



HIGH ADVENTURE AWARDS PROCEDURES

Boy Scouts Of America

Western Los Angeles County Council



PRIOR TO THE TRIP

- Applicant obtains a BSA Tour Planning Worksheet from local Council for the Unit trip.
- Submit completed Tour Planning Worksheet to Council Office. (Minimum 2 weeks to 1 month before the outing).
- Outing Leader has reviewed the High Adventure Awards Planning Guide.
- Secure all necessary Permits (Wilderness Permit, Fire Permit, etc.) and any reservations required by the administrative agency.
- Confirm award prerequisites and applicant's eligibility.
- Contact a HAT Approval Counselor and secure necessary Pre-Approvals. Record date of Pre-Approvals on WLACC High Adventure Awards Application. Available on our Website at www.wlacchat.org, then click on Awards, then click on How to Apply for Awards, then click on High Adventure Awards Application.

AFTER THE TRIP

- Return the completed HAT Awards Application, and any other necessary paperwork, to the HAT Approval Counselor for final approval. (Recommendation: Return to the same HAT Approval Counselor who reviewed the application).
- If distance makes a meeting difficult, the Applicant can use the telephone, U.S. Mail, fax machines, email or internet to exchange documents.
- The HAT Approval Counselor will review the Awards Application and, if requirements are met, sign the approval portion.
- Take the approved Awards Application to the WLACC Office or appropriate Council Office to purchase the patches from stock or to order. Telephoning prior to the trip will alert the Council Office and provide the Applicant with a reasonable timeframe in which to expect the Awards.