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.

KEY PERSONNEL:

- The SHAC Staff managing Hornaday Award applications is: Jennifer Ausmus, Office Assistant Advancements & Activities, Department of Support Services; Phone: (713) 756-3398 / Fax: (713) 865-9199; Jennifer.Ausmus@scouting.org.
- The Council Hornaday Coordinator is: Steve Hupp; s_hupp@sbcglobal.net; 713-305-2909. This position is appointed by the Chair of the Council Conservation Committee.

PROCESS:

- Scout/Venturer/Sea Scout/Unit Award applicant obtains a copy of the Hornaday Award Conservation Project Workbook at scouting.org. (website: https://www.scouting.org/awards/hornaday-awards/ see link to “Application and Nomination Forms” in sidebar).
- Scout/Venturer/Sea Scout/Unit Award applicant reviews youth award and unit award requirements and identifies a conservation project in one of 8 project categories.
- Scout/Venturer/Sea Scout/Unit Award applicant, or unit leader identifies both an approved Hornaday Advisor and Project Conservation Advisor (consult council Hornaday Advisor list or obtain guidance of Council Hornaday Coordinator).
- Scout/Venturer/Sea Scout/Unit Award applicant consults with Hornaday Advisor and Conservation Advisor and obtains pre project approvals listed in Hornaday Award Conservation Project Workbook. Pages 5 through 15 of the Hornaday workbook should be submitted to Jennifer Ausmus at the Scout Office or Steve Hupp, Council Hornaday Coordinator for optional Conservation Committee approval (Council Hornaday Coordinator to arrange for Conservation Committee’s pre-project review and possible approval and respond to applicant within 2 weeks).
- Scout/Venturer plans and executes project, completes application form(s) and obtains leader and advisors’ signatures. Most projects will include post project monitoring to assess project’s success. Documentation of this monitoring should be included in the workbook with the application or as an attachment to the workbook.
- Completed project application(s) and workbook(s) to be submitted to Jennifer Ausmus in Council Support Services.
- Ms. Ausmus will digitize and send copies by email to Council Hornaday Coordinator and Conservation Committee Chair.
- Council 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(s) and/or workbook(s), the Council Hornaday Coordinator will send an email to and/or have a phone conversation with the applicant and/or the
Hornaday Advisor within a month of application submission. If the deficiencies are not addressed by the applicant within 90 days, the application(s) and workbook(s) 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.

- Council Hornaday Coordinator to decide whether application is complete and whether a Conservation Committee meeting is needed to interview Hornaday Award candidate.
- If possible, the Conservation Committee will conduct an informal interview of the Hornaday Award Candidate to review the application(s).
- Council Hornaday Coordinator notifies Conservation Committee Chair of completed form and Chair sends signed pages to Ms. Ausmus for inclusion in application(s) 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 with copies retained by the Council. The original Unit Award supporting documentation will be sent to National and a copy retained by the Council.
- Ms. Ausmus notifies Council Hornaday Coordinator and Conservation Committee Chair when certificate and badge/medal are returned from National.
- Council 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.
- A member of the Conservation Committee will participate in the Court of Honor where the Hornaday Award(s) is/are presented, when possible and with coordination with the Scouting unit.

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/ Unit Award Applicant (as appropriate).
- Retains records of status of submitted applications
- Suggests standards for presentation of awards.
- After receipt of award by council, notifies or arranges notification of advisor/appropriate leader when award is ready for pickup.
- When possible, arranges for a Conservation Committee member being present at Court of Honor when a Hornaday Award is presented to a youth and/or unit.