



# DUKE OF EDINBURGH'S AWARD JAMAICA



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## DEAJ BULLETIN 2/2010

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### **1 The Award Programme**

We encourage principals and heads of other institutions where the Duke of Edinburgh's Award is not now operating, to do all possible to have this wonderful character building programme for young people started in your organization. The programme is one that helps young people to build their self esteem and confidence. It also helps young people to become more rounded individuals.

It does not mean starting a new club or organization. You can integrate this programme into the activities of an existing group.

#### ***1.1 How to get the Programme started***

You can start by identifying an adult leader in your institution who you think will be suitable to take up the challenge of administering the programme. That person should then complete a Unit Leaders registration form, have the head of the organization sign it and then submit it to the National Award Authority (NAA) with a passport size photograph. Forms can be downloaded from our website at <http://jmaward.org>

After the proposed Unit Leader has submitted his/her form to the NAA and it has been approved, the leader can start recruiting participants. Participants who agree to be a part of programme should complete their participant's form which should be sent to the NAA.

### **2 Participants**

Unit Leaders please encourage your participants to do a skill that will be of benefit to them later on in life such as electrical installation, photography, art and craft, woodwork, music and home management just to mention a few.

### **3 Reaching out to Youths Displaying Antisocial Behaviour**

In cases where you have young people who are posing a challenge to the institution, please suggest to the head of the organization that these youths can be encouraged to join the Duke of Edinburgh's Award programme. If there is a Guidance Counsellor at the institution then it is important to work closely with the Guidance Counsellor in assisting these youths while they are a part of the programme.

## **4 Information**

Advise the NAA of any changes within the leadership of the award programme at your institution.

## **5 Church Service**

Our Annual Church Service will be held on Sunday, November 7, 2010 at the Hope Gospel Assembly located at 136 Hope Road, Kingston 6. The service will commence at 10:30 a.m.

## **6 Service Day**

Our National Service day will take place on Saturday, November 13, 2010. We will advise you where the national project will take place as soon as this is confirmed. All units are encouraged to organize service day activities in your communities.

## **7 Award Ceremony**

Our next Bronze and Silver Award Ceremony is scheduled for Wednesday, April 20, 2011. We will confirm the venue and time at a later date. Please encourage participants to complete all the required areas of the programme at least three weeks prior to the award function.

## **8 Diary of Events**

You are encouraged to submit a diary of your activities to the National Award Authority (NAA) by the end of October. This should include for example your expedition dates and any other major award activities.

## **9 Promoting the Programme**

Unit Leaders, it's very important to promote your award activities by submitting pictures and articles for publication to the editors for your organization magazine, year book and/or newsletter.

Unit leaders remember ask that you be allowed to give a report on the activities of the programme at your staff meetings and also your parent teachers association meetings. Generally, do your best as leaders to keep all stakeholders informed about the progress of the Award Programme.

## **10 Using the Award**

Leaders remind your participants to put their achievements in the Award Programme on their resumes. The Award Programme operates in over 120 countries and is recognized internationally. That is why employers and others will be impressed by the achievements of the awardees.

## **11 Gold Residential Project**

Our Gold Residential project will take place December 16 – 21, 2010, at Port Royal. Unit Leaders are asked to submit the names of those participants who will be undertaking the residential project to the NAA, by October 31, 2010.