

COMPLETING YOUR SILVER 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.
- If you did not complete BRONZE you will need to also select a MAJOR and log hours for that section for **12 months**.
- Log your hours online until you are finished
- Once you are finished email each of your assessors 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 your inbox / 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:
 - Youth Advance - submit AJ report to Youth Advance dukes@youthadvance.com.au
 - Other non YA 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 approved once all sections are signed and submitted as complete.

Congratulations on completing your SILVER Award! You will be notified via email from the State Duke of Ed office of your final approval. Certificates are handed out at a school assembly in 2020 as they take a few months to process.

You may now begin the steps to progress to GOLD!
An information session will be held for Gold in 2020 at Freshwater Senior Campus.

Please contact me if you have further questions:
vicki.busse@det.nsw.edu.au or 9939 6942