Grand Canyon Council STEM Committee Memo

**Subj**: NOVA Award Application / Record Announcement

1. The Grand Canyon Council STEM Committee has created a NOVA Award Application to allow for tracking and recording of the NOVA Awards within the council. This is an effort to help promote the STEM Awards by having visibility on the accomplishments of our scouts and be able to measure how popular the NOVA Awards are within the council.
2. Following are guidelines provided to help all units with tracking, recording and communicating their scout’s accomplishment of the NOVA Awards.
	1. Please use the “GCC NOVA Award Application” Form (hereafter referred to as “NOVA Application”) for initiating and recording NOVA Award Progress.
	2. Unit Leaders (or designated Unit Adult Leader) have a signature block for initiating the award for a scout desiring to pursue the NOVA Awards.
	3. Information on specific NOVA Awards can be found at : <https://www.scouting.org/stem-nova-awards/>. Also the FAQ page offers insights and more information on the program. The FAQ page can be found at: [https://www.scouting.org/stem-nova-awards/stem-faq/](https://www.scouting.org/stem-nova-awards/stem-faq/%20)
	4. Registered NOVA Counselors should use the NOVA Award Application to track and give final approval of completion for any NOVA Award.
	5. Upon completion of the NOVA Award, the NOVA Counselor should ensure the completed application is given to the Unit Leadership (Unit Advancement Chair / Unit Leader / Designated Adult…) for processing AND forwarding to the District STEM Representative (See para 3c.) for recording.
3. Recording of NOVA Awards:
	1. The NOVA Application can be downloaded from the Council Resources Webpage for use by all units. There are several versions of the form available in PDF Format.
		1. “GCC NOVA Award Application (Fillable Template – v. 040620)” : This is a fillable PDF form which can be filled in on a computer and used electronically for recording purposes (emailed as an attachment, uploaded to file systems for units…).
		2. “GCC NOVA Award Application (Single – v. 040620)”: This version can be printed and filled in, then submitted for recording.
		3. “GCC NOVA Award Application (Triple – v.040620)” : This version is a 2 sided, printed form that allows a NOVA Counselor working with a group to record up to 3 scout’s progress, or for a scout pursuing several awards. The form can then be submitted for recording.
	2. The completed NOVA Award can be handled in several ways:
		1. Ideally, the form can be sent via email directly to the unit leadership, and the District STEM Representative for recording. NOTE: A printed form that has been filled out by hand can be scanned, or photocopied and sent via email or other electronic file handling methods such as uploading to a common directory.
		2. The form can be printed and given to Unit Leadership for recording. Units are requested to pass a copy of the application record to the District for recording.
		3. Most units are using SCOUTBOOK for tracking their scouts, so the record should be recorded electronically **when** SCOUTBOOK allows for NOVA Awards to be entered; however, forwarding the record and retaining a backup of the record is important in case of loss of electronic data.
	3. District STEM Representatives Role:
		1. The STEM Committee is identifying Volunteers to serve and represent each District. These volunteers are members of the STEM Committee and are charged to assist units in promoting STEM. Completed NOVA Award Applications will be given to the Committee for recording. Using the STEM Representative will help ensure the NOVA Award is recorded with Council.
		2. In the event that a District STEM Representative position is Vacant, Leaders are asked to provide the NOVA Application to either their Unit Commissioner or the District Executive to forward to the STEM Committee.
4. Questions / Comments:
	1. Please contact your District Representative or Council STEM Committee Chair if you have any questions or comments on the use of the NOVA Application.

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