Hints to consider when completing the
Adult Recognition Awards nomination form

Special Service Award, Meritorious Service Award
Complete question 1 (200 words) and question 2 (250 words)

Outstanding Service Award and Silver Wattle
Complete question 1 (200 words) and question 2 (250 words)

Silver Koala and Distinguished Award
Complete question 1 (200 words), question 2 (250 words) and question 3 (350 words)

Silver Emu, Silver Kangaroo and National President's Awards
Complete question 1 (200 words), question 2 (250 words), question 3 (350 words) and question 4 (350 words)

Citation Summary
Considering the responses to the relevant questions, it is strongly recommended that a citation (summary) as outlined in the "NOTE" section above for all awards, be provided in a form that a third person could read out in support of the recommendation when an award is presented.

It should read as a brief story of the nominee's achievements relevant to the nomination as these citations can be used for nominating the person for Australian Honours, other external awards and local media releases.

A citation is a requirement for awards such as Distinguished Service Award, Silver Koala, Silver Emu, National President, Silver Kangaroo a **minimum of 500 words is required**.
For all other awards, where the citation is considered appropriate, the minimum word count should be 300 words.

Question 1. Detail how the nominee has excelled in carrying out the responsibilities of their role? What stands them apart from their peers?

Use the following examples to guide your response.

- *Specific examples of how they have demonstrated being a Team Player and how has this benefited Scouting?*
- *Outline their leadership style (e.g., Directive, Coaching, Supportive, Delegative) and how this has positively impacted on their role and others.*
- *Describe what opportunities they have provided for others (both Youth and Adults) to grow and develop.*
- *What specific initiatives have they developed and implemented in improving Scouting overall (e.g. processes, practices and/or systems)?*
- *Describe how they actively engage with other members and make decisions with confidence.*
- *Tell us how they have gone the "extra mile" to ensure a youth member has excelled in their own way.*
- *Tell us how they have put youth members first and what impact that has had on the Scouting community and/or broader community around them?*

Question 2. Outline what approach and ideas the nominee has provided to grow and develop Scouting more broadly.

Use the following examples to guide your response.

- *How have they directly influenced Growth in membership (e.g., School Visits, Field Days, Speaking engagements, liaising with key Community Leaders, etc.)*
- *Describe initiatives they have undertaken to generate greater Diversity and Inclusion across Scouting.*
- *How have they reduced the barriers for more people to engage in Scouting?*
- *Detail their actions in partnering with other organisations locally (e.g. Lions, Rotary, Girl Guides, Bush Fire Authorities, etc).*
- *Outline the nominee's involvement in wider Scouting events (e.g. Jamborees, Branch Activities, international etc).*

Hints to consider when completing the Adult Recognition Awards nomination form

Question 3. Clarify how the nominee has inspired and mentored others for them to be seen as a role model.

- *Detail specific examples of how they provide guidance and the impact they have had on other Adults.*
- *Considering their leadership style outlined above, how has this inspired others to excel in their roles.*
- *What contributions has the nominee made to Scouting beyond their role e.g., at a District, Region and/or Branch level (e.g. Adventurous Activity teams, National Training Team, etc).*

Question 4. Considering the need for forward thinking, how has the nominee directly and indirectly impacted the future direction of Scouting at a Branch/National level.

- *Detail specific examples of their ideas and how these have been initiated, adopted and what the outcomes have been. Some examples may be:*
  - *long term planning,*
  - *improving governance practices,*
  - *leading the development of Child Safe behaviours and practices,*
  - *building sustainable external partnerships,*
  - *enhancing the brand of Scouting,*
  - *driving sustainable development goal (SDG) initiatives,*
  - *driving inclusion, diversity and equality initiatives.*
- *What significant contributions has the nominee made to Scouting beyond their role e.g., at a Branch/National and International level over and above that covered in Question 2.*
- *Consider how their direct involvement will have a long-lasting impact on Scouting into the future, outlining the most important elements.*