

Everything you do in relation to the Award has to be validated by someone independent and outside of Endeavour.

Please read this carefully. Ignoring any of the following could be a major problem for you. They are not new rules and it's not about us making life difficult for you. We are here to support you but it has to be within the DofE rules -

- **NEVER START ON AN AWARD UNTIL YOU HAVE A RECORD BOOK.** The rules about back-dating are strict and you could find that you have wasted a significant amount of time.
- Ensure that you are of the **correct age** before applying for a book; 14 for Bronze, 15 for Silver (14^{1/2} if you have completed the Bronze), 16 for Gold. There are also minimum ages for completion.
- **Back-dating** beyond 3 months is not acceptable. You can only back-date one section of your Award. No start date for any section can be more than 3 months before the issue date of your book.
- **For Service, Skill and Physical** (including Residential at Gold) you must do at least the period you have chosen. If you choose to do 3 months it must be at least that, not 2 months and 20 days. Always complete the durations on page 8 of your DofE book.
- Ensure that your **Service is a Service** and not a Skill and vice versa. For example looking after horses is a Skill not a Service but helping at Riding for the Disabled is a Service. If in doubt ask.
- **You can move on to the next Award** before the previous one is complete but you must have completed the section before starting it at the next stage. For example, if you are near to completing your Bronze and only have your Service to complete you can move on to Silver but you cannot start your Service at Silver until your Bronze Service is complete and signed-off.
- Do not use family to sign-off.
- If you are doing **Service with a Scout Group** you must have completed the appropriate training modules for that Award before it can be signed-off. For example if you are working on Bronze you must have done module A + 2 other modules, Silver module A + 3 further modules and Gold all of the modules to complete your Award. If these haven't been completed your Award cannot be signed-off.
- If you are planning a **Residential for your Gold Award** please ensure that it is not with Harrow School for Young Musicians. Such a Residential is **not acceptable**. The key thing to remember about your Residential is that it must be with people you don't know.
- Ensure that you have **completed your book correctly** before handing it in. If it's not complete you'll probably get it back.
- If you are uncertain about any rule - ask. **Don't guess**, if you get it wrong you could waste a lot of time.

	Under 18	Over 18
BRONZE	Module A of the young Leaders Scheme + 2 other modules.	Getting started modules + 2 other modules relevant to your role
SILVER	Module A of the young Leaders Scheme + 3 other modules.	Getting started modules + 4 other modules relevant to your role
GOLD	Module A of the Young Leaders Scheme + 5 other modules.	Getting started modules + 6 other modules relevant to your role
	Please state in the Record Book the name of the modules completed	