

## INSTRUCTIONS FOR PRESIDENT'S AWARD LEADER (PAL)

Have you filled in the Leader Commitment Form and returned it to our office? You only need to do this once. Have you spoken to one of our development Officers?

Distribute the individual Application Forms to the participants.

Agree the challenges in each of the four sections of the Award with the participant – please remind participants that a sport can only be used for the 'physical' section of the Award. It cannot be used for the 'Personal Skill' section. Ask the participants to write down their planned activities and to sign it.

Collect the completed Application Forms together with the appropriate fee – from 1 September 2010 the fee will increase to €10 for Bronze and Silver and €20 for Gold. Please encourage the participants to fill in all sections of the Application Form in block capital letters.

Complete the President's Award Leader Form and take a photocopy for your own records.

Return the individual Application Forms and the President's Award Leader Form together with a school cheque/postal order to cover the amount due to: Gaisce - The President's Award Office at Gaisce – The President's Award, Ratra House, North Road, Phoenix Park, Dublin 8. Please do not send cash in the post. We will process the application forms and return the record books to you for distribution.

Hold regular meetings with the Participants to monitor them during the Award. It is at these meetings that problems can be sorted out. Keep in touch with Award staff for support. When the 'Venture' section of the Award is being planned we would draw your attention to the safety points in our handbook and our Venture Section Safety Reminder. Award participants under 18 years of age must be supervised at all times during the adventure.

When all the challenges have been achieved complete and return the Completion Sheet to the Gaisce Office in Dublin. There is no need to return the record book at Bronze and Silver level. The completion sheet (s) can be return by fax or by post.

If it is a Bronze group it would be helpful if you could mention on the Completion Sheet the date of a suitable occasion when you would be willing to present the Award so that this date can be put on the Certificates – e.g. Prizegiving day etc. Medals, Certificates and Lapel Pins will then be forwarded to you by post.

Gaisce - The President's Award will arrange regional Silver ceremonies and will notify you of the intended date. These dates will also be posted on our website – notice board, please check in regularly.

Should you have any queries do not hesitate to contact us.

All the above information and relevant forms can be downloaded from our website: [www.gaisce.ie](http://www.gaisce.ie)

Participants should be encouraged to visit our website.

Head office	West and North West	North East
Gaisce - The President's Award Ratra House North Road Phoenix Park Dublin 8. Tel: 01 6171999 Fax: 01 6707060  Web site: <a href="http://www.gaisce.ie">www.gaisce.ie</a> e-mail: <a href="mailto:mail@gaisce.ie">mail@gaisce.ie</a>	<b>Majella Killeen can be contacted at</b> <b><a href="mailto:mkilleen@gaisce.ie">mkilleen@gaisce.ie</a></b>  <b>Or at: 087 9624799</b>  <b>Michael Collins can be contacted</b> <b>At <a href="mailto:mcollins@gaisce.ie">mcollins@gaisce.ie</a></b>  <b>Or at: 087 2458612</b>	Gaisce - The President's Award Lisnasassonagh Kingscourt Co. Cavan  Tel: 042 9693977 Mob: 087 2426293  Web site: <a href="http://www.gaisce.ie">www.gaisce.ie</a> And <a href="http://www.awardslinku.com">www.awardslinku.com</a>  E-mail: <a href="mailto:myore@gaisce.ie">myore@gaisce.ie</a> <b>Development Officer:</b> <b>Mary Yore</b>