



SCOUTS ACT

ROVER SERVICE AWARD

Frequently Asked Questions & Example Nomination

Who can write a nomination for the Rover Service Award?

Anyone can write a Rover Service Award. While nominations can be written individually, we recommended collaboratively writing the nomination with other people who know the nominee. This may include unit members, contingent or event team, rover advisers, former Rovers or anyone else who knows the nominee. This will ensure you are able to provide all the details necessary for the nomination.

If you are a Rover supporter (Rover Adviser, Adult Member or Non-Scouting Member), it is recommended you work with the individuals Unit to write the Rover Service Award nomination.

How many nominations can I submit each year?

There is no limit for nominations each year.

Should I tell the nominee I am nominating them?

No. Nominations should be kept secret from the nominee. Try to avoid contacting them for information for the nomination and if absolutely necessary, do it in a subtle way.

How much service needs to be done to be eligible for a Rover Service Award?

At least 5 years of service must be shown through this form for a Rover or at least 10 years for a Rover Advisor, other uniformed members of the Scout Movement, and / or non-uniformed people. Years may show concurrent (same year, multiple roles) or consecutive (1 role per year) service.

What counts as a role?

Role held may be as an office bearer at a Unit, Branch or National level; as part of a major event; or as another form of service to the Rover Scout section (consult the ACT Branch Rover Council Chair if unsure)

Don't forget, smaller project roles can still count towards the 5 service years, it doesn't have to be a full year role to be counted.

What style should the nomination be written in?

Nominations should be written in third person (XX held the role of Unit Leader, XX is a great mentor for other Rovers), however personal experience with the nominee is acceptable in the nomination (I was mentored by xx and they helped me to..., XX was my assistant Unit Leader).

Citations must be written in third person.

Refer to example nomination for how the Rover Service Award should be written.

How much should I write for each question?

You should write a minimum of 2 sentences for each question. Some responses may be shorter or longer than others but you should aim to write a paragraph or two for each question.

Remember there may be people on the selection committee who do not know the nominee or about what they have done. When writing, assume you are writing for someone who understands scouting (eg you don't need to explain what rovers is) but does not know the nominee or their achievements.

Where do I find the personal information of the nominee?

All the information you need about the nominee will be on Scouts ACT extranet. If you do not have access to extranet, the following positions will be able to assist you:

- Unit Leader
- Unit Rover Adviser
- Branch Rover Adviser or Assistant Branch Rover Adviser
- Branch Rover Council Chair

- Branch Office Staff

Nominations are meant to be kept secret, please do not ask the nominee for any of this detail. There are plenty of people in the Branch who will be able to attain this information while keeping the nomination secret.

Where can I find information about what years a nominee held roles in?

Some of this information will be on the Scouts ACT Extranet. If you do not have access to Extranet, the people listed in the above question will be able to assist you.

If the information is not in Extranet, have a look through your unit records for unit roles or get in contact with the BRC exec or Branch Rover Advisers for Branch roles

I only know about one of the roles the nominee holds but know they have held others, what should I do?

We encourage nominations to be written collaboratively between people who have worked with the nominee. This could include former Rovers, Unit exec members, BRC members or interstate members. Collaboration is key to a great nomination!

The whole nomination does not need to be written by one person, answers to each question or covering different roles can be written by different people who have worked with the nominee.

Where can I get help writing the nomination?

Unit leaders and Rover Advisers are a great place to start for writing assistance. Also have a look at the mock nomination for how to write a nomination and to see what the selection panel is looking for.

If you have technical questions about the nomination, the BRC exec or Branch Rover Advisers will be happy to assist.

I've written the nomination, what next?

Firstly, make sure you have filled in all parts of the form and answered all the questions in adequate detail. Then you have the option to have the nomination reviewed and endorsed by your Unit.

Then send your completed nomination to nominations@scoutsact.com.au. A selection panel will consider the nomination and you will receive an email detailing whether the nomination was successful or unsuccessful. This process may take a while so don't stress if you haven't heard immediately.

If your nomination is unsuccessful, you are able to request feedback from the selection panel and are encouraged to nominate again after applying the feedback.



EXAMPLE RSA NOMINATION

Name	Title	Charlie	Lane	Postnominals
Address	123 Scout Street			
Appointment	Rover Scout			
Rover Unit/Formation	BP Rover Unit			
Core Module	Child Safe Scouting Completed: Yes		Year Completed: 2022	
Core Module	WHS for Scouting Completed: Yes		Year Completed: 2022	

DETAILS OF SERVICE

Please list the roles the nominee has held which support the Rover Scout section and what years these roles were held.

*Role held may be as an office bearer at a Unit, Branch or National level; as part of a major event; or as another form of service to the Rover Scout section (consult the ACT Branch Rover Council Chair if unsure)

Role/Position	Description of service	Dates - Start / Finish
Liaison for Nara Peace Bell Ceremony	Scout rep on the event planning team	May-Aug 2016
Unit Secretary	Taking minutes at business meetings, responding to emails, making agendas	2017
Unit Leader	Leading meetings, attending Group and branch meetings, coordinating nights	2018
Engagements Officer	Connecting with other sections, running branch activities	Oct 2018- Oct 2019
Treasurer	Running fundraisers, keeping track of BRC spending	Oct 2019 – Oct 2020
Contingent Leader	Leading contingent to National Moot, managing travel,	2021- Feb 2022
Unit Social Media Officer	Posting videos and photos, managing fb inquiries	2021

EVIDENCE OF SERVICE TO SUPPORT RECOMMENDATION

How has the nominee provided outstanding service to the Rover Scout section?

Charlie has been serving Rovers since they began Rovers.

Charlie took on a project role as the liaison for the Nara Peace Bell Ceremony event. Charlie was the Unit secretary in 2017. They had the role of minute taking for the unit meetings, keeping track of and responding to emails. Charlie also took charge of a review of the unit constitution, making it more understandable, up to date and relevant to the current Unit. They were also the Unit Leader in 2018. Charlie always gave opportunities to upskill other members of the unit and mentored the next Unit Leader, ensuring they were ready to take over. In 2021, Charlie came back onto the Unit exec to fill the role of Social Media officer. Charlie posts each week to keep everyone up to date with what we are doing and responds to any social media inquiries.

Charlie took on the engagements officer role in the BRC in 2018-19 where they ran great Venturer-Rover social and adventurous activities. They positively contributed to relationships with the Venturer section and assisted with great uptake of Vennies becoming Rovers. In the 2019-20 BRC exec, Charlie was the

Treasurer. As treasurer, Charlie ran fundraising activities for the BRC and for external charities. Charlie also took charge of training Units on how to use different banking systems. Currently, Charlie is the contingent leader for the next national Moot. They have been organising travel and insurance, leading the team, assisting with event promo and working through the necessary approvals.

For the positions listed above, detail how the nominee has gone above and beyond in these roles?

In the Unit, Charlie did a review and full update of the unit constitution and created a welcome to the unit info pack which was in addition to their general secretary duties. As unit Leader, Charlie always did their best to encourage other people to take on unit roles and would mentor them into their roles. Charlie also championed more joint nights between our Unit and other Rover and Vennie units. This fostered great relationships in our local area. Charlie went above and beyond in the social media officer role by creating quarterly videos updating followers on what our unit was doing. This initiative increased social media engagement for our unit while also increasing the number of inquiries we had for new members.

In their branch roles, Charlie continued to support Venturer relationships as the BRC engagements officer. They ran social and adventurous activities to create stronger relationships between the sections. This included games nights, picnics, pioneering and canoeing activities. Charlie went above and beyond in the BRC treasurer role by running coaching sessions to help units with the financial matters. Charlie ran how to budget sessions and how to use Xero sessions. They also ran BBQ fundraisers for the BRC and coordinated a clothing drive to provide to flood and bushfire victims.

Charlie is currently focused on delivering a great ACT contingent for the next National Moot. They have particularly been focusing on organising an accessible post tour and ensuring that the trip is environmentally friendly. At the last national moot, Charlie offered to drive participants to and from the airport and offered to house participants who had flights unexpectedly moved or changed.

In whatever they have done in scouting, Charlie has gone above and beyond their position description and created a positive environment in Rovers.

How has the nominee demonstrated leadership which has inspired enthusiasm among Rover Scouts?

In their Unit Leader role, Charlie demonstrated great leadership qualities. They always ensured to lead from behind and support other members of the unit to take on leadership roles. While Charlie didn't take on a role at the last ACT Moot, they did assist the moot team by providing advice and hands on assistance. Personally, I didn't feel like I could take on any leadership roles but Charlie worked with me to build up my confidence and experience so I could become Unit Leader. Charlie was a driving force for creating a balanced program which had something exciting and challenging for all unit members.

Charlie has also been a great leader for the Venturer section as the contact between Vennies and Rovers. They have provided great assistance and advice and helped to run joint events like the BP and QS award presentation.

Why do you believe the nominee is deserving of the Rover Service Award?

Charlie has a sustained passion for the rover section and does everything they can to help the Rover Section flourish. Charlie is always willing to take on roles and even when they don't have a formal role, Charlie will help out wherever possible. This could be offering to run additional nights, attending group or branch meetings on behalf of the unit. Charlie extends themselves to deliver their role above and beyond the position description. They are a great mentor and supporter of others in the Rover section and are always a great support person for roles and awards. Charlie never asks for praise and it's for that reason, Charlie is most deserving of the Rover Service Award.

CITATION

In a few sentences, clearly articulate why the Nominee is being nominated for this Award. This should

be written in the third person and may be read out in support of the nomination, when the approved award is presented.

Charlie is a wonderful role model for the Rover Scout section. In their time in Rovers, Charlie has taken on Unit secretary, Unit Leader and Unit Social Media Officer. In these roles, Charlie reviewed the Unit Constitution, made videos to promote the Unit and mentored other unit members into leadership roles. On a Branch level, Charlie was Engagements Officer and Treasurer for the Branch Rover Council where they contributed to positive Rover-Venturer relations and ran fundraising activities for charities. Currently, they are leading the contingent to the Next national Rover Moot.

RECOMMENDATIONS AND ENDORSEMENTS

NOMINATOR

Name

Position

Signature

Date

UNIT COUNCIL ENDORSEMENT (OPTIONAL)

Endorsed
Not Endorsed

Rover Scout Service Award

Unit / Region

Name

Signature

Date

BRANCH ROVER COUNCIL

Approved / Not Approved

Rover Scout Service Award

Name

Signature

Date

Yes

Branch Chief Commissioner informed

Date