

# **HONOURS & AWARDS**

## **GUIDELINE FOR**

### **SCOUTING CAREER**

#### **CHECKLIST**



April 21, 2004

Before preparing the Scouting Career Checklist for an award, please gather all the information about the nominee and complete both the *Application for Outstanding Service to Scouting* and the *Scouting Career Checklist*. This should assist you in completing the forms. Please note that both forms **must** to be submitted.

## **NOTES FOR COMPLETION OF SCOUTING CAREER CHECKLIST FORM**

Over the years, there have been many changes in the names of the positions held for the members of Scouts Canada. The following may assist you correctly identifying these positions in order to complete SECTION I (SCOUTING POSITIONS).

### 1. **ASSISTANT SECTION LEADER**

- Assistant Beaver Leader (also given names are Colony Helpers)
- Assistant Cubmaster (also Jungle Names)
- Assistant Scout Master (Troop Scouter)      ▪ Troop Counsellor

### 2. **SECTION LEADERS**

- Beaver Leader      ▪ Skip
- Cubmaster      ▪ Venturer Advisor
- Scout Master      ▪ Rover Advisor
- Troop Leader

### 3. **SERVICE TEAM MEMBERS**

- District Cubmaster      ▪ District Scout Master
- District Company Advisor      ▪ District Crew Advisor

### 4. **DEPUTY AREA COMMISSIONERS**

- Service Team Captain      ▪ Assistant District Commissioner
- Assistant Area Commissioner

### 5. **AREA COMMISSIONERS**

- District Commissioners      ▪ Area Co-ordinator
- District Chair

### 6. **COUNCIL SERVICE TEAM MEMBERS**

Members sitting on any special committee working on behalf of the Council and/or Regional Trainers for specialized training. Some examples are:

- Special Events      ▪ Camping
- Public Relations      ▪ Finances

### 7. **DEPUTY COUNCIL COMMISSIONERS**

- Assistant Regional Commissioners      ▪ Chairman of Regional Committee
- Vice Presidents

### 8. **COUNCIL COMMISSIONERS**

- President
- Regional Commissioners

### 9. **PROVINCIAL/NATIONAL SERVICE TEAM**

- Members sitting on any special committee working on behalf of Province or National.
- Trainers working on courses outside of their Council.

### 10. **SPONSOR/SPONSOR REPRESENTATIVE**

- A member on the Church Board      ▪ Member of a Service Club
- A group interested parents

### 11. **GROUP COMMITTEE MEMBER**

- A non-executive assisting wherever needed.

### 12. **GROUP COMMITTEE EXECUTIVE**

- Chairman      ▪ Vice Chairman
- Secretary      ▪ Treasurer

### 13. **OTHERS**

Write in any information not covered by the above.

Nominee Name: JOHN DOE

Date Prepared: Sept. 1, 2003

Please indicate DATE started as a Registered Adult Volunteer: 1989

**SECTION I – SCOUTING POSITIONS**

Write in the number of years that the nominee has served in each position he/she held during their Scouting service.

SECTION I Scouting Positions Checklist	# Years		Scouting Positions Checklist	# Years	
1. Assistant Section Leader	6		8. Council Commissioner		
2. Section Leader	8		9. Provincial/National Service Team		
3. Service Team Member	3		10. Sponsor/Sponsor Representative		
4. Deputy Area Commissioner			11. Group Committee Member		
5. Area Commissioner			12. Group Committee Executive		
6. Council Service Team Member			13. Other		
7. Deputy Council Commissioner					
<i>Was Troop Scouter and Service Scouter at the same time.</i>					

**SECTION II – TRAINING**

Record the number of times the nominee has participated in any of the courses listed. Write in any additional courses.

SECTION II Training	# of times		Training	# of times	
Basic Course (Wood Badge Part I)	2		Other Training – (specify)		
Advanced Course (Wood Badge Part II)	2		<i>First Aid (St. John's)</i>	1	
Group Management	1		<i>Winter Camping Workshop</i>	1	
Trainer Development I					
Advanced Development Modules					
Specialized Training/Workshops					

**TRAINER LEVEL – AREA/COUNCIL etc.**

Show the number of years that nominee has served at each level.

Trainer Level – Area/Council etc.	Years		Trainer Level – Area/Council etc.	Years	
Trainer I <i>Troop</i>	3		Resource		
Trainer II			Mentor/Coach		
Trainer III			Other		

**SECTION III – TRAINING COURSES GIVEN**

If the nominee has participated as a team member in more than one course group together as follows: He/she participated as a team member in six Part I courses combining all sections.

Example: 1<sup>st</sup> Line Part I - 4 Courses Level A  
 2<sup>nd</sup> Line Part I - 2 Courses Level CL

SECTION III Training Course Given	Level		Training Course Given	Level	
<i>Troop Basic - 4</i>	A				
<i>Troop Basic - 2</i>	CL				

- Activity Level: CL – Course Leader, A – Assistant, R – Resource, M – Mentor



**SECTION VI – EVENTS COMMITTEE MEMBER OR CHAIR**

*As an event member there are a number of ways to serve:*

- A member or the person in charge of an event.*
- A member who is asked to be part of the team for an area camp, Beaveree, Council Service project or a National Jamboree which has a given task.*
- An offer of service with a set time frame for the event, such as, working in the canteen, etc.*

*In some cases, a person can be a member of the main committee and also a sub-chairman for a special team for part of the event. This is to be noted in the submission.*

SECTION VI: Events Committee Member or Chair								
Event	# of Times	# of Youths/ Adults		# of Days		Activity Level		
Activity Level: I - In Charge, A – Assistant								
<i>Area Camporee - 1996</i>	I	130		3		A		
<i>CJ 2001 Special Events</i>	I	12,000		On site		A		
<i>Chair, Water Activities</i>				14 days		I		

**SECTION VII – GROWTH AND RETENTION**

*Has the nominee been instrumental or played a major role in launching a new or re-starting a section?  
Was the membership of a section increased while the person was a section or assistant leader?  
What were the results?*

SECTION VII: Growth and Retention
Example: <i>John has been an active leader within his group for the past 14 years. Each year four to six Scouts earned the Chief Scouts Award and have moved on into the Company. The Troop average strength is 22 youth.</i>

**SECTION VIII – AWARDS**

*List all Scouting, Civic and Special awards you have received while in Scouting.*

SECTION VIII: List Awards Received in Scouting
<i>1992 – Warrant of Appointment</i>
<i>1995 – Certificate of Commendation</i>

**Other information or comments you feel are important to add to this submission which are not covered in the previous question(s), please fill out in detail in the space provided on the application form for *An Award for Outstanding Service to Scouting* or on a separate page.**

**Please do not write in shaded areas.**