

1. What are the Top Section Awards?

The Top Section Awards are an opportunity for youth in each Section to attain a meaningful accomplishment that is widely recognized and understood.

There are four components to the Top Section Awards. They are common to all Sections, but are increasingly challenging according to each age group.

- A personal progression review
- Completion of a set number of Outdoor Adventure Skills stages
- Completion of a set number of community service hours
- A youth-led capstone service project

For more information on the Top Section Awards, see [page 60 of the Canadian Path Scouter Manual](#).

2. Should a youth include the hours devoted to a Top Section Award capstone service project when counting the community service hours required for the Top Section Award?

No, the hours devoted to a capstone service project should not be included when counting the community service hours required for the Top Section Award.

For more information on the Top Section Awards, see [page 60 of the Canadian Path Scouter Manual](#).

3. What are the Top Section Awards for each Section?

Beaver Scouts	North Star Award
Cub Scouts	Seenee Award
Scouts	Chief Scout's Award
Venturer Scouts	Queen's Venturer Award
Rover Scouts	Canadian Rover Scout Award

4. Who approves a youth's application for the Top Section Award?

The Section Leadership Team (made up of youth) approves a youth's application for the Top Section Award. Scouters should be present for deliberations to answer any questions the Section Leadership Team may have. Scouters may also provide the best advice they have to offer; however, the final decision of whether or not a youth has achieved the Top Section Award should rest with the Section Leadership Team.

5. What if everyone on the Section Leadership Team is applying for their Top Section Award?

It's common that multiple youth in a Section will earn their Top Section award at the same time, because they've participated in similar activities.

When this is the case, each youth should still make a presentation to the Section Leadership Team; presentations should focus on the activities that were completed individually, like the capstone project.

If the Scouters feel that the Section Leadership Team can't be objective, they can ask all or part of the Section's remaining youth to help with decision.

6. What is the Section Leadership Team?

The Section Leadership Team is typically made up of the senior-most youth from a Section (and two Scouters). For Scouts, Venturer Scouts and Rover Scouts, the Section Leadership Team is typically elected by the youth, so younger members of the Section may be in leadership roles.

Each Section had its own terminology for the Section Leadership Team. An overview of the Section-specific terms can be found on [page 11 of the Scouter Manual](#)—or watch [this video](#).

The Section Leadership Team has slightly different responsibilities depending on the Section. For a general overview, the Troop Leadership Team responsibilities can be found on [pages 174–175 of the Scouter Manual](#). There are also Section-specific [Scouters' Tips](#) that discuss how to work with Section Leadership Teams in age-appropriate ways.

7. How does a youth apply for the Top Section Award?

A youth who believes that he or she has achieved the Top Section Award should make a presentation to the Section Leadership Team to explain how he or she has fulfilled the Top Section Award's criteria.

8. How long should a youth's presentation to the Section Leadership Team take?

The length of each youth's presentation will vary greatly between Sections. While a Beaver Scout's presentation may only be a few minutes, a Rover Scout may have a half-hour slideshow.

What's important is that the youth express their accomplishments to the Section Leadership Team in an age-appropriate way through their presentation.

9. What happens if a youth has not fulfilled the Top Section Award's criteria?

If the Section Leadership Team believes that an applicant has not fulfilled the criteria for the Top Section Award, it should provide the applicant with specific feedback regarding what criteria have not been fulfilled, and how the youth's application can be improved for next time. Feedback should be specific and constructive, and the Section Leadership Team should support applicants who are close to fulfilling the criteria for the Top Section Award so that they can ultimately be successful.

10. If youth come up with an idea for the capstone project together, can they complete it together?

The capstone project may be completed individually or as a group, as long as everyone is challenged, contributes meaningfully and has the opportunity to put a good effort into the project. The project plan is approved by the Section Leadership Team and the Scouters.

11. What happens when a Section Leadership Team approves a youth's application for the Top Section Award?

If the Section Leadership Team approves a youth's application for the Top Section Award, the Group Commissioner or Group Registrar should be notified. A Colony Scouter may do this on behalf of a White Tail Council, and a Pack Scouter may do this on behalf of a Howler Council. Troop Leaders, Company Leaders and Crew Leaders should notify Group Commissioners or Group Registrars themselves.

12. What are the Group Commissioner or Group Registrar's responsibilities when notified that a youth has fulfilled the criteria for the Top Section Award?

The Group Commissioner or Group Registrar must promptly update the MyScouts.ca profiles of any youth who have fulfilled the criteria for the Top Section Award, by adding the appropriate award to the youth's profile.

13. What are the responsibilities of Section Scouters when a youth has fulfilled the criteria for the Top Section Award?

After the Section Leadership Team has decided that a youth has fulfilled the criteria for the Top Section Award, a Colony or Pack Scouter should notify the Group Commissioner or Group Registrar so that the youth's MyScouts.ca profile can be updated. Troop Scouters, Company Scouters and Crew Scouters should advise Troop Leaders, Company Leaders and Crew Leaders to notify Group Commissioners or Group Registrars.

A Section Scouter should:

- Print off a Top Section Award certificate from Canadianpath.ca. For youth in senior Sections, certificates may be presented as part of an Area, Council or provincial/territorial recognition ceremony.
- Purchase a Top Section Award badge from the [Scout Shop](#).
- In consultation with the Section Leadership Team, identify an appropriate and meaningful opportunity to recognize the youth who has successfully fulfilled the criteria for the Top Section Award.

For senior youth, a recognition ceremony will likely take place as an Area, Council or provincial/territorial event; the Section Leadership Team should investigate this possibility and ensure Top Section Award recipients have the opportunity to be recognized alongside youth from other Groups. Senior youth may receive their Top Section Award badges in advance of

Area, Council or provincial/territorial recognition ceremonies; their Top Section Award badges may be presented at a Section or Group event.

For Queen's Venturer Award certificates, [Scouting Service Centres](#) will provide a list of recipients to the recognition administrator at the [Scouts Canada National Office](#) in Ottawa for the Governor General's signature. Please allow up to 90 days for processing.

14. Where can Top Section Award certificates be found?

Top Section Award certificates for Beaver Scouts, Cub Scouts and Rover Scouts can be printed off from Canadianpath.ca.

Chief Scout's Award certificates are available from [Scouting Service Centres](#).

For Queen's Venturer Award certificates, [Scouting Service Centres](#) will provide a list of recipients to the recognition administrator at the [Scouts Canada National Office](#) in Ottawa for the Governor General's signature. Please allow up to 90 days for processing.

15. What are the responsibilities of the Section Leadership Team when a youth has fulfilled the criteria for the Top Section Award?

After the Section Leadership Team has decided that a youth has fulfilled the criteria for the Top Section Award, the Troop Leader, Company Leader or Crew Leader should notify the Group Commissioner or Group Registrar. A White Tail Council or Howler Council should ask that a Colony Scouter or Pack Scouter do this on the Section Leadership Team's behalf.

In consultation with Section Scouters, the Section Leadership Team should identify an appropriate and meaningful opportunity to recognize the youth who has successfully fulfilled the criteria for the Top Section Award. This ceremony should be primarily organized by the youth themselves, with age-appropriate support from Section Scouters. An invitation to the recognition ceremony should be extended to the family of the youth receiving the Top Section Award. A youth may be recognized alongside other Top Section Award recipients, and the ceremony may include the entire Section or even the entire Group.

16. When should Top Section Award badges be presented?

Top Section Award badges should be presented as part of a Section or Group recognition ceremony. Beaver Scouts and Cub Scouts should receive their Top Section Award badges at the same time as their Top Section Award certificates.

Scouts, Venturer Scouts and Rover Scouts taking part in an Area, Council or provincial/territorial recognition ceremony should receive their Top Section Award badges in advance at a Section or Group recognition ceremony. This will allow these youth to wear their Top Section Award badges on their uniforms when they receive their Top Section Award certificates and congratulatory letters at the Area, Council or provincial/territorial recognition ceremony.

17. What Sections should have their Top Section Awards presented at an Area, Council or provincial/territorial recognition ceremony?

Top Section Awards for any age group can be presented at an Area, Council or provincial/territorial recognition ceremony; however, the North Star Award and Seenee Award are most appropriately presented at a Section or Group recognition ceremony.

18. What are the guidelines for an Area, Council or provincial/territorial Top Section Award ceremony?

- a. A cut-off date for inclusion in the recognition ceremony should be communicated to Groups well in advance. Group Commissioners or Group Registrars should ensure the MyScouts.ca profiles of all recipients are up to date to reflect that youth have achieved their Top Section Awards. Group Commissioners or Group Registrars should also let ceremony organizers know what youth will be taking part in the ceremony before the cut-off date for inclusion.
- b. A designated Volunteer or Scouts Canada employee should run a MyScouts.ca report to ensure that the youth receiving Top Section Awards all have up-to-date MyScouts.ca profiles. This is also an opportunity to identify those Scouts, Venturer Scouts or Rover Scouts who have recently achieved their Top Section Awards but who, for whatever reason, are not on the list of recipients for the Top Section Award ceremony. Group Commissioners or Group Registrars should be contacted to ensure all deserving youth who would like to take part in the recognition ceremony have the opportunity to do so.
- c. When a list of deserving Top Section Award recipients has been finalized, invitations should be mailed to recipients.
- d. A designated Volunteer or Scouts Canada employee should arrange for certificates and congratulatory letters to be printed (on templates provided by Scouts Canada).

For Queen's Venturer Award certificates, [Scouting Service Centres](#) will provide a list of recipients to the recognition administrator at the [Scouts Canada National Office](#) in Ottawa for the Governor General's signature. Please allow up to 90 days for processing.

- e. Certificates and letters should be presented to recipient youth at the recognition ceremony.

19. Who should I contact for more information on Recognition Ceremonies—and their cutoff dates—in my Area or Council?

A member of your Area Key 3 (Area Commissioner, Area Youth Commissioner and Area Support Manager) will have information on both Area and Council recognition ceremonies. They can help you ensure youth from your Group can participate.

20. What is the approval process for Top Section Awards?

To align the Top Section Award approval process with the values and principles of The Canadian Path, a streamlined, youth-led procedure has been put into place:

Step 1: A youth feels that he or she has fulfilled the requirements for a Top Section Award.

Step 2: The youth makes a presentation to their Section Leadership Team outlining why they feel they have achieved their Top Section Award.

Step 3: The Section Leadership Team either approves the youth's request for a Top Section Award or provides feedback on any missing pieces.

Step 4: If the application is approved by the Section Leadership Team, the Group Commissioner is notified.

Step 5: The Group Commissioner (or Group Registrar) adds the award in the youth's MyScouts.ca profile.

Step 6: The Section Scouter:

- a. prints the Top Section Award certificate from [Canadianpath.ca](#),
- b. purchases a Top Section Award badge, and
- c. identifies a meaningful recognition ceremony.

Note: For senior youth, a recognition ceremony will likely take place as an Area, Council or provincial/territorial event. For Queen's Venturer Award certificates, [Scouting Service Centres](#) will provide a list of recipients to the recognition administrator at the [Scouts Canada Service Centre](#) in Ottawa for the Governor General's signature. Please allow up to 90 days for processing.

Step 7: The youth is recognized with the award within their Section or Group. Family and friends should be invited to the ceremony.