



Awards Process Guidance Notes for Informing HQ

Following the local decision to award the Chief Scouts Accommodation for Good Service, Award for Merit, Bar to the Award for Merit or the Silver Acorn (from January 2019) you will need to inform the Awards team at HQ of the decision.

The process for informing the Awards team is:

1. [Complete the online form](#)

2. You will need to the following information to complete the form:

- Award Receiver's Membership number
- Full Name
- Confirmation that the receiver has up to date training for their role/s, a valid disclosure (if required) and has completed the length of service required for the Award
- The type of Award
- The Awarding County
- The Awarding District
- The badge type (cloth badge or brooch)
- Yours Details including Membership number.

[You may wish to set up auto-fill on your web browser to reduce re-typing of your details](#)

3. Once you have completed the online form you will receive the following message onscreen

"Thank you, the award has been submitted to HQ for processing. We will undertake a Vetting check and inform the appropriate Commissioner of the outcome.

Please continue to add further awards otherwise close this window."

4. Commissioners will be informed of any that fail the HQ check.

5. Prior to the actual mailing and Compass upload (quarterly), Commissioners will receive by email a listing of the awards included.

6. Please check this list and contact awards@scouts.org.uk if any errors are found.