have been hugely successful and are fantastic events, where young people from across Northumberland County are presented with badges & certificates celebrating their achievements in Scouting. These presentations take place twice a year, typically happening in Spring and Autumn.

We have prepared this document to help you understand how to get your young people registered for & invited to the Top Awards Presentation.

### Finding the form

1. The process starts with Leaders submitting names of the young people in their group using the County Top Awards Presentation form. This form can be found on the County website, under **Events > Top Awards Presentation**. This page on the website will also contain information about the next Top Awards Presentation, such as the date of the event & the closing date for the submission of names (if that information is available, otherwise it will simply read TBD).

### Completing the form

The form has the capacity to accept up to 20 names at a time, if you need to submit more than 20 names, you will have to submit the form again. To make processing the forms easier for County Office, you can only submit names for one Award at a time (i.e. Chief Scout Bronze, DofE Silver). You cannot submit names for different Awards on one form.

1. The form is broken down into 2 main sections:
  - a. **Section 1 - Leader Information:**
    - i. Your District & Group – to organise the young people at the Presentation itself.
    - ii. Your Name, Email & Scout Membership Number – for basic ID purposes to ensure that only Leaders are completing the form.
    - iii. A postal address – badges are sent out to Leaders by County Office. As some Groups have their own collection of badges, there is an option to disable the address box.

**b. Section 2 - Participant Information**

- i. Name of participant – self-explanatory.
- ii. Does the parent/guardian use OSM? – If yes, the invitation to the Top Awards Presentation will be sent out via OSM.
- iii. Email address – if the parent/guardian does not use OSM, their invitation will be sent directly to this address. Regardless of whether they OSM or not, we still collect an individual email address as a redundancy measure.

**c. Section 2 - Participant Information – Duke of Edinburgh's Award specific**

- i. All the info in b. Section 2 - Participant Information, plus:
- ii. Date of Award completion. To ensure that recipients of DofE Awards have actually finished their Award & had it signed off before the Presentation takes place, we ask Leaders to enter the date that DofE Awards were approved into the form.
- iii. Certificate production – County Office is happy to produce DofE certificates & badges for the Top Awards Presentation. We ask for confirmation that you would like use to produce these certificates. If you would like to present your certificates locally that is an option, and we can mail out certificates or you can collect them from Scout House.

**d. Section 2 - Participation Information – Young Leaders & Explorer Belt specific**

- i. All the info in b. Section 2 - Participant Information, plus:
- ii. Belt Size – We need to know this so we can order belts for the presentation. In the case of Explorer Belts, the Award must be approved by HQ before we can order a belt.

2. When County Office receives your form we will add the names to the invite list for the upcoming Top Awards Presentation. In the case of Chief Scout Awards we will also send out the requested badges in the post within 1 week of submission.

## **Closing dates & invitations**

1. Closing dates for the submission of names to Top Awards Presentations are usually set 1 ½ - 2 months out from the event itself. Leaders will have ample notice of this date before submissions are closed.
2. Invitations to the Top Awards Presentation will be sent out by the Events Team shortly after the closing date has been reached. If the parents/guardians of your young people use OSM they will receive their invitation via OSM, if they do not then they will receive their invitation via the email address you provided on the form.
3. Invites will contain a link for parents/guardians/young people to confirm their attendance to the Top Awards Presentation. They will select their preferred presentation time, tell us how many guests will be attending alongside the young person on the day and inform the Events Team of any additional needs they might have. This form also gives people a chance to correct any misspellings if names have been submitted incorrectly.