

SCOUTS CANADA RECOGNITION GUIDE

A guide for parents, Scouters, community members and youth



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OUTSTANDING SERVICE AWARDS (OSA)

Introduction

Recognition is an essential pillar of the Volunteer Support Strategy. Timely and meaningful recognition contributes to each and every volunteer feeling appreciated and understanding how his/her individual performance relates to the overall goals of Scouts Canada. This enables Scouters to consistently provide high-quality programming and opportunities for children and youth. Acknowledging our Scouters for their outstanding efforts is the best way to let them know they are appreciated and valued as members of the Scouting community, while also helping to retain their services. By applying these same principles to our youth, we can recognize their contributions while continuing to develop their potential as future leaders within the Movement and in the community.

Prompt and relevant recognition of outstanding individuals in front of their peers and youth members not only benefits those who are recognized but it also makes them role models for other volunteers. While recognizing Scouters, it is essential to remember that youth volunteers are eligible for the same awards as adult volunteers. Any registered volunteer with Scouts Canada is considered to be a 'Scouter', regardless of their age, and is eligible for recognition. Additionally, there are some awards that are specifically for youth members.

In addition to the formal awards presented by Scouts Canada, recognition can be informal. Recognition can include a simple thank from your Section, Group, Area or Council; it can also include awards from outside agencies. This guide will steer you in the right direction with regards to formal Scouts Canada awards and will also describe the opportunities for informal recognition and outside agency awards.

Recognition needs to occur on a regular basis, minimally once a year at the group level, with a card, badge or certificate. This ensures that our Scouters realize the value of their time and dedication to Scouts Canada.



OUTSTANDING SERVICE AWARDS (OSA) (Continued)

Outstanding Service Awards are given to Scouters, including youth volunteers, who exceed the requirements and expectations of their position or role and positively impact the youth and adult members of Scouting with whom they work. This is best done by:

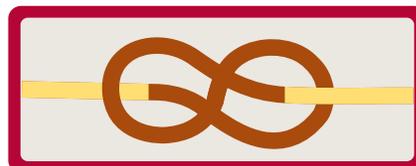
- Providing safe and fun opportunities for youth to take part in new and challenging activities that engender a sense of belonging, self-worth and community, while exceeding minimum Program Standards;
- Contributing to the growth and development of other Scouters through mentoring and coaching, allowing them to become valuable contributors to Scouting;
- Instilling a desire to contribute to the community through service(s) that best exemplify Scouts Canada's Mission Statement and Promise.

OSA Overview

Scouts Canada has an Outstanding Service Award (OSA) process. This process focuses on awards from the Certificate of Commendation up to and including the Silver Wolf. The Silver Wolf is adjudicated in a separate process, by forwarding a written nomination through the council office to the National Adjudication Committee. The importance of acknowledging the contributions of our Youth Volunteers is also addressed within the process by allowing them to qualify for and receive the same recognition as our Adult Volunteers.

The Process Focuses On:

- The Certificate of Commendation as the basic "Thank You" for an outstanding act. These accumulate towards the higher awards as more outstanding acts are recognized;
- Utilizing a series of benchmarks to award the following awards: Certificate of Commendation, Medal for Good Service and Bar, the Medal of Merit and Bar, and the Silver Acorn and Bar;
- Making the application process simple, straightforward and available online (paper copy is also available);
- Taking advantage of myscouts.ca to automatically forward the application to the appropriate people while updating the Scouter's personal record;
- Allowing any Scouting stakeholder (volunteers, youth, parents, the community at large) to commend a Scouter for outstanding service. This allows anyone to nominate a Scouter without the need for a cumbersome write-up and investigative process;
- Allowing any Scouter to be recognized;
- Thanking volunteers based on the quality of the service rather than the length of service.



Thank a Scouter Today



Saying Thanks to a Scouts Canada volunteer for their outstanding contributions to Scouting is this easy:

- Any stakeholder in Scouting (volunteers, youth, parents, the community at large) can fill out a simple online form to commend a Scouter for their outstanding act or service to Scouting;
- Scouters will receive a certificate every time they are commended by a stakeholder and it will be presented within the Scouter's Section or Group;
- As Scouters accumulate commendations, they will become eligible for Outstanding Service Awards and will be recognized with a medal and uniform insignia for each award.

Go to [Scouts.ca/thanks](https://scouts.ca/thanks) and click on the "Thanks" badge button and then complete the form; describe the impact that a Scouter has had on you, your child or your community. It's that easy.

Using the Outstanding Service Award Process to Say Thanks

➔	Scouter performs a noteworthy act.
➔	Stakeholder fills out online or paper form to commend Scouter.
➔	National Recognition Network and Council Employees receive submissions.
➔	Scouter's profile updated on myscouts.ca with new commendation and approval date by Deputy Council Commissioner (DCC) Recognition or designate.
➔	Congratulatory letter including commendation citation and uniform insignia (if first commendation) to be prepared and presentation arrangements made by the DCC Recognition or designate.
➔	DCC Recognition or designate makes arrangements with Scouter's Group and/or Area to have certificate presented in a timely and *meaningful manner. myscouts.ca updated with "date awarded".
➔	A Scouter MAY become eligible for a Medal when a benchmark is reached with commendations. This information is retrieved from myscouts.ca and made available to the DCC Recognition or designate.
➔	A review will be undertaken for the same act or service and to ensure the commendations are not only for unique but reflect recognition for a commendable act.
➔	<p>The DCC Recognition or designate prepares the certificate, congratulatory letter and medal:</p> <p>If a Scouter is receiving the Medal for Good Service or the Bar to the Medal for Good Service, the Medal of Merit or Bar to the Medal of Merit the Council will prepare the medal, certificate and congratulatory letter.</p> <p>If a Scouter is receiving The Silver Acorn or the Bar to the Silver Acorn the National Recognition Advisor will need be notified in order to have the Scouters certificate signed by the Governor General, the Patron Scout of Canada.</p>
➔	DCC Recognition or designate makes arrangements with the Scouter's Group and/or Area to have the certificate and medal presented in a meaningful manner. myscouts.ca updated with "date awarded".

*Meaningful is defined as being significant to both the recipient, recognizing outstanding service, and to Scouts Canada, and promoting the excellence of our volunteers both inside and outside of the Movement.

Points to Ponder When Completing a Submission

A guide for parents, Scouters, community members and youth

- Do the Scouter's actions reflect service that exceeds Scouts Canada's Program Standards?
- Does their outstanding service reflect a real or genuine effort?

Look at the Section the Scouter is working in:

- Has the Section realized growth?
- Does the Section have good youth and adult retention?
- Does the Section appear to have consistent and effective program delivery?
- Does the Scouter project a positive role model image or a positive image for the Movement?
- Has the Scouter been able to overcome barriers of any kind to accomplish personal goal(s)?
- Has the Section/Group/Area had any unique achievements as a result of the Scouter's efforts?
- Has the Section/Group/Area's resources and/or facilities improved as a result of the Scouter's efforts?
- What is the Scouter's dedication to the youth/program/organization?
- Has the Scouter expanded on and improved upon the many tools for effective program delivery?
- Do you see program being delivered that is unique, varied, fun, engaging?
- Remember that not all people enjoy being "front and center." Some people accomplish more when quietly working "behind the scenes". Don't mistake this for simply going through the motions.



OUTSTANDING SERVICE AWARDS

FOR OUTSTANDING SERVICE TO SCOUTING



CERTIFICATE OF COMMENDATION

For service to Scouting worthy of commendation.



MEDAL FOR GOOD SERVICE

For good service to Scouting.



BAR TO THE MEDAL FOR GOOD SERVICE

For continued good service to Scouting.



THE MEDAL OF MERIT

For especially good service to Scouting.



BAR TO THE MEDAL OF MERIT

For continued especially good service to Scouting.



THE SILVER ACORN

For especially distinguished service to Scouting.



BAR TO THE SILVER ACORN

For continued especially distinguished service to Scouting.



THE SILVER FOX

For service of the most exceptional character to Scouting in the international field, performed by persons who are not members of Scouts Canada.



THE SILVER WOLF

For service of the most exceptional character to Scouting, normally of national importance.



THE SILVER MAPLE LEAF

For outstanding service to Scouting in excess of 25 years, as a member of the executive staff. Awarded upon retirement.

MILESTONE RECOGNITION AWARDS

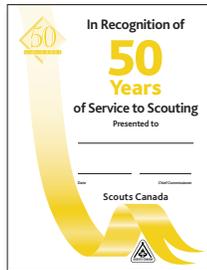
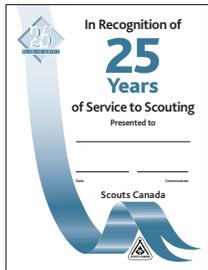
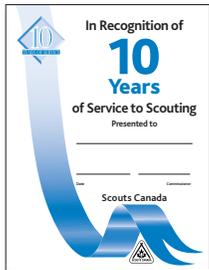
FOR LONG, FAITHFUL AND EFFECTIVE SERVICE



FIVE YEAR SERVICE PIN
* Additional pins available at 1-4 year and additional 5-year intervals.



MEDAL FOR LONG SERVICE
For long, faithful & effective service to Scouting (presented for 10 years of service).



IN RECOGNITION OF SERVICE TO SCOUTING CERTIFICATES
* These certificates are available for all 5 year milestones.

YOUTH AWARDS

FOR OUTSTANDING SERVICE TO SCOUTING
BY A YOUTH MEMBER



MEDAL OF THE MAPLE
For Distinguished Youth Service & Excellence within the Scouting Movement.

AWARDS FOR VALOUR

FOR HIGH CHARACTER AND COURAGE



JACK CORNWELL DECORATION
For high character & courage by a youth member.



AWARD FOR FORTITUDE
For Fortitude.

FOR GALLANTRY



CERTIFICATE FOR GALLANTRY
For gallantry, with slight risk and worthy of recorded commendation.



BRONZE CROSS
For gallantry, with moderate risk.



BAR TO THE BRONZE CROSS
For an additional and similar act of gallantry.



SILVER CROSS
For gallantry with considerable risk.



BAR TO THE SILVER CROSS
For an additional & similar act of gallantry.



GOLD CROSS
For gallantry, with special heroism & extraordinary risk.



BAR TO THE GOLD CROSS
For an additional & similar act of gallantry.

FOR MERITORIOUS CONDUCT



CERTIFICATE FOR MERITORIOUS CONDUCT
For meritorious conduct worthy of recorded commendation but which does not justify a medal or a bar.



MEDAL FOR MERITORIOUS CONDUCT
For especially meritorious conduct not involving heroism or loss of life.



BAR TO THE MEDAL FOR MERITORIOUS CONDUCT
For further meritorious conduct which would justify conferring a medal of meritorious conduct.

NATIONALLY ADJUDICATED AWARDS

While the Outstanding Service Award process deals with awarding the Certificate of Commendation through to the Bar to the Silver Acorn there are other Scouts Canada Awards that can be used to recognize various acts or accomplishments. These awards include: The Silver Wolf, The Silver Fox, Awards for Valour, and Youth awards.



The Silver Wolf

The Silver Wolf is awarded for service of the most exceptional character to Scouting, normally of National importance. To nominate a Scouter for the Silver Wolf, please fill out the nomination form located on the Scouts Canada Website and forward it to your Council Office. Applications for The Silver Wolf will adjudicated at the National level.



The Silver Fox

The Silver Fox is awarded for service of the most exceptional character to Scouting in the international field to persons who are NOT members of Scouts Canada but who are associated with the World Organization of the Scout Movement. To nominate a Scouter for The Silver Fox, please fill out the nomination form located on the Scouts Canada Website and forward it to your Council Office. Applications for the Silver Fox will adjudicated at the National level.

Awards for Valour

The Scouts Canada Awards for Valour include the Jack Cornwell Decoration, the Award for Fortitude, Awards for Gallantry, and the Awards for Meritorious Conduct.

The Jack Cornwell Decoration can be awarded to a youth member of Scouts Canada who has demonstrated high character and courage. To qualify for this award, the nominee must be recommended for high character, devotion to duty and specific acts of physical courage or must have undergone great suffering in a heroic manner. The nomination form for this award can be found on the Scouts Canada Website. The completed nomination forms should be forwarded through the council office to be adjudicated at the National level.

The Award of Fortitude is award to youth and volunteer members of Scouts Canada who, despite physical or mental impediments to their involvement, have made a significant contribution to the organization. The nomination form for this award can be found on the Scouts Canada Website

The Awards for Gallantry are bestowed upon those who have committed an act of heroism which involved some degree of personal risk. Examples of acts of heroism include rescues in fire or during weather in poor conditions The Awards for Gallantry can be awarded to any member of Scouts Canada. Sections are also eligible in cases of combined action by all, or a number of; its membership. The Awards for Gallantry, in ascending order, are as follows:

- Certificate for Gallantry (for gallantry with slight risk worthy of commendation)
- The Bronze Cross (for gallantry with moderate risk)
- Bar to the Bronze Cross (for an additional and similar act of gallantry)

- The Silver Cross (for gallantry with considerable risk)
- Bar to the Silver Cross (for an additional and similar act of gallantry)
- The Gold Cross (for gallantry with special heroism and extraordinary risk)
- Bar to the Gold Cross (for an additional and similar act of gallantry)

The nomination form for these awards can be found on the Scouts Canada Website.

Awards for Meritorious Conduct are bestowed upon those who have committed an act of heroism which did not involve personal risk. The Awards for Meritorious Conduct can be awarded to any member of Scouts Canada. The Awards for Meritorious Conduct, in ascending order, are as follows:

- Certificate for Meritorious Conduct (for meritorious conduct worthy of recorded commendation, but which does not justify a medal or bar)
- The Medal for Meritorious Conduct (for especially meritorious conduct not involving heroism or risk of life)
- Bar to the Medal for Meritorious Conduct (for further meritorious conduct that would justify conferring a medal).

The nomination form for these awards can be found on the Scouts Canada Website.

These awards are adjudicated by the National Adjudication Committee, which is comprised of members of the National Recognition Network. To nominate someone for an award please forward the appropriate form to your Council Office.

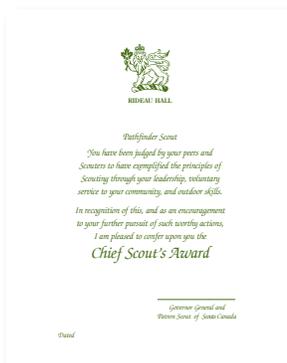
Youth Awards

Scouts Canada is a youth-serving organization and as such there are some youth specific awards. These awards include the Medal of the Maple, the Chief Scout Award, the Queen’s Venturer Scout Award, and the Amory Award.



The **Medal of the Maple** (for distinguished youth and excellence within the Scouting Movement) is a youth award that is adjudicated by the Council Youth Commissioner or designate.

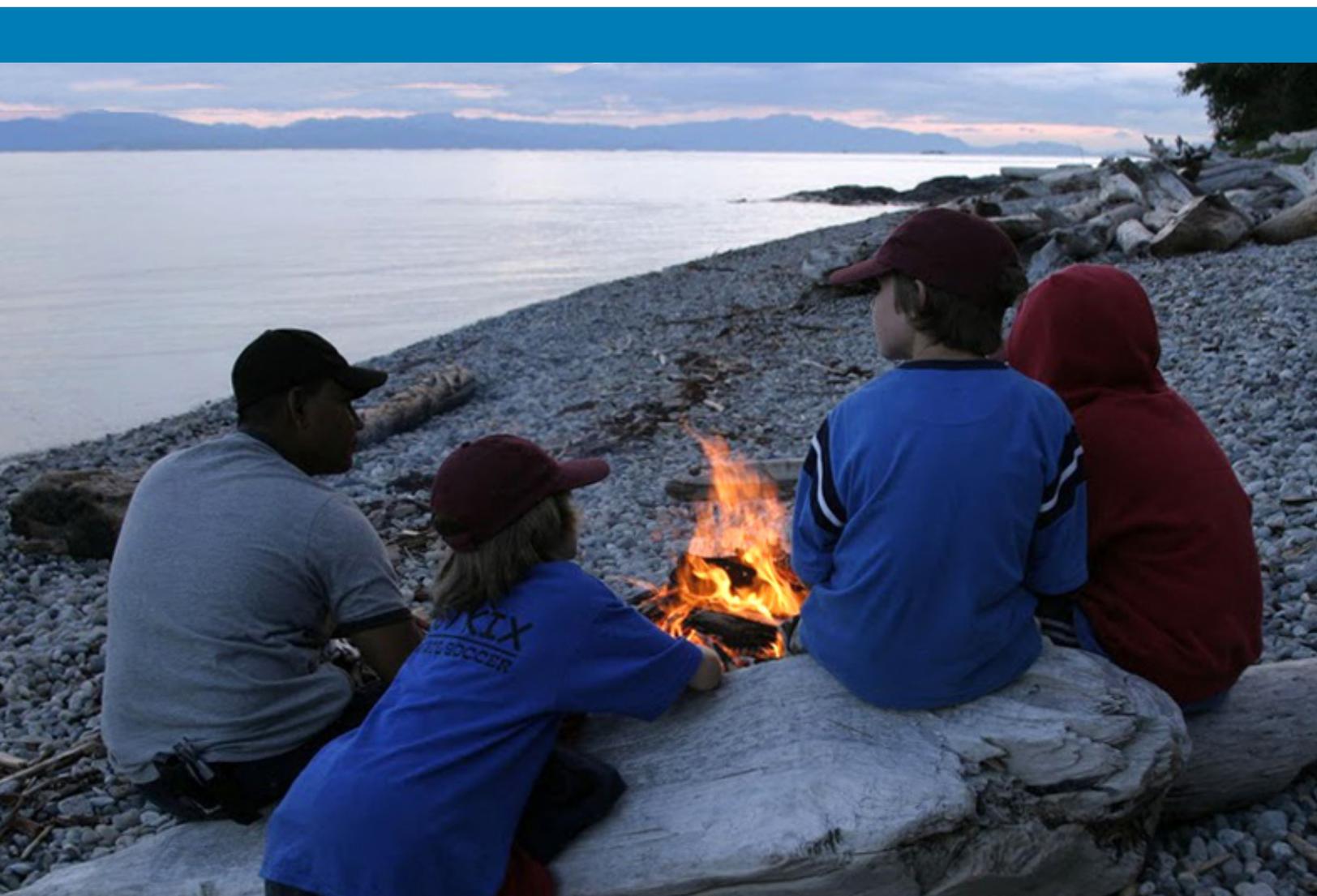
The Medal of the Maple is an award that was created by the members of the National Youth Network. This award is intended to honour those youth who have significantly contributed to the Movement and the spirit of Scouting through community service, extraordinary Scouting participation and a solid system of personal values. Copies of the nomination form can be obtained through your Council Youth Commissioner.



The **Chief Scout’s and Queen’s Venturer Scout Awards** are a part of the Scout and Venturer Scout programs. These awards recognize excellence in youth participants. The Chief Scout’s Award is in recognition of the badges earned to that point and is the highest program award a Scout can achieve. Recipients are recognized around the country as being leaders in their own Troop and community. Scouts may receive the Chief Scout’s Award after completing the requirements, which are listed in their handbook. They are evaluated on their achievement by their Leaders and fellow Scouts. After moving on to Venturer Scouts, they have three months to complete any remaining requirements for the Award. Similarly,

the Queen's Venturer Scout Award is presented to Venturer Scouts who have acquired competence and skills that will be of considerable use to themselves, their Company and their community. These competencies and skills are listed in their handbook. These Venturer Scouts will have also been recognized by the company and the Advisor as being worthy of receiving this award. The Award signifies that a Venturer Scout has, in the opinion of those who know the Venturer, both the character and ability to be of significant help to other people.

The Amory Award is given annually to the Venturer Scout Company which displays the most initiative in conceiving, planning and executing an outdoor adventure activity. Venturer Scouts are to accept the challenge of planning, and participating in, an outdoor adventure of at least four days. Full information on this program award is available on the Scouts Canada Website. The award is submitted to National and the winner is decided by the National Youth Commissioner and Chief Commissioner of Scouts Canada.



MILESTONE RECOGNITION PROGRAM

The Milestone Recognition Program celebrates the achievement of a Scouter's years of service in Scouting.

Thanking Scouters along their volunteering journey is one way to show them appreciation. Each year that someone volunteers with Scouts Canada positively impacts the youth that are in the Sections, Groups and Areas of the organization. To recognize a Scouter's years of service, Scouts Canada has developed its Milestone Recognition Program.

Early in each calendar year myscouts.ca identifies all active Scouters who celebrate one to five year anniversaries before the end of the Scouting year. Each Group/Area/Council Commissioner receives notification that the annual campaign is about to kick-off. This email contains a list of all Scouters who are eligible to receive recognition. The effectiveness of the program is enhanced when myscouts.ca has the correct email address for Scouters and accurately reflects years of service.

The Commissioners have an opportunity to make corrections and update recipients' email addresses. Eligible Scouters receive an email thanking them for their continued service with an invitation to select a recognition item commensurate with their service anniversary. If there is no email address available, the Commissioner can make the selection on the Scouter's behalf, after contacting them for input. After selection, the gifts are provided to the Commissioner for presentation. The Scouter has the option to opt out or donate the value of the gift back to the No One Left Behind Program of Scouts Canada.

Scouts Canada also extends special recognition to its volunteers every five years. On a Scouters' 10-year anniversary, they are awarded a Long Service Medal as recognition for ten years of service. Every five years after this, the service of the Scouter is celebrated with a recognition certificate and a Long Service Pin. After volunteering with Scouts Canada for three consecutive years, a Scouter can receive credit for years of service with other WOSM organizations or the Girl Guides of Canada.

INFORMAL RECOGNITION AND OUTSIDE AGENCY AWARDS

Informal awards are one of the many ways to say "Thank you" and recognize individual Scouter members, their families and sponsors for their contributions to upholding the mission and principles of Scouting. These awards are independent of the "Outstanding Service Awards" process. The awards can take many forms such as mementoes, cards, gifts, gift cards, badges, flowers, plaques, pictures; this list is limited only by your imagination. The cost of these awards can be minimal. Sections, Group Committees, Area Committees and Councils can present recognition to Scouting members, family members and sponsors at any place at any time. Local Awards that have developed over time are particularly special to recipients as the local traditions are passed from one generation of Scouting to another. Some suggestions for awards are:

- Thanks From The Heart – present the recipient with a cut-out heart on a piece of wood or a heart-shaped pillow
- Bright Idea Award – present a light bulb painted gold or a small flashlight to the person who comes up with a great idea
- Golden Knot Award – spray paint a knot and present it to the person who tied it all together.
- Helping Hand Award – stuff a glove on a piece of wood and present it to the person who helps out

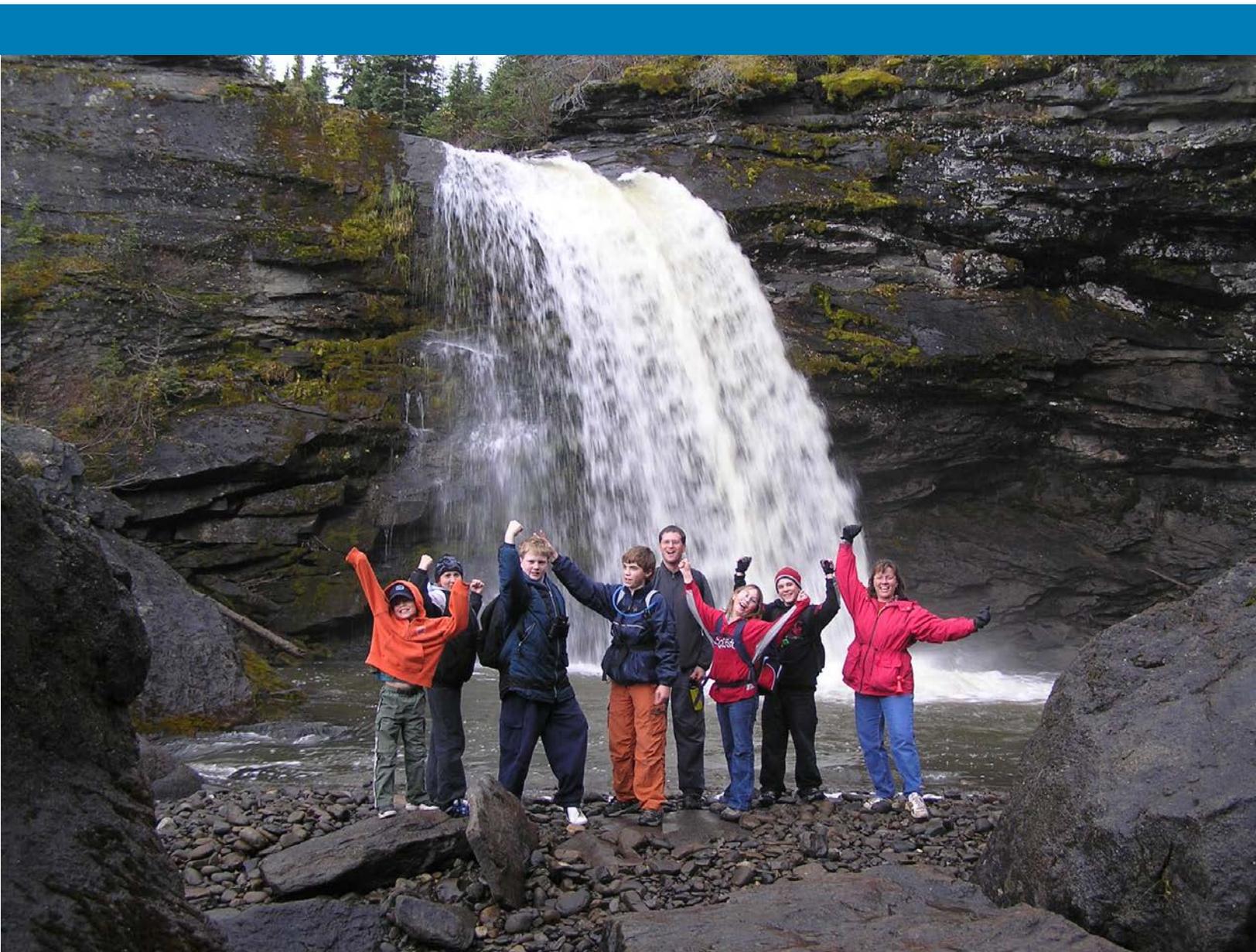
- Pat on the Back Award – cut out of a hand on a stick
- Hats Off Award – place an old hat on a board and present it to the person you want to recognize
- Battery Award – for the person who charged us up
- Pencil Award – present a pencil to the person who left their mark
- Key Award – you're the key to our success
- Scouting Spirit Award – present a cloth ghost with scout symbol
- Ovation Chocolates – you deserve an ovation
- Band-Aid Award – to the person who can fix anything
- Picture of a special event meeting, or camp
- Sponsor certificates and Certificates of Appreciation are available on the Scouts Canada Website

A large variety of awards that Scouters may be eligible for can be obtained from a number of agencies outside of Scouting. A number of these awards along with the related criteria and nomination forms are listed on the Internet. Some examples of these are:

- Work place awards
- Sponsor awards
- Religious affiliations awards, for example, "Lamb Award" through the Lutheran Church
- YWCA and YMCA awards
- Community Scouter Service Awards: e.g., Greater Toronto Venturer Award
- Provincial Scouter Service Awards: e.g., Order of Caribou (Voyageur Council)
- National Scouter Service Awards: e.g., Quality Program Award, Global Scouting Award
- Community and municipality Citizen of the Year awards for both youth and adults
- Senior achievement awards
- Awards sponsored by magazines such as Readers Digest, Canadian Living, Flare, Macleans
- Good citizenship awards
- Lieutenant Governor awards, such as Order of Ontario, Governor General Awards, Order of Canada and the Caring Canadian Award
- Designed awarded to commemorate a special event

SPONSOR APPRECIATION AWARDS

It is also important to recognize the support that many group Sponsors provide Scouting. Scouts Canada provides several ways to acknowledge the support of sponsors, groups, businesses, service groups and government agencies and these are made available through the Scouts Canada website or through the Scout catalogue. Whether it is a "Sponsor/ Partner Thank You" Certificate, purchasing an Appreciation or Thank You award, or making a more personal presentation, recognizing the efforts of the Sponsor's important contribution to the Scouting program ensures that their contributions are acknowledged while fostering a continued working relationship in the future.



SAY THANKS!

As an essential element of the Volunteer Support Toolkit, recognizing the achievements of our Scouters both informally and formally is an important way to our values and Mission Statement. By acknowledging those youth and adult Scouters who best exemplify them we let them know they are appreciated and valued as members of the Scouting Community while building on and retaining their skills.

Recognition both formal and informal doesn't have to be complicated. The important thing is to do it! Remember to thank the person next to you every day, and remember to highlight what your fellow Scouters are doing. Let's all work to make sure we retain and indeed add to our pool of dedicated Scouters.

DICTIONARY OF TERMINOLOGY

BAR

An insignia added to a previously granted honour in recognition of further acts of gallantry, meritorious conduct or service. There are two indicators of a Bar:

1. Gallantry and Meritorious Conduct: Shown by a metal bar added to the ribbon supplied with the original award.
2. Recognition for Service: Indicated by a different coloured ribbon, replacing the ribbon supplied with the original award.

CERTIFICATE

An official document declaring an honour.

CERTIFICATE OF COMMENDATION

A certificate and uniform badge to signify the first commendation that a Scouter receives as a Scouts Canada volunteer.

COMMENDATION

An acknowledgement of an act or service to Scouting that is outstanding in nature.

DECORATION

A medal representing an honour or long service award worn by recipients at formal functions.

DEPUTY COUNCIL COMMISSIONER (DCC)

Usually used to refer to the Deputy Council Commissioner for Recognition. The Deputy Council Commissioner for Recognition administers the recognition programs at the Council Level.

EMBLEM

A cloth or metal insignia identifying an honour; usually sewn to the recipient's uniform.

HONOUR

Two types of honours are awarded for different acts:

1. Recognition of high character and courage, gallantry, meritorious conduct or outstanding service to Scouting.
2. A Long Service Award in recognition of long, faithful and efficient service to Scouting.

MYSCOUTS.CA

Scouts Canada's association management system in which recognition records are tracked, along with many other types of membership information. Recognition can be added by the Council Registrar or DCC - Recognition.

NATIONAL ADJUDICATION COMMITTEE (NAC)

The National Adjudication Committee receives and reviews nominations for the awards which are adjudicated at the National Level. The NAC is comprised of the National Recognition Advisor and 4 members of the NRN (see above). With the exception of the National Recognition Advisor, who chairs the NAC for the duration of their 3 year term, members of the NRN rotate through the NAC on single year appointments.

NATIONAL RECOGNITION ADVISOR

Is the Chair of the National Recognition Network (see below) and works with each Council's DCC – Recognition to ensure that recognition programs are being effectively delivered at the Council level.

NATIONAL RECOGNITION NETWORK (NRN)

Is comprised of the National Recognition Advisor and the DCC – Recognition from each Council. The NRN shares best practices and develops recognition resources for use at all levels of Scouts Canada.

OUTSTANDING SERVICE AWARDS (OSA)

Recognize Scouters for effort beyond the norm. These awards range from the Certificate of Commendation to The Silver Wolf.

SCOUTER

Any adult or youth volunteer registered with Scouts Canada.

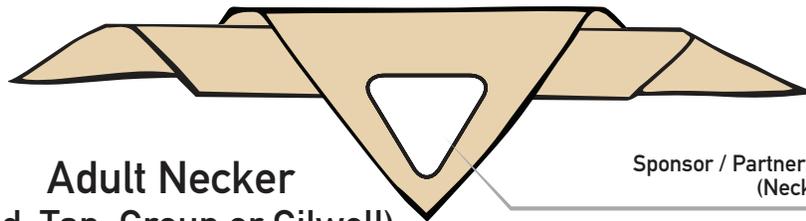
VOLUNTEER SUPPORT STRATEGY

The Volunteer Support Strategy is the overarching document that lays out Scouts Canada's strategy to ensure all volunteers receive the support they need to be successful in their role.

Uniform Insignia Placement

Adult Uniform Shirt

Uniform Insignia Placements (September 2011)



Adult Necker
(Red, Tan, Group or Gilwell)

Sponsor / Partner Emblem
(Necker point)

