



# Award Centre Management At A Glance

| April-August: Preparation Phase                                  |   |
|--|---|
| Task   | Check List  |
| <b>Annual/Renewal Check-in</b> (scheduled with Account Manager). | Review of program goals and achievements  |
|  | Agree on Annual Fee   |
| <b>Dedicated Account Manager Support</b>                         | Coordinate with the Award Leaders to have check-ins throughout the year with your Account Manager.                                  |
| <b>Meet with the Administrators at Your Award Centre</b>         | Discuss plan for upcoming school year   |
|  | Discuss budget for upcoming year  |
|  | Discuss and agree on Award Centre team for upcoming year  |
| <b>Award Leader Training</b>                                     | New Award Leaders complete Award Leader registration form   |
|  | All Award Leaders have completed Level One training   |
|  | At least one team member holds Level Two training   |
|  | Invite other Award Leaders to complete Level Two training this year   |
| <b>Prepare for Participant Recruitment in September</b>          | Ensure your school website is updated with Award information  |
|  | Set the stage for excitement by hosting an introductory session using the Session Zero PowerPoint, the Award blog, or our brochure. |
|  | Coordinate with the Award Leaders and schedule/manage the information session that will be facilitated in September.                |
| <b>Risk Assessment &amp; Safety Planning</b>                     | Award Leaders understand organizations risk management policies as they pertain to the Award.                                       |
|  | Award Leaders understand organizations safeguarding policies  |

|  |  |  |
|--|--|--|
| <b>Adventurous Journey Plan</b>            |  | Utilize the AJ Navigator to coordinate with the Award Leader to have a plan in place for the AJ for the upcoming year.           |
|  |  | Check for any specific requirements or restrictions related to booking sites or transportation and allocate budgets accordingly. |
| <b>Adventurous Journey Risk Management</b> |  | Conduct a comprehensive risk assessment for the AJ, identifying potential hazards and implementing measures to mitigate them.    |
|  |  | Confirm that all participants and leaders have completed any necessary training, including first aid and emergency response.     |
|  |  | Verify appropriate insurance for the AJ.   |

| <b>September: Financial Details</b> |                   |                                |
|-------------------------------------|-------------------|--------------------------------|
| <b>Task</b>                         | <b>Check List</b> |                                |
| <b>September Financial Details</b>  |                   | Signature of Statement of Fees |
|                                     |                   | Invoice Issuance               |
|                                     |                   | Payment of Invoice             |

| <b>April: Begin Celebration Planning</b> |                   |   |
|--|-------------------|---|
| <b>Task</b>                              | <b>Check List</b> |   |
| <b>Celebration Planning</b>              |                   | Coordinate with the Award Leaders to determine how to celebrate the participants  |
|  |                   | Collaborate with the Award Leaders to identify if celebrations are taking place in other classes and coordinate the ordering of certificates and pins |
|  |                   | Date and time of celebration have been confirmed  |
|  |                   | Venue for celebration has been confirmed  |
|  |                   | Determine special guests to present at celebration  |
|  |                   | Begin preparing invitations, venue arrangements, and any other necessary logistics  |

## May-June: Support for Youth, Celebration Finalization and Recognition

| Task   | Check List |   |
|--|------------|---|
| <b>Participant Support Assessment for Fees</b> |            | Have a discussion to identify the number of participants requiring additional support to complete their Award for accurate fee assessment |
| <b>Complete Celebration Planning</b>           |            | Issue invitations   |
|  |            | Determine how many volunteers you will need for the celebration   |
|  |            | Confirm photographer/videographer (if applicable)   |
|  |            | Confirm entertainment (if applicable)   |
| <b>Order Recognition Materials</b>             |            | Work with the Award Leaders to determine who is ordering recognition materials from Award Canada  |
| <b>Award Celebration</b>                       |            | Work with the Award Leaders to manage the hosting of the celebration for Award Holders  |