



Requirements



**Sir William
A Smith
Award**
(formerly Private
First Class)

Core Group

1 Silver Service Badge
Scripture Knowledge L2
Community Service L2
Red Leadership
Certificate

Skills Group
3 Levels from
Skills & Hobbies

Outdoor Group
3 Levels from
Environmentalist &
Expedition

Physical Group
3 Levels from
Physical & Sportsman

plus 2 extra levels from any of these badges

Assessment and Approval

Under the guidelines adopted by BB Australia, this award is assessed and approved by the Company Captain. As such, boys do not apply for approval of this award, like they do for the *Queen's Badge*, but rather, a Captain notifies BB Queensland that a boy has successfully completed the requirements of this award and is, therefore, suitable to be presented with it (in line with the guidelines outlined in the section below).

Presentation

The *Sir William A Smith Award* is the second highest BB award in Australia. As such, it is required to be presented at a 'suitable' event, by a 'suitable' person.

Where Can It Be Presented?

This award is to be presented at a function of significant importance within the life of the Company. In Queensland, presentation can occur in two ways:

- Each year a *Founder's Night Dinner* will be organised where boys can be presented with this award. Presentations will be made to all boys who have earned the award since the last Dinner and who have selected this presentation option.
- At an appropriate function organised by the Company. This may include a Church Parade, Display Night, or another function where awards are usually presented.

Who Can Present the Award?

Presentations must be made by a member of the relevant State Executive. In Queensland, this means that a member of the *Board of Directors* must present this award.

Companies can invite a member of the *Board of Directors* to attend their Company event to present the award (this should be noted on the Notification Form). Alternately, the *Board of Directors* will assign a member to attend the event in order to conduct the presentation.

Recognition

Classic Uniform...Boys are presented with a badge (worn on the left armband), blue lanyard (worn on the left shoulder) and an official certificate.

Contemporary Uniform...Boys are presented with a badge (worn on the left armband) and an official certificate.

Completing the Notification Form

Before submitting the Notification Form, the following need to be considered:

One Year Service Badge

Enter all of the years that a Silver Service Badge was awarded (at least one year should be entered).

Leadership Certificate

Enter the highest coloured braid earned at the time the award is to be presented and the year it was presented. Please note that this data will be verified against the *BB Queensland Ltd* training records prior to presentation of the award.

Activity Awards

For each award listed, enter the highest level that the boy has gained at the time the award is to be presented. Ensure that you total each award group.

Please note that, in order to be awarded this award, boys must gain at least 15 points in the Activity Awards section – this means that they will have gained an additional two levels to the minimum award requirements shown on the form.

Captain's Certification and Recommendation

By signing this section you, as Captain, are certifying that the information you have entered is correct and that the boy has completed all of the awards requirements satisfactorily.

While no supporting information (certificates, boys record sheets, etc) are required to be submitted with this Notification Form, suitable records should be maintained to back-up the data entered, should the need to verify arise.

Presentation

Please ensure that you nominate when you want the award to be presented. This is a case of EITHER it is to happen at the Founder's Night Dinner OR at a suitable Company event (please note the conditions outlined in the section below).

Where you want the award to be presented at a suitable Company event, please provide two options. While every effort will be made to have a member of the *Board of Directors* attend your first preference of events, it may not be possible and the provision of a second option makes the process a lot smoother.

Submitting the Notification Form

This form should be printed and signed before being submitted in hard copy to the *BB Queensland Ltd* Office. Once received by the Office, this form will be reviewed by the Operations Director and a presentation time will be confirmed (including who will present the award).