Top Section Award Flow Chart for Scouters

It is up to the Section Leadership Team ("SLT" for short — the senior youth in your Section) to decide when a youth has achieved the Top Section Award. Section Scouters have an important role to play in facilitating the steps involved, from a youth's application to the award presentation.

Let's imagine Alex feels they've done everything it takes to get their Top Section Award. Here's how you would help Alex and the Section Leadership Team through the process:

- Alex should demonstrate that they have:
 - Reviewed their personal progression with a Scouter, or with a senior youth and Scouter
- b. Achieved the required Outdoor Adventure Skills stages
- c. Completed the required community service hours
- d. Completed a meaningful community service project

The Section
Leadership Team
and Alex should meet
so that Alex can share
what they've done.

If Alex has achieved the Top Section Award, congratulate Alex!

2

The SLT should let Alex know right away they've accomplished something really special. Receiving the Top Section Award shouldn't be a surprise!

Ensure the Group Commissioner is notified.

3

The Group Commissioner should be informed so that Alex's MyScouts.ca profile can be updated. The Section Leadership Team should notify the Group Commissioner, but you can support this step by providing contact details or relaying a message on behalf of the SLT.

1

Know in advance what achievements Alex has to present, and help Alex prepare for the meeting with the Section Leadership Team. If any part of Alex's presentation is unclear, be prepared to help Alex along with a guiding question.

Be present for the Section Leadership Team's deliberation. Remember, this is the Section Leadership Team's decision, but you may be able to lend a hand by answering some questions, or by reminding the SLT of any details that are getting overlooked. If Alex hasn't
achieved the Top
Section Award, the
SLT should let
Alex know what
they need to do.

Make sure the SLT is clear when letting Alex know there is a little further to go. The SLT should offer specific feedback and a helping hand.

Help the SLT plan to celebrate Alex's achievement.

4

- a. Print off a Top Section Award certificate from Canadianpath.ca (if you plan to recognize Alex in a Section or Group ceremony).
- b. Purchase a Top Section Award badge from the **Scout Shop**.
- c. Help the Section Leadership

 Team to identify an appropriate
 and meaningful opportunity to
 recognize Alex.

Note: For senior youth, a recognition ceremony will likely take place as an Area, Council or provincial/territorial event. Help the Section Leadership Team investigate this possibility.

Note: For Queen's Venturer Award certificates, Scouting Service Centres will provide a list of recipients to the recognition administrator at the Scouts Canada Service Centre in Ottawa for the Governor General's signature. Please allow up to 90 days for processing.



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