

Adding Commendations in MyScouts.ca

To streamline the process of writing commendations, Group Commissioners can enter the information directly into the member's profile of their group. This process ensures that the correct name is used for the commendation that Recognition Administrators approve.

Step 1: Log into your myscouts.ca account.

Step 2: Find the person in your team that you want to recognize by:
Using the '*Find an Individual*' link, or
Navigate through your sections to the person's record.

Step 3: Under **Admin Options**, click the **Add Commendation** link. The Add Commendation dialog box appears.

Step 4: Confirm the *Individual Name* field contains the desired person.

Step 5: Enter the date of service in the *Application Date* field.

Step 6: In the *Comments* field, describe the act or service the person has performed and the impact on the youth, Scouts Canada, or the community at large.

Step 7: Leave the *Recognition Name* as 'Certificate of Commendation.'

Step 8: In the *Nominator* Field, put in the name of the person making the commendation.

Step 9: Click **Save** to send the commendation on for approval.



Remember...

In the available 1000 characters, answer
Who? What? Where? When?
Why is it significant?

Commendations
can be written in
English or French



Enter information in
all fields as it is used
in each generated
letter

Write commendations
for youth, Support
Scouters, Council
Commissioners and staff
as appropriate

Remember to write a
thank-you for your
Group Committee such
as Registrars, Treasurers
and Fundraisers

National Recognition Network Mission

To celebrate the significant achievements of our members and their resulting impact on the Scouting Movement.
Visit scouts.ca/thanks to tell us about your outstanding members; We'll do the rest!