

## AWARD LEADER CHECKLIST – GENERAL

ACTION	✓
Secure the Operating Authority's guidance on safety and legal issues, administrative and financial procedures	
Find out about courses or workshops provided by the Operating authority	
Choose an appropriate venue for meeting	
Obtain and read Award literature, including the Award Leaders Handbook, DofE Expedition Guide and Notes for the Adult Helpers	
Recruit and vet a team of Adult helpers who have a genuine interest in young persons.	
Decide the method of operation and allocate roles and responsibilities	
Establish an administration system and lines of communication	
Secure insurance details for Participants	
Arrange briefing and training for your team of Adult Helpers	
Identify target group(s) of young persons	
Order supplies of promotional and operational materials	
Prepare a display of promotional materials and decide on a recruitment strategy – videos, talks, practical activities, open evenings. Invite the National Director/Operations Manager to take place.	
Arrange a follow up meeting for those interested.	
Arrange for registration forms to be completed and forwarded to the Award Office.	
Negotiate with young persons their choices of activities and ensure they start as soon as possible to maintain momentum and motivation.	
Regularly Engage with Activity Assessors.	
Involve young persons in the planning and organizing of activities	
Monitor progress and arrange reviewing sessions	
Maintain accurate records	
Arrange regular meetings with Adult Helpers	
Establish support networks in the local community	
Arrange social events and activities in addition to specific Award requirements	
Publicise and promote the achievements of young people	
Delegate and maintain a network of Adults and Participants, particularly Gold Award Holders, to lead Groups in the future.	

**This list is subject to change/update without notice.**