

Dear Commissioner

Applying for Awards

For many years our Association has had a scheme providing formal recognition of good adult service. It also recognises special acts of bravery, quick thinking in the face of danger, courage and endurance for all young people and adults involved in the Movement.

There is no mystery in the way our awards scheme works. The scheme is governed by rules laid down in POR which are administered by the Awards Board on my behalf. Applications have to be made by Districts through County/Area/ Regional (Scotland) Commissioners or directly by County, Area, Regional or Chief Commissioners to the Board, whose members are charged with maintaining consistent standards across the United Kingdom. The attached Guidelines have been written by the Board with a view to helping Commissioners understand the scheme and make it more effective. There is also some good advice about a number of other areas where thanks are appropriate, such as awarding Thanks Badges and making presentations generally.

Most of the adults involved in Scouting look for and expect no reward, but a timely word of thanks in the right direction never goes amiss and can work wonders in terms of morale and motivation, not to mention retention. To make that occasional 'thank you' even more special, I would ask you to give serious consideration to making an application for an award for those Members and Associate Members who, over a period of time, you find yourself thanking more frequently. Service Awards, too, will afford you regular opportunities to thank many whose valuable service is sometimes overlooked.

Awards for Gallantry and Meritorious Conduct, including the Cornwell Scout Badge, are also considered in these Guidelines. While the numbers awarded are small, the effect they can have on recipients and their immediate families, as well as on local Scouting, can be significant. If you think you have someone in Scouting in your District or County/Area whose bravery, courage, quick thinking or endurance, either during a single incident, or during a prolonged period of suffering, deserves recognition, please make an early application.

I am sure you will find that these Guidelines will help in making your responsibilities in applying for awards less of an administrative burden and more of a delight in seeing devoted service or bravery, courage and devotion to duty being properly recognised.

Thank you!



Chief Scout

Applying for Awards

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Updated March 2010

Introduction

The Association has a national awards system for recognising good service, length of service and special acts of heroism and bravery, courage, endurance and devotion to duty under suffering. Being a national system affords it status and allows all applications to be judged objectively according to national criteria. Except in the case of recognition of length of adult service, awards are not made automatically, and proper, detailed justification must be made in every case.

Throughout this Guidance reference is made to the role of Counties. This should be read to include Areas, Regions (Scotland), Islands and Bailiwick.

The Awards Board

The Chief Scout, who is advised by the Awards Board, makes all awards. The Committee of the Council appoints the Chairman of the Board. Members of the Board are drawn from individuals with a wide range of experience of the Association. The Chief Executive is an *ex officio* member of the Board.

The Awards Board has to consider each case against the award criteria in order to ensure that standards for each award are properly maintained nationally. While the Board endeavours to achieve an equitable balance in applying the criteria, it will be readily understood that it relies heavily on full, fair and accurate information provided in the application form. It is on the basis of what is written in the application form that the Board considers which level of award is appropriate. Applicants often forget that, while they know the nominee, it would be unusual for any Awards Board member to have first hand knowledge of the nominee and of that individual's contribution and service, hence the need for a full and proper citation.

The success of and esteem for the awards system depends on nominations being put forward in a timely and proper manner from Counties/Areas/Regions (Scotland) and Districts with satisfactory and convincing citations.

Day-to-Day Administration of Awards

The Awards Co-ordinator, who is based at Headquarters at Gilwell Park, undertakes the day-to-day administration of awards. All enquiries and completed application forms should be sent under confidential cover to:

The Awards Co-ordinator,
Records Department,
The Scout Association,
Gilwell Park
Bury Road
Chingford
London E4 7QW

The Awards Co-ordinator may also be contacted:
by telephone on 020 8433 7193;
by fax on 020 8433 7184; or
by E-mail on awards@scouts.org.uk

Alternatively, correspondence concerning a specific application may be sent to the Chairman of the Awards Board direct, care of the Awards Co-ordinator.

The Awards of the Association, together with outline criteria by which they are awarded, are detailed in Policy, Organisation and Rules, January 2010, Chapter 11, Rules 11.1 to 11.11. These Rules are set out in Appendix 1 to these Guidelines. More detailed information concerning specific awards is contained on the respective application forms. Copies of these forms are available from the Information Centre.

Local Awards Panels

Some local awards panels are known to exist, their purpose being to assist the District and County/Area Commissioner in putting forward names of suitable candidates for awards. There is no obligation to have such a panel, but where one exists, or where thought is being given to one being set up, it is appropriate to bear in mind the following points:-

- first and foremost, the confidential nature of the work of the panel is paramount
- the local panel is only advisory in nature, since the Association's awards are administered nationally
- the panel should be few in number and should have access to well-maintained service records: it might be appropriate, therefore, that the District or County Secretary be one of the panel members
- the panel need not meet frequently, but should certainly meet regularly to ensure timely consideration of those who satisfy the standard criteria for an award

Awards for Good Service

Completing the Application Form (Form TSA06/GS)

Before starting to complete the Form, please refer to the Conditions and Qualifications set out on the back page of the Form and to Policy, Organisation and Rules, Chapter 11, Rule 11.5 (see Appendix 1).

Awards for specially good work for the Association are made by the Chief Scout, who is advised by the Awards Board.

For Leader, Managers and Supporters with District appointments (other than District Commissioners), District and Group Administrators and others who have given valuable service to the Association, application on Form GS is made on the recommendation of the District Commissioner and the County Commissioner.

In the case of an application for an award to a District Commissioner and County personnel, the recommendation will be made by the County Commissioner.

Awards to County Commissioners are recommended by Regional Commissioners in England and by Chief Commissioners in Wales, Northern Ireland and Scotland. Awards to Regional Commissioners in England are recommended by Chief Commissioners.

Should a District Commissioner have any doubt as to the suitability of a candidate for any award for good service, early consultation with the appropriate County Commissioner is advised.

Applications for awards for good service may be made at any time. If however, the application is in respect of a Silver Acorn, Bar thereto, or Silver Wolf, District and County Commissioners should bear in mind that there is a *cut-off date of 1st September* if these awards are to be considered for inclusion in the St George's Day List the following year.

It is of considerable help to the Awards Board if such applications are made other than during July, August and September since some 700 applications for awards at St George's Day are received each year. If they are all submitted close to the cut-off date, the Board has no more than two months to consider and process them before making its recommendations at the end of November.

Factual Information on Pages 1 and 2

The first (front) page of the form seeks factual information about the candidate. It is important that this information is provided, and that it is full and correct. Similarly with the second page, the record of adult service within Groups, Districts and Counties, as well as details of previous 'adult' Scout awards, Length of Service awards and the record of Wood Badge and other training should be full and correct. Details of training awards achieved as a young person - such as the Queen's Scout Award – are irrelevant and should be omitted.

Training Requirements

Leaders, Managers and Supporters have a responsibility to complete obligatory training appropriate to their current appointments. In circumstances where the maximum period allowed for completion of this obligatory training has elapsed without the appropriate Wood Badge having been gained, it is generally considered inappropriate to grant any award. It is difficult to justify a claim of outstanding service where the nominee has not fulfilled the training obligation entered into when accepting the appointment.

The Awards Board is always prepared to consider exceptional cases where appropriate training has not been completed for good reason, but full details of the extenuating circumstances must be provided.

The Role of the District or County Secretary

It is the responsibility of Counties and Districts to maintain proper records to permit effective consideration and review of awards for all Members, Associate Members and others, e.g. Administrators.

Completing the Report and Recommendation on Page 3

It is important to remember that it is on the basis of the information presented on this page that the Awards Board will assess the level of award appropriate to the nominee. While those compiling the citation and recommendation may know the nominee well, it would be unwise to assume that the Awards Board has any knowledge of the nominee. Consequently, the citation should contain appropriate examples or evidence of good service to allow the Board to form a proper and informed opinion.

The Citation

The Awards Board has many citations to read. Therefore, while not essential, it would be helpful if the script of citations could be typewritten or computer generated.

In the report of specially good work it is not necessary to repeat the record of service since this has already been detailed on page 2 of Form GS and will be cross-checked against the data held in the Records Department. In cases where a further award for good service is being sought, it will not normally be necessary to go into any great detail about the achievements of the nominee during the period prior to the last award: the briefest outline of this earlier service will suffice.

Awards for good service are made to those who render to the Association outstanding, specially distinguished or exceptional service. Length of service, while one of the criteria for a good service award, is separately recognised. Good service awards are made to those whose contribution to Scouting stands out, and the citation should seek to explain and evidence how this is so. What makes the service special is the way in which the duties have been performed. This may mean that, in addition to running a good Section programme, the nominee has, perhaps, given regular good service raising funds for the Group, in the maintenance of a headquarters building or campsite, in the organisation of District events, serving on a campsite service team, editing a newsletter, helping with adult training in the County, and so forth. All this should be recorded in the citation. However, the successful organisation of a single large event, while praiseworthy, is not normally sufficient on

its own to justify an award for good service, since it is sustained good service over a period, which is recognised by good service awards.

Where possible it is helpful to quantify in the citation the benefit derived as a result of the quality service given. For example, someone running a good, lively programme will almost certainly show an increase in membership or sustained full membership of their Section. For someone battling against the odds in a deprived area, the fact that they have continued to run the Section over a significant period, maintaining numbers and providing a new dimension to the lives of young people, possibly in the face of local community hostility, is noteworthy.

Although awards for good service relate to service rendered to Scouting, service with other organisations and associations (such as the Red Cross or St John Ambulance) may be taken into account where this has been in connection with Scouting (for example, as a Skills Instructor or Examiner) and should be included in the citation.

If the individual has given service to the community as well as to Scouting, this should be noted on the application form. It may be that this service will assist the nominator if the individual is to be considered for a National Honour.

While it is appropriate to indicate within the citation whether, in the author's opinion, the service has been good, outstanding, specially distinguished or exceptional, it is not normally appropriate to include in the citation any indication of the level of award, which is being sought. However, the County Commissioner may do this in his or her Recommendation.

Examples of Citations

The following citation is reproduced from a recent application. It is an example of one which tells the Awards Board little, if anything, about the quality of service rendered by the nominee, although it repeats service information given elsewhere in the application.

“This village Scout Group was formed in 1947, when Billy joined as a Scout. Four years later he was appointed Assistant Scout Master. In 1954 he was appointed Scout Master, progressing to Group Scout Leader in 1969, and he continued in this position until he retired at age 65 years, when he became the Group Chairman.

During his time as Group Scout Leader the Group progressed in all Sections and was able to acquire its own Headquarters.

His Group has always supported District and County events and has played a major part in village life.

Billy has now completed fifty years in Scouting and was instrumental in organising the Group Reunion of former members earlier this year.

This dedicated Leader has given a lifetime of devoted service both to Scouting and the community, as this application records, and a Silver Wolf is well justified.”

The following is offered as a more appropriate citation for the same individual:

“Billy has held a number of appointments in his village Group for over forty-five years. Since the award of the Silver Acorn in 1985, Billy has continued to give devoted service to the Group, District and County.

He has managed his Group team well and been a regular visitor to the Group’s Sections, supporting the Section Leaders particularly by standing in for them when illness, holidays and business commitments have threatened meetings.

In the 1980’s he was the leading light in raising £63,000 to enable the Group to build its own Headquarters, and thanks to his dedication, the property is well maintained. For the past eight years Billy has organised and run a Christmas post efficiently, the profits from which have been used to maintain and upgrade Group equipment.

On retiring as GSL two years ago, he became Group Chairman and, in this capacity has continued his outstanding support of the Group, including recruiting some young blood onto the Group Executive Committee.

Billy’s work for cordial relations with local Guiding was recognised in 1994 when he was awarded the Guide Thanks Badge.

The District has long recognised his reliability and soundness of judgement: he has acted as Parade Marshal for the Renewal of Promise Service for the last twenty-three years. Since 1979 he has officiated as Chairman of the Judges in the annual District camping competition. In 1986, he inaugurated the annual County Carol Service of which he has been the organiser ever since.

Billy’s most exceptional service to Scouting over almost half a century is worthy of special recognition.”

NB. It is not enough for the citation to be a mere narrative. It must contain qualitative judgements.

Next Steps

Once the form has been completed, it must be signed and dated by the District Secretary and District Commissioner and then forwarded to the County Commissioner for additional comments and completion of the Recommendation.

Points to Note

- It is the Chief Scout’s wish that awards of the Silver Acorn and Bar thereto, and the Silver Wolf will normally be granted at St George’s Day each year and an announcement will appear in the April/May edition of “Scouting”.
- Recommendations for St George’s Day awards may be submitted at any time during the year, but there is a firm *cut-off date of 1st September* in the preceding year by which date they must be with the Awards Co-ordinator if they are to be included.
- Very occasionally it may be appropriate for what would otherwise be a St George’s Day award to be made at a different time of year and a request, outlining the special circumstances, may be put forward. Of particular importance in this category are cases where it is discovered that someone

has been diagnosed as having a terminal illness and consideration for an award needs to be expedited. These cases are always given urgent and sympathetic consideration, and it is advised that a telephone call to the Awards Co-ordinator should be made to alert the Awards Board Chairman that such an application is on its way. In such circumstances, applications by fax or email can be accepted.

- Awards relate to adult service with The Scout Association. Unfortunately, it is often the case that those who move frequently, giving consistently high quality service wherever they go, are overlooked for awards for good service. When it is known that service to the Association has been rendered elsewhere, whether in another District or County, and the present quality of service suggests that an award might be appropriate, supporting evidence from an appropriate Commissioner in the other District and/or County should be obtained and included in the application.
- The Association's awards are mainly intended to recognise adult service rendered within The Scout Association of the United Kingdom. However, the citation may also include reference to Scouting in a recognised overseas Association.
- Awards should not be made on the basis of 'retirement gifts' or 'dissolution honours'. No age limit is set for the receipt of awards and the quality of service is the overriding consideration.
- It is important to note that, with the exception of the Silver Wolf, awards have a stipulated requirement of a minimum length of service. Another award will not be considered until at least a further five years of service of the same or greater quality has been rendered. While some flexibility is exercised, this is only done where an exceptional case is made by the nominating Commissioner(s).
- At no time should nominees be informed that an application for an award has been made on their behalf.
- Where a required signatory to the application form is also the nominee, an alternative signatory must be sought. The most likely example is where a District Secretary is nominated, in which case the signature of the District Chairman would be an acceptable and appropriate alternative.
- It is not infrequently the case that husbands and wives involved in Scouting are nominated for consideration for good service awards simultaneously. However appropriate it may seem for the applications to be dealt with together, it is important that each application stands on its own merit. Where this is the case, it should be understood that it is possible that one award may be accepted while the other may be made at a different level or even rejected. Nominating Commissioners should therefore consider these 'double applications' very carefully.
- Where the nominee is the spouse of a nominating Commissioner, or a family member, it is preferable that an appropriate third party, such as the District/County Chairman, should make the application.

- All adult Members, Associate Members and others should be considered for awards, whether or not they hold Leader, Manager or Supporter appointments. The criteria for awards are the same for all, except that Leaders, Managers and Supporters are expected to have completed the obligatory training appropriate to their current appointment.
- It is a requirement that a nominee holds a valid disclosure before an award application for Good Service can be considered. Please refer to POR (The Appointment Process – Rule 4.1)
- Individuals whose service is rendered at Group level are equally eligible for good service awards as are those who are active in Districts and Counties. Good service awards recognise the quality of service provided to Scouting, not the appointment in which that service is being rendered.
- There is no maximum number of applications that can be submitted from each Region/County/Area/District to the Awards Board.
- The Awards for Good Service are not a ladder. It may be appropriate for a nominee to be recommended directly for a Silver Acorn or even a Silver Wolf given the appropriate length and quality of service, particularly if the candidate has been previously overlooked. It is helpful if the apparent neglect or oversight is explained in the citation.

The Awards

Chief Scout's Commendation for Good Service

The Chief Scout's Commendation for Good Service is given in respect of not less than 5 years good service, which stands out.

It should be regarded as the Chief Scout's recognition of the very real contribution made to the Association by the individual concerned.

Award for Merit

The Award for Merit is given for outstanding service of not less than 12 years and 10 years exceptionally. It implies keen, conscientious, imaginative and dedicated service over a sustained period.

Bar to the Award for Merit

The Bar to the Award for Merit may be awarded after a period of not less than five years of further outstanding service.

Silver Acorn

The Silver Acorn is not normally awarded until after at least an Award for Merit has been gained and a further five years' service has been completed. Thus, it is seldom awarded for less than 20 years service, which should be specially distinguished and appreciably better than outstanding.

There are occasions when a Silver Acorn may be awarded without a Chief Scout's Commendation for Good Service or an Award for Merit having been gained first. It sometimes happens that a person has not been awarded an Award for Merit but has given very good service for 30 years or more without any award. The Silver Acorn

might then be appropriate, but only where, say, the last ten years' service has been specially distinguished.

Bar to the Silver Acorn

The Bar to the Silver Acorn may be awarded for at least a further 5 years of similarly distinguished service.

Silver Wolf

The Silver Wolf is the unrestricted gift of the Chief Scout and is only awarded for service of a most exceptional nature although the Chief Scout will usually consult the Awards Board before awarding it. It is not normally awarded until at least a Silver Acorn has been gained. In practice this means that it is seldom awarded for less than 30 years service although, because it is the Chief Scout's unrestricted gift, no length of service is prescribed.

Other Awards

Chief Scout's Personal Award

The Chief Scout's Personal Award is awarded by the Chief Scout, in consultation with the Awards Board to recognise achievement not covered by the criteria for any other awards. The Award is available to all persons in Scouting, irrespective of whether they are a Youth or Adult Member or what position they hold. It may be accompanied, where appropriate, with a suitable commemorative item.

The Award may be applied for using the form TSA06/GS without the submission of a full citation, however a few narrative lines are required for the following reasons:

- to ensure the award is not used in substitution for a Good Service Award as an avenue to avoid the requirement for the appropriate training to be completed.
- to give the Association, Awards Board and Commissioners some idea of the achievement to enable them to decide whether or not a Gallantry/Meritorious Conduct Award is more appropriate.
- to allow the achievement to be annotated on the Award certificate

In recent times examples where the new criteria could have been used would include recognising;

- a Network member becoming the youngest person ever to trek to the South Pole.
- a young person raising a substantial sum of money in memory of a parent.
- a Scout Leader who secured funding to fully develop a new Scout HQ and then undertook the building project management benefiting over 100 young people. Due to length of service a Good Service Award was not appropriate.

Awards for Length of Service

Completing the Application Form (TSA05/L)

Before starting to complete the Form, please refer to the Conditions and Qualifications set out on the back page of the Form and to Policy, Organisation and Rules, Chapter 11, Rule 11.7 (see Appendix 1).

These awards are not related to awards for good service and may be given to anyone fulfilling the criteria.

District and County Secretaries are responsible for keeping service records of all their Members, Associate Members and others. Regular and frequent reviews of records should be carried out to ensure that there is no delay in applying for these awards, where appropriate.

Length of Service Awards are awarded to adult Members and Associate Members of the Association and others after completion of 5, 10, 15, 20, 25, 30, 40, 50, 60 and 70 years service.

Length of Service Awards for adults recorded at Headquarters will be generated automatically and sent to District Commissioners (County Commissioners in respect of County appointments) for presentation. If the intended recipient is no longer involved in Scouting, the Certificate and emblem/brooch should be returned (with a leaving date) to the Awards Co-ordinator at Gilwell Park, to initiate cancellation of the appointment.

Length of Service Awards for other adult Members, Associate Members and others, as well as Leaders and Commissioners who have had prior unwarranted service, should be applied for using the Form TSA05/L for when they fall due by the nominating District and Counties and send these forms, duly completed, to the Awards Co-ordinator at Gilwell Park.

Service counting towards these awards need not be continuous. The total amount of service rendered, over whatever period of time, must total the number of years appropriate to the length of service award being sought.

It is up to Districts and Counties to recognise other periods of service in whatever way they consider appropriate. If a gift is to be offered it should be purchased out of funds solicited for the purpose.

Any service given whilst holding an adult appointment whilst a member of the UK Scout Association counts towards the service awards. This includes service such as Secretary, Executive member etc. However, this does not cover service held in a training role such as a Rover Scout (or Mate) or Scout Network. However, if an adult appointment were held concurrently, this service would count. It should be noted that occasional helpers, as defined in POR, do not accrue service unless an appointment is held concurrently.

Awards for Gallantry, Meritorious Conduct and the Cornwell Scout Badge

Completing the Application Form (TSA07/CGM)

Before starting to complete an Application Form for one of these Awards, please refer to the Conditions and Qualifications set out on the back page of the Form and to Policy, Organisation and Rules, Chapter 11, Rules 11.2, 11.3 and 11.4 (See Appendix 1).

The Chief Scout, who is advised by the Awards Board, makes these Awards. For Leaders, Managers and Supporters with District appointments (other than District Commissioners), District and Group Administrators and others, application is made on the recommendation of the District Commissioner and the County Commissioner.

In the case of an application for an award to a District Commissioner and County personnel, the County Commissioner will make the recommendation.

Awards to County Commissioners are recommended by Regional Commissioners in England and by Chief Commissioners in Wales, Northern Ireland and Scotland. Awards to Regional Commissioners in England are recommended by Chief Commissioners.

Where a District Commissioner has any doubt as to whether the making of an application for an award for gallantry or meritorious conduct is appropriate, early consultation with the County Commissioner is advised. It is best to err on the side of making an application, when the Awards Board will make a decision based on a wider national perspective.

Nominating Commissioners often express concern that, for certain acts of bravery and devotion to duty under suffering, they do not know which award to apply for or which form to use. If an award for gallantry is being sought and a Form CGM is submitted, but the Awards Board is unable to accept that there was risk to life, the application will not necessarily fail since the Board will consider whether an award for meritorious conduct is appropriate instead. Similarly, if a Cornwell Scout Badge is being applied for, if the Board does not consider that the appropriate standard has been achieved, it will consider whether an award for meritorious conduct should be recommended instead.

Awards for Gallantry

These can be awarded to any Member, Associate Member, Occasional Helper, Skills Instructor, Administrator, Adviser or Honorary Scouter, for acts of bravery in the face of danger where life has been at risk.

Where a number of candidates have been involved in a brave or gallant act, awards will be made to each individual. Awards are not made to Groups or Sections to be worn like battle honours or their colours for evermore. It may be appropriate for the applicant to distinguish between nominees who have made a major contribution to an incident and those who have been in supporting roles so that the Board may recommend medals at different levels as appropriate.

The fullest details of the incident and of the way in which the nominee responded should be given in the report. Wherever possible, statements of evidence from eyewitnesses should be included. So far as is practicable, the nominee should not be informed that an application is being made. Sometimes it is difficult to gather the necessary information without recourse to the nominee or their close relatives or friends, but in so doing no undertaking should be given that an award may be forthcoming.

It does the Association no credit to acknowledge a gallant act long after the event and, as can happen, after other organisations have afforded appropriate recognition. Award applications should be made speedily and as soon after the event as possible. At the same time as making the recommendation to the Awards Board to recognise a brave or gallant act, County Commissioners are urged to write to the nominee offering congratulations on his/her actions. It is not necessary to await the outcome of an award application before sending such a letter.

Awards for Meritorious Conduct

Awards for meritorious conduct can be made to any Member, Associate Member, Occasional Helper, Skills Instructor, Administrator, Adviser or Honorary Scouter either for acts of bravery in which there has been no risk of life, or for courage and devotion to duty under suffering.

As is the case of Gallantry, awards are not made to groups, but to individuals, and it may be considered appropriate that some members of a group would receive the Medal and others the Chief Scout's Commendation for Meritorious Conduct.

As with gallantry awards, where the award is being sought for an act of bravery without risk to life, early application should be made and the County Commissioner should acknowledge the deed by writing a congratulatory letter to the nominee. Again, nothing should be said which might raise the hopes of the nominee that he/she will receive an award.

Applications in respect of courage and devotion to duty under suffering should be accompanied, if possible and appropriate, by independent medical evidence. Where the reasons for seeking such evidence are given, members of the medical profession are usually willing to make a supportive statement, but some refuse to do so and others will only confirm that the nominee is their patient. It may help in obtaining comment if the doctor is sent the partially completed Application Form so that he/she can see what is being said and why, and the confidential nature of the application is stressed. It is often the case when applications are made for meritorious conduct awards for young people that their parents become involved in providing evidence. While the reasons for this are understood, it is a practice that is to be discouraged since expectations might not be fulfilled.

Where a medical condition is not immediately life threatening, time and care should be taken to submit a full and well-reasoned application together with a clear indication that the nominee has acted with courage, determination and fortitude. Simply because someone is suffering from a prolonged, debilitating or terminal illness does not justify an award - the requisite Scout-like qualities should be clearly displayed.

Sadly, it occurs occasionally that the nominee will be suffering from a terminal illness with a limited life expectancy. The Awards Board has a procedure for dealing with such cases extremely quickly – in days rather than weeks – but the need for expeditious processing must be made clear when the application is submitted. If contemplating making such an application, it is as well to telephone the Awards Co-ordinator in advance for advice and to give prior warning of the submission. In such circumstances, applications by fax or E-mail can be accepted.

In the case of adults being considered for an award for meritorious conduct, it can also be the case that the service rendered has been of a high quality and over a prolonged period such that an award for good service might be more appropriate. Nominating Commissioners should be careful to ensure that the application they are making, whether for the award for meritorious conduct or good service, is the one more appropriate to the circumstances of the individual and the one which is likely to be more appreciated.

The Cornwell Scout Badge

This rare award is made to Beaver Scouts, Cub Scouts, Scouts, Explorer Scouts and members of the Scout Network in respect of great heroism or pre-eminently high character and devotion to duty coupled with great courage and endurance. The advice in these Guidelines applies equally to this award, but it must be remembered that because of its prestigious nature, it is even more important that high-quality, supporting evidence be submitted with the application.

Checklist when making an Application for an Award for Gallantry, Meritorious Conduct, or the Cornwell Scout Badge

It is recommended that the checklist is worked through and the necessary information assembled before commencing completion of Form TSA07/CGM

1. Is the supporting evidence complete, especially in respect of medical evidence where appropriate?
2. In medical cases:
 - When did the problem first arise?
 - Was it a congenital defect which the nominee had grown up with before joining Scouting? How does that affect the situation?
 - If everyone in the same Section (e.g. Pack) had the same disability, would the nominee still merit special commendation? Is there an emotive element present because of the disability? (A disabled youngster will almost inevitably stand out in the Section environment and be likely to attract special sympathy.)
 - What is the prognosis? Is the condition life threatening?
 - How long has the condition lasted? How much pain and suffering (e.g. surgery, treatment, medication, etc.) has been involved? What effect has it had on the nominee as regards commitment to Scouting?

- Is the time appropriate for an Award? How long has the nominee been in Scouting? Would it be better to wait until there is more experience of how he/she copes with the disability, grows older and has increased responsibilities, etc.?
3. Where the nominee has been involved in rescue or preventative action, etc.
- Has there been a cool appraisal of the situation or does it appear to be emotive (e.g. “what a wonderful job little X did in dialling 999”, etc.)?
 - Did Scout training e.g. first aid, dealing with emergencies, leadership skills, etc. influence the nominee’s action?
 - Was the action taken more or less than one would have expected having regard to the age and experience of the nominee and Scout training received?
 - How much personal risk was involved?
 - Did the nominee suffer any ongoing ill effects (e.g. injury, trauma, etc.)?
 - Was the nominee acting entirely in the course of professional duty (e.g., as a member of one of the emergency services who might reasonably be expected to make their own form of recognition?). Is the fact that he/she was involved in Scouting relevant in any way at all?
4. In making a recommendation, County Commissioners should compare, so far as they are able, the application against the background of similar awards previously granted in their County.
5. Other points to be taken into consideration in rescue or preventative action cases:
- Has a congratulatory letter been sent? The earlier some recognition is given to the nominee the better, especially as there is always the possibility that an application for a national award (which inevitably takes time to compile and process) may be rejected.
 - How long has it been after the incident before an Application Form is submitted recommending an award? It is sometimes the case that so many months elapse that all benefit and impact of making the award is lost.
 - How was attention drawn to the incident/situation? Was it from the Group, a parent or a member of the public, Press, etc.?

Posthumous Awards

Posthumous Awards are not normally given except:

- in the case of awards for gallantry, where the individual concerned dies as a result of the incident, or
- where an award has already been approved by the Chief Scout.

Despatch of Awards

Awards, when approved, will normally be sent to County Commissioners.

Certificates and Decorations recognising length of service will normally be sent to District/County Commissioners as appropriate.

An appropriate Certificate accompanies all Awards of the Association.

The Thanks Badge

Please refer to the Conditions and Qualifications set out in Policy, Organisation and Rules, Chapter 11, Rule 11.9 (see Appendix 1).

The Thanks Badge is available through Badge Secretaries as a brooch in two versions, silver and laser etched. Thanks badge cards from the Chief Scout are also available to purchase. The Thanks Badge is intended for presentation to those individuals who are neither Members nor Associate Members, but whose practical support or service to Scouting, usually over a number of years, is considered worthy of special recognition. While any Member or Associate Member wishing to express appreciation of service rendered to Scouting may present a Thanks Badge, in practice it is usually Groups, Districts and Counties that use the Thanks Badge as a means of expressing gratitude and appreciation. The Thanks Badge is specifically intended for presentation to those who do not fall within a category of membership. The Thanks Badge does not confer Membership or Associate Membership of the Association on the recipient.

Conferment of Title of 'Honorary Scouter'

District and County Commissioners may make an application using the front of Form TSA06/GS, although these applications do not form part of the remit of the Awards Board.

Please refer to the Conditions and Qualifications set out in Policy, Organisation and Rules, Chapter 11, Rule 11.10 (see Appendix 1).

The conferment of the title 'Honorary Scouter' is intended as a special recognition of Leaders, Managers and Supporters who retire and who has completed ten years dedicated service across these appointments. Headquarters will issue a Certificate for presentation.

Nomination for conferment of the title is made on Form TSA06/GS and may only be made following cancellation of all Leader, Manager and Supporter appointments by District Commissioners in respect of Leaders and by County/District Commissioners in respect of County Scouters and Commissioners (other than County Commissioners). The front page only need be completed together with the appropriate County or District Commissioners signature.

The title does not carry any entitlement and there is no requirement to pay the Headquarters, County, District or Group Membership Subscriptions if the 'Honorary Scouter' is not otherwise a Member or Associate Member of the Association.

The appointment will be held in abeyance during the currency of any Leader, Manager or Supporter appointment, but will revive automatically on its termination.

Presentation of Awards and Certificates

To The Scout Association and recipients of Awards and Certificates, as well as to their immediate relatives and colleagues in Scouting, the occasion of a presentation is an important one. Appropriate arrangements are essential to ensure that the occasion is dignified and memorable.

Responsibility for Presentations

The District Commissioner should present Length of Service Awards. In the case of a recipient holding a County appointment or being a District Commissioner, the County Commissioner should make the presentation or arrange for this to be done by an appropriate person.

Presentations of all Awards for Good Service are the responsibility of the County Commissioner. It is the hope of the Chief Scout that the presenter of the Award will also be the holder of that Award, or a higher one. It is always acceptable for the presentation to be made by the Lord Lieutenant or County President, whether a holder of that Award or not.

While the responsibility for the arrangements for the presentation of Good Service Awards rests with the County Commissioner, they may depute another to make arrangements at an appropriate level.

The presentation of Cornwell Scout Badges, Gallantry and Meritorious Conduct Awards is the responsibility of the County Commissioner. Depending on the circumstances giving rise to the Award, the responsible Commissioner should ensure that the presentation is made in a dignified, meaningful and sensitive way, involving where possible the recipient's immediate family and, if appropriate, Scouting colleagues and friends. Long delays between announcement of the Award and presentation are unacceptable.

Physical Arrangements

The place of the presentation should be a suitable one with a gathering of sufficient importance to give emphasis to the special occasion.

Some thought should be given to the space required for the actual presentation. The area should be clear of furniture except for a table in the background on which to place the Awards and Certificates in readiness for presentation. Easy and uncluttered, approach and departure routes for recipients should be assured. Care should be taken to ensure communication of the information concerning the arrangements for presentation to all that will be concerned, including recipients.

The Public Relations Officer in conjunction with the local Press should make suitable publicity arrangements. Appropriate arrangements for Press photographers should be made, ensuring that they are able to get the photographs they need without impinging on or disrupting in any way the presentations.

Check Routine

The person responsible for the arrangements should make the following checks: -

- The Award is available, correctly engraved if appropriate, together with the Certificate, correctly worded. If the Award has a brooch fastening, it is advisable to check that it is not so tight as to prevent easy presentation. Check that any ribbon fastenings are secure.
- If more than one Award and Certificate is to be presented, check that these are available on a handy table in the order in which the presentations will be made. It is usual to make presentations in ascending order, that is, lowest Award first, highest Award last. Certificates should be free from postal coverings. It is helpful to recipients to ensure that a suitable envelope or covering is made available so that Certificates arrive home clean, dry and uncreased.

Briefing

The organiser should brief all who will be concerned with the presentation on positioning, order of approach, method of approach and departure, and arrangements for photographs, e.g. whether Press and/or family photographs may be taken during the presentation or may be specifically posed before or after the presentation.

Procedure

The procedure for the presentation will vary according to the circumstances, but the following headings list the general items to be arranged: -

- Introduction of the person making the presentation, where necessary.
- Brief statement of the recipient's services, perhaps to include the wording on the certificate.
- Presentation. The Award and Certificate to be handed to the person making the presentation, who conveys his congratulations to the recipient.
- If there is more than one recipient, due importance will be given to each separate presentation.
- Thanks to the person making the presentation.
- The organiser will have made arrangements for recipients to collect wrappings or boxes, or any ancillary items not presented, at some convenient time following the presentation.

National Honours

This is not a matter within the remit of the Awards Board.

The three routes of nomination to the Honours system are:

1. via the Chief Scout (on whose behalf the Chief Executive will act);
2. by personal submission to the Nominations Unit, The Cabinet Office, Ashley House, 2 Monk Street, London SW1P 2BQ; or
3. via the office of the Lord Lieutenant/Scottish Office/Welsh Office/Northern Ireland Office.

Headquarters is mostly concerned with the first of these routes. However anyone may make a nomination using the forms available from The Cabinet Office provided it is not for himself or herself or a close relative.

Applications for National Honours can take a long time to process and may take several years before appearing in an Honours List, if they appear at all.

Those making a nomination should be aware that it is often helpful if the Chief Commissioner supports the application. As a general principle, it would be unusual for a bid to be made by the Chief Scout on behalf of Headquarters if the proposed recipient does not hold the Silver Wolf.

The citation must be factually correct and must include the candidate's:

- full name (and any post-nominal letters);
- home address and date of birth;
- full Scout record of service (best checked with the Records Department at Gilwell Park);
- details of any Scout or Civil awards held.

It is recommended that when contemplating the submission of a citation for a National Honour via the 'Scouting route', a preliminary discussion is had with the Chief Executive.

Appendix 1

Extract from POR September 2008 Edition, Chapter 11:

www.scouts.org.uk/documents/awards/updated_version_guidance_booklet-Mar10.pdf