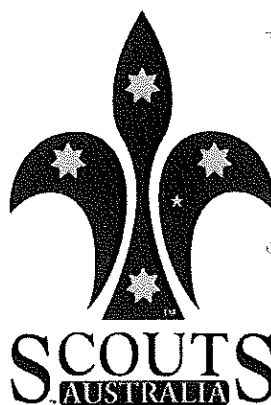


SCOUT ASSOCIATION OF AUSTRALIA

WESTERN AUSTRALIAN BRANCH



GUIDELINES TO THE QUEEN'S SCOUT AWARD



JANUARY 2000

PREFACE

This document has been written as a guide for all who are directly involved with the nomination of the Queen's Scout Award.

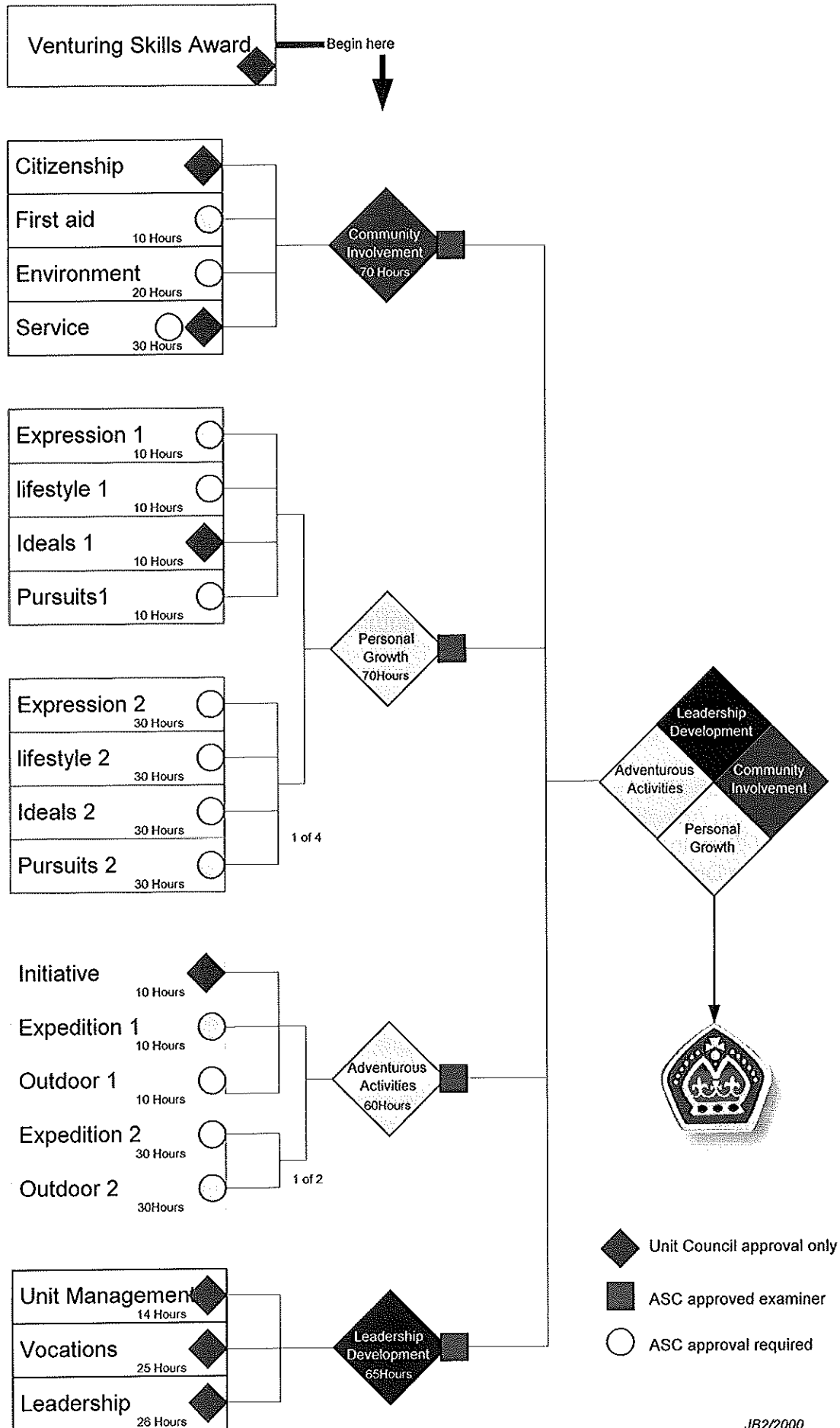
It is hoped that it will enhance the value of the Award and offer a clear example of correct procedure in the nomination of the Award.

While it is recognised that it is the Unit Council who is responsible for the standard of Award work, it is also recognised that this standard needs to be constantly tested so that the Award standard overall is maintained at a consistently high level.

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Queen's Scout Award Scheme



JB2/2000

Nomination for the Queen's Scout Award

"Her Majesty the Queen has been graciously pleased to authorise the issue of a special Royal Certificate to Venturers who gain the Queen's Scout Award. Queen's Scouts are those who, having thoroughly trained themselves in Scoutcraft, place that training at the disposal of the community for public service".

The Queen's Scout Award is made on the recommendation of the Unit Council, to Venturers who have completed the technical requirements of the award as specified in the Venturer Passport.

TECHNICAL REQUIREMENTS

To be awarded the Queen's Scout Award the Venturer must:

1. Be a Venturer Scout.
2. Have gained the Venturing Skills Award.
3. Completed the requirements in the four Award Areas:
 - Community Involvement
 - Adventurous Activities
 - Personal Growth
 - Leadership Development

There is far more to the Queen's Scout Award than just passing tests. The Award is recognised by the community at large to be a worthwhile achievement and a representative of the Queen presents the certificate to the Venturer Scout. The main point is that the Venturer Scout is recognised as being of good character and a worthy member of the Scout Movement. Therefore, the additional requirements are:

4. Be recommended by the Unit Council and the Venturer Scout Leader.
5. Be recommended by the Group Leader and the Group Council.
6. Have a personal interview with the District Commissioner or equivalent.
7. Upon successfully completing requirements 1 - 6, the District Commissioner will recommend to the Branch Chief Commissioner that the Queen's Scout Award be presented.

PASSPORT

Activity areas may be undertaken in any order.

If the same activity is used for an Award (i.e. Pursuits 1 & 2), the 2nd activity must be of considerable improvement and higher standard and where applicable, a Certificate of Competency should be gained (i.e. Abseiling - Instructor's Certificate for Choice 2 level or similar).

External examiners **MUST** be used for any Queen's Scout level Activity Area.

Examiners should be qualified in the Activity Area they are examining.

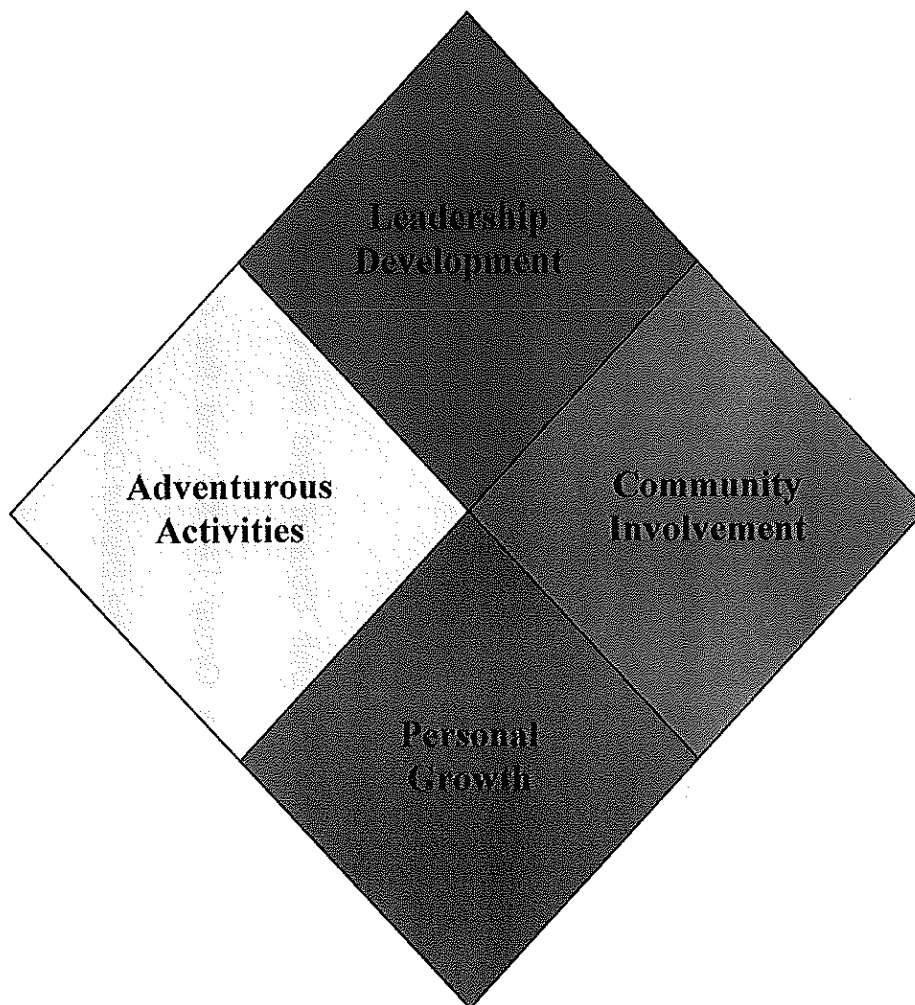
Districts should draw up a list of qualified examiners for the various Activity Areas.

Leaders are to refrain from signing any Award areas.

Entries in Passport

Care should be taken when describing projects in Passport. All relevant information should be entered into the Passport including starting date, completion date, progress achieved, and examiner's name and qualifications.

Passport entries should be supported by all LOGBOOKS, PHOTOS, etc. Rewriting or altering the Passport should be avoided. The use of correction fluid such as Liquid Paper is unacceptable.



CHARACTER REQUIREMENTS

As stated on the Queen's Scout Nomination Form, achievement of the technical requirements alone is not sufficient for a Venturer to gain the Queen's Scout Award - it is only the first requirement. A potential Queen's Scout must show that he/she is carrying out the Scout Law and Promise and his/her character is that which is expected of the Venturing Section's highest award.

The first stage of the approval process for a potential Queen's Scout is by the Unit Council. This is a two-fold decision. Has the Venturer reached an acceptable standard of Award work, and has the Venturer demonstrated that he/she is practicing the Scout Law and Promise in everyday life?

Perhaps a checklist would be helpful to the Unit Council to evaluate the Venturer's progress. Is the Venturer"

- a) Assisting and helping whenever possible?
- b) Accepting a belief in his/her God?
- c) Upholding the laws of the community?
- d) Showing respect for the Queen of Australia?
- e) Being a reliable and trustworthy person?
- f) Extending friendship and consideration to all members of the Unit?
- g) Taking on responsibilities and showing leadership within the Unit?
- h) Demonstrating a cheerful disposition, especially when things get tough?
- i) Someone of whom the Unit is proud?
- j) Doing his/her best, consistent with the Scout Promise?

This list is not conclusive and other aspects of the Venturer's character may need to be examined.

ROLE OF THE VENTURER:

The Award areas are self-explanatory as outlined in the Venturer Passport and the Venturer Leader's Handbook. During the various stages of the Award, the Venturer (and the Unit Council) should keep the passport up to date and should also keep a folio of all activities; in fact all paper work involved with all Activity areas undertaken. This folio together with the passport should form a part of the Unit Council recommendation. A folio may be a collection of work made by a Venturer while progressing through the Award Scheme Activity areas. It may consist of planning notes, reports, records, expedition logs, photographs, research material, etc., compiled in a simple format, or range to a detailed and highly illustrated record. The choice of folio material and its presentation is entirely the choice of the Venturer.

It is the responsibility of the Venturer to arrange a formal interview with the D.C. upon receiving confirmation that the nomination has progressed to him and all requirements have been met.

When preparing for the Award the Venturer should be aware of the Presentation Ceremony at government House. Queen's Scouts whose names have been received at B.H.Q. will receive an invitation to attend the Ceremony. It is therefore advisable for the prospective Queen's Scout to know the date the nomination needs to be at B.H.Q. in order for it to be processed by the required date.

ROLE OF THE UNIT COUNCIL AND VENTURER LEADER

The Unit Council role is frequently overlooked or misunderstood, and this fact has led to delays in the processing of the nomination.

It must be remembered that the Unit Council is nominating one of its members for the highest award in Venturing, an award which "goes outside" of the Venturer Unit. It should be known that the Venturer concerned is not "applying" for the Award.

The Unit Council must be able to ensure that the Award work undertaken constituted an act of determination and challenge for the Venturer concerned, and that the goals were pre-determined by the Venturer in consultation with the examiner. This assurance should be noted by the Venturer Leader when completing the nomination form.

This first stage of the nomination deals not only with the Award Scheme requirements, but also with the character requirements of the nominee. How does the Unit Council assess character requirements? See section on "Character Requirements" on page 3.

This procedure should be seen as an ongoing part of Venturer training, both for the Unit Council and for the nominee for the Award.

Remember, the standard of the Award work should be of the highest standard within the capabilities of each individual Venturer's ability.

Application of "across the board" standards for all Venturers is to be avoided.

Although it is the Unit Council that sets the standard, it is the Venturer Leader who is responsible for the training of the Unit Council and therefore the standard of the Unit overall.





THE SCOUT ASSOCIATION OF AUSTRALIA
WESTERN AUSTRALIAN BRANCH



NOMINATION FOR THE QUEEN'S SCOUT AWARD

SECTION A - TO BE COMPLETED BY VENTURER LEADER AND UNIT COUNCIL

VENTURER REGISTRATION No.....
Given Name (Block Letters) Surname
 (These must be correct as they will be the names inscribed on the Certificate)

ADDRESS

SUBURBPOSTCODE PHONE

UNITGROUP

DISTRICT DATE INVESTED AS A VENTURER

DATE OF BIRTH

YEARS IN SCOUTING AS A JOEY CUB SCOUT GUIDE VENTURER

APPROVAL BY UNIT COUNCIL

UNIT CHAIRPERSON'S NAME

SIGNATURE DATE

DETAILS OF ACTIVITY AREA ACHIEVEMENTS

ACTIVITY AREA	LEVEL 1 DATE COMPLETED	LEVEL 2 DATE COMPLETED	AWARD DATE COMPLETED
EXPRESSIONS	
IDEALS	PERSONAL GROWTH
LIFESTYLE	
PURSUIITS	
EXPEDITIONS	ADVENTUROUS ACTIVITIES
OUTDOOR	
INITIATIVE COURSE		
CITIZENSHIP		
ENVIRONMENT		COMMUNITY INVOLVEMENT
FIRST AID		
SERVICE		
LEADERSHIP COURSE		
UNIT MANAGEMENT		LEADERSHIP DEVELOPMENT
VOCATIONS		

SECTION A - continued

I support the recommendations of the Unit Council.

REMARKS BY VENTURER LEADER IN SUPPORT OF RECOMMENDATION

.....
.....
.....
.....

Venturer Leader's name Phone
Address Postcode
Signature Date

SECTION B - TO BE COMPLETED BY GROUP LEADER

I support the recommendations of the Unit Council and the Venturer Leader

REMARKS BY GROUP LEADER IN SUPPORT OF RECOMMENDATION

.....
.....
.....

Group Leader's name Phone
Address Postcode
Signature Date

SECTION C - TO BE COMPLETED BY THE AWARDS STANDARDS COMMITTEE

I verify that the necessary requirements have been fulfilled

Committee Member's name Phone
Address Postcode
Signature Date

SECTION D - TO BE COMPLETED BY THE DISTRICT VENTURER LEADER

The abovenamed Venturer is technically qualified for this Award

Signature Phone Date

SECTION E - TO BE COMPLETED BY THE DISTRICT COMMISSIONER

I have verified that the necessary requirements have been fulfilled and support the Unit Council and the Venturer Leaders recommendations.

The Venturer was interviewed on and the following remarks support my recommendation:

.....
.....
.....

District Commissioner's name District
Signature Phone Date

SECTION F - TO BE COMPLETED AT BRANCH HEADQUARTERS

Application form received at Branch Date

Branch Commissioner for Venturers Date

Chief Commissioner Date

Sticker placed in passport Returned to BHQ

Letter of congratulations sent to Queen's Scout Date

Letter to DC with badge Copy of letter to VL

Some Notes on the Nomination Form

SECTION A - TO BE COMPLETED BY THE VENTURER LEADER

You are signing the recommendation on behalf of the Unit Council and yours is the privilege of nominating the Venturer for the Award. Any special qualities displayed by the Venturer should be outlined in this section as you will probably know him/her better than the Group Leader, District Venturer Leader or District Commissioner. **Achievement of Activity Area standards alone is not sufficient for a Venturer to gain the Queen's Scout Award - it is only the first requirement.**

If you and your Unit Council are sure that your Venturer will satisfy the other interviewing Scouters, pass the form on the Group Leader. If you have reservations, discuss the matter with the DVL or Coordinator first. Wherever possible you should avoid embarrassing a Venturer or the other Scouters who may query the nomination.

Guidelines for the Venturer Leader when filling in the comment section.

As the space provided for Venturer Leader comment is small, concise points only are required. These may focus on the following areas:

- a. Venturer's character
- b. Venturer's role within the Unit.
- c. Venturer's role within the Community.
- d. Venturer's role within the Movement.
- e. Venturer's personal application to the Law and Promise.

If for some reason it is necessary to provide a written report, this may be done on a separate paper and attached to the nomination form.

SECTION B - TO BE COMPLETED BY THE GROUP LEADER

You are signing the recommendation on behalf of the Group Council. The knowledge that this Venturer has completed all the requirements for the Award should not be new to you, but now that the nomination has been formally forwarded to you by the Venturer Leader you must present it to the Group Council for discussion.

The Group Council is not expected to know the technical requirements of the Award.

To assist you in guiding the discussion the following questions may be put to the Council:

1. Is the Venturer observing the religious policy of the Movement in a practical way appropriate to his/her age?
2. Has the Venturer the ability to accept responsibility in the community? Does the Venturer know that by becoming a Queen's Scout he/she is expected to play a part as a member of the community.
3. Has the Venturer willingly shown a readiness to assist people through the knowledge gained from scout training? E.g. has the Venturer readily helped the Group?
4. Does the Venturer practice each of the Scout Laws in his/her personal life? (each law should be considered separately, and examples of ways in which it could be obeyed should be noted).

After careful examination of all these points, the Group Council should consider whether or not the nomination should proceed.

The Group Council should have firm evidence to support the rejection of any nomination. If in doubt, the matter should be discussed with the V.L. and the Unit Council.

Upon the approval of the Group Council, the GL will sign the recommendation and forward it direct to the D.C.

Once the D.C. has confirmed the Award by letter to the GL it is the GL's responsibility to notify the V.L. immediately.

SECTION C - TO BE COMPLETED BY THE AWARD STANDARDS COMMITTEE

You are signing the recommendation of behalf of the Awards Standards Committee. You are satisfied that the examiner's requirements have been met.

SECTION D - TO BE COMPLETED BY THE DISTRICT VENTURER LEADER OR DISTRICT COORDINATOR

You are signing the recommendation on behalf of the District Venturer Council. You are expected to be able to advise the District Commissioner on any query to do with the Award standard, after satisfying yourself that the technical requirements have been met.

The form is then returned to the District Commissioner.

If no D.V.L., D.V.C. or D.V. Coordinator exists then this step is omitted.

Note: It is very desirable that all districts appoint a D.V.L. or D.V. Coordinator and encourage the formation of D.V. Council.

SECTION E - TO BE COMPLETED BY THE DISTRICT COMMISSIONER

Having interviewed the Venturer (see Page 8 for Guidelines) and satisfied yourself that the Venturer is a worthy recipient of the Queen's Scout Award, you should explain to him/her the obligations of a Queen's Scout , which would include:

1. A continuing example through living by the Scout Law and Promise.
2. A responsibility in serving the community in many ways open to a Queen's Scout.

Note: If the D.C. delegates the responsibility of the interview to another Scouter, e.g. D.V.L., then the Scouter must follow the procedure prescribed for the D.C. The D.C. must still add his signature to the form.

This form and passport should now be forwarded to B.H.Q.

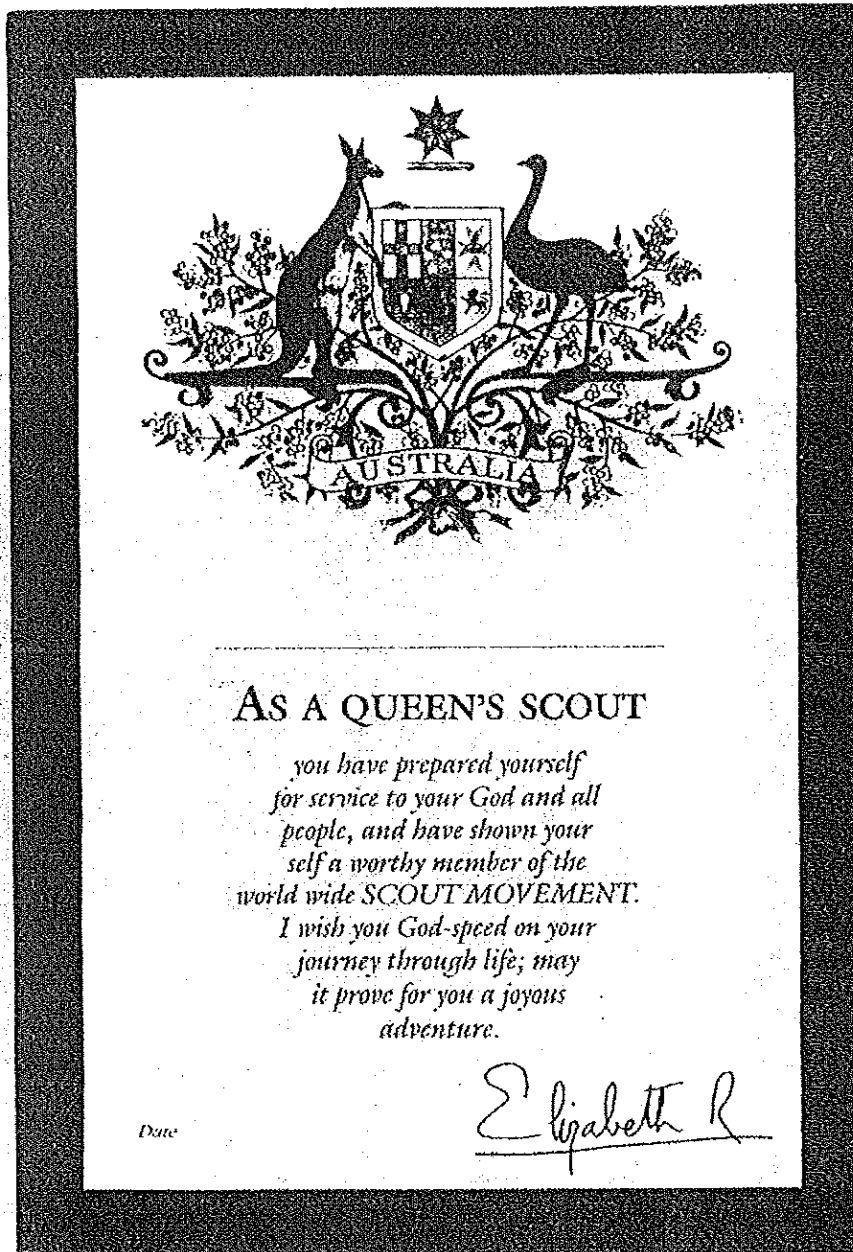
SECTION F - TO BE COMPLETED BY THE B.H.Q. OFFICE, AS APPROPRIATE

Having ensured that the technical requirements have been met, the Branch Commissioner for Venturers signs the nomination form and passes it on to the Chief Commissioner for his approval, whereupon a letter is sent:

a. to the D.C. with badge enclosed for presentation.

And

b. a copy of letter (a) forwarded to V.L.



GUIDELINES TO ASSIST DISTRICT COMMISSIONERS TO INTERVIEW POTENTIAL QUEEN'S SCOUT.

The interview by the District commissioner of a potential Queen's Scout should be the final stage of local involvement.

Prior to the interview being arranged the District Commissioner should have consulted with the district Venturer Leader, District Venturer Council, and Group Leader. These consultations are designed to ensure all requirements have been satisfied, and that all other levels (Unit and Group) are satisfied with the suitability of the applicant.

An interview prior to satisfying all other requirements may, in the event of some inadequacy, create a false impression and some embarrassment to various people involved.

The interview between the District Commissioner and the potential Queen's Scout should be completely confidential and should not involve anyone else unless it is imperative that the District Venturer Leader be involved because of some important influencing factor. It is important to realise that correct preparations and investigations should avoid a possibly embarrassing situation.

The location and atmosphere of the interview should enhance the status of the process and SHOULD be conducted in CORRECT uniform.

As well as emphasising the mutual involvement in Scouting, the interview allows the district Commissioner to see the uniform of the potential Queen's Scout well in advance of the ceremony.

The interview should be challenging and a memorable experience for both the District commissioner and the potential Queen's Scout. All efforts must be taken to keep the potential Queen's Scout at ease during the interview.

The interview should not be excessively formal, but must allow the Venturer to "open up" and discuss matters freely.

It would be beneficial if the District Commissioner spent a little time prior to the interview to create a small list of starter questions that will both establish the objective of the interview and set the potential Queen's Scout at ease.

The submission of logbooks, files, photos, etc, would help to prepare the District Commissioner when discussing various projects that the Venturer has undertaken.

The following list of questions has been prepared to assist the District Commissioner, however they are not exhaustive or definite.

The interview is meant to explore the Venturer's values and ideals rather than examination or quiz type "yes/no" or "right/wrong" answers.

These questions can be re-phrased to suit the needs of the District Commissioner and the Venturer.

Guidelines for District Commissioner's Interview cont'd.

- ◆ What were the most/least enjoyable Activity Areas? Why?
- ◆ What are your best memories of Joeys? Cubs? Scouts? Guides? Venturers? Why?
- ◆ Why did you choose to become a Queen's Scout?
- ◆ What does the Law and Promise mean to you?
- ◆ What is the relevance of the Law and Promise to you in everyday life?
- ◆ How are you applying the Promise in your life?
- ◆ What is your idea of "Duty to God"?
- ◆ What is your idea of "Duty to the Queen of Australia"?
- ◆ What conflicts have arisen for you between your Scouting beliefs and peer beliefs?
- ◆ How can you contribute to the community in the future?
- ◆ In what ways has Scouting/Venturing been of most assistance?
- ◆ How has Scouting/Venturing helped you:
 - a) to clarify your values?
 - b) meet new challenges?
 - c) develop personal qualities and skills?
 - d) decide your future?
- ◆ Did you have any difficulties relating your Scout activities to your school activities? For example the T.E.E. and extra studies versus hiking/Initiative Courses etc.
- ◆ Are you interested in continuing as a Rover or Leader?
- ◆ Do you see a future for Scouting in the Community?
- ◆ Do you see any major changes occurring for Scouting in the future?

A final comment:

The Queen's Scout Award is an award and not an automatic right for a Venturer. Over a long period of time a Venturer has had to meet constant challenges and change at very high standards.

It is important that this interview be treated in the correct manner and while it may be one of many for the District commissioner, it is the only one for the Venturer.

The approach of the District Commissioner will rest in the Venturer's memory for life - it is therefore essential that this memory remains positive to the Venturer and Scouting.

GUIDELINES FOR THE PRESENTATION OF THE QUEEN'S SCOUT BADGE

It is the responsibility of the Unit Council in consultation with the recipient, to see that the Badge is presented in a proper and fitting manner in accordance with the wishes of the Queen's Scout.

The wishes of the Queen's Scout are vital in deciding the date, time, location and who is to present the Badge, as well as the general format of the Ceremony.

The Unit council should take a major role in the Presentation Ceremony.

The Ceremony should not be used for any other purpose, such as the presentation of Achievement Badges, Warrants, etc.

These guidelines are provided to assist the Queen's Scout recipient, the Unit Council and the Venturer Leaders, in planning the Ceremony. They are not intended to be followed rigidly. Any variation to the Guidelines which will enhance the Presentation should be considered.

PRIOR TO THE EVENT

1. Determine
 - a) The date, time and location of the Presentation.
 - b) Who is to present the Queen's Scout Badge.As well as the preferences of the Queen's Scout, the availability of the Unit, Group, parents and venue need to be considered.
2. Invitations, specially printed or on Unit/Group letterhead, could be sent to appropriate people and organisations. These could include Parliamentarians, Local Government Representatives, Representatives of Churches, Civic organisations and Service Clubs, District Association, Leaders from other Groups, District, other Venturer Units, Ranger Guides, Group Committee/s, leaders and youth members of the supporting Group/s, Examiners and past Queen's Scouts.
3. Organise to have Special Guests received and shown to their seats or positions.
4. All participants should be clear about what they are expected to do and when they are expected to carry out their part.
5. A detailed written programme should be provided to key participants.
6. Invite the local media or ensure a competent photographer is arranged to take photographs. Brief them on the order of events and the name/s and details of the participant/s.
7. Have the names of the Awardee/s added to the Honour Board.
8. Programme, if printed, should be of a good standard and could provide details of the Presentation, the achievement of the Queen's Scouts, their personal history and an outline of the Venturer Award Scheme.
9. Prepare a display of the Unit activities, especially those that involved the Queen's Scout.

THE CEREMONY (An Example)

1. The Floor Plan.

The Ceremony may be held indoors or outdoors. In either location adequate provision needs to be made for ample seating and a clear view of the Ceremony for all who attend. Speeches need to be made sufficiently loud to be heard by all. Lighting, general or spot, needs to be considered. The same needs apply if using music. Location of Queen's Scout, Master of Ceremonies, Ceremony participants and flag or flag break need to be arranged well in advance.

2. The Master of Ceremonies (possibly the Unit Chairman, VL, DVL, GL or DC) must be well briefed on all details, speak clearly and adequately explain each part of the Ceremony.

3. Suggest Order:

- a) All participants take up positions or Organised entry - flat parade, National Anthem, etc.
- b) Flag break (ask all to stand)
- c) Welcome (be clear about who is present and announce the name and correct title, if any, of special guests).
- d) Introduction of Queen's Scout, (by appropriate person), outlining significance of Queen's Scout Award. This could be done by using audio-visuals, Unit members, portable displays, etc.
- e) Chosen speakers, e.g. Cub Scout, Scout or Venturer Leaders may wish to highlight Queen's Scout history and achievements.

Presentation of the Queens Scout Badge

- f) At this point some presentations include a "Eulogy" or "Charge". If used, the wording and sentiment must inspire all present, including potential Queen's Scouts.

Euology

Queen's Scouts are those who, having thoroughly trained themselves in Scoutcraft, place that training at the disposal of the community for public service.

The solid foundations on which the Scoutcraft is built is the Scout Law. Unless a Scout observes the Scout Law to the best of his/her ability, by the very wording of the law, he/she ceases to be a Scout.

Re-affirm Promise: (all invested members give the Scout Sign).

*I promise that I will do my best
To do my duty to my God, and
To the Queen of Australia,*

DISTRICT COMMISSIONER WILL CHARGE THE QUEEN'S SCOUT:

"I charge you ever to remember, to discharge your duties as a Queen's Scout, to set an example to your fellow Scouts, and to place your knowledge of Scouting at the disposal of your Scouters, so that in the fullness of time, the other Venturers in your Unit will, by your unselfish assistance, have knowledge of Scouting as you have."

The person to present the Badge should be chosen by the Queen's Scout and must be clearly briefed on the timing and the task. They must also be clear on where it is to be pinned. It is preferable for the Queen's Scout to stand side-on to the majority of the audience.

Explain to the audience any special significance in the choice of the person to present the Queen's Scout Badge.

- g) Other presentations can now be made: e.g.
- | | |
|--------------------|-----------------------------------------|
| * Group | Plaque/book |
| * Unit | Queen's Scout Pin or miniature badge |
| * Parent/Supporter | Pin or gift (extra pins may be ordered) |
- h) Response by Queen's Scout.
This should be prepared and may include reference to those leaders, Venturers, Examiners, etc. who have supported the Queen's Scout's achievement. Special mention to parents and family for their support.
- i) Prayer and/or Epilogue - especially chosen for the occasion.
- j) Flag down - ceremony concludes.

Invitation to refreshments. A special cake may be provided.

- For additional information refer to Venturer Leaders' Handbook.

CERTIFICATE PRESENTATION CEREMONY

All Queen's Scouts are invited to attend Government House to receive their royal Certificate from the Chief Scout.

The Queen's Scout is able to invite his/her Venturer Leader and parents along to witness the presentation.

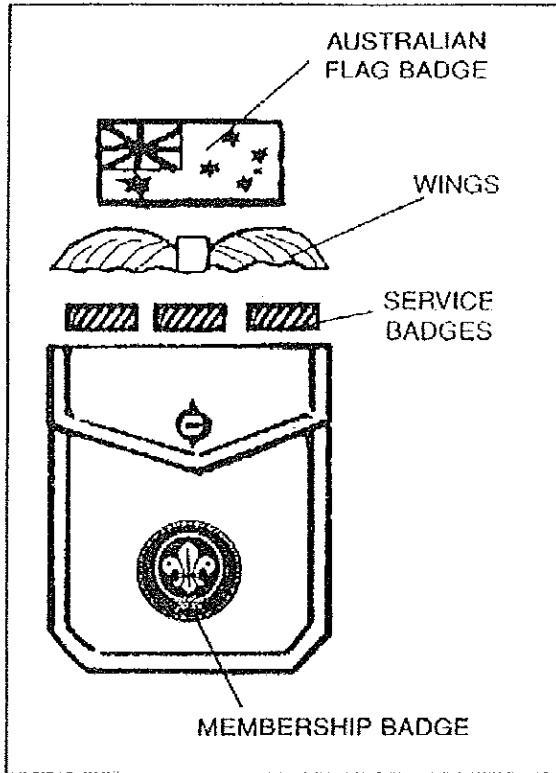
The Presentation Ceremony is held once a year. Queen's Scouts whose names have been received at B.H.Q. will receive an invitation to attend the ceremony.

Those unable to attend will have their Royal Certificates sent to their District Commissioner for presentation.

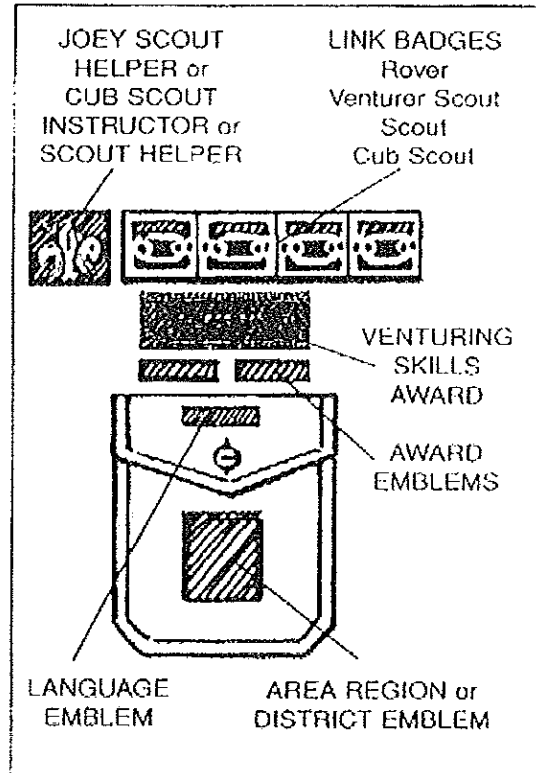
Strict guidelines are set down for correct uniform, the correct placement and number of badges to be worn to the Government House Presentation.

BADGES AND EMBLEMS

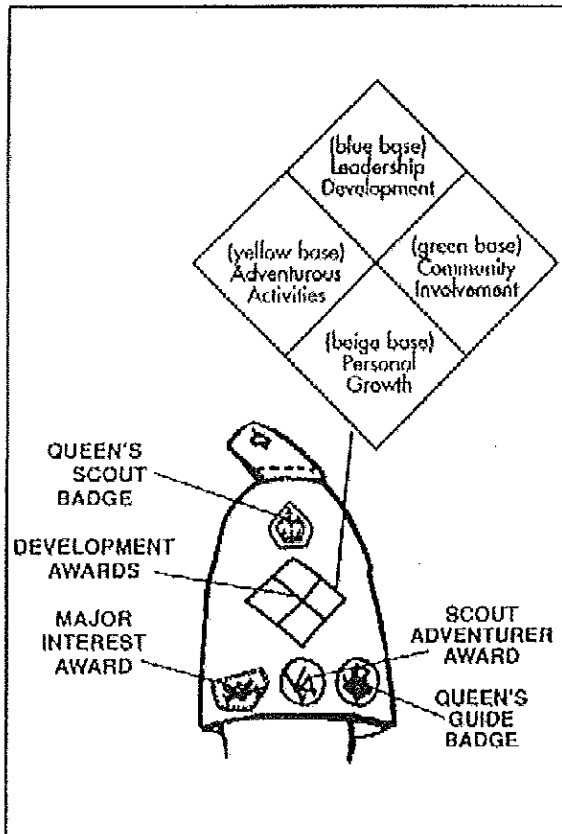
LEFT POCKET



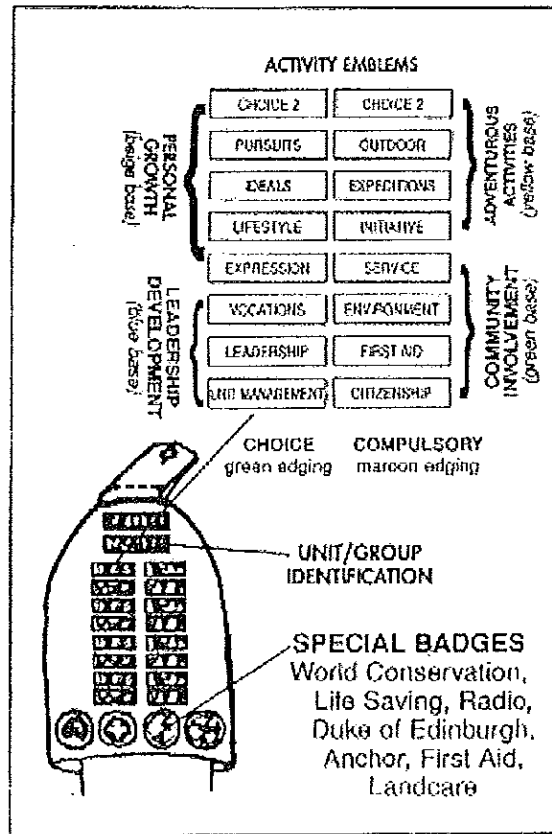
RIGHT POCKET



LEFT SLEEVE



RIGHT SLEEVE



Nb: A female member who has gained a Queen's Guide Award, this is worn below the Queen's Scout badge and above the Development Awards.

APPLICATION FOR EXTENSION OF TIME BY A POTENTIAL QUEEN'S SCOUT

If the needs arises for an extension of time beyond the Venturer's 18th birthday to complete the Queen's Scout Award, the following requirements are to be observed.

- a) A covering letter, one month prior, must accompany the nomination form to B.H.Q. where an extension of time has been requested, with approval of Unit council.
- b) Where an application is made each Venturer should be considered separately.
- c) Exemptions are limited to a maximum time of:

3 months	- time overseas - badly injured - other extreme circumstances
1 month	- needs course - Leadership or Initiative - major school examination - major school assessment (providing personal planning of time has not been ignored).

Or at the Branch Commissioner for Venturer's discretion.

- d) Any extension of time can only be made with the consultation of the B.C. or in his/her absence the A.B.C. Venturers, should any other exceptional circumstance occur.

TRANSFERS

When a Venturer transfers to another District, it is essential that the previous V.L. passes on the approval of all work completed, and a character reference as appropriate, to the date of the transfer.

CLARIFICATION OF RELIGIOUS POLICY FOR VENTURERS

The Venturer Section is no different from any other section with regard to the Association's Religious Policy, i.e. all members are to abide by the Scout Promise, which accepts that there is a God.

Potential Queen's Scouts must be prepared to accept the Association's Religious Policy to be considered a Queen's Scout. If the Venturer does not accept the Religious Policy, he/she cannot be considered as Queen's Scout.

WHERE TECHNICAL REQUIREMENTS HAVE NOT BEEN MET

The B.C. Venturers has the ultimate responsibility of approving a Venturer's Award Scheme work. The B.C Venturers may pass this responsibility on to a nominee.

Each Venturer should be considered individually, and the Award Scheme work proven to the 'best of the Venturer's ability'.

Where obvious standards are not met, the nominee should refer the matter directly to the B.C. Venturers for further investigation.

Award Scheme standard discrepancies may have occurred through:

- a) Lack of Venturer Leader knowledge of Award Scheme Areas.
- b) Failure of activity area to be approved by a Unit Council.
- c) Wrong choice of examiner.
- d) Venturer has obviously made an insufficient attempt at the award.
- e) Venturer has not completed an activity area.
- f) A person other than the Venturer has completed or part completed the activity area.
- g) Or any other extenuating circumstances.

To rectify the situation the B.C. Venturers may investigate the fault by taking submission from the Unit Council, the Venturer Leader and the Venturer concerned. Each case should be dealt with individually, according to the problem presented.

The B.C Venturers may request:

- a) Further training of Unit Leaders.
- b) Review of examiners.
- c) Further work to be completed by Venturer, providing the conditions under which it is to be carried out are determined.
- d) If the majority of the work is sub standard the B.C. Venturers may choose not to approve the Queen's Scout Award.

In many cases a simple phone call to the V.L. will clarify the problem areas.

WHERE CHARACTER REQUIREMENTS HAVE NOT BEEN MET

Unit Council Decision

If the Unit Council feels the Venturer does not comply adequately with the Character Guidelines, the Venturer should be informed IMMEDIATELY and given a set of requirements to achieve in a given time, after which time the Venturer's Queen's Scout nomination would be reviewed. It is essential to the Venturer and Unit council that these requirements and timeline be documented.

A Unit Council should have an ongoing review process of all its potential Queen's Scout applicants, thus preventing disappointment of a Venturer if either the technical or character requirements are not met by his/her 18th birthday.

District Venturer Council Decision

The same procedure would apply as for the Unit Council.

Group Council Decision

The Group Leader, on behalf of the Group Council, would be required to make a written statement stating the grounds for the objection.

The Group Leader should convene a meeting comprising the Unit Chairperson, the Venturer Leaders and the District commissioner to discuss the objections and the meeting should propose either a solution or a rejection of the Queen's Scout nomination.

District Commissioner Decision

It is necessary for the District Commissioner to be aware of potential Queen's Scouts within the District, and to keep in touch with the Venturer Leader and District Venturer Leader regarding any problems, well before the interview stage.

However, if the situation arises, or has the potential to arise, the District Commissioner would be advised to meet with the Venturer and discuss the problems, offering positive encouragement and guidelines for expectations.

The District Commissioner may feel the need to involve the Branch Commissioner for Venturers.

APPEALS

From time to time the Branch Venturer Council has become aware of circumstances in which Venturers have felt aggrieved as a result of a Queen's Scout Award not being granted. Because of the non-existence of a formal dispute settling procedure, it has been sometimes difficult to resolve disputes of the because of the emotion that surrounds the whole concept of the award.

It is no longer feasible to allow an award system encompassing the Queen's Scout Award to exist without there being some form of appeal mechanism to allow for the review of decisions made by Unit Councils, Group Council, District Councils and District Commissioners.

To deny a right of review of a decision is a denial of natural justice and should be addressed and included in the Branch Venturer Council Policy Manual.

Decision by Unit Councils

Where a Venturer is rejected at the Unit Council stage of the process, the District Venturer Council should have the power to hear the matter and to take oral or written submissions from the aggrieved Venturer and Unit Council. Upon hearing the evidence the District Venturer Council can then make a decision AFFIRMING or OVERTURNING the Unit Council decision. If the decision is overturned, the matter should then proceed to the Group Council through the normal administrative process.

Decision by Group Councils

If the Unit Council has recommended the awarding of a Queen's Scout Award, and the Group Council rejects the application, a District panel consisting of the District Commissioner, District Venturer Leader and one other District Leader should hear the matter and take submissions from the Unit Council, Venturer Leader, Group Council and the aggrieved Venturer. This panel can then make a decision AFFIRMING or OVERTURNING the Group Council recommendation.

Decision by District Venturer Councils

Where the District Venturer Council does not concur with a Unit Council or Group Council recommendation, then an appeal may be lodged with the Branch Commissioner who will form a panel as outlined above. (BVC, BC and ABC/V)

The decision of the Branch panel would be final.

Recommended Summary

That a two-tier appeal process be established to resolve disputes associated with the Queen's Scout Award, namely

- * District Venturer Council
- * Branch Panel

That each appeal panel has the right to:

- receive oral or written submissions.
- carry out any investigations that the panel deems necessary.
- seek information from appropriate sources including examiners.
- ask questions of all relevant parties.
- ask for evidence associated with the Award Scheme.

That Venturers have the right of appeal through the various levels, in order.

(Note - If there is no District Venturer Council, District Venturer Leader or Coordinator, then the Branch Venturer Council should hear the appeal.)

If exceptional circumstances exist, leave may be granted for an appeal direct to the Branch Panel, thereby passing other levels of appeal.

Any decision of the Branch Panel is final and no further appeals may be made.

At each stage of the appeal proceedings, decision-makers will be required to justify their decision in writing.

Appeals against decisions are to be lodged in writing to the appropriate appeal body within 30 days of receiving advice of an unfavorable decision being made.

Where valid appeals are lodged, the matter is to be dealt with within 14 days and a decision made within a further 7 days.