

Award Journey through the Open Award Center

Step 1: Initial Participant Enrollment & Informational Webinar

Participants selected to participate in the Open Award Center will be invited to enroll and must attend a mandatory informational webinar with Award USA to learn more about the program and its requirements.

Step 2: Official Registration and Payment

Now that the Participants have a clear understanding of what to expect from their Award journey, they can make an informed decision to continue with the Award. After verifying their interest to Award USA, Participants will register for the Online Record Book (ORB). They will be emailed an invitation to do so by Award USA. During the ORB registration, Participants will be required to pay the Award registration fee **(\$100 for the Bronze Level, \$125 for the Silver Level, and \$150 for the Gold Level)**. Need-based financial assistance is available; applications can be requested from your Award Leader. Participants must also have an individual email address established and submit a signed Communications Policy. Once these items are complete, the Participant's registration can be approved, and they officially begin the Award.

Step 5: Activity Selection and SMART Goal Instruction

The Award Leader is now ready to have a conversation with the Participant to guide them in selecting activities that will challenge them and expose them to something new. Included in this conversation should be guidance for finding suitable assessors within each activity. Award Leaders must also instruct Participants on how to create SMART Goals. This can be done in the same conversation regarding activities or scheduled for a subsequent time. For Participants under age 18, parents are invited to join their first conversation with their Award Leader.

Step 5: Activity Approval within the ORB

Once a Participant has selected an activity, a SMART goal, and an Assessor, they will send the section to their Award Leader for approval. If the assessor looks suitable and the goal is a SMART one, the Award Leaders will approve the section activity.

Step 6: Regular Check-Ins

Award Leaders will complete a 10-15-minute coaching conversation during the first month of the Participant completing Award activity. If the Participant seems to be progressing fine, Award Leaders will send regular emails to check in with participants and set up calls as needed.

Step 7: Assessor Reports and Section Approvals

Participants are expected to informally review their progress with their Assessor from time to time throughout their Award journey. When the time requirement for their Award level has been met, Participants submit the Award Section for formal assessment. Assessors will receive a link to submit their assessment directly through the ORB. Once this is completed, Participants can submit the section to the Award Leader for approval.

Step 8: Award Approval

Once the Award Leader has approved each section of the Award, they can approve the Award comprehensively. It will then be sent to the National Office for final review. The National Office will disseminate official Award certificates and pins. The Award Leader is the gatekeeper for upholding the international prestige of the Award. It is very important that Award Leaders are discerning in Participant records before submitting them to the National Office.