

THE DUKE OF EDINBURGH'S AWARD



LEADER HANDBOOK





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Introduction

What is the Duke of Edinburgh's Award?

- The US Award is a unique, daring, and exciting self-development program available to all young people worldwide ages 14 to 25, equipping them with life skills to make a difference within themselves, their communities and the world.
- Over 7 million people from over 132 countries have been motivated to undertake a variety of voluntary and challenging activities through the International Award program.
- The Award began in 1956 in the UK but has spread across the globe, and the fundamental philosophy and the Four Section operational format have proved resilient, attractive, and adaptable to many cultures, languages, and climates. The Award remains as relevant today as ever before and experiences record levels of interest each year. Last year, more than 140,000 participants earned a Bronze, Silver, or Gold Award.

How does the Award make a difference?

- Most societies across the globe place great pressure on young people to succeed academically, but the Duke of Edinburgh's Award allows youth to develop character and integrity in a non-competitive environment.
- The **Four Pillars** of the Award – **Community Service, Physical Fitness, Special Skills, and Adventurous Journey** – provide participants with a rare opportunity to better themselves while helping others. The Award program is an incredible growing experience for all who take the challenge to achieve this prestigious honor.
- Each participant's Award initiatives are unique to their interests, ensuring the experience is enjoyable and worthwhile.

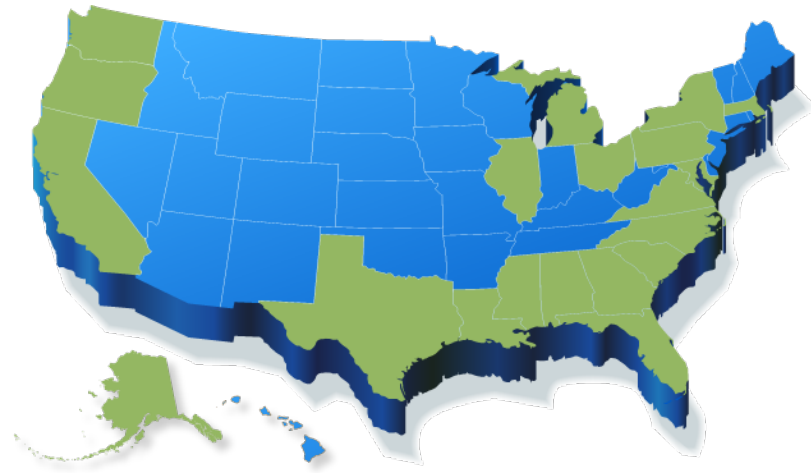
Above all else, the US Award program enjoys success through:

- Igniting passion and increasing motivation, which improves school attendance.
- Developing skills and acknowledging achievement in non-academic settings.
- Encouraging young people to make positive life choices by reducing their vulnerability to drugs, crime, anti-social behavior, HIV/AIDS, and obesity.
- Instilling confidence and self-worth within every participant through fostering good self-esteem in a fun, non-threatening atmosphere.
- Introducing young people to the world around them by making participants aware of their individual contributions and showing how their efforts benefit others.

About the Award

Global Reach

- Global Operators:
 - National Award Authorities (NAAs)
 - Independent Operators (IOs)
- 845,000 young people participate every year
- 20,000 Award units worldwide
- A presence in over 132 countries around the world
- Over 7 million young people have received an Award



National Reach

- 21 Participating States and the District of Columbia
- 3,000 annual participants
- Over 3,500 Awards received since 2006
- Partnerships: T. Rowe Price, Boy Scouts of America, Miss America Organization, Salvation Army, Angel Rock Project, Debbie Allen Dance Academy, Furman University, Philadelphia Foundation, United Nations International School & the University of Mississippi

US Operations

- The Duke of Edinburgh's Award is now entering its fourth year of operations in the United States.
- In just four years, we have grown to over 21 states and the District of Columbia with thousands of annual participants.
- We recently founded our national office in Washington, D.C., two blocks from the White House
- Last year, more than 2,000 participants from across the country earned a Bronze, Silver, or Gold Award.
- The US Award has recently formed strategic partnerships with the operational and corporate partners above to help diversify our participant base and increase our resources – furthering our mission of making the Award program available to every youth in America.



DofE and Miss America

Since 2009 Miss America contestants from across the country have taken part in the prestigious Duke of Edinburgh's Award program. As Chairman of Miss America and President of the Duke of Edinburgh's Award, Mr. Sam Haskell created this incredible partnership to further the mission and cause of positively influencing the lives of youth.

Through his relationship with HRH The Prince Edward – the Queen's youngest son – Sam was asked to launch the US Award program, and so this incredible collaboration was born.

We are thrilled by

1. Enrolling Participants

Start promoting and enrolling participants for the Award at your pageant orientation weekend! This is a great way to generate buzz about the Award, and it makes the enrollment process easier for you because everyone is in the same place!

- a. Have your state's DofE liaison address the group and introduce the Award program to your contestants.
- b. Many states screen the DofE video and reference the PowerPoint slideshow available to our Award unit leaders.
- c. Inform contestants that those who participate (and who are eligible to receive their Award by the time of the Miss America pageant) can take part in the annual on-stage medal ceremony at MAO pageant in Las Vegas and at the MAOT pageant in Orlando. Remember, only those 14 to 25 may participate with the Award.

2. Highlighting the Benefits

- a. Award Holders enjoy so many benefits that will aid them throughout their academic and professional endeavors. By receiving a Duke of Edinburgh Award, recipients join an elite network of over 7 million people from over 135 countries around the world who have received their own Award.
- b. Award Holders Alumni Association
In 2012, the US Award is launching the Award Holders Alumni Association – an organization designed to connect Award holders from all 50 states and to inform all Award holders about recent events, the latest news, and how they can stay involved with the Award in their local communities!

3. Organizing the Adventurous Journey

- a. Pick a weekend to hold the Adventurous Journey in advance of your pageant orientation workshop, so that each participant can save the date.



- b. The length of the Adventurous Journey differs for the Bronze, Silver, and Gold. Also, the journey can be performed in a number of different ways: foot, bike, canoe, kayak, horseback, etc., so your options are many.
- c. For more information, see the Adventurous Journey section of your Handbook.

4. Presenting the Awards

- a. You're almost there! The enrolled participants from your state have completed all of the requirements. After reviewing their **Record Books** and completing the necessary **Attainment Forms**, you determine that **they** are ready to receive their Awards.
- b. Make sure you allow plenty of time to collect the necessary documentation from the participants and complete the necessary forms, so that the Award's national office is given at least 2 weeks to process your medal requests before the Miss State pageant, where all medals and certificates should be presented!
- c. Almost every state pageant participating in the Award program conducts Award medal ceremonies on-stage during the Miss State pageant. This has proven to be very successful in encouraging support for the Award and in honoring the hard work and dedication of every single participant – whether or not they leave the stage with a crown! Miss America is committed to enhancing the lives of young women across the country, and the Duke of Edinburgh's Award is dedicated to offering this Award to any and all eligible participants.
- d. The medal ceremony is also a great way to showcase your pageant's direct connection with the Royal Family of Great Britain! By awarding your DofE participants with their own Duke of Edinburgh Award on-stage, you are boosting the credibility of your organization by highlighting the incredible character and determination that has been recognized by the Royal Family.

Three Levels

The Award has three Levels, each successive one requiring a greater degree of commitment.

- BRONZE is for those 14 and older. The minimum period of participation to gain this Award is 6 months
- SILVER is for those 15 and older. The minimum period of participation to gain this Award is 6 months
- GOLD is for those 16 and older. The minimum period of participation to gain this Award is 12 months

The Award may not be achieved in a shorter time span by working more intensively. Participants must persist for at least the above minimum periods.

It is possible to start at any Level – many participants work their way through all three, while others start at Silver or Gold by fulfilling additional time requirements.

Four Pillars

To gain an Award, participants must complete activities in four Sections – *one hour weekly for each activity*. Minimum periods of participation vary with each **Award Level** (see above). Participants choose their activity for each Section – an **Activity Coach** needs to verify that the participant has been making persistent and regular effort for the minimum time period required at each Award Level.

Activity Coach – an adult supervisor (not a parent) who has a workable knowledge of the chosen activity. The Activity Coach must verify that the participant has fulfilled the requirements for that Section. i.e. – soccer coach, piano instructor, service coordinator.

1. **Community Service** – participants engage with their community and discover the impact they can have through service.
2. **Special Skills** – participants develop personal interests and learn practical skills. There are almost limitless possibilities to choose from. Participants set their own goals and measure their progress.
3. **Physical Recreation** – participants show perseverance and improve their fitness by undertaking some form of organized and regular physical activity. Most sports team and individual sports satisfy this requirement.
4. **Adventurous Journey** – participants develop an understanding of the environment, and the importance of working together in a team with a common purpose. It can be on foot, by bicycle, boat or on horseback by learning preparation, self-sufficiency and self-reliance.
 - Bronze – 2 days+1 night. 6 hours of purposeful activity each day.
 - Silver – 3 days+2 nights. 7 hours of purposeful activity each day.
 - Gold – 4 days+3 nights. 8 hours of purposeful activity each day.

Residential Project – Only a requirement at Gold Level. This 5 day+4 night project aims to broaden experience through living and working with others (who are not everyday companions). The project takes place over a period of five consecutive days or two weekends. It requires resilience, adaptability and consideration for others.

Time Requirements

	Fitness	Skills	Service	Plus...	Journey	Total
Bronze	3 months	3 months	3 months	All participants must do an extra 3 months in either Fitness or Skills or Service	2 days + 1 night	6 months
Silver	6 months	6 months	6 months	Non-Bronze holders must do an extra 6 months in either Fitness or Skills or Service	3 days + 2 nights	6 months
Gold*	12 months	12 months	12 months	Non-Silver holders must do an extra 6 months in either Fitness or Skills or Service	4 days + 3 nights	12 months

- Participants must spend at least **one hour per week** on each of their chosen activities.
- The Fitness, Skill, and Service activities are completed **simultaneously** at each level.
- Participants must choose a different activity for each of the **4 Pillars**.
- Plus additional requirement of 5 day / 4 night **Gold Residential Project** at Gold Level Only.

Adventurous Journey

The Adventurous Journey is designed to develop self-reliance by undertaking an interesting journey of discovery and to encourage participants to develop an awareness of the natural environment and the importance of protecting it. The journey should present a challenge in terms of physical effort and fulfillment of its purpose.

1. All journeys should involve travel by personal effort without motorized assistance. In order to get to the depart point or from the completion point, motorized transport may be used. Your Adventurous Journey starts after you leave the motorized transportation. There are two types of journeys:
 - I. **Expedition** – This journey must have one of many purposes. The required hours of planned activity are to be spent on journeying, navigating, and route finding, setting up and striking camp, and completing tasks related to the purpose of the Expedition.
 - II. **Exploration** – This journey includes an element of journeying, and the required hours of planned activity are to be spent in this way. The remainder of the time is to be spent on the approved investigation or special activity. An Exploration must involve pre-journey research into the topic, and on-site study during the journey, and a report on the findings contained in the log.
2. All Expeditions and Explorations must have a clearly defined purpose.
3. The duration of the journey varies depending on the Award level:
 - a. Bronze – 2 days / 1 night – average of 6 hours per day
 - b. Silver – 3 days / 2 nights – average of 7 hours per day
 - c. Gold – 4 days / 3 nights – average of 8 hours per day
4. The environment chosen must be appropriate to the purpose of the journey and must be unfamiliar to the participants.
5. Nights away should be spent camping out, where appropriate, participants may make use of hostels, huts, barns, or other simple and self-catering accommodations. Tents should be isolated or on small sites. For Expeditions, different sites should, when possible, be used each night. For Explorations, the same site may be used more than once if the nature of the journey so requires, in which case full equipment need not be carried on intermediate days.
6. When camping, food is normally carried by participants, but fresh produce may be purchased during the journey. At least one hot cooked meal must be prepared each day.
7. An experienced adult must supervise all journeys. The supervisor must accept responsibility for the safety of the group.
8. It is not necessary that all members of the Expeditionary group undertaking the journey be Award participants but all must adhere to the general guidelines of this section.

Examples of Exploration Themes and Expedition Purposes:

- Exploring the natural world: glaciation, erosion, geology, coastal studies, river valleys, plant studies, bird studies, animal studies, insect studies etc.
- Exploring historic land use: prehistoric man, historical periods.
- To investigate the evolution or extinction of a language
- Exploring human impact: visitor pressure in national parks, litter studies, pollution monitoring, surveys of numbers of walkers in remote areas etc.
- Personal artistic expression or aesthetic appreciation
- To carry out health surveys or health education in remote areas
- To complete a demanding journey
- To investigate group dynamics in challenging conditions

Examples of Other Adventurous Journey Purposes:

- Crossing the Atlantic in a yacht
- Climbing an Alpine, Himalayan or other high mountainous peak
- Following an ancient pilgrimage trail
- Cycling from one end of a country to another

Requirements:

The following requirements are for exploration and expeditions only. Other adventurous journeys do not necessarily need to comply with all of them, although they must be at least as challenging.

- All journeys need to have a clearly defined purpose
- Participants need to have the appropriate skills to undertake their journey, so will usually need to undergo relevant training
- Participants need to undertake sufficient practice journeys to ensure that they have the ability to be self-reliant and safe in their chosen environment
- On the qualifying journey, the team needs to be completing their Award, but they should be peer group equals, making decisions together
- All the team member need to be involved in the planning and preparation of the journey
- Not all participants on the journey need to be completing their Award, but they should be peer group equals, making decisions together
- All journeys should be supervised and assessed by experienced adults
- The journey can take place on land or water. The team can travel by their own efforts, (foot, cycle, paddle, oar, etc.), by animal (horse, donkey, camel, etc.) or by other non-motorized assistance (sail, etc.).
- Accommodation should be in portable tents or other simple self-catering accommodation such as hostels, huts or similar shelter
- The environment chosen must be unfamiliar to the participants. A natural and remote environment provides the appropriate conditions for the group to be self-reliant and independent
- On completion, participants are required to present a report to their assessor. The can be written, photographic, verbal, a video diary, or by other imaginative means



Program Leaders

- **Registering** and **Mentoring** participants
- Advise, guide and assist young people to participate in the Award
- Keep records of participants and helpers, collect enrollment forms and participation fees and liaise with the national office
- Provide participants with Record Books and other literature
- Maintain the operation of the Award program within the unit
- Ensure the Awards gained are authorized and presented
- Organize and carry out the Adventurous Journey and ensure the safety and well-being of the participants
- Ensure the operation of the Award in their unit meets the requirements and standards of the US Award national office

Registering Participants

1. Once you have been through the volunteer screening process and become a registered and trained leader, you may begin registering participants. Distribute the Enrollment Form to your participants and have them complete and sign the forms and return them to you with the appropriate registration fee in check form only made payable to: The Duke of Edinburgh's Award. (Make sure that the participant and their parent/guardian, if under the age of 18, have signed and dated the form.
2. Please make a personal copy of all completed forms for your records as they contain important contact information for each participant.
3. Send the completed enrollment forms, with the registration fees, to the National Office. Once the forms are received, the National Office will prepare a registration package for each participant consisting of the Participant's Record Book and information sheets. Registration packages will be sent to the Award Leader for distribution to participants. Please allow two weeks for this process. **Participants may begin recording their work only after they receive their Record Book.**
4. An outline of the requirements for each Award level is found in this Leader Handbook. If you have any additional questions or concerns, please contact our National Office.



Mentoring Participants

1. It is important to remember that The Duke of Edinburgh's Award is designed to inspire all young people to grow and achieve as individuals. Your participants should identify their interests and challenge themselves to meet the requirements of the 4 Pillars. Discuss various options with each participant.
2. We do not require a specific number of meetings for registered Award Units. Leaders and participants should decide what works best for their needs and plan meetings accordingly. Some groups meet every week while others meet less frequently, but all Leaders should correspond with each participant at least once monthly.
3. Participants must select their service, skill, and physical activity. They should be completely informed about the requirements set forth by the Award, and they should make arrangements to fulfill the requirements and meet their personal goals.
4. Participants should be introduced early to the Adventurous Journey section. All participants must have preliminary training prior to the Adventurous Journey. A list of expedition themes and examples may be found on page 8.
5. Although the Expedition is the most popular choice of Adventurous Journey, please make sure that participants are aware of the Exploration option. All Adventurous Journey plans must be pre-approved by the National Office.



Award Ceremony

Duke of Edinburgh Award ceremonies are very important as we honor their dedication and achievement through public recognition. Ceremonies may also be utilized as an opportunity to thank the adult volunteers and to promote the Award to young people and adults in your community.

The ceremony is usually arranged at the local level. No set protocol exists for the ceremonies; however, the event should reflect the accomplishments and commitment of your Award Unit and highlight the significance and prestige of the Award.

Leaders should arrange a special occasion where the community celebrates the achievements of the group. This may be done in conjunction with another special activity organized by an affiliated group (i.e. Boy Scouts, Miss America, school awards programs) or may be arranged as a separate event. The Mayor and other political leaders should be invited to present the Award medals to the successful participants. Pictures and/or any news coverage should be forwarded to the National Office for use in upcoming Newsletters and website postings.

Below is a sample program for organizing your Award ceremony:

Sample Program

Welcome

Introduction of Special Guests

Greetings

Overview of The Duke of Edinburgh's Award
(Award Leader)

Review of the Award Unit's Achievements
(current Award Recipient or Leader)

Presentation of Medals and Certificates
(special guest – Mayor, Governor, National Office representative)

Thanking Special Guests
(Award Recipient)

Closing



Glossary

Activity Coach	Responsible adult who has considerable knowledge of an activity chosen by a Participant who teaches, aids, and guides the Participant in that activity over the required period of time and within the conditions set forth by the Award.
Award Holder	A person who has gained an Award
Award Leader	An adult volunteer who coordinates, advises, mentors, and monitors Participants.
International Award	Based in London, this group was formed in 1988 and formally governs the Duke of Edinburgh's International Award. They oversee the Award program in 132 countries.
Leader Handbook	Manual of the Award program that identifies the conditions and requirements of the Award and provides advice on the operation.
Award Level	There are 3 levels of the Award – Bronze, Silver, and Gold
Record Book	The official record of documenting work and hours completed while applying for the Award.
Participant	Young person between the ages of 14 and 25 who is taking part in the Award program. Their involvement may begin on or after their 14 th birthday and must be completed by the day of their 25 th birthday.
Four Pillars	Community Service, Fitness, Skills, and Adventurous Journey. At the Gold level only, an additional requirement is the Gold Residential Project.

National Office

The Duke of Edinburgh's Award

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