

# **COUNSELOR AWARD CHECKLIST**

## **COUNSELOR REQUIREMENTS**

- You must be registered in scouting. If you are submitting awards for both BSA and GS, you must be registered in BOTH scouting units.
- You must submit completed counselor application. This should have been turned in at the time of counselor training.
- You must be in compliance by the diocese -- completed Safe in Place Training, and sign the code of ethics

## **BEFORE TURNING IN APPLICATIONS, CHECK FOR THE FOLLOWING:**

- On RACA form, fill out the full name of scout, include the middle name
- On RACA form, include Church Parish
- On RACA form, the counselor signature is required
- Signature of priest in on the form from the book. God is Love and I live my Faith must add a line for the priest to sign. Some forms also require scout signature, parent signature, and cub master signature. All signatures must be completed.
- Only original forms from books can be submitted
- Submit 2 forms. – RACA and the original from the back of the book
- Staple both applications (and evaluation forms if you have any) together
- Please put all the same awards together, alphabetized by last name
- Send applications and \$6.00 (check made out to CCOS) per award to  
Deacon Richard Grant  
Our Lady of Mercy Church  
445 Marquette Avenue  
Baton Rouge, LA 70806
- Make copies of all applications for your own files

## **PROCESS AFTER YOUR AWARD APPLICATION ARE SENT TO CCOS**

- Deacon Grant reconciles all money and applications
- Applications are forwarded to Barbara
- Barbara checks for original application, priest/counselor signatures, 2 applications, and that the counselor is in compliance and registered in scouting. If all is in order, she will send you an email letting you know that all is okay.
- In early July you will be asked to check the spelling of names as they will appear in the ceremony book.
- Notify parents and scouts of the award date, place, and time of line-up and to bring a camera.