

## **Procedures for Applying for Awards**

Please refer to the Adult Support Policy [Annexure 8](#) for the approved National Awards System.

### **Service Awards**

This is based on the length of service to the Movement. These awards will be initiated by the National Office, based on the records in the National Database. The certificates and awards will be sent to the Regional Commissioner to confirm, sign the certificate and make the presentation at a suitable occasion, as near as possible to the completion of the service.

### **Merit and Gallantry Awards**

Proposals for Awards must be made using the application forms available on the SSA Website or from the National Office.

Proposals and recommendations must be treated as confidential – a refusal or award of different grade of award from the initial proposal or recommendation can be highly embarrassing should the candidate be aware of the initial proposal or recommendation.

An especially high standard is required for all awards other than Service Awards and RC's, or their designated person, must fully investigate and vet all proposals before making a recommendation.

Clear details and a full statement of acts, conduct and services rendered must be supplied. These should be summarized on the application form and a comprehensive and detailed description must be attached to the application form.

In cases of Gallantry Awards a full account of the occurrence, names & addresses of witnesses and third parties should be included.

Merit Application Forms:

[Regional Commissioner's Commendations – Guidelines](#)

[Regional Commissioner's Commendation \(Uniform\)](#)

[Regional Commissioner's Commendation \(Non-Uniformed\)](#)

[Merit Award Application](#)

Gallantry Award Form:

[Gallantry Award Application](#)

### **Application for a Thanks Badge**

May be proposed by any Member to any person (who is not an active Member), or organisation who gives significant support to Scouting. This Award should be ratified by the Regional Commissioner who will issue a signed certificate to accompany the Thanks Badge.