

# NCAC NOVA and SUPERNOVA GOLD CARD PROCESS

1. **BEFORE** a Scout starts working on a Nova or Supernova Award, he/she should obtain a **Gold Card** from the unit advancement coordinator or unit leader. The Scout should fill out the name, address, unit type, unit number, and District on the front of the **Gold Card** - just as they do for a merit badge **Blue Card**.
2. On the back of the **Gold Card** on the **Applicant's Record** section of the card, the Scout needs to fill out his/her name and the name of the Nova or Supernova Award he/she will be working on.
3. The Scout also needs to fill in the Nova or Supernova Award name on the left piece of the back page.
4. Once all of this is filled out, the Scout needs to have the unit leader sign and date the bottom of the **Application for Merit Badge** section. This is for recognition by the unit leader to ensure the Scout is being supported by a registered Nova Counselor or Supernova Mentor.
5. The Scout is then ready to accomplish the Nova or Supernova requirements, working with their Counselor or Mentor. As requirements are completed, the number/letter, date complete and Counselor/Mentor initials should be entered into the center section of the front of the **Gold Card**.
6. Once the Scout has completed all award requirements,, the NOVA counselor or Supernova mentor should:
  - a. Complete the left section on the back of the **Gold Card** with their name, address, and phone number; and then sign and date signifying the completion of all requirements.
  - b. Fill in the completed date and sign the **Applicant's Record** portion of the card.
  - c. Retain the right section on the back of the **Gold Card** for their records.
7. Nova Awards are approved by the unit and Supernova Awards are approved by NCAC. Follow the sequence described below for each award. (Note there are separate procedures for the Einstein Award.)

## Nova Award

- 8a. Once the **Gold Card** is signed by the NOVA counselor (who retains the **Record Copy**), the Scout needs to present it to the Unit Leader for signature on the **Applicant's Record** section.
- 9a. The Scout then turns in both remaining sections of the **Gold Card** to the unit advancement chair, who will enter the Scout's achievement into Internet Advancement. They will keep the **Application for Nova Award** section and return the **Applicant's Record** section to the Scout.
- 10a. The unit advancement chair will then procure the appropriate badges at the Scout Store.
- 11a. The Scout should be recognized for their achievement by presentation of their badges at the next unit Court of Honor.

## Supernova Award

- 8b. Once the **Gold Card** is signed by the Supernova Mentor, the Scout needs to present it to the Unit Leader for signature on the **Applicant's Record** section, along with the supporting documentation.
- 9b. The unit leader then provides the complete Supernova Award application package to their District STEM Coordinator or the District Advancement Chair (should there not be a District STEM Coordinator).
- 10b. The District STEM Coordinator (or the District Advancement Chair when the District does not have a STEM Coordinator reviews the application package. If the application package is not adequate, the District STEM Coordinator (or the District Advancement Chair) returns it to the unit leader with a list of issues and the action required to achieve an adequate application package.
- 11b. If the application package is adequate, the District STEM Coordinator (or the District Advancement Chair) endorses the **Applicant's Record** section and forwards the package to the NCAC STEM Coordinator.
- 12b. The NCAC STEM Coordinator:
  - a. Provides the application package to the NCAC STEM Committee Chair for review and approval, and receives back signatures on the **Gold Card (Applicant's Record and Application for Supernova Award)**.
  - b. Forwards the appropriate information to National BSA for endorsement and issuance of the Supernova Medal.
  - c. Once the Supernova Medal is received, forwards the Supernova Medal and approved package to the unit leader.
  - d. Ensures the Scout is recognized in Internet Advancement.
- 13b. The Scout should be recognized for their achievement by presentation of their badges at the next unit Court of Honor or an appropriate District Awards forum.