

# Queen's Scout Award (QSA) Sign-off Checklist

This checklist can be used by County Commissioners, Deputy County Commissioners, and Assistant County Commissioners when signing-off Queen's Scout Awards locally, and by Queen's Scout Award Coordinators, to help make checking through Award Logbooks straightforward and easy.

By checking the following items before sending off the logbook, you can help to make sure that our award verifiers have all the information we need to process the award quickly without any issues.

- The award participant is registered on Compass as a Scout Network member (over 18s only).
- The award participant has been a member of Explorer Scouts or Scout Network for at least 18 months.
- There are at least 18 nights listed in the Nights Away list, 12 of which must be camping.  
*Please note that Duke of Edinburgh's Award (DofE) expeditions and residentials cannot be used towards the Nights Away requirement.*
- There are 6 international, community and values (ICV) activities listed - 2 International, 2 Community, and 2 Values – and these reference the wording in the ICV lists.
- There is no duplication between the Nights Away and ICV lists (items do not appear in both lists).
- If using a Gold Duke of Edinburgh's Award completed outside of The Scouts towards their QSA Challenges, the award participant has provided evidence of completion (e.g. a copy of their certificate, or a screenshot of eDofE confirming completion).
- If completing the QSA Challenges, each activity has been signed off by an independent assessor.
- Residentials are completed with groups of peers, and involve living as well as working with people new to the candidate.
- The form has been signed by an appropriate Commissioner (see above for more details as to who can sign off Queen's Scout Awards).

