



Record Book Supplement

Fourth Edition 2016 - International Standards



Introduction

Welcome to the Duke of Edinburgh's Award Program!

This guide is meant to supplement the Participant's Record Book by providing clarification and additional resources that may assist Participants in understanding and completing The Award.

We strongly recommend that you still read the Record Book thoroughly.

Should you have any questions that are not addressed in this guide, please contact the Division Office and we will be happy to help you.

Award Overview

The Award Program is open to anyone between the ages of 14 and 24.

There are three levels — Bronze, Silver and Gold. For each level there are four sections to be completed:

Service — Volunteer in the community

Adventurous Journey — Explore the natural environment

Skill — Develop a skill or hobby

Physical Recreation — Exercise and stay active

At the Gold level, there is one additional section: the **Residential Project**. This can be completed at any level of The Award as long as the Participant is at least 16 years old, but only counts towards Gold.

The Residential Project — 5 days in a new environment working with new people.

All activities counted towards The Award must be extra-curricular and voluntary. These activities are recorded in the Record Book by the Participant.

Who are Assessors?

For each section of The Award program, Participants collect Assessor signatures to show they have completed the activities.

An **Assessor** is the person who is instructing, coaching or supervising the Participant during their activities.

This person should be qualified to assess the progress and efforts of the Participant for a given section.

Ideally, there will be a different Assessor for each section.

Parents should not act as Assessors unless they are instructing or there is no other option available.

Example Activity	Example Assessor
Piano Lessons	Piano Instructor
Basketball Team	Basketball Coach
Knitting	Family friend who has knit for 15 years
Kayaking Expedition	Expedition leader
Youth Leadership Camp	Camp Leader
Student Council	Teacher Sponsor
Public Speaking	Coach / Toastmasters President
Going to the Gym	Trainer or Front Desk Attendant

Note: Dropping off and picking up Participants from activities is not considered an Assessor's qualification.

Leaders are not automatically Assessors and should not sign for activities they did not witness.

Getting Started

Groups & Independents

Participants can complete The Award in two ways - as a member of a **group** or as an **Independent**.

Groups are generally associated with larger youth organizations, such as schools, community centres, Guides, Scouts or Cadets. In this case a leader will usually help coordinate activities and support the group members as they work towards their Award.

Independents work towards their Award on their own or with friends. There is no leader, but Participants will still work with Assessors for each section. Around one quarter of Participants do the program independently.

Registration

Each youth doing the program needs to be registered through the Division Office.

Youth can either download the PDF registration form or register online with a credit card. There is a \$30 registration fee for each level of The Award.

Activities completed before registration cannot be counted towards an Award.

Registration dates cannot be backdated.

Age Requirements

Level	Earliest Starting Age	Earliest Completion Age	Minimum Duration
Bronze	14*	14.5	6 months
Silver	15 or after Bronze	15.5 with Bronze 16 Direct Entry	6 months with Bronze 12 months Direct Entry
Gold	16	17 with Silver 17.5 Direct Entry	12 months with Silver 18 months Direct Entry

*If group Participants turn 14 between Sept 1 and Dec 31, they can start with their group at the beginning of the school year. However, they still need to be 14.5 to complete Bronze.

Participants can start at any level as long as they meet the minimum starting age requirement.

Starting at Silver or Gold is known as Direct Entry.

Submissions cannot be approved if the applicant does not meet the minimum completion age requirement.

All activities must be completed before the Participant's 25th birthday. Submissions may be received after that date, but all activities must have already concluded.

Record Keeping

Service, Skill & Physical Recreation

Timescales

Each section has a minimum length of time that activities need to be worked on. Youth doing Bronze or Direct Entry will choose one of Service, Skill or Physical Recreation to pursue for a longer period (a Major). It is the participant's choice which of these three sections to do for longer. They do not need to decide at the beginning of the level, but can choose as they go along.

Level	For all sections	For one of Service/Skill/Physical Recreation
Bronze	3 months (13 weeks)	An additional 3 months (26 weeks total)
Direct Entry Silver	6 months (26 weeks)	An additional 6 months (52 weeks total)
Direct Entry Gold	12 months (52 weeks)	An additional 6 months (78 weeks total)

Participants who are continuing on through the program will do all three sections for the same length of time

Level	For all three sections
Silver (from Bronze)	6 months (26 weeks)
Gold (from Silver)	12 months (52 weeks)

These time requirements are minimums rather than maximums. Participants can set their own pace and may need more time to complete each section, but they cannot complete a section in less than the time specified.

Frequency of Activity

Youth should participate in their activities on a regular basis. The Record Book recommends an average of one hour per week for each of Service, Skill and Physical Recreation.

This average does not mean that participants must record an hour every week. If, for example, a participant is sick and misses a week of activities, the next week he or she could do 2 hours to make up for it and still have an average of 1 hour per week. Short gaps can be made up, but such gaps cannot be longer than 4 weeks.

If the gap between activities is longer than 4 weeks, these weeks cannot be made up. Additional weeks will need to be added at the end to make up for the missed time. When the participant returns to the activity, he or she picks up from where they left off.

For example, a Bronze Award may look like:

Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8
Service	Sick	Service					
Skill		Skill (Major)				Vacation	Skill
		Physical Recreation					
				Journey			

You will find an example of a completed section of the Record Book on the next page.

Filling in the Record Book

SERVICE (refer to page 16 for full information)

THIS SECTION TO BE COMPLETED BY THE PARTICIPANT

List service activities: event set-up and basketball coaching, fundraisers, library volunteer

Note: Start date and date of completion must be a minimum of 6 months apart.

Date Started: Mar 3 2014 Date Completed: May 29 2014
MM/DD/YYYY MM/DD/YYYY
 Total Hours: 22

THE FOLLOWING SECTION IS TO BE FILLED OUT BY THE PARTICIPANT'S ASSESSOR OR OTHER PERSON IN CHARGE:

Assessor's Report (Give details of practical service given, training completed, any qualifications gained and general performance): Sozy was great helping me coach basketball at the local community centre

Name of Assessor (Please print): Carole Goode

Qualification or Experience: Youth Worker at Community Centre

Address: 555 Main St, Victoria

Telephone: 555-555-5555

Email: carolgoode@email.com

It is certified that this participant has made a regular commitment, acquired the necessary understanding and, where applicable, taken part in introductory training.

Date: May 29 '14 Signature: Carole Goode
MM/DD/YYYY

This is an example of completed Record Book for the Service section of the **Bronze Award**. It shows 13 weeks (3 months) of activity.

Skill and Physical Recreation will follow the same structure, with one of the three including an extra 13 weeks (3 months) of activities (for Bronze).

Short description of the activities and effort

One person is chosen as the overall Assessor if several different activities were undertaken

Position or experience demonstrating this person is qualified to assess

Assessor signature

The first and last date in the table are separated by at least the minimum time requirement (in this case 13 weeks for Bronze)

In this example, missed weeks have been made up because extra hours were done the week after the gap.

Assessor initials/signatures are present for each entry
 Entries without a initial/signature will not be counted

Check out our **Paperwork Hacks** video at:
www.dukeofed.org/bc/participants

3 months is 13 weeks	12 months is 52 weeks
6 months is 26 weeks	18 months is 78 weeks

WEEK	DATE (mm/dd/yyyy)	HOURS	SERVICE PROVIDED TO	TYPE OF SERVICE	ASSESSOR'S SIGNATURE
1	06/16/2013	1	School	SRC Meeting	
1	3/3/2015	1	Community Centre	event set-up	<i>CG</i>
2	3/11/2015	1	School	library volunteer	<i>CG</i>
3					
4					
5	4/2/2015	3	Community Centre	coaching basketball	<i>CG</i>
6	4/9/2015	3	" "	" "	<i>CG</i>
7	4/16/2015	3	" "	" "	<i>CG</i>
8	4/23/2015	1	School	library volunteer	<i>CG</i>
9	4/30/2015	6	Cancer Society	fundraiser	<i>CG</i>
10	5/8/2015	1	Community Centre	event set-up	<i>CG</i>
11					
12	5/15/2015	2	School	volunteer usher	<i>CG</i>
13	5/22/2015	1	Community Centre	fundraiser	<i>CG</i>
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					

Qualifying Activities

Service, Skill and Physical Recreation

Time Requirements

Award Level	Section Requirements
Bronze	Min. 3 months (or 6 if Major)
Silver (with Bronze)	Minimum 6 months
Silver Direct Entry	Min 6 months (or 12 if Major)
Gold (with Silver)	Minimum 12 months
Gold Direct Entry	Min. 12 months (or 18 if Major)

Service

Service includes any activities that contribute to the community.

Example Activities:

- Student Council
- Assisting seniors
- Community fundraisers/events
- Volunteering with non-profits
- Organizing an activity at school
- Volunteering at the library
- Volunteering at a sporting event
- Volunteering at the church/mosque/

What DOESN'T count?

- Paid activities
- Babysitting for relatives
- Regular Scout/Cadet/Guide meetings
- Internships (i.e. unpaid work for a for-profit company)

Physical Recreation

Physical Recreation includes any kind of physical activity.

Example Activities:

- Basketball
- Soccer
- Volleyball
- Baseball
- Football
- Lacrosse
- Kayaking
- Skiing
- Hockey
- Tennis
- Swimming
- Yoga
- Martial arts
- Running/jogging
- Going to the gym
- Free weights

Skill

The chosen skill can be something new or the continued development of a previous skill. One skill is chosen to practice for the duration of this section.

Example Activities:

- Playing a musical instrument
- Learning a language
- Woodworking
- Gardening
- Webpage design
- Computer programming
- Drawing or painting
- Historical studies
- Public speaking
- Creative writing
- Officiating or refereeing
- Vehicle maintenance
- Video editing
- Various collections
- Dispute resolution
- Business Communications
- Jewelry making
- Cooking
- Sewing
- Knitting
- Pottery
- Singing
- Chess
- Fishing
- Driving
- Accounting
- Debating
- Braille
- Acting
- Piloting
- Calligraphy
- Graphic Design
- Marksmanship
- Photography

What DOESN'T count?

- Physical activities (dance, martial arts, sports)
- School classes for which school credits are earned (e.g. art class, band, cooking class)

Skills worked on at school can count as long as substantial extra-curricular effort is made in addition to the course requirements.

A school activity that is not counted for credit can also count.

What DOESN'T count?

- Physical Education (PE) class

Adventurous Journey

Award Level	Practice Journey	Qualifying Journey	Hours of Activities
Bronze	1 Day	2 Days, 1 Night	6 hours per day
Silver	2 Days, 1 Night	3 Days, 2 Nights	7 hours per day
Gold	2 Days, 1 Night	4 Days, 3 Nights	8 hours per day

An Adventurous Journey entails learning about and respecting the natural environment. Each Journey must be preceded by Preliminary Training and a Practice Journey. Participants are responsible for ensuring their own training and safety.

Preliminary Training includes:

- Safety Precautions & Emergency Planning
- First-Aid
- Map Reading
- Compass Work
- Wilderness Code of Behaviour (see Record Book)
- Cooking and menu planning
- Knowledge of equipment
- Site selection
- Reading over the appropriate sections of the Record Book
- Any additional training as needed

This training must be completed before the Qualifying Journey. The Participant should seek out a knowledgeable and experienced adult for this training, which can be completed all at once or in several different sessions.

It is the Participant's responsibility to ensure this requirement is met.

TIP! Where necessary, an extra day (bronze) or two days (silver and gold) can be added on to the Qualifying Journey to be counted as the Practice Journey.

However, this still needs to be written up as the Practice Journey in the Journey Report.



Practice Journeys include:

- The testing of equipment
- Practicing the activity chosen for the qualifying journey (or a similar activity) to test endurance and fitness
- Risk assessment and safety planning
- Any additional training required

Practice Journeys help Participants prepare for their Qualifying Journey

Bronze Practice Journeys can be completed in one day, but Silver and Gold Practice Journeys will include two full days and an overnight stay.

ADVENTUROUS JOURNEY

PRACTICE JOURNEY
Requires one full day of activities, but need not be overnight at Bronze. Conditions should approximate those anticipated for qualifying journey.

THIS SECTION TO BE COMPLETED BY THE PARTICIPANT

Activity: canoeing

Method of Travel (ie. Hike/Bike/Canoe): canoe

Location: Beautiful Lake

Purpose: to prepare for expedition

Date Started: 03/27/12 Date Completed: 03/27/12
MM/DD/YYYY MM/DD/YYYY

Was Preliminary Training completed prior to the Practice Journey? yes

I have completed an outline of my Practice Journey yes

THE FOLLOWING SECTION IS TO BE FILLED OUT BY THE PARTICIPANT'S ASSESSOR OR OTHER PERSON IN CHARGE:

Assessor's Report (Comment on participant's venture and report): Yelda worked very hard and showed great dedication

Name of Assessor (Please print): Emma Leader

Qualification or Experience: Outdoor education teacher and camper for 15 years

Address: 444 Pine St Victoria BC V9V 1P4

Telephone: 250-444-5555

Email: imalender@email.com

It is certified that a satisfactory standard of training has been reached in the subjects listed in the Preliminary Training, that the necessary number of Practice Journeys have been completed and this participant is properly equipped for the Qualifying Journey.

Date: 03/27/2012 Signature: Emma Leader
MM/DD/YYYY

35

There are three types of Adventurous Journeys available, depending on the interests and abilities of the Participant:

Expeditions: Focus on Journeying

During an Expedition, Award Participants are expected to journey a significant distance under their own power, whether hiking, kayaking, biking, snowshoeing or some other means. Completing the journey is the purpose of the trip and the bulk of time should be spent on achieving this. Distance guidelines can be found in the Record Book.

Explorations: Focus on Studying

For an Exploration, Award participants choose a topic they wish to study relating to the natural environment. Topics could include historical land use, invasive species, post-logging forest recovery, etc. Before the trip, they do research on this topic and then during the trip they complete a study of some kind related to it. In addition to the regular journey report, they include a summary of their research and findings. At least one third of the total active hours should still be spent journeying for an Exploration.

Other Adventurous Journey

An Adventurous Project can take many forms. This option is targeted towards those that need an extra challenge. Youth must be at least 18 years old to select this option. Adventurous Projects require pre-approval from the Division Office. (Pre-approval involves ensuring that the trip meets the general criteria for an Adventurous Journey)

For all Journeys

For all types of journeys, participants should participate in the planning of the trip wherever possible. Nights out are to be spent camping or in a simple, rural cabin. Award Participants should set up camp, cook their own meals, and spend the time immersed in the natural environment. At least 4 people, including one experienced adult must be on the trip. All preliminary training and practice journeys must be completed prior to the qualifying journey. In both cases, an average of 6 (bronze), 7 (silver) or 8 (gold) hours per day should be spent on setting up or taking down camp and either journeying or studying.

ADVENTUROUS JOURNEY	
QUALIFYING JOURNEY <small>Requires two full days of activities, including one night out. Must have a minimum of 6 hours of planned activities per day. Environment chosen can be familiar.</small>	
THIS SECTION TO BE COMPLETED BY THE PARTICIPANT	
Activity: <u>canoeing + hiking</u>	
Method of Travel (i.e. Hike/Bike/Canoe): <u>canoe + foot</u>	
Location: <u>Great Big Lake Park</u>	
Purpose: <u>to explore the park and learn about the area</u>	
Date Started: <u>04/06/12</u> Date Completed: <u>04/07/12</u>	
Duration: Number of days out <u>2</u> Number of nights out <u>1</u>	
Number of hours of planned activities per day <u>7</u> (min. of 6 hrs/day required)	
I have completed a report of my Qualifying Journey <u>yes</u>	
THE FOLLOWING SECTION IS TO BE FILLED OUT BY THE PARTICIPANT'S ASSESSOR OR OTHER PERSON IN CHARGE:	
Assessor's Report (Comment on participant's venture and report): <u>Golda pushed herself on this trip and had a great attitude.</u>	
Name of Assessor (Please print): <u>Jma header</u>	
Qualification or Experience: <u>Outdoor Education teacher and camper for 15 years</u>	
Address: <u>444 Pine St Victoria BC V9V 1P4</u>	
Telephone: <u>250-444-5555</u>	
Email: <u>malabader@email.com</u>	
It is certified that this participant has met the requirements of a Qualifying Journey and that the journey presented a challenge in terms of physical effort and fulfillment of its preconceived purpose.	
Date: <u>04/07/2012</u> Signature: <u>Jma Lander</u>	
36	

What should NOT be part of an Adventurous Journey

Some elements we should not see include:

- Travel by motorized transport
(to the site and back is ok, but not during the journey)
- Staying in hotels or hotel-like cabins
- Journeying through urban environments
- The bulk of time spent on games or leisure activities
- Shopping at stores during the trip

If you are unsure as to whether a journey will qualify, please contact the Division office for feedback.

Description of effort and achievement

Position or experience demonstrating this person is qualified to assess

Assessor Signature. The Assessor for the Practice Journey and Qualify journey do not have to be the same.



Adventurous Journey Report

Each Journey requires a Journey Report with the following information included:

Practice Journey Outline:

- Where did you go? When did you go?
- Did you complete your preliminary training?
- What did you learn that helped you on your Qualifying Journey?

Recommended: one or two paragraphs of writing or equivalent in another format.

Qualifying Journey:

- Where did you go? When did you go?
- How did you get there?
- Who went with you? Were they also working towards an Award?
- What did you do while you were there?
- How far did you travel (under your own power)?
- What did you learn? What did you experience?
- What was most challenging about this journey?
- What would you do differently next time?

Recommended: 1-2 pages (Br), 2-3 pages (Si), 3-4 pages (G) or the equivalent in another format.

If you did an **Exploration** be sure to add:

- A summary of your pre-trip research (how did you learn about your topic before the trip?)
- A description of your study (how did you explore your topic while on the trip?)
- The findings of your study (what did you discover as a result of your study?)



Reports don't have to be boring!

The format of the report is flexible. Do a PowerPoint, write a journal, make a video, create a scrapbook, design a webpage or do an audio recording. As long as all the needed information is included, you can be as creative as you want!

You are telling a story and your experiences bring it to life!



Also to be included:

- Personal equipment list (what you brought for yourself)
- Group Equipment List (what you shared with others)
- First-Aid kit list (what emergency equipment was taken on the trip. Include the contents of the first-aid kit)
- A Route Map (indicating where you camped, the route you journeyed and how far you travelled)
- Trip Menu (what you ate while on the trip)

Note: Lists and Map should be the Participant's own and not one provided to them.

Map Tips!

Use google maps, take a photo of the park map, check out the park's website or draw your own.

Add your route, campsites and distances by hand or add info digitally with a photo editor.

Remember your route is where you journeyed under your own power, not where you travelled by car or other motorized transport.

Residential Project

The Residential Project is required for Gold, but can be completed at any point in the Award process as long as the Participant is at least 16 years old.

Award Requirements	5 days and 4 nights in a new environment with new people. Minimum age is 16.
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Participants should be immersed in a new environment with new people. They should have the opportunity to take responsibility and broaden interests.

Example Activities:

- Encounters with Canada
- Academic Exchange
- Provincial/National Sports camps
- Language immersions
- National/International Scout or Guide Jamboree
- Leadership development courses
- Forum for Young Canadians
- Cadet camps
- Outward Bound courses
- Religious conferences
- Overseas projects
- Scout Wood Badge training
- Archeological digs
- Environmental restorations
- Youth conferences
- Cultural Exchanges

What DOESN'T count?

- Vacations and Tours

The 5 days may be split up over 2 or 3 weekends within a 12 month period where necessary, as long as the activity remains consistent. Please check with the Division Office if you are unsure whether something will count.

Participants who complete their Residential Project during the Bronze or Silver level can request a PDF version of this page from the Division Office.

The Assessor will describe the participation of the of the applicant

Position or experience that shows this person is qualified to assess

(refer to pages 28 - 29 for full information) **RESIDENTIAL PROJECT**

Requires five full days (four nights away). Can be completed anytime after registering in the Award Programme.

THIS SECTION TO BE COMPLETED BY THE PARTICIPANT

Project Description or Name: Forum for Young Canadians

Location: Ottawa

Date Started: 04/13/2012 Date Completed: 04/18/2012
MM / DD / YYYY MM / DD / YYYY

THE FOLLOWING SECTION IS TO BE FILLED OUT BY THE PARTICIPANT'S ASSESSOR OR OTHER PERSON IN CHARGE:

Assessor's Report (Comment on the following categories as they pertain to participation during the Residential stay.)

Personal Standards: responsible & took on tasks

Relationship with Others: excellent example of a leader

Acceptance of Responsibility: took on new challenges

Initiative: eager to learn

General Progress: built on leadership skills

Other Comments: awesome example for others

Name of Assessor (Please print): JANE DOE

Qualification or Experience: Forum Facilitator

Address: 123 Sesame St.
Somewhere, Province, H1H1H1

Telephone: 250.323.3232

Email: name@email.com

It is certified that this participant has completed their Residential Project in the company of peers, the majority of whom are not their usual everyday companions and that the above comments accurately reflect development during this stay.

Date: 04/18/2012 Signature: Jane Doe
MM / DD / YYYY

Submitting an Award

Once all of the requirements for an Award level have been met, an Award Submission is sent to the Division Office.

This package should include:

- The Record Book
- Application form
- Adventurous Journey Report
- Payment for the next level (if continuing) (Also fill in the Registering for the Next Level page in the Record Book)

Submission forms can be downloaded from the website at www.dukeofed.org/bc-yukon-submit-your-award

Along with the submission forms, there is a step-by-step walkthrough to help ensure the application is complete.

Notes:

- The **completion date** for an Award Level is the date of the last activity counted towards the Award, not when the Award application is submitted or approved.
- Please do not send binders or large packages.
- If Assessors are unavailable to sign the Record Book, we can accept a signed letter or an email directly from the Assessor instead.

School Credit

The Duke of Edinburgh's Award can be counted for school credit:

Award Level	School Credits	Credit Code
Bronze	2 grade 10 credits	UDE 10
Silver	2 grade 11 credits	UDE 11
Gold	2 grade 12 credits	UDE 12

Change of Group:

If the Participant changes groups, joins a group or becomes an Independent after registering with the program, he/she does not have to inform the Division Office. Simply enter the updated information on the submission form when the next Award level is sent in and add a note of the change.

Approval Process:

Applications are reviewed by the Division Office. If there are minor problems with an application, the Participant will be contacted by phone or email to correct the mistake. Applications with major problems will be returned with a letter detailing the areas requiring attention.

Approvals for Bronze and Silver applications typically take around 4 weeks. Gold Approvals take 4-6 weeks as they must be approved at the Division and then National level. During busy periods, such as the end of the school year, approvals may take longer.

The image shows two forms from the Duke of Edinburgh's Award. The top form is the 'BRONZE AWARD SUBMISSION FORM' for provincial/divisional use only. It includes contact information for the BC-Yukon region and a table for tracking the submission process. The bottom form is 'REGISTERING FOR THE NEXT LEVEL', which asks for personal details, contact information, and preferences for the next award level (Silver or Gold).

This form is completed by the Participant
(not the leader or parent)

Awards and Ceremonies

At each Award Level, Participants are given a pin and certificate to honour their Achievement.

Pins are sent to the Group Leader if the Participant is a member of a group, or directly to the Participant if he/she is an Independent.

Certificates are generally presented at Award Ceremonies, but Award Achievers can indicate on their submission form if they would prefer it be mailed to them or their Leader. Only ONE certificate is issued for each Award Level.

Ceremonies

At the Bronze Level, Award Achievers can attend Division organized ceremonies or they may attend a ceremony within their group.

At the Silver Level, certificates are presented by the Provincial Lieutenant Governor or the Territorial Commissioner. These ceremonies are organized by the Division Office and generally take place a few times a year.

At the Gold Level, certificates are presented by either the Governor General of Canada or a member of the Royal Family. These ceremonies are organized by the National and Division Offices and generally occur every two or three years.

Achievers will be notified about upcoming ceremonies by email through Eventbrite, so please provide an email address that is checked often.

Transfers:

Participants who would like to participate in a ceremony in another province or country should contact the Division Office and request a transfer.

Note: Achievers can only be on one Division's waitlist at a time.

Additional Information

More great resources and information can be found on our website at: www.dukeofed.org/bc

BC & Yukon Division Office

4086 Shelbourne St Victoria, BC V8N 4P6
250-385-4232 | 604-682-5543 | 1-888-881-7788
bcyk@dukeofed.org | dukeofed.org/bc

Another great way to connect with us is to follow us on:



[Facebook.com/dukeofedbcyukon](https://www.facebook.com/dukeofedbcyukon)



[Twitter.com/dukeofedbcyk](https://twitter.com/dukeofedbcyk)

