

HORNADAY APPLICATION PROCESS

8/15/2018

Scope: This process is intended to guide the Conservation Committee, Hornaday Advisors and Council staff in the processing of Hornaday Awards for youth and units in the Sam Houston Area Council.

- Scout/ Venturer obtains a copy of the Hornaday Award Conservation Project Workbook at [scouting.org](https://www.scouting.org). (website: <https://www.scouting.org/awards/hornaday-awards/> see link to “Application and Nomination Forms” in sidebar).
- Scout/ Venturer reviews youth award and unit award requirements and identifies a conservation project in one of 8 project categories.
- Scout/ Venturer or unit leader identifies a Hornaday and Project Conservation Advisor (consult council Hornaday Advisor list or obtain guidance of Council Hornaday Coordinator).
- Scout/ Venturer consults with Hornaday Advisor and Conservation Advisor and obtains pre project approvals listed in Hornaday Award Conservation Project Workbook (Hornaday Coordinator to arrange for Conservation Committee’s pre-project approval).
- Scout/ Venturer plans and executes project, completes applications form and obtains leader and advisors’ signatures. Most projects will include post project monitoring to assess project success. Documentation of this monitoring should be included in the workbook with the application or as an attachment to the workbook.
- Completed project applications and workbooks to be submitted to Donna Burke in Council Support Services.
- Donna will digitize and send copies to Hornaday Coordinator and Conservation Committee Chair.
- Hornaday Coordinator circulates the application to selected members of the Council Conservation Committee for review and collects comments and recommendations.
- If deficiencies are noted in the application and/or workbook, the Hornaday Coordinator will send an email to and/or have a phone conversation with the applicant and the Hornaday Advisor. If the deficiencies are not addressed by the applicant within 90 days, the application and workbook will be returned to the applicant. The applicant may reapply with another application and workbook. The applicant may alternatively submit the application directly to the National Hornaday Committee without benefit of approval by the Sam Houston Area Council.
- Hornaday Coordinator to decide whether application is complete and whether a Conservation Committee meeting is needed to interview Hornaday Award candidate.

- Hornaday Coordinator notifies Conservation Committee Chair of completed form and Chair sends signed pages to Donna Burke for inclusion in application and sends to Council Executive for signature and forwarding to National. A copy of the workbook will be forwarded to national for badge applications and the original retained for possible inclusion with a silver or bronze metal that may be sought in the future. The original workbooks for the projects supporting silver and bronze metals will be sent to national with the silver/bronze application.
- Donna notifies Hornaday Coordinator and Conservation Committee Chair when certificate and badge/medal are returned from National.
- Hornaday Coordinator notifies (or arranges for notification) of advisor, district or unit to pick up award and provides suggestions on how the award should be presented.

DUTIES OF COUNCIL HORNADAY COORDINATOR

- Coordinates training and selection of Hornaday Advisors
- Sets standards for submitted applications
- Coordinates review of award application by members of the Conservation Committee
- Arranges pre and post project approval meetings with Scout/ Venturer (as appropriate).
- Retains records of status of submitted applications
- Suggests standards for presentation of awards.
- Notifies or arranges notification of advisor/appropriate leader when award ready for pickup.