

# Hints and tips for running the Jack Petchey Achievement Award Scheme



## 1 How many awards

- **Bronze** - one award per term (three per year)
- **Silver** - two awards per term (six per year)
- **Gold** - three awards per term (nine per year)
- Nominees must be aged 11-25 and have not previously received the award in your organisation.
- Awards are given to individuals only - no group or joint awards.
- Nominees do not have to be the best, but must have tried their very best.

## 2 Nominate

- Young people must be involved in nominating and selecting a winner, but staff, parents and volunteers can also get involved.
- There are several methods you can use to nominate a winner including: using our nomination forms (available from our website), SurveyMonkey, intranet, social media or group discussion.

## 3 Present

- Each winner receives their certificate, pin badge, Notes from Sir Jack Petchey and their congratulations letter.
- Present the award publicly (in assembly, at a monthly presentation evening or regular session).
- Make sure people know the reason why the winner has won the award.

## 4 Speak to the winner

- Encourage your winners to sign up to the Achievement Award 'Keep In Touch' database on our website.
- Discuss with the winner how they would like to spend their £250 grant.
- Create an internal wish list for everyone to add to - this will give the winner ideas.
- Consider using the *Grant Spending Agreement Form* available from our website to record the winner's wishes.

## 5 Spend the grant

- Make sure the grant is spent according to the award winner's wishes before the end of the grant period.
- Ensure that the grant spend complies with spending guidelines.
- Make a record of the dates, locations and number of young people attending trips or an itemised list of purchases including prices for your grant report.

## 6 Celebrate

- Publicise the success of your award winners on noticeboards, in newsletters, via social media and your website.
- Ensure your winners and their families attend the annual schools event or encourage them to attend our regional events for clubs to collect their Achievement Award medallion.
- Alternatively, clubs may organise their own medallion presentation event.

## 7 Submit your report

- You are required to submit details of your award winners through our online grant system by **30th June** and **30th November** each year.
- You will be required to tell us the name, age, reason for nomination and how the grant has been spent. You will need to provide dates, locations and number of young people attending trips or an itemised list of purchases including prices.

## 8 Don't forget your leaders!

- Once you have successfully run the Achievement Award Scheme for one full grant period you will become eligible to apply for one Leader Award per scheme every calendar year by submitting your nomination on our website.
- Every successful Leader Award winner is eligible to apply for a Leader Award Grant of up to £750.
- For more information on Leader Awards and the Leader Award Grant please visit our website.

**For additional information about the Achievement Award Scheme, resources or our other programmes please visit: [www.jackpetcheyfoundation.org.uk](http://www.jackpetcheyfoundation.org.uk)**