



HANDBOOK
ON
VOYAGEUR COUNCIL
RECOGNITION PROCEDURES

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INTRODUCTION

Recognition within Voyageur Council will be carried out using the National Scouts Canada's Recognition Program as described in Section I of this Handbook, the Voyageur Council Recognition Program and Area and Group Recognition Programs.

This handbook has been developed in an attempt to standardize the procedures used within Voyageur Council to ensure that its members receive any deserved recognition in a fair and timely manner.

The handbook, once approved by the Council Management Advisory Committee, will be made available to the Council Key 3, the members of the Council Management Advisory Committee (CMAC), the members of the Voyageur Council Recognition Team and the Recognition Clerk at the Eastern and Northern Ontario Scouting Service Centre.

The handbook will be reviewed, at least once annually to ensure that it is kept current with the Scouts Canada National and Voyageur Council Recognition programs. If necessary, changes will be incorporated into the handbook as soon as practicable after any change is made to these programs and related procedures.

REFERENCES

- A. Scouts Canada's Bylaw, Policies and Procedures, Section 3000
- B. Scouts Canada's Bylaw, Policies and Procedures, Section 9000
- C. Scouts Canada's Recognition Guide

SECTION I – SCOUTS CANADA RECOGNITION GUIDE

1. Introduction.

Recognition is an essential pillar of the Volunteer Support Strategy. Timely and meaningful recognition contributes to each and every volunteer feeling appreciated and understanding how his/her individual performance relates to the overall goals of Scouts Canada. This enables Scouters to consistently provide high quality programs and opportunities for children and youth. Acknowledging our Scouters for their outstanding efforts is the best way to let them know they are appreciated and valued as members of the Scouting community, while also helping to retain their services. By applying these same principles to our youth, we can recognize their contributions while continuing to develop their potential as future leaders within the Movement and in the community.

Prompt and relevant recognition of outstanding individuals in front of their peers and youth members not only benefits those who are recognized but it also makes them role models for other volunteers. While recognizing Scouters, it is essential to remember that youth volunteers are eligible for the same awards as adult volunteers. Any registered volunteer with Scouts Canada is considered to be a ‘Scouter’, regardless of their age, and is eligible for recognition. Additionally, there are some awards that are specifically for youth members.

In addition to the formal awards presented by Scouts Canada, recognition can be informal. Recognition can include a simple thank from your Section, Group, Area or Council; it can also include awards from outside agencies. This guide will steer you in the right direction with regards to formal Scouts Canada awards and will also describe the opportunities for informal recognition and outside agency awards.

Recognition needs to occur on a regular basis, and as a minimum, once a year at the group level, with a card, badge or certificate. This ensures that our Scouters realize the value of their time and dedication to Scouts Canada. However, the presentation of awards should be done in a timely manner and at a suitable venue for the recipient. Awards should not be held back, unduly, to await a Group Banquet, a Scout-Guide Week or an End-Year event.

The Scouts Canada Recognition Guide is located on the Scouts Canada National Website at: http://www.scouts.ca/vstk/pdf/feedback-recognition/Recognition-Guide_web.pdf

2, Scouts Canada Recognition Chart

A chart of the Scouts Canada Recognition Awards is found in the Scouts Canada Recognition guide located at: http://www.scouts.ca/vstk/pdf/feedback-recognition/Recognition-Guide_web.pdf

SECTION II – VOYAGEUR COUNCIL’S RECOGNITION PROGRAM

1. The Voyageur Council Recognition Program

The Voyageur Council Recognition program involves the following awards:

- a. The Order of the Caribou. This medal recognizes nominees, who, in addition to their regular Scouting role, have shown a willingness to go that extra measure, by accepting additional challenges associated with organizing and co-ordinating major activities for Scouting excluding training activities. Key members of the organizing committee for all Area, Council, multi-Council and National Scouting events are eligible for nomination. Nominations include both youth and adult registered members. Only one medal may be awarded to an individual in their Scouting career. Recognition is in the form of a certificate and a medal, as well as a crest which can be worn on the uniform (in the same location as the agency badges or immediately above any agency badges) and a pin that may be worn with civilian dress.
- b. The Bar to the Order of the Caribou. The Bar to the Order of the Caribou is presented to those members of the Scouting community, who without regard for themselves or their personal needs, unselfishly support activities for the betterment of others in Scouting through demonstrated leadership actions beyond those of the Order of the Caribou (which had to have been received previously). Recipients of this award must have participated in a major activity different from the type for which The Order of the Caribou had been presented. Only one of these awards may be awarded to an individual in their Scouting career. Recognition is in the form of a certificate and a crest which can be worn on the uniform (in the same location as the agency badges or immediately above any agency badges).
- c. The Council Youth Award. This award is presented to youth members who, over a period of time, have contributed exceptional service to Scouting above the normal program requirements. Recognition shall include a certificate, a woggle and a Voyageur Council pin.
- d. Voyageur Council Legacy Award. The Voyageur Council Legacy Award has been created to recognize those adult Scouters who have made significant contributions to Scouting within Voyageur Council and its predecessors through a lifetime of continuous service. The Award is to recognize only those extraordinary Scouters who have significantly contributed to the Scouting Mission within Voyageur Council through their dedication, quality of leadership and willingness to help young people develop into self-reliant and responsible adults. In addition to the personal award, recipients of the Legacy Award will have their names engraved in a large plaque that will be located in the Council’s office at the Eastern and Northern Ontario Scouting Service Centre. Recipients of this award will be presented with it as part of the Awards presentation associated with the Annual General Meeting of Voyageur Council, or at a Council Awards Banquet, if one is held by the Council.
- e. Area / Group Recognition Awards. The Areas and Groups residing within Voyageur Council may have recognition awards that are presented to their respective members based on criteria established for these types of recognition. In keeping with the nature of

the Award, it will be a significant personalized recognition suitable for display in the recipient's home or office.

2. Nomination Procedures for Voyageur Council Recognition Awards

a. The Order of the Caribou and Bar to the Order of the Caribou

If at all possible, nominations for The Order of the Caribou, and the Bar to The Order of the Caribou should, normally, be submitted prior to the actual event in order that they can be presented to the recipients at the start or the end of the activity. This concept is based on the idea that the majority of the work for an event is done prior to the activity taking place whereas the outcome of the organizing and planning for the activity may be affected by weather, lack of attendees and so forth.

- (1) Completed submissions should be forwarded through the Nominee's DAC-Recognition to the DCC Recognition. (If a submission is found to be lacking support the submission is returned to the DAC Recognition/Nominator with suggestions of how the submission can be improved.) Submission should be done in soft copy (electronic format) and submitted as an attachment to an e-mail. Nomination forms can be found on the Recognition or Administration Page on the Voyageur Council Website or can be provided in electronic format by the Deputy Area Commissioners for Recognition.
- (2) After review by the DCC Recognition, the nominations will be sent out to the Voyageur Council Recognition Team members for adjudication. The normal turn-around time for this process will be fourteen (14) calendar days from the time the nominations are sent out by the DCC Recognition. Nominators, DAC-Recognition, and Area Commissioners will be advised of the decision of the award and will be asked to provide a potential/preferred venue (if not at the event itself) for the presentation.
- (3) The DCC Recognition will submit the names of approved nominees for the Order of the Caribou to the ENOSSC Recognition Clerk for the preparation of the award materials. Once the materials are prepared and signed by the Council Commissioner, the ENOSSC Recognition Clerk will advise the applicable Area Commissioner/DAC Recognition and the DCC Recognition in order that they awards can be picked-up or delivered. The Clerk will also update the member's myscouts.ca file. The presentations should be done at a suitable venue in a TIMELY manner.
- (4) the DCC Recognition will prepare any approved nominations for the Bar to the Order of the Caribou and send them to the ENOSSC for signature by the Council Commissioner. Once signed, the Recognition Clerk will notify the Area Commissioner / DAC Recognition as in subparagraph (3) above. The Clerk will also record the award in the member's myscouts.ca file. Again the award should be done at a suitable venue and in a TIMELY manner.
- (5) The person nominating a member for the Order of the Caribou or the Bar to the Order of the Caribou shall also submit a commendation nomination through the Outstanding Service Award "Thanks Badge" process. By doing this, the

proposed recipient will receive a commendation even if the Council Adjudication Team determines that the recipient is not eligible for the Council recognition.

b. The Council Youth Award

- (1) Nominations for the Council Youth Award can be made at any time. The nomination form, once completed, is to be signed by the Section Scouter and Group Commissioner. The nomination is then passed to the Area Youth Commissioner who is responsible to send it to the Council Youth Commissioner by e-mail. The nomination is then passed to the Deputy Council Youth Commissioner for Recognition who will submit it to the Voyager Council Youth Recognition Team for adjudication. The normal turn-around time for this process will be fourteen (14) calendar days from the time the nominations are sent out by the DCC Recognition. The results of this adjudication will be sent by the Deputy Council Youth Commissioner to the nominator, Group Commissioner, Area Commissioner/Area Youth Commissioner, DAC Recognition, and the DCC Recognition.
- (2) The person nominating a youth member who is 14 years of age or older for the Council Youth Award, shall also nominate that member for a commendation using the Outstanding Service Award “Thanks Badge” program. By doing this, the proposed recipient will receive a commendation even if the Council Youth Adjudication Committee determines that the recipient is not eligible for the Council recognition.
- (3) The DCYC Recognition will submit approved nominations to the ENOSSC Recognition Clerk for preparation of the materials. Once the materials are prepared and signed by the Council Youth Commissioner, the Area Youth Commissioner and DAC recognition will be advised in order that they awards can be picked-up or delivered. The presentations should be done at a suitable venue in a TIMELY manner.

c. The Voyager Council Legacy Award

The prestige of the Award requires the criteria to be general in nature to allow the Voyager Council Commissioner and the Deputy Council Commissioner for Recognition to exercise wisdom, flexibility and discretion in the evaluation and selection of a worthy recipient. A nominee must meet the following criteria: (1) A registered member in good standing at the time of the nomination; (2) a recipient of a National Service Award; (3) Continued to render dedicated and outstanding service to Voyager Council on a sectional, group, area, council or national level; (4) an adult member with a minimum of 35 years of adult and youth service.

Nominations must be received in the Voyager Council Office (ENOSSC) prior to September 1st of each year in order that the nomination can be reviewed and approved

prior to the presentation at the Recognition Ceremony held during the Voyageur Council Annual General Meeting. Nominations will be submitted to the Voyageur Council's Deputy Council Commissioner for Recognition for evaluation and recommendation. The Voyageur Council Commissioner will make the final selections of the Legacy Award Recipients. The Award recipients will be notified prior to the award ceremony. The Award may not be presented posthumously.

Nomination forms for the Voyageur Council Legacy Award can be found on the Voyageur Council Website or may be obtained from the Area DAC for Recognition.

3. Voyageur Council General Guidelines for Recognition Submissions

The following general guidelines are in place within Voyageur Council for the preparation/processing of submissions for both National and Council levels of recognition:

- a. All submissions should be made on the appropriate form (s) that can be found on the National Scouts Canada Recognition webpage [Honours and Awards Forms](#) or on the Voyageur Council Webpage at <http://voy.scouts.ca/ca/administration>
- b. Submissions for all Recognition levels, less the National and Council Youth Awards, should be given to the Area DAC Recognition who, after reviewing them for accuracy and content, will forward them to the Council DCC Recognition.
- c. If the recognition is for youth for the Council Youth Award or the Medal of the Maple, the submission should be given to the Area Youth Commissioner who will forward the submission to the Council Youth Commissioner. If there are no youth filling these positions, these awards are to be sent through the DAC Recognition to the DCC Recognition for processing.
- d. Submissions should be a collective effort with the nominator getting input from many sources. You may not know all of the roles and responsibilities or impact of the person you are submitting. Don't expect the DAC Recognition to do the write-ups, but s/he is a handy resource to assist and vet submissions. If a submission is found to be lacking support, the submission is returned to the DAC-Recognition with suggestions of how the submission can be improved. Unless there are exceptional circumstances involved, a family member should not nominate another member of the family for a recognition award. Any questions about this should be sent to the DCC for Recognition who will consider each case on an individual basis. If a family member wishes to nominate another member of their family for recognition, he/she should consult with the Deputy Area Commissioner for Recognition for assistance.
- e. The Deputy Area Commissioners for Recognition are responsible for vetting submissions from their Area before they leave the Area. If necessary, submissions will be sent back to the nominator for more information. The DAC's for Recognition will also be responsible for maintaining a register of all recognition submissions generated from their Area. In the absence of an Area

Youth Commissioner, the DAC Recognition will be responsible for the submission and tracking of nominations for youth recognition. The Deputy Area Commissioners for Recognition are responsible for recording the presentation dates that recognition awards are presented to the recipients and to pass this information to the DCC Recognition, who in turn will pass it to the ENOSSC where it will be entered into the applicable members file in myscouts.ca.

Remember that the recognition process is not completed until such time as any award has been presented and the date of the presentation entered into myscouts.ca. Up until the time that the presentation date is entered into myscouts.ca, the award in question cannot be viewed by the member. Therefore it behooves all of us to ensure that the presentation takes place as soon as possible after an award has been approved and that the presentation date is entered into the member's myscouts.ca file.

If, after ninety (90) days from the day of the award pick-up or mail delivery, no presentation date for the award has been received by the ENOSSC, the ENOSSC Recognition Clerk will enter a presentation date for the award into the member's myscouts.ca file. The presentation date will be the award pick-up or mail delivery date + 90 calendar days.

- e. The Deputy Council Commissioner for Recognition is responsible for vetting all National and Council recognition submissions received as individual submissions or through the reports sent out by National concerning the Thanks Badge submissions. Once this vetting is complete, s/he will send the submissions to the ENOSSC for processing. The DCC Recognition will maintain a master register of all National and Council awards that are approved for/received by members of Voyageur Council.
- f. The Deputy Council Youth Commissioner for Recognition is responsible to vet and maintain a register of all National and Council Youth Awards that are approved for/received by youth members of Voyageur Council.
- g. The ENOSSC Registration Clerk will maintain a register for all National and Voyageur Council awards processed by or through the ENOSSC.

4. Nomination Procedures for Scouts Canada's National Recognition

- a. Meritorious Conduct, Gallantry and High Character and Courage Awards
 - (1) Nomination submissions for these Scouts Canada recognition levels are to be done through the following process: the nominator passes the submission through the applicable Group Commissioner to the Area DAC for Recognition, who is responsible to verify them for correctness and accuracy. The nominations are then sent to the DCC Recognition who will review the submission. (If a submission is found to be lacking support the submission is returned to the DAC-Recognition/Nominator with suggestions of how the submission can be improved.)

- (2) Once the DCC Recognition believes that the nomination is ready, he/she will pass it to the Council Commissioner for his/her review. Once this step is completed, the nomination will be sent to the ENOSSC who will pass the nominations to the National Scouting Service Centre for any action required from the National Adjudication Committee, the National Recognition Advisor or the Deputy National Commissioner – Volunteer Services for consideration.

At least two months should be allowed for the approval process for these honours and awards. Once the honour or award has been received by the ENOSSC, the recognition clerk will notify the Deputy Council Commissioner for Recognition who will notify the applicable Commissioners in the recipients chain of command to ensure that the recipient receives the award in a suitable venue and in as **TIMELY** a manner as possible.

b. Outstanding Service Awards (OSA)

The majority of Outstanding Service Awards should follow the process outlined in the Scouts Canada Recognition Guide mentioned in Section I of this Handbook.. Effective for the 2013-2014 Scouting year, this process will be used for all Scouters whenever they are to be recognized for their outstanding service. This procedure is also used to recognize youth who are registered as Activity Leaders or Scouters-in-Training or hold appointments within the council, its Areas or Groups.

The Council DCC Recognition is responsible for the OSA process within Voyageur Council. This responsibility involves the following:

- (1) the approval of all “pending commendations” that appear in myscouts.ca (except for any that are for the DCC Recognition – these will be approved by the Council Commissioner of the National Recognition Advisor);
- (2) ensuring that multiple commendations for the same action are identified as one commendation;
- (3) ensuring that the volunteer is active in myscouts.ca; and
- (4) ensuring that the youth volunteers are listed in Activity Leader (AL), Scouter-in-Training (SIT) roles or other appointed roles in the Council, Area or Groups.

Once a “pending commendation” is approved, the DCC Recognition, through the ENOSSC Recognition Clerk, will have the Commendation letters and certificates created at the Voyageur Council office (ENOSSC). Once the recognition materials have been completed, the ENOSSC Recognition Clerk will notify the Area Commissioner/DAC Recognition and the DCC Recognition that the Commendation certificates are ready for pick-up or delivery. The Area Commissioner is to ensure that the letters and certificates are presented in a **TIMELY** manner and at a venue that is of significance to the recipient. The DAC/AC will advise the date of presentation to the DCC Recognition/ENOSSC Recognition Clerk, who, in turn, will ensure that the dates of presentation are entered into myscouts.ca and other recognition records. These reports (presentation dates) will be submitted as end-month summaries. Nil returns are to be submitted. Ninety (90) days after the award has been picked up or mailed out, the

ENOSSC Recognition Clerk will enter the “Award Received date” into the applicable member’s file. At that time, the member will be able to see that they have received and approved award. If the member has yet to receive the award, then that becomes a matter between the member and the Area. This procedure would also apply to other Scouts Canada National Awards processed through the ENOSSC.

After the initial Commendation is awarded, additional commendations will continue to be accumulated throughout a volunteer’s scouting career. Under this new OSA process, thresholds have been established by the National Service Centre which will result in the recipient receiving an OSA medal (please note that these thresholds are not released to the general Scouting population). Once a defined threshold of Commendations certificates is reached by a recipient, the same process (as for the awarding of a Commendation certificate) will be implemented for a recipient to receive an OSA award that can be approved at the Council Commissioner’s level (Medal of Good Service up to and including the Bar to the Medal of Merit).

For those OSA awards above the Bar to the Medal of Merit, i.e., the Silver Acorn up to the Silver Fox, the procedure outlined below is followed:

- (1) SA Nomination form- complete front page in full;
- (2) Provide commendations (from Thanks program or pulled from written nomination) in bulleted format;
- (3) Forward, through the ENOSSC Recognition Clerk, to the Awards Coordinator at the National Scouting Service Center, who, in turn, will add a profile from myscouts.ca (1 business day);
- (4) The file is then sent to the National Recognition Advisor;
- (5) National Recognition Advisor distributes to the National Adjudication Committee (NAC) (1 business day);
- (6) NAC reviews the nominations if written in the traditional format (10 business days);
- (7) National Recognition Advisor reviews the nominations if it is based on the Thanks Badge program commendations; and
- (8) the National Scouting Service Centre will complete the award package for approved awards (certificate letter, and award and mail it to the ENOSSC (15 business days).

Based on the above process and timings, we should allow two (2) months for processing any awards that are sent to National. Requests for rushed awards will not be reviewed any faster than those following the process above. Not included is time on desks before being received by the NAC or after it has been returned to Council.

Once the honour or award is received at the ENOSSC, the ENOSSC Recognition clerk will notify the applicable Area Commissioner and Deputy Council Commissioner-Recognition that it is ready for pick-up. The Area Commissioner will notify the

applicable Group Commissioner and nominator that the award is ready for presentation and ensure that the recipient receives the award at a suitable venue and in as TIMELY a manner as possible. The DCC Recognition will be responsible for doing the same thing for recipients at the Council level.

d. Warrant of Appointment

Warrants of Appointment will be presented to new leaders in Voyageur Council in accordance with the direction provided in Scouts Canada's *By-law, Policies and Procedures*, Section 4001.2 and 4001.3. A Warrant of Appointment will be awarded to a Scouter who has completed all of the necessary mandatory Screening and Training requirements outlined in the reference. Only at that time will the Warrant of Appointment be awarded.

e. Scouts Canada's Long Service Awards

Long service within Scouts Canada is normally associated with members who have served as a Scouter, Counsellor, Advisor, Scouter-in-Training, Group Committee member, area or council member or member of a Scouting Auxiliary. Service as a Scouter in another country recognized by the World Organization of the Scout Movement (WOSM), or as a leader in a registered Girl Guide Association may be claimed after the person has been registered with Scouts Canada for a period of three years. The services of a person holding more than one office or position simultaneously may only be recorded as if it were one. Youth membership is not counted with respect to Scouts Canada's Long Service Awards (with the exception of time served as a Scouter-in-Training).

Scouts Canada's long service awards are based on years of completed service with the initial long service award presented after the completion of ten (10) years as an adult member. One to five years of completed Service is recognized through the Milestone Recognition Program. Voyageur Council will initiate Certificates recognizing five (5) years of increment service for its members. Certificates for 50 or more years of service will be requested from National since these certificates require the signature of the Governor-General. All long service certificates and pins should be presented in a meaningful way at a suitable venue.

Recommendations for the long service awards are to be passed through the Deputy Area Commissioners for Recognition to the Deputy Council Commissioner for Recognition. If at all possible, the recommendations should be done on a consolidated basis by each Area. The DCC Recognition will pass the consolidated recommended returns to the ENOSSC for the preparation of the awards.

5. Milestone Recognition Program

The Milestone Recognition Program is operated by National who interacts directly with the Groups within Voyageur Council to recognize those leaders with one (1) to (5) years of service. However, Voyageur Council will initiate the five (5) years of service certificates for eligible members and provide them to the Groups who will be responsible to present them to the recipients in a TIMELY manner at a suitable venue.

6. Preparation of Recognition Materials by the ENOSSC.

This section summarizes the ENOSSC procedure for the preparation of recognition materials.

- Log the submission into the f-drive (Awards/application tracking).
- Scan the submission (if submitted on paper) and save on f-drive.
- Send to national if national awarded. (see below)
- If a council-approved award, prepare letter, medal, certificate, emblem, and presentation folder (where applicable).
- Notify applicable Area Commissioner, DAC Recognition and DCC Recognition and nominator when recognition is ready for pick-up
- Area AC/DAC Recognition to pick awards up at the ENOSSC (by checking awards and signing for the awards in the Award Pick-up Register held by the ENOSSC Recognition Clerk). Alternatively, the Recognition Clerk will mail out the awards if so requested by the Area Commissioner/DAC Recognition and update the ENOSSC Award Pick-up Register accordingly;
- Area DAC Recognition to advise the DCC Recognition/ENOSSC of the date of presentation (through their monthly presentation date reports);
- If, after ninety (90) from the pick-up date or mail-out date, no award presentation date has been received at the ENOSSC, the Recognition Clerk will enter the “award received date” into the applicable member’s myscouts.ca file (date entered will be the pick-up or mail-out date plus 90 calendar days);

Council Awarded - Processed In-house

Award	Materials Required	Signature Required
Certificate of Commendation	Letter, emblem, certificate	No (Chief Commissioner)
Medal for Good Service	Letter, emblem, certificate, medal, folder	No (Chief Commissioner)
Bar to the Medal for Good Service	Letter, emblem, certificate, medal, folder	No (Chief Commissioner)
Medal of Merit	Letter, emblem, certificate, medal, folder	No (Chief Commissioner)
Bar to the Medal of Merit	Letter, emblem, certificate, medal, folder	No (Chief Commissioner)
Medal of the Maple	Letter, emblem, certificate, medal, folder	CYC

Legacy Award (VC)	Letter, Plaque	Council Commissioner
Order of the Caribou (VC)	Certificate, medal, uniform badge and Pin, folder	Council Commissioner
Bar to the Order of the Caribou (VC)	Framed Certificate, uniform badge	Council Commissioner
Youth Award (VC)	Letter, certificate, snap woggle and pin, folder	CYC
Warrant of Appointment	Warrant Certificate	No (Chief Commissioner)
Years of Service (5, 15-45)	Certificate, pin, folder	Council Commissioner
Years of Service (10)	Emblem, certificate medal, pin, folder	Council Commissioner

National Awarded (send application directly to National)

Award	Materials Required	Signature Required
Award for Fortitude and Jack Cornwell Decoration	Letter, emblem, certificate, medal, folder	GG
Award for Meritorious Conduct or Gallantry	Letter, emblem, certificate (and possibly medal), folder	GG
Award for Outstanding Service to Scouting	Letter, emblem, certificate, medal, folder	GG
Long Service Awards (50 Years and over)	Certificate, pin and folder	GG

The ENOSSC Recognition Clerk will prepare the award material and advise the applicable Area Commissioner and DAC Recognition when the award is ready for pick-up or delivery. The clerk will maintain a register concerning the preparation of recognition awards for Voyageur Council. This Register is to include information pertaining to who picked up the award or whether the award was mailed out to the Area Commissioner as well as the applicable date of this action (known as the ENOSSC Award Pick-up Register)

For recognition pick-up purposes at the ENOSSC, the Recognition Clerk will maintain a Recognition pick-up basket on her desk which will contain any recognition awards that are ready for pick-up. There will be a notice on this basket with instructions that the person picking up any recognition package must:

- first, check the package contents
- then sign and date the applicable Area pick-up sheet in the ENOSSC Award Pick-up Register for the package that they are picking up.

This procedure will allow the Area Commissioners to designate other people from their areas to pick up recognition packages, while at the same time allowing for better control and tracking of recognition packages.

When the Recognition Clerk is not available, persons designated to pick up any recognition packages will consult with another ENOSSC staff member to pick up the packages.

On those nights when a CMAC is being held, the DCC Recognition will pick-up the recognition basket from the ENOSSC in order that recognition packages can be picked up and signed for by the Area Commissioners.

The Area Commissioner is responsible for ensuring that any prepared awards are picked up from the ENOSSC and presented at a suitable venue in a TIMELY manner. The DAC Recognition for each Area is responsible for the submission of a monthly report to the DCC recognition concerning the presentation dates for any awards presented in the Area. A Nil Return will be submitted in substitution when no recognition is presented in a given month.

7. Recognition Adjudication within Voyageur Council

Team Operations

The make-ups of the Voyageur Council Recognition Teams are identified in Section III of this handbook.

Both teams are involved with the adjudication for the following Voyageur Council Recognition Awards: the Order of the Caribou, The Bar to the Order of the Caribou and the Voyageur Council Youth Award.

The Chairperson for each committee will send out the nomination submissions to the committee members who are expected to review each submission and provide their recommendation (Yes or No). If a committee member believes that a submission does not deserve a yes recommendation, that member is asked to provide a brief rationale for this decision to the Chairperson of the Committee. The approval for the award will be based on a majority decision of the returns received within 14 calendar days from the date that the nominations were sent out to the team members. In all cases, the Chairperson of the committees will not vote unless there is a tie. In this situation, the Chair will normally break the tie with a negative vote.

The committee members will have a two-week (14 days) period to consider and vote on the nomination. A committee member's vote will be sent to the Chairperson of the committee by e-mail. Each member's response will be sent only to the Chair of the respective Team, and not to the other Team members, in order to not influence the decision by other members of the Team. To ensure consistency with respect to the 14-day period, this period commences on the day that the e-mail was sent out by the Chairperson.

The Chairperson for each Team will maintain a register of the submissions sent out to their Teams. This register will capture the votes of each voting member of the committee and the results of the majority votes. This register will also be used to record the rationale for the non-granting of an award.

The Chairperson for each Team will record the decision for each award based on the number of returns received by the end of the 14-day review period by the Team. They will not wait to receive the responses for all members of the Team since some Team members may not be able to respond within that 14-day window due to work commitments, university commitments, holiday absences, etc. This procedure should help speed up the award reviews which in turn should lead to awards being received in a TIMELY manner. If, after the 14-day review period and for whatever reason, the Chairperson does not believe that there are sufficient responses to make a majority decision, then they will contact their Team to request expedite returns.

The Deputy Council Commissioner for Recognition will be responsible for ensuring that direction is provided to the ENOSSC with respect to the preparation of all awards granted by both Teams.

The Chairpersons of both Teams is responsible to advise the ENOSSC Recognition Clerk concerning the preparation of any approved awards by their teams.

The approval and preparation process for the OSA Thanks Badge program will be handled through the Recognition Integration Process within myscouts.ca.

The DCYC Recognition (the Chair of the Youth Recognition Team) will advise the ENOSSC Recognition Clerk by e-mail of those awards that have been approved by the committees. This e-mail will be accompanied by an EXCEL Merge Data worksheet which will assist the ENOSSC Recognition Clerk in preparing the award materials. Each submission will be specifically identified with a subject line and date in order to assist in tracking purposes. This same e-mail will be used to advise the Area Commissioner, the Deputy Area Commissioner and the submission nominator. In addition, the Chair of the Youth Recognition Team will pass their adjudication results to the DCC Recognition for record keeping purposes.

8. Program Standards Recognition

The Deputy Council Commissioner for Program Standards will be responsible for administering and processing any recognition associated with Scouts Canada's programs within Voyageur Council. Examples of this type of recognition are the Scouts Canada Section Program Standards Award, the Venturer Blue and Gold Award, and the Amory Award.

9. Adult Development and Training Recognition

The Deputy Council Commissioner for Adult Development and Training will be responsible for administering and processing any recognition associated with the Adult Development and Training portfolio within Voyageur Council. Examples of this type of recognition are Trainer Accreditation and Wood Badge recognition.

10. Designated ENOSSC Support Staff

The Recognition Clerk at the ENOSSC is responsible for the preparation of any required recognition awards presented to members of Voyageur Council. This effort includes maintaining a suitable level of

recognition materials, capturing any costs associated with the preparation of the recognition awards (and reporting the same to the DCC Recognition), and liaising with the DCC Recognition and the DCYC Recognition concerning the operation of the above mentioned Council Recognition Committees.

11. Replacement of Lost or Damaged Recognition Awards

Replacement of lost or damaged recognition awards that have been presented to an Adult or Youth Member of Scouting is the responsibility of the member. If necessary, arrangements can be made through the DCC Recognition to obtain a replacement Scouting Award. Certificates will be replaced at no cost while the replacement cost for lost medals, plaques or pins will be borne by the recipient.

SECTION III – WHO’S WHO IN THE VOYAGEUR COUNCIL RECOGNITION WORLD

THE VOYAGEUR COUNCIL RECOGNITION TEAM

Key Aim

All Council adult volunteers and eligible youth members receive appropriate Scouts Canada recognition for their efforts

Major Responsibilities

- To promote and support Scout Canada’s volunteer recognition programs within the Council
- To improve awareness and understanding of recognition programs within the Council
- To ensure that 20% of council volunteers receive outstanding recognition annually
- To adjudicate submissions for Council Recognition Awards promptly and in accordance with Council recognition objectives.

Members

The Voyageur Council Recognition Team is made up of the following members:

- a. the Deputy Council Commissioner (DCC) for Recognition (Chairperson),
- b. the Deputy Council Youth Commissioner (DCYC) for Recognition,
- c. the Deputy Area Commissioner (DAC) for Recognition from each Area in the Council (currently 8),
- d. a representative from the Council Baden-Powell Guilds (if provided), and
- e. the Council Commissioner (ex-officio non-voting member)

Note: if an Area does not have a DAC for Recognition, then the Area Commissioner becomes a member of the committee.

THE VOYAGEUR COUNCIL YOUTH RECOGNITION TEAM

Aim

All youth members in the Council receive appropriate Scouts Canada Recognition

Key Responsibilities

- To promote and support Scout Canada’s youth recognition programs within the Council.
- To improve awareness and understanding of youth recognition programs within the Council.
- To ensure that the Council Youth recognition award program meet the needs of the Council youth.
- To adjudicate submissions for the Council and National Youth Awards promptly and in accordance with the Council youth award objectives.

- To assist the designated Area responsible for the planning and conduct of the Council's annual Chief Scouts and Queen's Venturer Award ceremony.

Members

The Voyageur Council Youth Recognition Team is made up of the following members:

- a. the Deputy Council Youth Commissioner for Recognition (chairperson);
- b. a Youth representatives from each of the Areas (8). If an Area does not have a designated Deputy Area Youth Commissioner for Recognition, then the Area Youth Commissioner becomes a member of the Committee;
- c. the Council Youth Commissioner (ex-officio non-voting member); and
- d. the Deputy Council Commissioner for Recognition (advisor).

Note: the Council Youth Recognition Committee operates as a sub-committee to the Voyageur Council Recognition Team. If a full Youth Recognition Team cannot be formed each year, the team will consist of as many of the above-mentioned members as possible.

DEPUTY COUNCIL COMMISSIONER – RECOGNITION

Accountable to: Council Commissioner

Appointment: The Council Commissioner appoints the Deputy Council Commissioner - Recognition annually.

Tenure: The Deputy Council Commissioner - Recognition will not serve more than three (3) years consecutively, as per Scouts Canada's Bylaws, Policies and Procedures.

Time required: 10 to 15 hours per week.

Scope: Ensure the implementation and promotion for a system of recognition for 1) adults and youth members for outstanding service, gallantry and meritorious conduct, and 2) for Scouting's Partners

Major Responsibility:

- Serve as the Chair of the Council Recognition Team
- Be proactive in assisting the recognition process in imaginative ways.
- Participate as a member of the Council Management Advisory Committee and the Council Service Team.
- Provide appropriate leadership in the recruitment, training, direction, supervision and evaluation of members of the Council Recognition Team.
- Make certain that the Council Recognition Team is working in a coordinated manner towards achieving the Mission Statement and Council goals, and that there are regular opportunities to review progress.
- Monitor areas of recognition responsibility within the Council Plan and recommend changes where appropriate.

Duties and Responsibilities:

- Ensure that correspondence and recognition submissions are reviewed in a timely manner.
- With members of the Council Recognition Team, initiate succession planning for the team and work to ensure that there is a supporting Recognition Team at the Area level.
- With members of the Council Recognition Team, assist and guide development of and where necessary, identify and prepare applications for members of the Council deserving of recognition, which may include awards issued by other agencies.
- Review all Area recognition submissions to ensure completeness and to suggest any changes necessary for consideration for a higher award. Forward submissions to the next senior council in a timely manner.
- Promote the procedures for recognizing gallantry, meritorious conduct and outstanding service to Scouting to all members of the Council.
- Working with the Deputy Council Commissioner – Adult Development and Training, arrange recognition workshop/training opportunities as appropriate.
- Arrange for the timely notification and presentation of approved awards, based on developed practices and at appropriate venues.
- In cooperation with Areas, ensure that award recipients are appropriately identified to the local media.
- Prepare articles for Council newsletters, recognizing those who have received awards.
- Prepare Recognition information and articles for the Voyageur Council Website
- Working with Areas, identify partners deserving recognition and ensure that appropriate recognition takes place.
- Working with the Council Recognition Team, organize and conduct an annual Adult Recognition Ceremony.
- Act as the primary point of contact between the Council and the Eastern and Northern Ontario Scouting Service Centre’s Recognition Clerk
- Represent the Council with the National Recognition Network

DEPUTY COUNCIL YOUTH COMMISSIONER FOR RECOGNITION

Accountable to: Council Youth Commissioner (CYC)

NOTE: Where CYC is under the age of majority, DCYC will be directly accountable to the Council Commissioner

Appointment: In consultation with the Deputy Council Commissioner - Recognition as well as the Council Youth Network, the Council Youth Commissioner appoints the DCYC Recognition annually. The DCYC Recognition will not serve more than three (3) years consecutively.

Time required: 10-15 hours per month

Scope of position: The DCYC Recognition shall work in partnership with the DCC- Recognition in implementing and developing a recognition framework within Voyageur Council, as well as promoting meaningful youth involvement across the Council as a member of the Voyageur Council Youth Network.

Duties and Responsibilities:

1. Have fun
2. Promote and gather youth recognition across the Council.

3. Working with Area Youth Commissioners and event or organizing committees to identify youth deserving of recognition.
4. Work with the DCC Recognition in setting and attaining Recognition goals.
5. Attend and contribute at Council Recognition Team meetings.
6. Help the DCC Recognition prepare for Council Recognition Team meetings, and be prepared to chair the meetings in the DCC's absence.
7. Assist the CYC in preparing Medal of the Maple submissions.
8. Be a member of the designated Area's committee for the planning and conduct of the Chief Scout/ Queen's Venturer Awards ceremony organizing committee.
9. Attend and contribute at Voyageur Council Youth Network meetings.
10. Chair the Voyageur Council Youth Recognition Team if one is formed.

DEPUTY AREA COMMISSIONER – RECOGNITION

Accountable to: Area Commissioner

Appointment: the Area Commissioner appoints the Deputy Area Commissioner - Recognition annually.

Tenure: The Deputy Area Commissioner-Recognition will serve on an annual basis, being appointed or re-appointed on an annual basis.

Time required: 10 to 15 hours per month.

Scope: Ensure the implementation and promotion for a system of recognition within the area 1) adults and youth members for outstanding service, gallantry and meritorious conduct, and 2) for Scouting's Partners

Major Responsibility:

- Serve as the Chair of the Area Recognition Team if one is formed
- Be proactive in assisting the recognition process in imaginative ways.
- Participate as a member of the Voyageur Council Recognition Team and the Area Service Team.
- Provide appropriate leadership in the evaluation of members for recognition.
- As a member of the Voyageur Council Recognition Team work in a coordinated manner towards achieving the Mission Statement and Council goals
- Monitor areas of recognition responsibility within the Council and Area Plans and recommend changes where appropriate.

Duties and Responsibilities:

- Ensure that recognition correspondence and submissions are reviewed in a timely manner.
- With members of the Council Recognition Team, initiate succession planning for the committee and work to ensure that there is a supporting Recognition Team at the Area level.
- With members of the Area Management Team, assist and guide development of and where necessary, identify and prepare applications for members of the Area deserving of recognition, which may include awards issued by other agencies.
- Review all Area and Group recognition submissions to ensure completeness and to suggest any changes necessary for consideration for a higher award. Forward submissions to the DCC Recognition in a timely manner.

- Promote the procedures for recognizing gallantry, meritorious conduct and outstanding service to Scouting to all members of the Area.
- Works with the Deputy Council Commissioner–Recognition, to arrange recognition workshop/training opportunities as appropriate.
- Arrange for the timely notification and presentation of approved awards, based on developed practices and at appropriate scenarios
- In cooperation with Areas, ensure that award recipients are appropriately identified to the local media.
- Prepare articles for Area newsletters, recognizing those who have received awards.
- Works with Groups, to identify partners deserving recognition and ensure that appropriate recognition takes place.
- Works with the Council Recognition Team, to organize and conduct an annual Adult Recognition Ceremony for the Council, if applicable

DEPUTY AREA YOUTH COMMISSIONER FOR RECOGNITION

Accountable to: Area Youth Commissioner AYC

NOTE: Where AYC is under the age of majority, DAYC Recognition will be directly accountable to the Area Commissioner

Appointment: In consultation with the Deputy Area Commissioner–Recognition as well as the Area Youth Network, the Area Youth Commissioner appoints the DAYC Recognition annually. The DAYC Recognition will not serve more than three (3) years consecutively.

Time required: 5-10 hours per month

Scope of position: The DAYC Recognition shall work in partnership with the DAC- Recognition in implementing and developing a recognition framework within the Area, as well as promoting meaningful youth involvement across the Area as a member of the Area Youth Network.

Duties and Responsibilities:

1. Have fun
2. Promote and gather youth recognition across the Area.
3. Working with Area Youth Commissioner and event or organizing committees to identify youth deserving of recognition.
4. Work with the DAC Recognition in setting and attaining Recognition goals.
5. Attend and contribute at Council Youth Recognition Team meetings.
6. Help the DCYC Recognition prepare for Council Youth Recognition Team meetings, and be prepared to chair the meetings in the DCYC's absence.
7. Assist the AYC in preparing Medal of the Maple submissions.
8. Be a member of the Area's Chief Scout/ Queen's Venturer Awards ceremony organizing committee.
9. Attend and contribute at Area Youth Network meetings.
10. Chair the Area Youth Recognition Committee if one is formed.

EASTERN AND NORTHERN ONTARIO SERVICE CENTRE RECOGNITION CLERK

Accountable to: The Recognition Clerk, a paid employee located at the Eastern and Northern Ontario Service Centre (ENOSSC), is accountable to the ENOSSC Operations Manager

Major Responsibility: to provide administrative support with respect to program standards, recognition and training for the three Councils supported by the ENOSSC.

Recognition Duties and Responsibilities:

- Prepare recognition material (letters, certificates and medals) for recognition awards approved by National and/or the three Councils supported by the ENOSSC Voyageur Council.
- When recognition materials are ready for pick-up or delivery, advise the applicable DCC Recognition, Area Commissioner and DAC Recognition
- Establish recognition pick-up and delivery procedures for each of the three Councils supported by the ENOSSC, in consultation with the applicable DCC Recognition
- Input and/or change Recognition entries for members registered in myscouts.ca in accordance with established practices or procedures laid down by National or the Councils supported by the ENOSSC.
- Establish a tracking procedure for recognition submissions and/or approved submissions that pass through the ENOSSC
- Maintain an inventory of recognition materials at the ENOSSC, in sufficient quantities to meet the requirements of its three supported councils.
- Consult with the DCC Recognition of each supported council on a regular basis with respect to the need to order more recognition materials.
- Handle financial transactions associated with the ordering and usage of recognition materials by the three councils
- Each Scouting Year, in consultation with the applicable DCC Recognition, responsible to generate Warrants of Appointment (WOA) for new registered adult volunteers who join Scouts Canada that year for the first time. This will be done automatically, starting in January of the Scouting Year.
- At the end of each Scouting Year, in consultation with the applicable DCC Recognition, responsible to generate recognition material for the adult volunteers in the Council, who have completed five years, ten years (Long Service Award), 15 years or other multiples of five year service. This should be automatically started in the month of June of each Scouting year.
- Works with the DCC Program Standards, DCC Recognition and DCC Training for each of the councils supported by the ENOSSC, to establish common program standards, recognition and training procedures for the three councils.

GLOSSARY

Outstanding Service Award Recognition Terminology

Commendation – an acknowledgement of an act or service to Scouting that is outstanding in nature

Certificate of Commendation – A certificate and uniform badge to signify the first commendation that a Scouter receives as a Scouts Canada volunteer

Commendation Form – The form which the initiator fills out to commend a volunteer for an outstanding act or service to Scouting (either electronic or paper)

Citation – The text from the commendation form, which describes the outstanding act or service performed by a volunteer

Award – A decorative medal and uniform insignia given to a Scouter in recognition of an outstanding act or service to Scouting.

Benchmark – the number of commendations that a Scouter must receive to be eligible for an Outstanding Service Award

Recipient – A registered member of Scouts Canada who has been commended for an act or service to Scouting which was outstanding in nature

Initiator – A stakeholder to Scouts Canada who initiates the commendation process by filling out an electronic or paper form describing an act or service that a Scouter has performed, which the initiator believes to be outstanding in nature

Stakeholder or Member of the Scouting Community– a person or party that can affect or be affected by the actions or decisions of Scouts Canada. Stakeholders include but are not limited to: Registered Scouters, registered youth members, parents of youth members, Sponsoring Organizations or Scouts Canada staff members