

COMPLETING YOUR BRONZE AWARD INSTRUCTIONS

- Make sure you are registered and active on the Online Record Book (ORB) - most participants completed this at the beginning of the year www.OnlineRecordBook.org
- Enter all of your Skill, Service and Physical Recreation activity details on the (ORB) including; Activity Type, Activity, a Goal, and your Assessors details. You must add your assessor's email address
- Ensure you have selected a MAJOR and completed 6 months in that Major.
- Log your hours online until you are finished
- Once you are finished email each of your assessors via the ORB to have them complete the "Assessor Summary" for their final comments and (digital) signature. Do this for each section (not adventurous journey). Keep an eye on the ORB for the return of their sign off
 - Skill assessor report returned
 - Service report returned
 - Physical Recreation report returned
- Finalise your **Adventurous Journey (AJ)** Section:
 - Enter the details of your Practice and Qualifying Adventurous Journey on the ORB - date, location, assessor names and a goal.
 - Complete a Qualifying Hike report including:

<input type="checkbox"/> Pre-Journey information	<input type="checkbox"/> Comprehensive clothing review
<input type="checkbox"/> Map(s)	<input type="checkbox"/> Food list/Menu Plan
<input type="checkbox"/> Route Plan(s)	<input type="checkbox"/> Comprehensive food review
<input type="checkbox"/> Equipment List	<input type="checkbox"/> Daily descriptions (min of ½ page description per day)
<input type="checkbox"/> Comprehensive equipment review	<input type="checkbox"/> Supporting evidence (photos, etc...)
<input type="checkbox"/> Clothing List	<input type="checkbox"/> Thoughts/Reflections (minimum ½ page description)

- Submit your report:
 - Somerset Hikes - submit AJ report to Somerset using instructions in this [FACT SHEET](https://campsomerset.com.au/19-assessor/file.html) (https://campsomerset.com.au/19-assessor/file.html)
 - Other non-Somerset Hikes - submit your AJ report directly to Ms Busse - use the State Office template available [HERE](https://dukeofed.com.au/resource/nsw-award-written-aj-report-templates/) (https://dukeofed.com.au/resource/nsw-award-written-aj-report-templates/)
- Once notified that your report has been approved upload it to the ORB.
- "Submit" each section of your Award for Approval on the ORB **OR** send in hardcopies to your award leader via your campus office.
- Please let Ms Busse know that your Award is complete and ready for her to sign-off.

Your Award will be signed-off once all sections are complete.

Congratulations on completing your BRONZE Award! You will be notified via email from State Duke of Ed office of your final approval. Certificates are handed out at an appropriate campus assembly in 2020.

Once signed off by State Office you can begin the steps to progress to Silver! Come along to the Silver / Gold Information evening at Freshwater Senior Campus early in 2020 to hear how.