

Silver Beaver Award Guidelines

Sponsor Information

Please ensure nominators use the Baltimore Area Council form (located at www.baltimorebsa.org/silverbeavers) and NOT the National form, which is for council submissions. Also, the information on the form must be legible – encourage them to print carefully so the selection committee members can gain the full impact of the nominations.

What is the Silver Beaver Award?

- The Silver Beaver Award is the council-level distinguished service award of the Boy Scouts of America. Recipients of this award are registered adult leaders who have made an impact on the lives of youth through service given to the council.
- The Silver Beaver award is made for noteworthy service of exceptional character to youth by registered Scouters, Cub Scouters, Varsity Scouters, Sea Scouters and Venturing leaders within the territory under the jurisdiction of a local council.

Requirements

- A nominee must be a registered Scouter.
- There are no specific prerequisites such as the District Award of Merit for the Silver Beaver.
- Policy limits the award of the Silver Beaver to adults 21 and older who are registered with the Boy Scouts of America and the Baltimore Area Council as volunteer Scouters. Explorer leaders are eligible to be awarded the William H. Spurgeon III Award.
- Nominations will not be considered for current or former professional Scouters within five (5) years of their leaving employment with the BSA. Other council employees (part time or full time) are eligible to receive the Silver Beaver Award based on their volunteer service, not employed service.
- Nominations cannot be considered for posthumous awards.

Reminder: To avoid potential disappointment, please do not inform the candidate that they have been nominated for the Silver Beaver Award.

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Process and Procedures

Thank-you for serving as the sponsor for your candidate's Silver Beaver Nomination. Your completed nomination package is due to the Council office by **November 1st**. It's suggested that you coordinate your efforts with your District leadership.

The following are suggestions (not requirements) for developing a nomination package:

You should complete the Baltimore Area Council Nomination Form, write a Nomination Justification Statement and assemble Letters of Support/Recommendation that address your candidates "noteworthy service of exceptional character to youth by registered Scouters, Cub Scouters, Varsity Scouters, and Venturing leaders" at the Council level.

Nomination criteria/discriminators have changed. In the past, the focus was on defining the individual. The focus is now (and should be) on how the candidate "rendered service of an outstanding nature at the Council level" – specifically on how it affected/supported the Scouts in our Council. The nature and value of "noteworthy service to youth" may consist of service or a series of activities that contributed vitally to the lives of large numbers of youth or it may have been given to a small group over an extended period of time, or both.

- A nominee must have rendered noteworthy service to youth in Scouting, youth within the community, or both.
- Consideration is given to the nominee's Scouting position and the corresponding opportunity to render outstanding service beyond the normal expectations of that Scouting position.
- The nominee's attitude toward and cooperation with the district and/or council should be taken into consideration.

Examples of significant support at a Council level are:

- Dedicated extended service to the Council supporting all our units in activities such as staffing Wood Badge, University of Scouting, Powder Horn, other council training activities or active with the OA at the lodge level.
- Significant/repeated service to District level events (Camporee, Klondike, Cub Scout Summer Camp, Fishing Derby etc. - whether through a unit, as an event staffer, or event chair).
- Significant/repeated service to District or Council-sponsored community service projects that go beyond just one unit (Scouting for Food, Bay Cleanup, Jingle Bell Weekend, etc.).
- Service to youth in the greater community outside of Scouting (i.e. - Church, youth

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sports, homeless shelters, clothing drives, conservation groups, Red Cross volunteer, etc.).

Have the letters quantify (numbers of youth supported or dates service was provided) and substantiate (scope and nature of service) the noteworthy service. Letters that simply state that the Scouter is deserving of the award do not describe the noteworthy service and do not help the Scouter.

Try to also capture noteworthy service to youth that occurs through areas such as work, faith, community activities (i.e. coaching sports, serving the American Legion, serving other youth organizations etc.) as well as Scouting.

1. Contact the spouse or close friend of your nominee to determine the Scouting positions, training, and awards the nominee has earned. Work with them to develop a contact list with email and phone numbers of the people you will need to contact such as:
 - Scouters who have worked with the candidate
 - Family
 - Non-Scouting friends
 - Employer and co-workers
 - People from other youth organizations the candidate has worked with
 - Schools
 - Civic or Patriotic organizations
 - Pastors, Youth Ministers, or Church Committees
 - District Chair, Vice-Chair(s), Commissioner, etc.
 - Council Chairs the candidate has worked with, as well as council committee members
2. Ask your contacts to refer you to others to help develop Letters of Support/Recommendation. It's helpful to keep track of whom you contacted and the status of their letters.
3. Send each contact an email requesting a Letter of Support/Recommendation. A sample message that you can use is attached. (Feel free to edit.) Email nomination letters are acceptable – but ensure the letter has a signature block.
4. Contact the nominee's District Executive (DE) to get a status of your candidates Record of Service; Training Courses Completed; Recognition Received. You will need this information to complete the Nomination Form. If the DE does not have all the information, contact the nominees Committee Chair, Scoutmaster and spouse or friend and have them help you.
5. As the sponsor, you will need to write a Nomination Justification Statement.
 - a. Your letter is critical as it summarizes and justifies why you are nominating the Scouter.
 - b. In your letter, introduce the Scouter and write about the Scouters noteworthy service to youth.
 - c. You will need to capture specific examples and describe outcomes/

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accomplishments. Use your personal experience/knowledge and examples provided in the letters of support/recommendation.

6. If possible, obtain a 3"x5" waist-up photo of the candidate in class A uniform.
7. Prepare a letter size three ring binder (1" or 1.5") with a front view panel.
 - a. Insert into the front view panel of a binder a page with:
 - i. "Nomination of **Candidate's Name** for the Silver Beaver Award".
 - ii. Candidate's 3x5 Picture
 - iii. **District Name**
 - b. Insert into binder a Table of Contents with three Tabs-
 - i. Tab 1 – Nomination Form
 - ii. Tab 2 - Nomination Justification Statement
 - iii. Tab 3 - Letters of Support/Recommendation
 - c. Insert Letters as you receive them behind the appropriate Tab
8. Send reminders to individuals that you need their Letter of Support/Recommendation. You may need to send multiple email reminders or phone calls.
9. Send a Thank-You email to each person who sent/emailed a Letter.

If your candidate is selected for the Silver Beaver Award, notify your contacts and inform them about the award ceremony.

Thank you for recognizing the service of our best Scouters!

Note: Thanks to Peter Walsh upon who's work most of this guidance is based.

Attachment following:

Sample email requesting a Letter of Support/Recommendation

Dear PERSON,

I am writing to you requesting a letter of recommendation to support the nomination of NAME for the Silver Beaver Award. I require your letter by DATE in order to meet the Council's DATE deadline. I am YOUR NAME from the NAME District, Baltimore Area Council where I serve as YOUR SCOUTING POSITION. NOMINEE NAME and I got to know each other through (for example: our Woodbadge course and various scout activities). I am now nominating NOMINEE for the Silver Beaver Award. The award is for noteworthy service of exceptional character to scouting youth within the Baltimore Area Council and notable service to youth within the community. NOMINEE's NAME service to our Council youth makes HIM or HER an ideal candidate for this award.

Your letter should include statements covering NOMINEE's noteworthy service to youth in Scouting, youth within the community, or both. The nature and value of "noteworthy service to youth" may consist of service or a series of activities that contributed vitally to the lives of large numbers of youth or it may have been given to a small group over an extended period of time, or both. Please include time frames and outcomes (results) from his participation. Please cover as many areas as possible. It is acceptable if you can only cover one area.

Please include your address on the top of the letter and the current date. The salutation can be: To Whom It May Concern. There is no format to the body of the letter.

You may attach your nomination letter in an email to me or you can mail your letter to my home address by DATE:

Name

Address

City, State Zip code

The Silver Beaver Award is the council-level distinguished service award of the Boy Scouts of America. Recipients of this award are registered adult leaders who have made an impact on the lives of youth through service given to the council. It is given to those who do not actively seek it. This nomination is confidential. While we all feel that NOMINEE is a qualified candidate, please do not inform NOMINEE about this nomination in order to preserve the surprise and avoid any disappointment should he or she not be nominated.

Please contact me at C: 123-456-7890; H: 123-456-7890; or email: XYZ@abcprovider if you have any questions. Thanks for your time and recognition of NOMINEE's superb service to our Scouts!

Yours in Scouting,

YOUR NAME