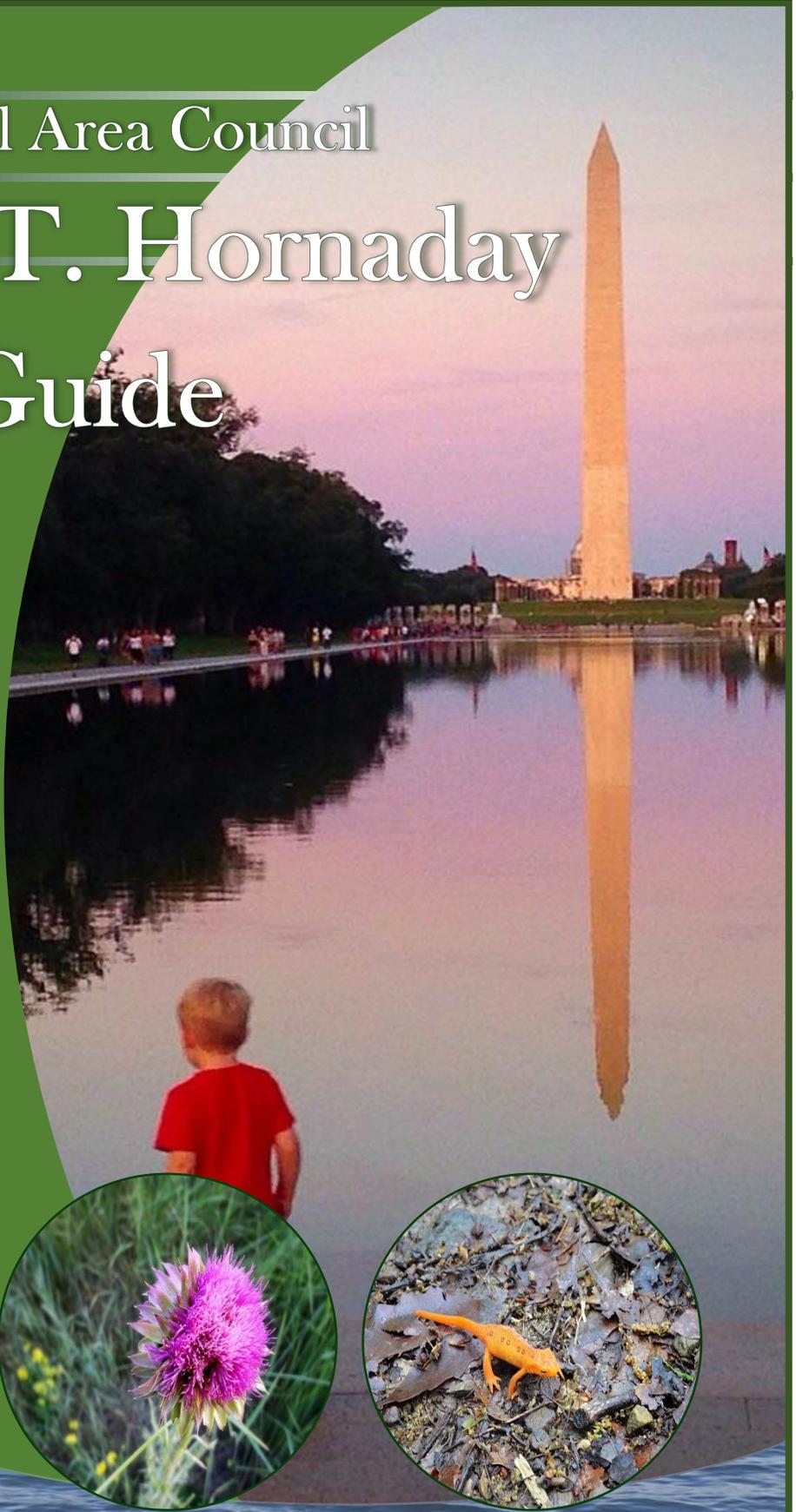


National Capital Area Council

William T. Hornaday Awards Guide



*For use by Scouts, Venturers, Units, and Scouters, interested in earning
BSA's highest Conservation award*

The geographic area of the National Capital Area Council encompasses vast amounts of urban and suburban landscapes. The work completed in recent years on our Nation's National Mall by the National Park Service and The Trust for the National Mall stand as an example that conservation is not an endeavor specific to wilderness areas.

Every year, the National Mall hosts more than 33 million visits, more than Yosemite, Grand Canyon, and Yellowstone national parks combined. In addition to visits from locals and tourists alike, more than 3,000 rallies, concerts, festivals and other events are permitted annually to gather on America's Front Yard. People travel from across the country and around the globe to share the extraordinary view of the American experience. The National Mall is our country's most visited National Park, reflecting our pride and optimistic character to the world.

Through the years, the National Mall has been loved to death. Years of wear-and-tear and deferred maintenance have taken their toll. Weeds grow where dreams once flourished. Great memorials are in a state of disrepair. Pathways are cracked. Steps are crumbling. Waters are polluted. Basic amenities are lacking. Despite the best efforts of the dedicated National Park Service, the National Mall doesn't fully reflect our unstoppable American spirit.

The extremely high volume of use has caused significant wear and tear on the once-grassy areas from the Lincoln Memorial to the U.S. Capitol. In response, the Trust for the National Mall has supported extensive restoration effort led by the National Park Service to reverse this damage and make the park sustainable for generations to come. The turf restoration project was designed to create a healthy and water efficient landscape across the renowned green expanse of the National Mall.

Phase I of the National Mall turf restoration process was completed in 2012, restoring 11.3 acres of grass panels between 3rd and 7th streets and bringing the green back to America's Front Yard. All the elements of the turf restoration project were designed to create a healthy and water efficient landscape. The irrigation system was an essential part of the project, which also included re-engineered soils to resist soil compaction and improve drainage, large underground cisterns for rainwater harvesting, drought resistant turf varieties, and beautiful granite curbing to protect the lawn edges.

Phase II of the restoration, which began in October 2014, includes excavation and removal of 4-5' of damaged soil, installation of irrigation drainage and a 250,000 gallon cistern to collect and allow the sustainable reuse of storm water, and installation of compaction-resistant engineered soil.

At 360 years old, the Japanese Stone Lantern is on the National Register of Historic Places, and has been preserved as the historic centerpiece of the annual Cherry Blossom Festival. The festival attracts more than 1.5 million visitors to experience the changing of the seasons on America's Front Yard. The lantern is surrounded by a granite plaza with natural stone boulders and a memorial plaque commemorating the cherry trees that were given to the United States by Japan in 1912, representing the friendship between the two nations. The plaza is part of the Trust for the National Mall's continued efforts to reduce the environmental footprint on America's Front Yard by protecting the nearby cherry trees from soil erosion and compaction while making the lantern more accessible to visitors.

The Lincoln Memorial Reflecting Pool, originally built with an asphalt and tile bottom, had deteriorated over the years, causing the pool to leak 500,000 gallons of water per week. In 2012, the Reflecting Pool was completely rebuilt with sustainable water conservation features. These features include a new water supply system, with water being drawn from the Tidal Basin, and is treated with an ozone water filtration system. The beautifully restored pool now has a tinted bottom so that it is more reflective. Old dirt paths have been replaced with sidewalks for easy access, and subtle nighttime illumination fixtures have been installed to guide visitors along the pool.

Excerpted from The Trust for the National Mall website
<http://nationalmall.org/>

***“Unusual prizes are won only by
unusual service”***

-Dr. William T. Hornaday

Written by Joshua Lamothe and endorsed by the
National Capital Area Council Advancement Committee
2016

Cover Photos Right to Left
Lincoln Memorial Reflection Pool with Washington
Monument, Red Eft, Canadian Thistle, Loon
by Joshua Lamothe

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Forward

Dr. William T. Hornaday once said “Unusual prizes are to be won only by unusual services”. The Hornaday Badges, Medals, and Certificates have been described as Olympic Medals bestowed by the Earth. As Scouting’s highest conservation awards, they are highly prized by those who have earned them.

Only 23 Scouts and Scouters in the National Capital Area Council have earned a William T. Hornaday Award since 2007. In comparison, more than 1,000 Scouts in the National Capital Area Council achieved the rank of Eagle in 2015 alone. For those who wear the Hornaday Badge or knot on their uniform, it represents a substantial commitment of time and energy. It is displayed proudly by those who have learned the true meaning of a conservation/environmental ethic.

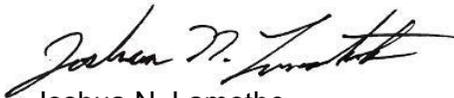
The small number of recipients however, likely reflects widespread unfamiliarity, much more than difficulty of earning these awards. We aim to change that.

If you are reading this, you have made the first step towards joining the ranks of a truly elite group of roughly 3,700 Scouts and Scouters over the past 100 years who have made significant contributions to conservation in their community.

This is a comprehensive guide detailing the requirements and process to earn each of the seven Hornaday Awards. Scouts and Scouters are encouraged to focus on the sections of this guide pertaining to the award they are earning. This will help focus the Candidate and filter the vast amount of information presented.

Good Luck!

Sincerely,



Joshua N. Lamothe
Hornaday Awards Subcommittee
Hornaday Awards Adviser
Jnl82381@gmail.com

Introduction

This handbook has been developed for Scouts, Venturers, Units, and Scouters within the National Capital Area Council interested in the Hornaday Awards. The purpose of this guide is to provide a better understanding of requirements for each award, expected scope of projects, and process from concept to completion.

Through earning this award individually or as a Unit, candidates will increase their understanding of the principles of ecology, wildlife protection, and natural resource conservation.

The information contained within this guide has been collected from the BSA National Conservation and Environment Task Force. **Only those requirements explicitly listed as such from the National Conservation and Environment Task Force for the Hornaday Awards will be included as requirements in this guide.** All recommendations contained in this guide have been compiled from the National Conservation and Environment Task Force and as “best practices” from the National Capital Area Council, Longs Peak Council, Blue Ridge Mountain Council, and Northern Star Council. If a candidate chooses to disregard the recommendations in this guide, the National Capital Area Council cannot deny an award as long as all stated requirements have been met. The content of this guide does not conflict with processes or guidelines set in the Guide to Advancement. If a conflict arises, please contact your District Advancement Chair for resolution. For Youth completing a Hornaday project in conjunction with an Eagle project or Summit Award Project, additional guidance and/or requirements may be applicable dependent on the project.

All information contained within this guide is current as of the publication date and will be amended when future guidance and/or requirements are published from the National Conservation and Environment Task Force. All hyperlinks to forms and applications are current as of the publication date. If you experience problems with a link, you may go directly to Scouting.org.

This handbook is organized into four sections:

- **Section I** provides a brief biography of Dr. Hornaday and a history of the William T. Hornaday Award.
- **Section II** describes the various Hornaday Awards and details the requirements for each.
- **Section III** explains the criteria and process for a substantial conservation project, details the who and what of the Hornaday Team to assist the Candidate/Unit through the Hornaday Award process, and provides a description of each of the eight conservation categories.
- **Section IV** explains the *William T. Hornaday Award Conservation Project Workbook*.

Acknowledgements

This Guide has been compiled with the assistance of multiple individuals. Much appreciation and thanks is due to the following individuals for their help and promotion of the Hornaday Awards Program:

Ken Zabel, Glaciers Edge Council Hornaday Adviser and author of Seeking the Exclusive, Elusive Hornaday, How to Earn Scouting's Most Prestigious Conservation Award

William O'Brochta, Blue Ridge Mountain Council Hornaday Coordinator and author of the Blue Ridge Mountains Council William T. Hornaday Awards Guide, Third Edition, 2013

I would also like to thank all those who reviewed, edited, and provided information for this guide, especially Will Rodger and John Selstrom.

For questions regarding information contained within this guide or suggested updates, contact:

*Joshua Lamothe
NCAC Hornaday Subcommittee
Hornaday Awards Adviser
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Conservation and Scouting

Conservation and environmental education has been a major part of the Boy Scouts of America program since its beginning. With the printing of the 13th edition of the Scout Handbook, an environmental focus has increased. The Hornaday program is one of Scouting's oldest and most prestigious programs, encouraging both education and action. It recognizes youth, adults, Units, and outside organizations who strive to improve our world through good conservation practices.

Scouting actively promotes environmental stewardship throughout its program, teaching and promoting positive outdoor ethics through Leave No Trace, TREAD Lightly!, and The Land Ethic. There are also numerous merit badges, rank requirements, awards, and Ranger Award electives focused on conservation and land stewardship. Scouting encourages youth to be conservation minded at home, in their communities, and in all other aspects of their lives.

Scouting's commitment to conservation practices is expressed in the outdoor code:

*As an American, I will do my best to:
Be clean in my outdoor manners,
Be careful with fire,
Be considerate in the outdoors, and
Be conservation minded*

Section I: History

Dr. William T. Hornaday, Biography

Dr. William Temple Hornaday (1854-1937) was a conservation visionary during his lifetime and one of the founders of the American conservation movement. He attended Oskaloosa College in Iowa and Iowa State College in Ames. After serving as a taxidermist at Iowa State Agricultural College and Ward's Natural Science Establishment in Rochester, NY, Dr. Hornaday spent years collecting specimens during scientific expeditions in the Caribbean, South America, India, and South East Asia in the 1870s.

Hornaday revolutionized how museums displayed wildlife exhibits. He created lifelike displays of wildlife in their natural settings. His first exhibit of this kind consisted of orangutans in treetops and won Best of Show at the 1st Taxidermist Competition in 1881.

In 1882, Hornaday was appointed Chief Taxidermist of the United States National Museum at the Smithsonian Institution, a position he held until 1890. In order for the taxidermists to create lifelike displays, they were also charged with caring for live animals to use as models. Before leaving the Smithsonian, he established and curated the living animals department. His success led to the establishment of the National Zoological Garden. In 1896, after leaving the Smithsonian, Hornaday became the first director of the New York Zoological Garden, (later named the Bronx Zoo). Under his supervision, the zoological garden became the largest and finest zoo in the world. He remained in that position for thirty years until retiring in 1926.

Hornaday was an influential author, writing hundreds of newspaper and magazine articles and twenty-six books, helping bring about far reaching conservation laws. He also authored the 1929 BSA Bird Study Merit Badge Book and wrote articles for Boys Life.

Hornaday is widely credited with saving the American bison and the Alaskan fur seal from extinction. He devoted his life and legacy to the protection of wildlife and was extremely successful in this endeavor. He died on March 6, 1937 at age 82 in Stamford, Connecticut.

To learn more about Dr. Hornaday, see the books and websites listed below:

- Biography of William T. Hornaday, usscouts.org/history/hornadaybiography.asp
- Hornaday Scrapbook collection, [World Conservation Society](http://WorldConservationSociety.org)
- *Mr. Hornaday's War* by Stefan Bechtel, 2012; visit National Public Radio
- Saving the American Bison, [Smithsonian Institution Archives](http://SmithsonianInstitutionArchives.org)
- William Temple Hornaday, Visionary of the National Zoo, [Smithsonian National Zoological Park](http://SmithsonianNationalZoologicalPark.org)
- William Temple Hornaday's War, Taxideermynet.net

History of the Hornaday Awards

1913 – Dr. Hornaday formally creates the Permanent Wild Life Protection Fund (P.W.L.P.F.).



1914 - Dr. Hornaday sends a proposal to the Boy Scouts of America offering to provide a medal for members who demonstrate "distinguished service" for the protection of wildlife. The BSA itself will select its recipients with the nominees approved by the Trustees of the P.W.L.P.F. The Badges and Awards committee of the BSA begins an extensive process to consider the offer.

1915 - The P.W.L.P.F. Gold Medal program is formally created. By March 15th, 1915 "After long and careful deliberation" the Badges and Awards Committee of the BSA approve and accept the P.W.L.P.F.'s offer. Although originally conceived with the BSA in mind, it will be made available around the world to promote the protection of wildlife.

1917 - The first four P.W.L.P.F. medals are ordered by Dr. Hornaday. The first P.W.L.P.F. "Wild Life Protection Medal" is presented on June 29, 1917 to Margaret Olivia Sage, who purchased the 76,000 acre Marsh Island in the Gulf of Mexico for use as a bird sanctuary. She had no connection to the BSA.

Three other medals are awarded in 1917 by the P.W.L.P.F. The second medal was awarded to naturalist **Aldo Leopold**. The other two medals are awarded to Dr. T.C. Stephens and Drew Standrod, all non-members of the BSA.

1921 - The BSA appoints a committee to revise its requirements for the P.W.L.P.F. Medal because Dr. Hornaday thinks the BSA requirements are too difficult for a boy to achieve. To date, no member of the BSA has been awarded the P.W.L.P.F. Gold Medal.

1922 - The first P.W.L.P.F. Gold Medal is awarded to a member of the BSA, Scoutmaster Harry Hall of Carbondale, Pennsylvania. The P.W.L.P.F. Gold Badge is created and awarded to four members of the BSA



The P.W.L.P.F. Gold Medal is presented for distinguished service and the P.W.L.P.F. Gold Badge is presented for valuable service. In 1922 the P.W.L.P.F. withdraws the Gold Medal from BSA consideration for boy members and makes it available only to Scoutmasters and other adults in Scouting.

1936 - The fifth and final P.W.L.P.F. medal to go to a member of the BSA is awarded.

1937 - Dr. William T. Hornaday dies on March 6, 1937 at Stamford, Connecticut. Per the original 1913 provisions of the P.W.L.P.F., its assets are bequeathed to the New York Zoological Society (N.Y.Z.S.) to create their conservation endowment.

The BSA begins negotiations with the N.Y.Z.S. to continue the P.W.L.P.F. awards program, perhaps as a memorial to Dr. Hornaday. No medals or badges are awarded in 1937.

1938 - It is announced that an agreement has been reached between the BSA and the N.Y.Z.S. to continue the awards program of the now defunct P.W.L.P.F. It will now be sponsored by the N.Y.Z.S. and will henceforth be awarded as and called the "Hornaday Awards" in honor of the late Dr. Hornaday.

1939 - The first "Hornaday Badges" are presented by the BSA to five of its members.

1941 - The very first official "Hornaday Medal" is awarded by the BSA. The original medal of the P.W.L.P.F. continues to be used with the words "Hornaday Award" being inscribed on the back of the medallion. It is presented to an Eagle Scout in Harrisburg, Pennsylvania.

1951 - The first Hornaday Unit Award is presented to a troop in Bristol, Virginia.



1952 - The redesigned Hornaday Awards are presented for the first time. Seven medals and fourteen badges are presented. The design features are unchanged today.

1974 - The New York Zoological Society ends its sponsorship of the Hornaday Awards program and it is established within the BSA with funding help from the DuPont Company.

The William T. Hornaday Adult Gold Coin is introduced. This is a short-lived award, replaced by the current adult Gold Medal. No more than seven of these were awarded nationally each year and they required ten years of service.



1975 – The Hornaday Bronze and Silver Medals are introduced, dividing the Hornaday Medal into two separate awards. The Hornaday Gold Medal is introduced for Adult Scouters working at the National or International level and replaces the Gold Coin. It now requires 20 years of service.



1990 – The Hornaday Gold Certificate is introduced to recognize individuals and organizations not necessarily associated with the BSA.

2000 – The Hornaday Gold Badge is introduced for Adult Scouters performing service at the district and Council level. It requires 3 years of service.



Excerpted from the William T. Hornaday Awards Center section of the US Scouting Service Project website www.uscouts.org

Section II: The Awards

Hornaday Awards are highly prized by those who have earned them. The First Hornaday Badges were presented to members of the BSA in 1939 and the first Hornaday Medal in 1941. Since then there have been just under 5,000 of the various awards presented. In that same timeframe, 2,188,369 Scouts earned the rank of Eagle. Table 2:1 details the numbers of each award which have been presented. These awards represent a substantial commitment of time and energy by individuals who have learned the meaning of a conservation/environmental ethic. The awards often take months to complete and often years in preparation, research, and evaluation.

The fundamental purpose of the Hornaday Awards program is to encourage learning and public awareness about natural resource conservation. Understanding and practicing sound stewardship of natural resources and environmental protection strengthens Scouting's emphasis on respecting the outdoors.

The goal of the Hornaday Awards program is to encourage and recognize truly outstanding efforts undertaken by Scouting Units, Scouts, Venturers, Adult Scouters, Corporations and Institutions, and individuals that have contributed significantly to natural resource conservation and environmental protection.

There are seven different Hornaday awards with an ever-increasing scale of challenge. Through earning one of these prestigious awards, candidates join the ranks of Scouts, Venturers, Scouters, and organizations who have gone above and beyond in committing themselves to living with a positive environmental ethic, protecting the environment, and educating others about conservation issues we face today.

Table 2:1 displays how many of each type of Hornaday award have been presented since their introduction, the number earned nationally in 2014, the average number awarded per year, as well as the total number of Scouts attaining Eagle rank for comparison. The Hornaday Silver Medal, is the rarest Scouting award and highest conservation award youth in youth Scouting.

As seen in the Table 2:2 on the following page, Hornaday awards are administered at either the local council or national level depending on the award.

Award	Year Introduced	Number Presented Nationally	Avg/Year since introduced	Earned in 2014
Hornaday Badge	1914	2,292	28	115
Hornaday Medal	1914-1974	897	15	0
Bronze Medal	1975	128	2	1
Silver Medal	1975	121	1.5	7
Unit Award	1940	758	10	32
Gold Badge	2000	408	3	51
Gold Medal	1975	41	0.6	2
Gold Certificate	1990	15	0.2	0
Eagle Scout	1912	2,320,427	58,000	51,820

Table 2.1: The seven William T. Hornaday awards and number of each that have been awarded since their creation (as of Dec 31, 2014).

The local council administers:

- The Hornaday Badge to individual Boy Scouts, Varsity Scouts, Venturers, and Sea Scouts for outstanding service in conservation.
- The William T. Hornaday Unit Award for a conservation project by a Pack, Troop, Team, Crew, or Ship.
- The Hornaday Gold Badge to adult Scouters who have given significant leadership to conservation at a council or district level.

All other Hornaday Awards are conferred by the National Council:

- Scouts and Venturers may apply for the Bronze and Silver Medals.
- Adult Scouters may be nominated for the Gold Medal.
- Organizations and individuals not necessarily affiliated with Scouting may be nominated for the Gold Certificate

Hornaday Award	Administered by	Awarded to	Type of Award	How to Qualify	Maximum Awards/Year
Badge	Council Scout Exec	Boy Scout, Varsity Scout, or Venturer	Badge & Certificate	Apply	Unlimited
Unit Award	Council Scout Exec	Pack, Troop, Team, Crew, Ship	Certificate & Streamer	By nomination or apply	Unlimited
Gold Badge	Council Scout Exec	Adult Scouter	Badge & Certificate	By nomination	Unlimited
Bronze Medal	National Hornaday Awards Committee	Boy Scout, Varsity Scout, or Venturer	Medal, Certificate, & Square knot	Apply	Unlimited
Silver Medal	National Hornaday Awards Committee	Boy Scout, Varsity Scout, or Venturer	Medal, Certificate, & Square knot	Apply	Unlimited
Gold Medal	National Hornaday Awards Committee	Adult Scouter	Medal, Certificate, & Square knot	By nomination	Six
Gold Certificate	National Hornaday Awards Committee	Corporation, organization, or Individual	Certificate	By nomination	Six

TABLE 2.2: Approving authority and annual limit for the William T. Hornaday awards.

Youth Awards

MERIT BADGES		PROJECT CATEGORIES
<ul style="list-style-type: none"> ▪ Energy ▪ Environmental Science ▪ Fish and Wildlife Management ▪ Forestry ▪ Public Health ▪ Soil and Water Conservation ▪ Bird Study ▪ Fishing ▪ Fly-Fishing 	<ul style="list-style-type: none"> ▪ Gardening ▪ Geology ▪ Insect Study ▪ Landscape Architecture ▪ Mammal Study ▪ Nature ▪ Nuclear Science ▪ Oceanography ▪ Plant Science ▪ Pulp and Paper ▪ Reptile and Amphibian Study ▪ Weather 	<ul style="list-style-type: none"> ▪ Energy conservation ▪ Soil and water conservation ▪ Fish and wildlife management ▪ Forestry and range management ▪ Air and water pollution control ▪ Resource recovery (recycling) ▪ Hazardous material disposal and management ▪ Invasive species control

Table 2:3 Ask your Unit leader to contact their District Merit Badge Dean for access to Counselors in your area. If no Counselors are listed for your chosen Merit Badge, your District Merit Badge Dean will be able to obtain a list of counselors from other districts within the National Capital Area Council.

William T. Hornaday Badge

The Hornaday Badge is awarded, upon approval of the local council Scout Executive to a Boy Scout, Varsity Scout, or Venturer for outstanding service to conservation and environmental improvement. Applicants meeting all requirements receive a certificate, No. 21-111, and the William T. Hornaday Badge for wear on their uniform. Hornaday Badge recipients are not authorized to wear the Hornaday square knot which is only for Bronze, Silver, and Gold Medal recipients.

Requirements

The requirements and suggestions in this section have been compiled from the information provided on the official BSA Hornaday webpage on Scouting.org and the William T. Hornaday Award Conservation Project Workbook. Links to these can be found in Appendix E

- 1) The Candidate must be a First Class Scout, Venturer, or Sea Scout.
- 2) The Candidate *should* have a Conservation Adviser. Successful applicants have found it essential to work closely with a conservation Adviser.
 - a) The Candidate *should* identify and work with their Conservation Adviser in the design and execution of his/her project. If a candidate does not seek the guidance of a Conservation Adviser during the design AND execution of the project, a signature must not appear on the award application for Conservation Adviser.

- b) The Conservation Adviser *should* be a professional or qualified lay person in the field the project addresses. Conservation Advisers who are not specialists in the issue being addressed cannot provide the valuable input required for the candidate to be successful. The role of the Conservation Adviser is described on page 39.
 - c) Candidates *should* have a Conservation Adviser who meets the Council Hornaday Subcommittee standards for a Conservation Adviser described on page 39.
 - d) If the Conservation Adviser is not a professional in a field of conservation but is a qualified lay person in the field your project addresses, the Council Hornaday Subcommittee *requests* to approve them prior to the start of the project.
- 3) The project must address a conservation issue, be based on sound scientific principles, and contribute to conservation and/or environment improvement on a long-term scale.
 - 4) The Candidate must document all phases and aspects of accomplishing the project. Records *should* reflect not only the activities and hours spent performing the field work to complete the project, but also the planning, preparation, research, negotiation, design, approvals, etc., that were necessary to arrive there. Candidates are strongly urged to record this information in the *William T. Hornaday Award Conservation Project Workbook*.
 - 5) The Candidate must submit a letter from the benefiting organization accepting the finished project.
 - 6) The Candidate must write a project executive summary for each project. This project executive summary *should* be included with, but is separate from, the *William T. Hornaday Award Conservation Project Workbook*.
 - 7) The Candidate must write a Conservation Project Report for the project. This report *should* be written in the *William T. Hornaday Award Conservation Project Workbook* but if not, all information asked for within the workbook must be provided in the Conservation Project Report.

Include the following topics:

- a) Describe the origination of the project idea
- b) State the project's purpose and identify the conservation issue it addresses
- c) Summary of research, investigation, and study conducted
- d) Development of project plans
- e) How project(s) was implemented and managed
- f) Leadership provided by Candidate and involvement of others
- g) Describe how the project influenced the attitudes of others
- h) Record the time and resources devoted to each project
- i) Explain the relationships among projects if projects are interrelated, each project, however, must be from a different category of conservation, as described earlier

j) Venturers only: Provide specific information on:

- i. The research performed in connection with the conservation projects undertaken. The relevant research must be cited at the appropriate location in the conservation project documentation. A bibliography must be provided that lists sources cited. The bibliography must be formatted according to established APA or MLA standards.
- ii. The applicant's entire Hornaday effort. This evaluation, included in the application in a separate section, *should* contain information on alternatives considered for each project and an explanation of why each specific conservation project was selected, procedures used, processes used, staffing levels used, funding requirements, and so on.
- iii. The lessons learned. Included in the report, in a separate section. This details what the applicant, in hindsight, would do differently on each project. The section should include recommended changes in project selection; procedures, processes, and staffing levels used; funding requirements; and evaluations of project effectiveness over time.

8) Applicants must be currently registered in the program in which they are applying for the award (i.e., Boy Scout, Varsity Scout, or Venturer) when the application is signed.

9) The Conservation Adviser and the Unit Leader must review the Candidate's application before it is sent to the local council.

10) Merit Badge/Venture Requirements:

- a) Scouts must earn three of the merit badges listed in Table 2:3 on page 6 in **boldface**, plus any two others. Then plan, lead, and carry out a substantial project in natural resource conservation, from one of the project categories listed.
- b) Venturers must plan, lead, and carry out a substantial project in natural resource conservation, from one of the project categories listed in TABLE 2:3, which may also be used to complete the requirements for the Ranger Conservation Core requirement. After completing the conservation service project, complete the following requirements, document them on a separate sheet of paper, and attach them to the application.
 - i. Make a tabletop display or presentation on your conservation project for your Crew, a Cub Scout pack or Boy Scout troop, or another group.
 - ii. Lead a Cub Scout pack or another youth group in carrying out an age-appropriate conservation project from the list of Hornaday award categories.

11) The Candidate *should* carefully document each step in the project's development, beginning with the factors used to identify the conservation issue, the reasoning behind the choice of projects, and the avenues of accomplishment. Supporting materials like letters, newspaper articles, and photos are essential. A letter of thanks from the benefiting site is an excellent idea.

- 12) Each project *should* be designed in part to publicize the need to conserve natural resources and to improve environmental conditions.
- 13) The Candidate *should* use the scientific method, from investigations and data collection to forming conclusions about the environment when researching, planning, and conducting their project.
- 14) The Candidate *should* include educating others about the conservation issue addressed by the project(s), publicizing the need to conserve natural resources, and to improve environmental conditions. Dr. Hornaday himself considered an important part of this award to be educating and working to change the attitudes of those around us.
- 15) Submit the completed William T. Hornaday Badge application and supporting documentation to the District Advancement Chair. All documentation and paperwork must be complete and the application signed prior to the applicants 18 or 21 birthday depending on the division of BSA they are applying in.

Council Criteria for Judging Hornaday Badge Applications

The initial review of the Project and Project reports should be from the Hornaday Adviser. This review ensures the application and project reports are complete and all required and suggested supporting documentation are included. The application and project reports are then sent to the Council Hornaday Subcommittee through the District Advancement Committee Chair.

Applications are screened by the Council Hornaday Subcommittee composed of knowledgeable people aware of the needs, issues, and opportunities for conservation and environmental improvement in the local council area. Projects however are not restricted to being completed within the local council. Committee members will base their judgments on the work accomplished relative to the applicant's age and compared to the accomplishments of others in the community. The Council Hornaday Subcommittee will recommend the application to the Council Scout Executive for approval.

The BSA National Conservation and Environment Task Force requests local councils hold applicants for the Hornaday Badge, Unit Award, and Adult Scouter Gold Badge to similarly high standards as those set for the Hornaday Bronze, Silver, and Gold Medal. Using the national standard for judging allows youth to be better prepared to use their Badge project for a Hornaday Medal.

The decision for approval is based on several principal factors:

- 1) How much the applicant has actually contributed to the improvement or better management of natural resources and the environment, and the extent to which the applicant has learned from that experience.
- 2) Leadership the applicant has demonstrated in the planning and execution of the project.
- 3) Extent to which the applicant has encouraged other people to plan, understand, appreciate, and practice sound conservation and environmental protection methods.
- 4) Project Documentation:
 - Has the applicant completed a substantial conservation project from the categories listed?
 - Was the time spent on the project indicated?
 - Was the project innovative?
 - Does the applicant indicate the origin of project idea?
 - Was the project described in detail, including illustrations and/or photographs of the work done?
 - Did the applicant meet the expectations for project documentation, include reasons for choosing the project, preparation, research, consulting others, design, planning, and approvals from land managers for each project?
 - Were newspaper articles, letters of thanks or commendation, and other supporting materials included in one well-organized binder?
- 5) Planning:
 - Do the plans demonstrate excellence?
 - Did the project result in a positive impact on the local community?
- 6) Leadership and Involvement of Others:
 - Did the applicant give leadership and involve others in carrying out the project?
 - Did the applicant seek guidance from other organizations and professionals?
 - Did the applicant help others learn about natural resource conservation?

William T. Hornaday Bronze Medal/Silver Medal

These individual awards are granted by the National Council of the Boy Scouts of America to a Boy Scout, Varsity Scout, or Venturer for exceptional and distinguished service to conservation and environmental improvement.

The Silver Medal, the most distinguished in youth Scouting for exceptional conservation service, will be awarded for clearly outstanding efforts in planning, leadership, execution, involvement of others, and opportunities taken to help others learn about natural resource conservation and environmental improvement.

The distinction between the Bronze and Silver medals is based primarily on the number of projects and their impact on the local community. Both awards include the Medal (Bronze or Silver) for wear on the uniform, a certificate, and an embroidered square knot for wear if the medal is not worn.

Youth submitting an application for the Bronze Medal may not later submit for the Silver Medal using the same projects. Youth applying for the Silver Medal and awarded the Bronze can either accept the Bronze Medal, or decline and resubmit for the Silver Medal after completing additional work on their project(s) in order to meet the requirements and scope. Youth who are in jeopardy of aging out before they complete work on the fourth project should accept the Bronze Medal.

Youth may apply for a Hornaday Badge for each project used towards earning a Hornaday Bronze or Silver Medal. For example, a youth who is submitting an application for a Silver Medal should also have submitted applications for 4 Hornaday Badges, one for each project once the project was complete.

Requirements:

The requirements and suggestions in this section have been compiled from the information provided on the official BSA Hornaday webpage on Scouting.org and the William T. Hornaday Award Conservation Project Workbook. Links to these can be found in Appendix E

- 1) The Candidate must be a First Class Scout, Venturer, or Sea Scout.
- 2) The Candidate *should* have a Conservation Adviser. Many successful applicants have found it essential to work closely with a conservation Adviser.
 - a) The Candidate *should* identify and work with their Conservation Adviser in the design and execution of his/her project. If a candidate does not, seek the guidance of a Conservation Adviser during the design AND execution of the project, a signature must not appear on the award application for Conservation Adviser.

- b) The Conservation Adviser *should* be a professional or qualified lay person in the field the project addresses. Conservation Advisers who are not specialists in the conservation issue being addressed cannot provide the valuable input required for the candidate to be successful.
 - c) Candidates *should* have a Conservation Adviser who meets the Council Hornaday Subcommittee standards for a Conservation Adviser described on page 39.
 - d) If the Conservation Adviser is not a professional in a field of conservation but is a qualified lay person in the field your project addresses, the Council Hornaday Subcommittee *requests* to approve him or prior to the start of the project.
- 3) The projects must be based on sound scientific principles, address a conservation issue, and contribute to conservation and/or environment improvement on a long-term scale.
 - 4) The Candidate must document all phases and aspects of accomplishing the project. Records *should* reflect not only the activities and hours spent performing the field work to complete the project, but also the planning, preparation, research, negotiation, design, approvals, etc., that were necessary to arrive there. This documentation *should* be recorded in the *William T. Hornaday Award Conservation Project Workbook*, but if not, all information asked for within the workbook must be provided in the Conservation Project Report.
 - 5) The Candidate must submit a letter from the benefiting organization accepting the finished project.
 - 6) The Candidate must write a project executive summary for each project. This project summary *should* be included with the *William T. Hornaday Award Conservation Project Workbook*.
 - 7) The Candidate must write a Conservation Project Report for each project. This report *should* be written in the *William T. Hornaday Award Conservation Project Workbook*.

Include the following topics:

- a) Describe the origination of the project idea.
- b) State the project's purpose and identify the conservation issue it addresses.
- c) Summary of research, investigation, and study conducted.
- d) Development of project plans.
- e) How project(s) was implemented and managed.
- f) Leadership provided by Candidate and involvement of others.
- g) Describe how the project influenced the attitudes of others.
- h) Record the time and resources devoted to each project.
- i) Explain the relationships among projects, if projects are interrelated. Each project, however, must be from a different category of conservation, as described earlier.

j) Venturers only: Provide specific information on:

- i. The research performed in connection with the conservation projects undertaken. The relevant research must be cited at the appropriate location in the conservation project documentation. A bibliography must be provided that lists sources cited. The bibliography must be formatted according to established standards.
- ii. The applicant's entire Hornaday effort. This evaluation, included in the application in a separate section, *should* contain information on alternatives considered for each project and an explanation of why each specific conservation project was selected, procedures used, processes used, staffing levels used, funding requirements, etc.
- iii. The lessons learned. Included in the report, in a separate section. This details what the applicant, in hindsight, would do differently on each project. The section should include recommended changes in project selection; procedures, processes, and staffing levels used; funding requirements; and evaluations of project effectiveness over time.

8) Applicants must be currently registered in the program in which they are applying for the award (i.e., Boy Scout, Varsity Scout, or Venturer) when the application is signed.

9) The Conservation Adviser and the Unit Leader must review the Candidate's application before it is sent to the local council.

10) Merit Badge Requirements:

a) FOR THE HORNADAY BRONZE MEDAL:

Scouts must earn the Environmental Science merit badge and at least three additional merit badges listed in TABLE 2:3 on page 6, in boldface, plus any two others. Then plan, lead, and carry out three substantial projects from three separate categories listed.

Venturers must complete the "Conservation" core requirement of the Ranger Award and complete the "Ecology" and "Plants and Wildlife" electives of the Ranger Award. Then plan, lead, and carry out three substantial projects in natural resource conservation and/or environmental improvements, one each from three of the eight project categories listed in TABLE 2:3 on page 6, one of which may be used to complete the requirements for the Ranger Conservation Core requirement.

b) FOR THE HORNADAY SILVER MEDAL,

Scouts must earn all the merit badges listed in TABLE 2:3 in boldface, plus any three others. Then plan, lead, and carry out four substantial projects in natural resource conservation or environmental improvements, one each from four of the eight project categories listed, one of which may be a project used to earn the Hornaday Badge.

Venturers must complete the "Conservation" core requirement of the Ranger Award and complete the "Ecology" and "Plants and Wildlife" electives of the Ranger Award. Then plan, lead, and carry out four substantial projects in natural

resource conservation and/or environmental improvements, one each from four of the eight project categories listed in TABLE 2:3 on page 6, one of which may be used to complete the requirements for the Ranger Conservation Core requirement.

- 12)The Candidate *should* carefully document each step in the project's development, beginning with the factors used to identify the conservation issue, the reasoning behind the choice of projects, and the avenues of accomplishment. Supporting materials like letters, newspaper articles, and photos are essential. A letter of thanks from the benefiting site is an excellent idea.
- 13)Each project *should* be designed in part to publicize the need to conserve natural resources and to improve environmental conditions.
- 14)The Candidate *should* use the scientific method, from investigations and data collection to forming conclusions about the environment when researching, planning, and conducting their projects.
- 15)The Candidate *should* include educating others about the conservation issue addressed by the projects, publicizing the need to conserve natural resources, and to improve environmental conditions. Dr. Hornaday himself considered an important part of this award to be educating and working to change the attitudes of those around us.
- 16)Submit the completed William T. Hornaday Bronze/Silver Meddal application and supporting documentation to the District Advancement Chair. All documentation and paperwork must be complete and the application signed prior to the applicants 18 or 21 birthday depending on the division of BSA they are applying in.

National Criteria For Judging Hornaday Bronze and Silver Medal Applications

For Hornaday Awards conferred by the National Council, Boy Scouts of America, the major criteria used in judging the significance of a Hornaday Project for qualification are listed below.

1. How much the applicant has actually contributed to the improvement or better management of natural resources and the environment, and the extent to which the applicant has learned from that experience.
2. Leadership the applicant has demonstrated in the planning and execution of the projects.
3. Extent to which the applicant has encouraged other people to plan, understand, appreciate, and practice sound conservation and environmental protection methods.

4. Project Documentation:
 - Has the applicant completed substantial conservation projects in different conservation categories?
 - Was the time spent on the project indicated?
 - Were the projects innovative?
 - Does the applicant indicate the origin of project ideas?
 - Was each project described in detail, including illustrations and/or photographs of the work done?
 - Did the applicant meet the expectations for project documentation? Include reasons for choosing each project, preparation, research, consulting others, design, planning, and approvals from land managers for each project.
 - Were newspaper articles, letters of thanks or commendation, and other supporting materials included in one well-organized binder?

5. Planning:
 - Do the plans demonstrate excellence? Are they clear, complete, accurate, and easy to understand?
 - Did the projects result in a positive impact on the local community?

6. Leadership and Involvement of Others:
 - Did the applicant give leadership and involve others in carrying out the projects?
 - Did the applicant receive guidance from other organizations and professionals?
 - Did the applicant help others learn about natural resource conservation?

William T. Hornaday Unit Award

A Hornaday Unit Certificate, No. 21-110, is awarded to a pack, troop, team, crew, or ship of five or more Cub Scouts, Boy Scouts, Varsity Scouts, Venturers, or Sea Scouts for participating in a substantial conservation project. At least 60 percent of registered youth must participate. The Unit Award may be awarded for participation in a Hornaday Badge or Medal project, for participation in an outside organization's conservation project which meets the rigorous standards of the Hornaday program; this includes district and council led projects, or for a standalone project the unit planned and conducted on its own. **Units should work with a Conservation Advisor in the design and execution of their part of the project but are not required to organize, plan, or lead the entire project.** Units may be nominated, or they may apply to their local council for recognition.

Requirements:

When applying for the Hornaday Unit Award for **participation in a Badge or Medal project led by a youth registered with the unit**, the Unit Award application should be submitted with the youth's award package to the local council. As the youth is a member of the unit, all efforts they perform planning, executing, and monitoring the project count for the unit.

When applying for the Hornaday Unit Award for **participation in a Badge or Medal project led by a youth registered in a different unit**, the unit must follow the procedures for participation in an outside organization's conservation project.

When applying for the Unit Hornaday Award for **participation in an outside organization's conservation project**, the unit must:

- 1) The Unit must work with the individual responsible for the overall conservation project effort in the design and execution of their part of their part of the project.
 - a) If the individual responsible for the overall project effort is not a conservation professional or qualified lay person in the field the project addresses, the unit *should* seek the guidance of a Conservation Adviser.
 - b) The unit *should* have a Conservation Adviser who meets the Council Hornaday Subcommittee standards for a Conservation Adviser described on page 39.
 - c) If the Conservation Adviser is not a professional in a field of conservation but is a qualified lay person in the field your project addresses, the Council Hornaday Subcommittee *requests* to approve him or her as a Conservation Adviser prior to the start of the project.

- 2) The project must address a conservation issue, be based on sound scientific principles, and contribute to conservation and/or environment improvement on a long-term scale in the local community, the region, or the nation.
- 3) The Unit must document all phases and aspects of accomplishing their part of the project. Records *should* reflect not only the activities and hours spent performing the field work to complete the project, but also the planning and preparation the unit did for their part of the project. Any research, negotiation, design, approvals, etc. that were necessary for the unit to execute their part of the project should be documented as well. This documentation *should* be recorded in the *William T. Hornaday Award Conservation Project Workbook*. Not all sections of the workbook may be applicable for Unit Hornaday Awards; Units should fill in as much as is applicable. If documentation is not completed in the workbook, all applicable information must be provided in the Conservation Project Report.
- 4) The Unit must submit a letter from the benefiting organization, or individual responsible for the overall conservation project effort, accepting the finished project.
- 5) The Unit must write a project executive summary of their part of the project. Units should use the format found in appendix F, Hornaday Project Executive Summary Report Format.
- 6) The Unit must write a Conservation Project Report for the project. This report *should* be written in the *William T. Hornaday Award Conservation Project Workbook*.

Include the following topics:

- a) State the project's purpose and identify the conservation issue it addresses
 - b) Development of project plans
 - c) How project was implemented and managed
 - d) Leadership provided by Unit
 - e) Describe how the project influenced the attitudes of others
 - f) Record the time and resources devoted to the project
- 7) Submit the completed William T. Hornaday Unit Award application and supporting documentation to the District Advancement Chair.

For Packs, Troops, Teams, Crews, and Ships earning the Unit Hornaday Award **separate from a Badge, Medal, or outside organization project:**

- 1) The Unit *should* have a Conservation Adviser. Successful applicants have found it essential to work closely with a conservation Adviser.
 - a) The Unit *should* identify and work with their Conservation Adviser in the design and execution of the project.

- b) The Conservation Adviser *should* be a professional or qualified lay person in the field the project addresses. Conservation Advisers who are not specialists in the conservation issue being addressed cannot provide the valuable input required for the candidate to be successful. The role of the Conservation Adviser is described on page 39.
 - c) Candidates *should* have a Conservation Adviser who meets the Council Hornaday Subcommittee standards for a Conservation Adviser described on page 39.
 - d) If the Conservation Adviser is not a professional in a field of conservation but is a qualified lay person in the field your project addresses, the Council Hornaday Subcommittee *requests* to approve them as a Conservation Adviser prior to the start of the project.
- 2) The Unit must complete a substantial conservation project that benefits a school, community, religious organization, BSA property, or fulfill some other public service purpose.
 - 3) The project must address a conservation issue, be based on sound scientific principles, and contribute to conservation and/or environment improvement on a long-term scale in the local community, the region, or the nation.
 - 4) Unit must have at least 60% of registered youth members (active or not) participate in some aspect of the project.
 - 5) The scope of the project *should* be appropriate for the type of Unit applying.
 - 6) The project *should* include educating others about the conservation issue addressed by the project, publicizing the need to conserve natural resources, and to improve environmental conditions. Dr. Hornaday himself considered an important part of this award to be educating and working to change the attitudes of those around us.
 - 7) The Unit *should* use the scientific method, from investigations and data collection to forming conclusions about the environment when researching, planning, and conducting the project.
 - 8) The Unit *should* document all phases and aspects of accomplishing the project. Records *should* reflect not only the activities and hours spent performing the field work to complete the project, but also the planning, preparation, research, negotiation, design, approvals, etc., that were necessary to arrive there. Units are strongly urged to record this information in the *William T. Hornaday Award Conservation Project Workbook*.
 - 9) The Unit must write a project executive summary for each project. This project executive summary *should* be included with, but is separate from, the *William T. Hornaday Award Conservation Project Workbook*.

10) The Unit must write a Conservation Project Report for each project. This report *should* be written in the *William T. Hornaday Award Conservation Project Workbook* but if not, all information asked for within the workbook must be provided.

Include the following topics:

- a) Describe the origination of the project idea
- b) State the project's purpose and identify the conservation issue it addresses
- c) Summary of research, investigation, and study conducted
- d) Development of project plans
- e) How project was implemented and managed
- f) Leadership provided by Unit and involvement of others
- g) Describe how the project influenced the attitudes of others
- h) Record the time and resources devoted to each project
- i) Explain the relationships among projects, if projects are interrelated, each project, however, must be from a different conservation category

j) Venture Crews provide specific information on:

- i) The research performed in connection with the conservation project undertaken. The relevant research must be cited at the appropriate location in the conservation project documentation. A bibliography must be provided that lists sources cited. The bibliography must be formatted according to established APA or MLA standards.
- ii) The Unit's entire Hornaday effort. This evaluation, included in the application in a separate section, *should* contain information on alternatives considered for each project and an explanation of why each specific conservation project was selected, procedures used, processes used, staffing levels used, funding requirements, and so on.
- iii) The lessons learned. Included in the report, in a separate section. This details what the applicant, in hindsight, would do differently on each project. The section should include recommended changes in project selection; procedures, processes, and staffing levels used; funding requirements; and evaluations of project effectiveness over time.

11) The Unit *should* submit supporting materials like letters, newspaper articles, and photos. A letter of thanks from the benefiting site is an excellent idea. This *should* be completed in the *William T. Hornaday Award Conservation Project Workbook*.

12) The Unit must submit a letter from the benefiting organization accepting the finished project.

13) The Conservation Adviser and the Unit Leader must review the application before it is sent to the local council.

14) Submit the completed William T. Hornaday Unit Award application and supporting documentation to the District Advancement Chair.

Council Criteria for Judging Hornaday Unit Award Applications

The initial review of the Project and Project reports should be from the Unit's Hornaday Adviser. This review ensures the application and project reports are complete and all required and suggested supporting documentation is included. The application and project reports are then sent to the Council Hornaday Subcommittee through the District Advancement Committee Chair.

Applications are screened by the Council Hornaday Subcommittee composed of knowledgeable people aware of the needs, issues, and opportunities for conservation and environmental improvement in the local council area. Projects however are not restricted to being completed within the local council. Committee members will base their judgments on the work accomplished relative to the type of unit, age of the youth participating, and comparison to the accomplishments of similar units in the council.

The National Conservation and Environment Task Force requests local councils hold applicants for the Hornaday Unit Award to similarly high standards as those set for the Hornaday Bronze, Silver Medals. Using the national standard for judging allows units to model projects equal in scope to those required of youth working towards an individual award and sets appropriate expectations for of project standards.

The decision for approval is based on several principal factors:

1. How much the unit has actually contributed to the improvement or better management of natural resources and the environment, and the extent to which the unit members have learned from that experience.
2. Extent to which the unit members have encouraged other people to plan, understand, appreciate, and practice sound conservation and environmental protection methods.
3. Project Documentation:
 - Did the unit complete a substantial conservation project from the categories listed?
 - Was the time spent on the project indicated?
 - Was the project innovative?
 - Does the unit indicate the origin of project idea?
 - Was the project described in detail, including illustrations and/or photographs of the work done?
 - Did the unit meet the expectations for project documentation? Include reasons for choosing the project, preparation, research, consulting others, design, planning, and approvals from land managers for each project.
 - Were newspaper articles, letters of thanks or commendation, and other supporting materials included in one well-organized binder?

4. Planning:
 - Do the plans demonstrate excellence?
 - Did the project result in a positive impact on the local community?
5. Leadership and Involvement of Others:
 - Did the unit receive guidance from other organizations and professionals?
 - Did the unit help others learn about natural resource conservation?

Project Scope for the William T. Hornaday Unit Award

For the Hornaday Unit Award, the same project requirements remain for all levels of Units. What does change is the scope of the project and the expectation of work from the youth.

For Packs, expectations are:

- The adult leaders will complete the majority of the research, organization, and planning of the project, ensuring the project is something the Cub Scouts are interested in, will be excited to learn more about, and participate in.
- The Project itself must still be substantial in design but may be less technically complex for the scouts to complete.
- The educational scope of the project may be limited to the Cub Scouts themselves.
- The Adults will complete the Conservation Project Report and Executive Summary Report

For Troops, expectations are:

- The Scouts will complete the majority of the research, organization, and planning of the project with Adult guidance.
- The Project must be substantial in design and result in an enduring solution to the Conservation issue addressed.
- The educational scope of the project must include the Scouts as well as focus on the general public the project serves.
- The Scouts, or the Scout who organized the project for his individual award, will complete the Project Detailed and Executive Summary Reports with guidance from Adult Leaders.

For Venture Crews, expectations are:

- The Venturers will complete the research, organization, and planning of the project with Adult review.
- The Project must be substantial in design and result in an enduring solution to the Conservation issue addressed.
- The educational scope of the project must include the Venturers as well as the general public, attempting to affect the attitudes of the public to be more environmentally ethical.
- The Venturers will complete the Project Detailed and Summary Reports with review from Adult Leaders.

Process for earning a William T. Hornaday Unit Award

Units submitting applications for the William T. Hornaday Unit Award must have had at least 60% of their registered youth participate in a conservation project with a scope appropriate for the age of the youth in the unit. Typically, units will earn the Hornaday Unit Award while assisting in a project a Scout or Venturer has planned for a Badge or Medal. However, a unit can plan and execute a conservation project on their own or participate in an outside organization's conservation project qualifying for the Hornaday Unit Award. This is typically the case for Cub Scout Packs earning the award.

For Units applying for the Unit Award in conjunction with a Hornaday Badge or Medal, the Scout planning and leading the projects can submit the Hornaday Unit Award application in conjunction with his/her Badge or Medal application and project report(s) to the District Advancement Chair, who will then forward it to the Hornaday Subcommittee. The Council Hornaday Subcommittee will endorse the Unit Award application only if the Scout/Venturers Badge or Medal projects are also endorsed; in this case, the Unit Award is dependent on the Scope of the Youth Award project.

Units may receive a Hornaday Unit Award for each conservation project they participate in during the process of a Scout earning a Hornaday Medal. For example, a unit who has 60% of their registered youth participate in every project led by a Scout earning the Silver Medal may receive 4 Unit Awards even if multiple project were completed in a single year.

For Units applying for the award separate from a youth earning the Hornaday Badge or Medal, the unit must fill out the application and submit it along with all applicable documentation to its District Advancement Chair. The application and Project will be reviewed by the Council Hornaday Subcommittee and a project interview may be requested. If requested, the individuals who are most familiar with the project should represent the unit. At least 3 of these members should be Scouts.

Upon conclusion of the project interview, the Hornaday Subcommittee Chair will endorse the application for the Scout Executive's approval if the project meets the standards of a Hornaday project. Once the Scout Executive approves the application, it is forwarded to the National Service Center. The mailing address and applicable information is found on the Hornaday Unit Award Application. The National Service Center will send the Unit Certificate and Unit Award Flag Streamer* to the Council for presentation.

**As of 2016, the Unit Award Flag Streamer has been approved for issue however it has not gone into production for distribution by National Supply. Units should not expect to receive the streamer for this award and will not receive it retroactively for previously earned awards once it is made available.*

Adult Scouter Awards

William T. Hornaday Gold Badge

The Gold Badge is by nomination only and is awarded by the local council to an adult Scouter. The nominee should have demonstrated leadership and a commitment to the education of youth on a council or district level for significant conservation efforts for a period of at least three years. Nominations are made to the local council. The award includes the gold badge for wear on the uniform.

Nominating Criteria

1. The Nominee must be nominated.
2. The Nominee must be a registered Scouter.
3. The Nominee must have demonstrated leadership for significant conservation efforts and a commitment to the education of youth on a council or area level for a period of at least three years.

Council Criteria for Judging

- Was the candidate nominated?
- Did the letter of nomination include an explanation of accomplishments?
- Has the nominee rendered distinguished and unusual service to natural resource conservation and environmental improvement over a period of at least 3 years?
- Were the accomplishments cited part of the nominee's paid professional responsibilities? If so, how did the candidate distinguished themselves from their peers?
- Were the cited accomplishments at the council or area level?
- Has the nominee influenced youth and educational programs emphasizing sound stewardship of our nation's natural resources and environmental improvement?

William T. Hornaday Gold Medal

The Gold Medal is by nomination only and is awarded to an adult Scouter. It recognizes unusual and distinguished service in natural resource conservation and environmental improvement at the regional, national, or international level. Nominations must be approved by the Hornaday Awards Committee and by the National Conservation and Environment Task Force of the National Council, Boy Scouts of America. Any recognized conservation/environmental organization may submit a nomination. The award includes the Gold Medal for wear with the uniform, a certificate, and an embroidered square knot for wear if the medal is not worn. Up to six Gold Medals may be awarded annually.

Nominating Criteria:

1. The Candidate must be nominated.
2. The Nominee must be a registered Scouter.
3. The Nominee must have rendered distinguished and unusual service to natural resource conservation and environmental improvement over a sustained period (at least 20 years).
4. The Nominee's accomplishments must be at a regional, national, or international level.
5. The Nominee must have demonstrated an influence on youth and educational programs emphasizing sound stewardship of our nation's natural resources and environmental improvement.
6. The Nominee must have a letter of nomination accompanying the nomination form. The letter must indicate the contributions made by the nominee and whether the accomplishments cited were part of the nominee's paid professional responsibilities.

National Criteria for Judging

- Was the Candidate nominated by a recognized conservation or environmental organization?
- Did the letter of nomination include an explanation of accomplishments?
- Were the accomplishments cited part of the nominee's paid professional responsibilities? If so, how did the Candidate distinguished themselves from their peers?
- Has the nominee influenced youth and educational programs emphasizing sound stewardship of our nation's natural resources and environmental improvement?
- Has the nominee rendered distinguished and unusual service to natural resource conservation and environmental improvement over a sustained period (at least 20 years)?
- Were the cited accomplishments at the regional, national, or international level?

Nomination Process for Hornaday Gold Badge and Gold Medal

Both Adult Awards are granted through nomination. The nominee need not be aware of the nomination as long as the nominator has enough practical knowledge of the nominee's accomplishments and qualifications for the award.

The nomination for a **Hornaday Gold Badge** may be made by any individual whether they are registered with the BSA or not. Nominations are submitted to the Council office and reviewed by the Council Hornaday Sub Committee. The Hornaday Subcommittee Chair endorses the nomination for the Scout Executive's approval once confirming that the Adult Scouter has satisfied the requirements. Once the Scout Executive approves the nomination, the form is forwarded to the National Service Center. The mailing address and applicable information is found on the Hornaday Gold Badge nomination form.

The William T. Hornaday Awards National Task Force reviews the nomination and sends the Hornaday Badge device and certificate to the local council for presentation.

The nomination for a Hornaday Gold Medal must be written by any recognized conservation/environmental protection organization (any organization whose mission includes natural resource conservation or preservation and is prominent at the regional or national level). Nominations are submitted directly to the National Service Center and reviewed by the National Conservation and Environment Task Force. Upon approval, the National Service Center will forward the Gold Medal, Certificate, and Square Knot to the local council for presentation. Nominating organizations should make the local council aware of their intent.

Non Scouter/Organization/Corporation Award

William T. Hornaday Gold Certificate

This award is by nomination only and granted to an individual, corporation, or organization not necessarily affiliated with Scouting. The nominee should have made an outstanding contribution to youth conservation education and demonstrated commitment to the education of youth on a national or international level reflecting the natural resource conservation and environmental improvement mission of the William T. Hornaday Awards program.

Candidates may be nominated by any recognized conservation/environmental organization. Up to six awards may be granted annually. Each nomination must be approved by the National BSA Hornaday Awards Committee of the Natural resources and Conservation Task Force of the National Council, Boy Scouts of America, in consultation with the Chief Scout Executive.

Requirements:

1. The nominated Corporation, Organization, or Individual must be nominated. Nominations are accepted from any recognized conservation or environmental protection organization (any organization whose mission includes natural resource conservation or preservation and is prominent at the regional or national level).
2. The Nominee's accomplishments must be at a regional, national, or international level.
3. Nominee *should* have demonstrated leadership and a commitment to the education of youth reflecting the natural resource conservation and environmental improvement mission of the William T. Hornaday Awards program.
4. The Nominee *should* have a letter of nomination accompanying the nomination form. The letter *should* include indicate the contributions made by the nominee and whether the accomplishments cited were part of the nominee's professional responsibilities.

Nomination Process for the William T. Hornaday Gold Certificate:

The nomination for a Hornaday Gold Certificate must be written by a recognized conservation/environmental protection organization. Nominations are submitted directly to the National Service Center and reviewed by the William T. Hornaday National Task Force. Upon approval, the National Service Center will forward the Gold Certificate to the council for Presentation. Nominating organizations should make the council aware of their intent. The mailing address is found on the Hornaday Gold nomination form.

National Criteria for Judging

- Is the nominee unaffiliated with Scouting?
- Was the nominee nominated by a recognized conservation or environmental organization?
- Has a letter of nomination been received by the Chief Scout Executive?
- Were letters of endorsement received by the Chief Scout Executive?
- Has a supporting letter indicating the organization's contribution to youth conservation/environmental education been received by the Chief Scout Executive?
- Has the nominee demonstrated leadership and a commitment to youth on a national or international level, reflecting the mission of the Hornaday Awards program to encourage learning about natural resource conservation and the environment?

Rejected Applications/Nominations

Hornaday Awards are administered either at the local council or National Level. However, all youth awards *should* have the Unit Leaders signature on the application indicating they “*have reviewed [the] application and the requirements for the William T. Hornaday [award]. The... requirements have been met, and the dates indicated accurately reflect our unit’s advancement records*”. **The unit leader’s signature only indicates that the Scout/Venturer has completed the required merit badges or Ranger Electives and completed the required number of projects.**

Most unit Leaders do not have the background and training of a Hornaday Adviser and may not be an appropriate judge on a project’s scope in meeting the requirements. Unit Leaders are encouraged to share concerns about a project with the Council Hornaday Subcommittee and the youth earning the award. If the Unit Leader refuses to sign the application, the youth can take the application directly to the District or Council level.

For all Hornaday Awards, youth and adult, the Council Hornaday Subcommittee Chair is provided the opportunity to sign the application indicating the Candidate has “*met all requirements for the [award] and has the committee’s approval and endorsement*”. If review of the application or nomination form reveals the Candidate has not met the requirements, the Hornaday Subcommittee Chair will provide the Candidate or nominating individual with the reasons the committee cannot endorse the application.

In addition, the Hornaday Subcommittee will provide the Candidate or nominating individual with appropriate actions to take in order to have the application or nomination reconsidered. If the Candidate or nominating individual feels their work or nomination is sufficient, they may appeal directly to the Scout executive. In this instance, the Hornaday Subcommittee Chair will forward the application unsigned to the local council Scout Executive with an explanation of why the Hornaday Subcommittee Chair does not recommend the Candidate be considered for a Hornaday Award.

The local council Scout Executive is the administering authority for the Hornaday Badge, Hornaday Gold Badge, and Unit Hornaday Award. S/he will make the final consideration for the Candidate’s award with consideration to the Hornaday Subcommittee recommendation.

For Hornaday Awards administered at the local council level, the only other recourse for candidates or nominating individuals who firmly believe their application is worthy of a Hornaday award is to appeal directly to the National Hornaday Awards Committee. Candidates should consider the feedback they received and decide if they wish to pursue an appeal or continue work toward the award and reapply at the council level.

For Hornaday Awards administered at the National level, the local council Scout Executive must sign the application/nomination form to indicate his or her “*full approval and recommendation for the William T. Hornaday [award]*”. If upon review of the

application/nomination and after considering the Hornaday Subcommittee recommendation, the Local Scout Executive decides they do not approve or recommend the Candidate for the award, they are not required to forward the application to the National Hornaday Awards Committee.

If a candidate firmly believes their Hornaday Medal application is worthy of a Hornaday award, they may send the application, reports, and supporting documentation directly to the National Hornaday Awards Committee. Again, candidates should consider the feedback they receive and decide if pursuing an appeal is their best course of action and use of their time or if they wish to continue working on their projects, make the recommended changes and reapply with a stronger application package.

The National Hornaday Awards Committee of the National Conservation and Environment Task Force has three courses of action for all applications/nominations they receive: 1) The Medal or certificate can be awarded; 2) A lesser Medal or Badge can be awarded (Silver to Bronze Medal, Bronze Medal to Badge, Gold Medal to Gold Badge); or 3) the application/nomination can be rejected.

If the application/nomination is rejected, the National Hornaday Awards Committee will provide guidance on which project(s) the application was denied for and what additional documentation must be provided. In the case of a project(s) that does not meet the required scope, the committee will provide feedback on how to improve the project or if an entire new project must be submitted. In the event that the applicant is close to turning 18 or 21 for Venturing, the committee may simply reject the application due to lack of adequate time to improve the packet.

The Candidate may not re-apply for another Hornaday Award using the same unmodified projects and work. The Candidate should follow the suggestions, if any, to improve or add projects. The National Capital Area Council Hornaday Subcommittee strives to find and correct errors in applications before sending them to the National Hornaday Awards Committee. This can sometimes lead to an increased application time but will better serve the Candidate in the long run.

The BSA National Hornaday Awards Committee will send one letter stating receipt of the application and one letter stating approval, rejection, or approval of a lesser award. The latter letter will likely contain the actual application binder that was submitted.

Section III: The Conservation Project

This section of the guidebook will focus on the conservation project completed for a William T. Hornaday Badge as most youth will complete the requirements for this award prior to earning the Hornaday Bronze or Silver Medal. As seen in Section II of this guide, the project requirements and scope for a Hornaday Badge project are the same as those for the Hornaday Bronze and Silver Medal projects. As such, the guidance provided in this section is applicable to all projects completed for a Hornaday Award regardless of whether the Candidate seeks to earn the Badge or the Silver Medal.

Because the Hornaday youth awards are individual awards, two or more individuals cannot claim credit for the same project. However, a project may be a part of a larger conservation effort, with different applicants carrying out different aspects of the same effort.

An Eagle Scout leadership service project, Venture Summit Award service project, and/or or Venture Conservation Core Requirement Project for the Ranger Award may be used as a Hornaday project if it meets the aims and objectives of the William T. Hornaday program as listed.

Substantial Hornaday Project vs. Conservation Service Project

For a project to be considered a substantial conservation project suitable for a Hornaday Award, it must:

- 1) Identify an environmental issue/conservation need
- 2) Address this issue/need from a scientific approach with the intent of solving the issue/need through direct action and education
- 3) Result in the elimination or minimization of the issue/need
- 4) Result in 2nd and 3rd order effects to the benefit of the environment and,
- 5) Be monitored long enough for its effect to demonstrate a tangible change in environmental trends, specifically the conservation issue it was intended to address.

A William T. Hornaday award conservation project must be equal to or exceed an Eagle project in scope. While projects with short-term benefits may be worthy conservation projects, they do not meet the minimum standards for a Hornaday award. For example, litter pickups, single recycling pickups, or single weed pulls are not acceptable Hornaday projects. These types of projects do not make a substantial impact on the environment.

Any substantial Hornaday project by definition will have an effect on the environment and the natural community around the project area. A project that has an effect tangibly impacts the environment of such duration that it exists long enough to change a trend in Mother Nature. This kind of project cannot be done in a weekend. When you are done, you can look upon your results and be proud of them. The results will be ones you can show your children and grandchildren. Hornaday projects are not supposed to be easy. While there is no set minimum number of hours, making a substantial change to the environment will require a great investment of your time.

Projects designed to improve human access to an area almost never benefit the environment. One exception may be in an area where current access is causing a negative conservation impact; if the Hornaday project, in correcting the issue, improves access as a secondary benefit, it may be considered a suitable Hornaday project.

Extreme caution must be used if the project is part of a larger effort, a recurring event, or sponsored by an organization or agency. Under these circumstances, it can be very difficult to demonstrate that the project was your original idea and you did not simply build off of the work others had already done.

Other than that listed above, taken from the *William T. Hornaday Award Conservation Project Workbook*, there is very little national guidance detailing what makes a project "substantial", but choosing how to conduct the project and planning it with your conservation Adviser can make all the difference.

A common question while choosing a project is "How big should a project be and how long it should last"? For example, collecting aluminum cans over a weekend along with many other Scouts is a good service project however since little to no education took place and the project has no lasting impact on the community, the project would not qualify for a Hornaday Award. However, starting a community-wide recycling project and encouraging people to recycle *might* qualify. The size of the project is not necessarily the important element, rather, the results, education, applicant's demonstrated leadership, and significance of the contribution to the community, park, or other lands.

In regards to the amount of time a candidate invests to earn a Hornaday award there is no minimum hour requirement published by the National Hornaday Awards Committee. The number of "man hours" involved to complete a project is expected to increase with age, as does the complexity of the project.

The number of hours documented for a project include the time spent researching, planning, and conducting the project. In addition, time spent monitoring the finished project and making modifications, if necessary, are also included. When all these hours are combined, most successful projects easily fall within an average of 300 hours. This benchmark can be used by candidates to determine if their project will meet the scope required for a Hornaday Award. As with Eagle and Summit Award projects, The BSA collects data about time worked on Hornaday Projects only because it points to a level of excellence in achieving the BSA aim related to citizenship.

When applying for a Bronze or Silver Medal, candidates have typically completed their projects over the course of numerous years. A 200 hour project completed while the Candidate was 13 may not be sufficient in scope to include with a medal application when the Candidate is 17, even if the Candidate was awarded the Hornaday Badge for that same project. In order to demonstrate commitment and dedication to actually solving the conservation issue addressed by that project, and have it count towards a Hornaday Medal, the Candidate must continue to monitor and make improvements as necessary on the project.

A project must be monitored long enough for its effect to demonstrate a tangible change in environmental trends, specifically the conservation issue it was intended to address. Continued monitoring past this point, in order to demonstrate long term effect, will better support an application for a Bronze or Silver Medal. Once a tangible change has been demonstrated, the Candidate should submit their award application.

The Candidate, with the assistance of the Conservation Adviser, should construct a set of criteria used to evaluate the effect of the project. This evaluation should focus on what impact is expected, when it is expected, how it will affect the conservation issue, and how to measure its success

Consider this example of a single project executed two ways:

- 1) *A Scout organizes his Unit to plant a few hundred seedlings in a burned-over area to help prevent soil erosion and provide habitat for wildlife.*
- 2) *A Scout researches why the area has not naturally regenerated and what species are common to the area, conducts an inventory, finds a good source for native plants, organizes a tree-planting event, and obtains community assistance in planting by diligently publicizing the efforts. The following year, the Scout returns to the area to document survival and assess if replanting is necessary.*

The actual results—planting the seedlings—for these two projects are the same, and some reviewers may consider both substantial. However, the results of second project—thorough education of the Scout, the Unit, and the community—will stand a better chance of withstanding the rigors of a review.

To further illustrate the distinction between a beneficial conservation project and a unique and substantial conservation project meeting the criteria for a Hornaday Project, refer to the two following lists.

Beneficial Conservation Project:

- Planting 200 trees (too small an effort, no education involved, little research needed, project may not be addressing a conservation need).
- Setting up recycling bins at a school (too small an effort, may not be a lasting impact if no follow-up, no research needed).
- Landscaping a garden area (may not address a real conservation issue, education and research components unclear).
- Cutting down dead plants and trees (lasting impact not enough, project may not be substantial enough).
- Having a benefit concert for an environmental group (money generally not considered lasting impact).
- Placing mile markers on a nature trail (no conservation benefit, little research or education involved).
- Building or restoring trail for recreational use (intent is for access not conservation, little research or education involved).
- Assisting an organization in their effort to label storm drains throughout a municipality (not an original idea, difficult to determine actual benefit, little research or planning involved)

Project That Meets Hornaday Criteria:

- Public awareness campaign to describe the hazards of laundry detergent phosphates based on original published research to support conclusions.
- Designing and constructing artificial fish habitats for lakebed stabilization and homes for fishes.
- Designing a landscape using native plants to prevent soil and bank erosion.
- Reconstructing a cave habitat for bats and other night animals after extensive research into artificial cave environments.

Description and Examples of Hornaday Conservation Categories

The following category descriptions and project examples are not all inclusive, nor are they restrictive in the sense that if your project focus is not specifically listed, it will not qualify. The eight Hornaday Award project categories cover a vast amount of environmental concerns, issues, and needs. Too many to provide examples of here. The Conservation Adviser is instrumental in helping the Candidate determine which category their project best fits.

Extreme caution must be used if the project is part of a larger effort, a recurring event, or sponsored by an organization or agency. Under these circumstances, it can be very difficult to demonstrate that the project was your original idea and you did not simply build off of the work others had already done.

Energy Conservation

Energy conservation refers to reducing energy use through using less of an energy service or using less energy for a constant service (energy efficiency). For example, having the lights on in your house less is an example of energy conservation. Using florescent bulbs which use less energy and keeping the lights on the usual amount of time is an example of energy efficiency. Energy conservation and efficiency are both energy reduction techniques and both are included in this category.

Projects in the Energy Conservation category should focus on enabling a person, household(s), or organization in the reduction of energy use. It is realistic to expect that an Energy Conservation Project will include an educational component/campaign with the objective of changing energy use behavior on a wider scale within the community.

Project Example:

Work with adults in the chartered organization to conduct an energy audit of the home of a low-income family, preparatory to weatherizing it for energy conservation. Determine the materials needed and their costs. Help organize a workforce and undertake the needed improvements over several weekends. This effort could be part of the chartered organization's community outreach. Assess the impact by analyzing utility savings for a duration long enough to show a reduction in consumption.

Soil and Water Conservation

Soil conservation is a set of management strategies for prevention of soil erosion or contamination through chemical alteration, acidification, salinization, or other contaminants. Water conservation encompasses the policies, strategies, and activities used to manage fresh water as a sustainable resource, and to meet current and future human demand for fresh water. Projects in this category will focus on the prevention or reduction of soil erosion, mitigating the effects of soil erosion, prevention or clean-up of soil contamination, ensuring sustainability of fresh water for future generations, and/or reducing human consumption of fresh water to preserve wildlife habitat.

Project Example:

Work with local park authorities to "adopt" a stream". Develop and maintain trails and paths to control off trail use and damage, control stream bank erosion (with water bars, ripraps, and/or grass and shrub planting).

Fish and Wildlife Management

Fish and Wildlife management is the art and science of managing wildlife. This category can include game keeping, wildlife conservation, and pest control. Wildlife conservation aims to halt the loss in the earth's biodiversity by taking into consideration ecological principles such as carrying capacity, disturbance and succession and, environmental

conditions such as physical geography pedology and hydrology with the aim of balancing the needs of wildlife with the needs of people. Projects in this category focus on creating or improving habitat, reintroduction of native species, mitigation/eradication of invasives, or assistance to at risk or endangered species.

Project Example:

With advice and assistance from state conservation officials, introduce carp and catfish into algae-choked farm ponds to help reduce the algae load. Build nesting boxes and set them out for waterfowl. Plant hundreds of trees for windbreaks in multiple fields within a local environment for wildlife habitat and to help control soil erosion. Plant native grasses that benefit wildlife. Using a portable puppet theater, make presentations on fish and wildlife conservation to young children.

Forestry and Range Management

Forestry and Range Management is the science of sustaining healthy, productive, ecologically diverse wood and grass lands, able to meet the needs of current and future generations. Projects in this category deal with all types of rangeland including tall and short grass prairies, desert grass and shrub lands, savannas, chaparrals, steppes, tundra, and woodlands. Projects may address but are not limited to livestock grazing, wildfire restoration, forest thinning, vegetation restoration, reforestation, vegetation health/infestation management, or preservation of meadows from forest encroachment.

Project Example:

Work with a range specialist to collect, analyze, plant, and maintain trees and native grasses suitable to the local environment to control erosion and provide wildlife habitats.

Air and Water Pollution Control

Air pollutants can be classified into suspended particulate matter (PM) (dusts, fumes, mists, and smokes); gaseous pollutants (gases and vapors); and odors. Outdoor air pollution is caused mainly by the combustion of petroleum products or coal by motor vehicles, industry, and power stations. In some countries, the combustion of wood or agricultural waste is another major source. Pollution can also originate from industrial processes that involve dust formation (for example, from cement factories and metal smelters) or gas releases (for instance, from chemicals production).

Water Pollution is typically categorized into chemical contaminants or pathogens. Chemical contaminants either find their way into surface water or are dissolved from soil or rock layers into ground water such as arsenic and fluoride. Various pathogens also contaminate water sources. Separate from surface or ground water pollution is coastal water pollution such as contamination of fish and shellfish with heavy metals like mercury or the presence of persistent chemicals like polychlorinated biphenyls (PCB's) and dioxins.

Air and Water Pollution Control addresses both point and nonpoint source contaminants. Point-source pollution is due to discharges from a single source, such as an industrial site. Nonpoint-source pollution involves many small sources that combine to cause significant pollution.

Projects in this category will address either the clean-up of contaminants or the prevention of pollutants released into the environment on the community level, watershed, or larger level depending on the conservation need being addressed. For the purposes of the Hornaday Project, substances suspected by the scientific community as having adverse effects on the environment may be classified as pollutants without scientific research proving a definite causal link. In most instances, the long term or compound impacts of continuous exposure take a very long time to manifest even if early research suggests indications of such links. When the causal links can be proven, often irreversible environmental damage has already occurred. Due to this, prevention of exposure or clean-up of such substances will be accepted if the Candidate can provide research documentation of the early indications of pollution.

Project Example:

Work with a local municipality to install pet waste bag dispensers in local parks to prevent pet waste from entering water sources through surface runoff. Creating this program will most likely qualify, expanding a current program most likely will not.

Work with a city forestry or parks department to plant trees in an urban environment along roadways, right of ways, and/or parks in high traffic areas to absorb air pollution at its source and improve air quality within the city.

Resource Recovery (Recycling)

Resource Recovery is the extraction of certain waste material for continued use after reprocessing. Recycling, composting, and energy generation are forms of resource recovery. Recycling is the practice that refers to the collection and reuse of disposed materials such as empty beverage containers. The materials from which the items are made can be reprocessed into new products. Disposed materials that are organic in nature, such as plant material, food scraps, and paper products, can be recycled using biological composting. The resulting organic material is then recycled as mulch or compost for agricultural or landscaping purposes. Composting can also be used as an energy generation process when gas from the process, such as methane, is captured to generate electricity and heat.

Projects in this category may focus on the collection of reusable waste products and/or the establishment of a resource recovery system allowing for long term benefit. Projects in this category rarely are significant enough to qualify as a Hornaday Project when they are a one-time collection event. Candidates whose project focuses on collection should be prepared to provide evidence of a truly substantial impact or a sustained impact through the continuation of the project in the foreseeable future.

Project Example:

Design a survey of fellow students to discover recycling and pollution-prevention opportunities in the school. This could include activities such as recycling high-grade paper, reusing some paper products in the classroom, making use of disposable materials from the school cafeteria, and collecting glass and recyclable metal containers. Present the findings to school administrators and the school board. Achieve, as a result, the launch of an innovative recycling program in your school that delivers considerable dollar savings to the system with strong student, teacher, and school administrator support.

Hazardous Material Disposal and Management

Hazardous Material (HAZMAT) is any biological, chemical, or radiological substance that has been identified as capable of posing an unreasonable risk to health, safety, or the environment. The term includes hazardous substances, hazardous wastes, marine pollutants, elevated temperature materials, materials designated as hazardous, or which meet the defining criteria of hazard classes, in [49 CFR 172.101](#). Projects focusing on HAZMAT disposal, or Hazardous Waste, may focus on the collection and turn in of Hazardous waste to a collection facility, or the actual destruction or stabilization of HAZMAT. HAZMAT management projects may focus on the minimization of Hazardous Material in industry production, recycling hazardous material, decontamination of wildlife following exposure, or risk mitigation for HAZMAT during transportation or storage.

Project Example:

Working with local environmental officials, design and organize a program in which special plastic bags to dispose hazardous materials are distributed by Scouts to homeowners. The homeowners are asked to bag and deposit their used household batteries at special locations operated by city hazardous waste officials for appropriate disposal. Scouts design the informational brochure and run the public-information campaign to explain the environmental issues created by household batteries. The program reduces serious discharge of pollutants by the local waste incinerator.

Invasive Species Control

An Invasive Species is any living organism which has been introduced to an area it is not native to and has the ability to outcompete native species for life sustaining resources. Invasive species are known in all types; plants, animals, insects, and bacteria all have the ability to be transported to a foreign environment and push out native species or otherwise adversely affect native species. Projects in this category will focus on spread prevention or removal of invasives.

Project Example:

Working with a land owner/manager or environmentalist, help control or eliminate exotic plant or animal species that pose a threat to native species. Educate others to recognize invasive species and to conserve and protect our native plant and animal heritage.

Building the Hornaday Team

Each Scout/Venturer and Unit wishing to earn a Hornaday Award must have a Hornaday Team. At a minimum, this team must include the Candidate and the Land Owner/managing agency representative. Including individuals who can offer advice on potential projects, project execution, reference material, Hornaday requirements, avenues for increasing volunteer numbers and publicity of the project, etc., is recommended by the Council Hornaday Subcommittee. Listed below are suggestions for who might be included in the Hornaday Team. The Candidate should create a team consisting of as many of the following individuals as possible:

- The Candidate*
- Benefiting Organization Rep.*
- Conservation Adviser
- Hornaday Adviser
- Unit Leader
- District Advancement Chair
- Hornaday Subcommittee Member
- Eagle Project Adviser (if applicable)
- Summit Award Project Advisor (if applicable)

**Required*

Be Prepared. Being prepared for a Hornaday Award means seeking relevant guidance from as many people as you can. It is building your team so that no matter what issue may arise, you have at least one person familiar with your effort to turn to. Candidates who become aware of project scope requirements during the application submission and board process risk their application being denied if the scope was not met or the project does not meet the expected standard.

As the Hornaday Gold Badge, Gold Medal, and Gold Certificate are considered through nomination of the Candidate, a Hornaday Team is not required. It may be beneficial to have someone familiar with Hornaday Awards review or help write the nomination package to ensure nominees who are deserving are presented the award.

In relation to the Unit Hornaday Award, the entire unit is considered the Candidate. A Hornaday Team is still required. A single representative from the unit may be appointed as a point of contact for the team members. For a Pack, Troop, or Team, this would usually be the Unit Leader or an adult organizing the project effort. For a venture Crew it *should* be a youth member. If a Scout or Venturer is completing his/her project write up and application and 60% of his/her Unit participated in completing the project, a Unit Hornaday application may be included with the Conservation Project Report for approval by the local council for the Unit Hornaday Award.

Roles of the Hornaday Team

Award Candidate (Youth/Unit)

The Candidate is responsible for understanding the requirements, initiating the process, conducting research, identifying, planning and carrying out the project(s), completing documentation, and submitting the application. Once the Hornaday Application has been submitted, it is ultimately the Candidate's responsibility to ensure it is being sent and reviewed by the appropriate people. The Candidate should follow up with the point of contact to whom they submitted the application and supporting documentation to remain informed of where their application is in the process of being approved.

Benefiting Organization Representative

Is the organization or individual that owns or controls the resource on which you will carry out your project. These organizations include: federal, state or local government agencies, school districts, private landowners, Scout reservations, university or college grounds, wildlife management areas, etc. The representative from this agency/organization must approve of all work the Candidate plans on completing during the execution phase of the Hornaday Award. This representative should be someone who has approval authority to allow the project and project impacts.

Conservation Adviser

The Conservation Adviser must be a conservation or environmental professional or qualified layperson in conservation, usually with a degree or advanced degree in one of the natural sciences, and/or enough background and experience to provide the Candidate with appropriate guidance relative to the conservation issue being addressed.

The Conservation Adviser will guide the Candidate through the selection, research, planning, and accomplishment of the project(s). The Conservation Adviser does not need to be familiar with Dr. Hornaday's work, these awards, or the programs of the Boy Scouts of America, this guide should provide the necessary background information and expectations for effective guidance.

The Conservation Adviser, the Scout, and everyone involved during all phases of the Hornaday process must adhere to BSA's youth Protection policies and the [barriers to abuse](#). Although the Conservation Adviser need not be familiar with the BSA, they must be familiar with the Youth Protection Policies. For additional information visit scouting.org/BSAyouthprotection.aspx

The role of the Conservation Adviser is to be the guide and catalyst, guiding the Candidate through the transformation of a mere idea to an effective action that will actually make a difference to the environment. Demonstrate to the Candidate the importance of using the scientific method, from investigations and data collection to forming conclusions about the environment.

An important part of this role is to help the Candidate realize that solutions to conservation issues are not always black and white, but shades of gray. The Conservation Advisers knowledge and professionalism will be needed to teach how the forces of nature and the interaction among species, along with the political and social influence of man, often cloud what may be perceived as a clear solution to an environmental challenge. The Candidate should realize that many species of animals and many practices of man must be taken into account. Dr. Hornaday himself considered an important part of this award to be educating and working to change the attitudes of those around us.

Lastly, the Conservation Adviser should introduce the Candidate to the larger picture of conservation and its varied fields of expertise. Working with area agencies and organizations to complete a substantial conservation project will provide practical experience that cannot be obtained in any schoolbook.

The Candidate must take ownership of the project. The knowledge and guidance of advisers and other leaders is necessary to the Candidate throughout the project, but the planning and execution of the project must be done by the Candidate, not the Conservation Adviser or benefiting organization.

Hornaday Adviser

The Hornaday Adviser must understand the requirements and process of the Hornaday Badge and will guide the Candidate through the process as well as point out any potential problems. The Hornaday Adviser is not expected to have the technical or professional knowledge needed for the project or to be part of the sponsoring organization. The Hornaday Adviser assists the Candidate in finding a Conservation Adviser, evaluating project ideas, finding a Land Owner/Managing Agency, and provides periodic feedback on the project plan.

Unit Leader

The Unit Leader is most likely the only member of the team who has weekly contact with the Candidate and also usually the first to be informed of the Candidate's intent to earn a Hornaday Award. As such, it is the Unit Leader's responsibility to provide the Candidate with the contact information of the other members of the Hornaday Team within Scouting as well as make appropriate introductions. The Unit Leader should encourage and provide support to the Candidate and ensure there are no scheduling conflicts within the Unit during the project execution phase, allowing maximum potential for volunteers from within the Unit. Just as a Scout Leader would encourage members to participate in an Eagle Project, s/he should encourage the same amount of participation for a Hornaday Project.

District Advancement Chair

The District Advancement Chair should be familiar with the Hornaday Awards and able to provide the Candidate with resources for more information. The District Advancement Chair is the link between the Candidate and the Hornaday Subcommittee until the Candidate has a Hornaday Adviser.

Council Hornaday Subcommittee

The Hornaday Subcommittee works to identify and educate Hornaday Advisers, assists in finding Conservation Advisers, and identifying land owners/managers interested in hosting a Hornaday Project.

The Hornaday Subcommittee works to identify local conservation agencies and is able to guide the Candidate to a land owner/manager who is open to working with Scouts/Venturers earning a Hornaday Award as well as be aware of potential projects on council property. The Sub Committee can provide the Candidate with historical data from within the council on the appropriate scope of the project in relation to the Candidate's peers who have earned a Hornaday Award.

The Hornaday Subcommittee is composed of several Hornaday Advisers and a Subcommittee Chair. The Hornaday Advisers are accessible to a Scout/Venturer via the District Advancement Chair.

The Hornaday Subcommittee, working under the Advancement Committee, is the endorsing committee for all Hornaday Awards administered at the Council Level. Final approval is given by the Council Scout Executive when s/he signs the completed application. For youth Hornaday Awards awarded at the national level, the Council Hornaday Subcommittee must approve and endorse the Candidate's application, followed by the Council Scout Executive. For the Hornaday Gold Medal and Gold Certificate, the Council Hornaday Subcommittee does not have a directed role in the nomination process.

The Council Hornaday Subcommittee is responsible for organizing a Hornaday Board/Interview for the Candidate. For this Board/Interview, the Council Hornaday Subcommittee requests candidates have all paperwork; Hornaday Workbook, Summary Report, and supporting documents, completed and turned in to the Council Hornaday Subcommittee Representative for dissemination and review by the board members a minimum of 1 month prior to the Board/Interview. The Council Hornaday Subcommittee will coordinate a date for the project interview with the Candidate and committee members.

Eagle Project Adviser (if applicable)

Will provide guidance to ensure Eagle requirements and appropriate Eagle Rank documentation is completed in addition to Hornaday documentation.

Summit Award Project Adviser (if applicable)

Will provide guidance to ensure Summit Award Project requirements and applicable documentation is completed in addition to Hornaday documentation.

BSA National Hornaday Awards Committee (if applicable)

The BSA National Hornaday Awards Committee is the approving committee for all Hornaday Awards awarded at the national level. The BSA National Hornaday Awards Committee will notify the Candidate of the status of the application, approved, downgraded, or declined, once a review of the application has been completed. The committee is comprised of volunteers from all over the nation and does not meet frequently. Therefore, the review process at the national level does not happen quickly and candidates should not expect to receive the results shortly after their application has been sent.

Process to earn a youth award

Because the Hornaday youth awards are individual awards, two or more individuals cannot claim credit for the same project. However, a project may be a part of a larger conservation effort, with different applicants carrying out different aspects of the same effort.

An Eagle Scout leadership service project, Venture Gold Award Project, or Venture Conservation Core Requirement Project for the Ranger Award may be used as a Hornaday project if it meets the requirements and scope of a William T. Hornaday project.

The following information in this section pertains to the Hornaday Badge, Bronze Medal, and Silver Medal. The process to earn each of these awards is the same with only the number of projects completed differing which results in some of the following steps being repeated. The Hornaday Badge will be used as an example and the steps will be repeated for the Bronze or Silver Medals will be identified.

It is highly recommended from the National Council that all candidates wishing to earn the Hornaday Bronze or Silver Medal begin with earning the Hornaday Badge first in order to become familiar with the process and requirements. The project completed for the Hornaday Badge may be used as one of the projects for the Bronze or Silver Medal. Therefore, complying with this suggestion does not result in additional work from the Candidate. However, the three projects used for the Bronze Medal may not be used again for a Silver Medal. Most candidates will not apply for nor accept a Bronze Medal unless they risk aging out during the completion of a 4th project.

This section contains a flow chart outlining the process for a Hornaday Badge. Each step in the flow chart has been compiled using historical data of best practices from multiple councils and provides the Candidate with an outline of the most efficient way to successfully complete a substantial conservation project which will offer them the best chance of qualifying for a Hornaday Award.

Historically, and prior to the *William T. Hornaday Award Conservation Project Workbook*, the National Hornaday Awards Committee would reject an average of 70% of Silver and Bronze Medal applications due to project scope or inadequate documentation. This failure

rate is one of the primary reasons this guide was authored and the *William T. Hornaday Award Conservation Project Workbook* was created. If candidates and Units utilize these tools in the planning and documentation of their project(s), they will have a significantly higher probability of success.

As seen in the flowchart, the process to earn a Hornaday Badge is best broken into five phases: Conception, Research and Planning, Project execution, Application, and Review. The project execution phase may also be broken down farther into steps or phases and detailed in the *William T. Hornaday Award Conservation Project Workbook*.

The same process is followed when working to earn a Hornaday Bronze or Silver Medal with Phases 1-3 and 4 up to submission of the application. Once all 3 or 4 projects are completed for a Bronze or Silver Medal, the Hornaday Application will be filled out and all project workbooks and supporting documents will be turned in together.

Documentation throughout the entire Hornaday Award process is essential. The Candidate must describe in detail how s/he came up with the idea, why they undertook this specific project, how it was planned, how it was designed, how long it took, where it was done, the resulting environmental improvement, and how the project involved, influenced, and/or educated others. The Candidate should describe how they provided leadership to the project. List and describe the help received from organizations and professionals.

Candidates are expected to include detailed project descriptions that document their work. To include: describe project in detail, including illustrations and/or photographs of the work done, preparation, research, consulting others, approvals from Land Owner/Manager, newspaper articles, letters of thanks or commendation, and other supporting materials compiled in one well-organized binder.

Candidates are expected to use the *William T. Hornaday Award Conservation Project Workbook* to document their project. If this is impractical, candidates should discuss the reasons with their Hornaday Adviser in order to have appropriate accommodations made.

Phase 1 – Define Issues and Concerns

This phase begins with the Candidate's decision that s/he is interested in earning a Hornaday Award and ends when the Candidate has identified a conservation need/issue they will address.

The focus of this phase is for the Candidate to establish a relationship with the organization/individual they plan to work with throughout the completion of their project, identify a potential projects and conservation needs they are interested in, and establish a knowledgeable Hornaday Team to help guide him/her through this process. Having a good working relationship with the Land Owner/Manager and the support of a good team is invaluable for conservation research, project execution, and progressing through the Hornaday Award Process.

After partnering with a Land Owner/Manager, the first step to completing a project is to identify conservation needs/issues present on the property for which the Candidate is able to solve. In some instances the Land Owner/Manager will have a list of issues they can offer for potential projects.

The Candidate is expected to research potential projects and choose, with guidance from a Hornaday adviser, a project that is unique and substantial yet within the Candidate's ability to design, lead, and carry out. Candidates should use the scientific process in researching and developing their project as it is expected to be based on sound scientific principles and practices. The project must contribute to environmental improvement in the local community, the region, or the nation and fall within one of the 8 categories discussed earlier in this section. Educational projects are allowed. However, the conservation issue which the education campaign addresses must be mitigated, at least in part, by the education itself.

Once a project has been chosen, the Candidate should choose a Conservation Adviser. The Conservation Adviser must be a conservation professional or qualified lay person in the area of conservation the project will address. If the Land owner/manager does not have a qualified individual, the Candidate should contact their Hornaday Adviser or District Advancement Chair for assistance in finding a qualified individual.

In order to ensure the Conservation Adviser has the appropriate background and understands their responsibility, the Candidate should provide them with the Conservation Adviser Letter of Agreement (Appendix B), have it signed and submit it to their Hornaday Adviser. The Conservation Adviser should be provided a copy of the Letter of Agreement for their records.

If the Hornaday Adviser does not feel the chosen Conservation Adviser meets the requirements to serve in that capacity for the Candidate, he or she has the responsibility to contact the Hornaday Awards Subcommittee for resolution.

Much like a Scout being able to work with whichever registered Merit Badge Counselor he chooses regardless of an adult leader's opinion, the Candidate may ultimately work with whichever Conservation Advisers they choose. Unlike a Merit Badge Counselor however, the Conservation Adviser does not have to be registered in the BSA or approved by the local council. However alike to a Merit Badge Counselor, all Youth Protection Policies must be adhered to.

The Candidate must understand that an appropriate Conservation Adviser for their chosen project, their ability to appropriately plan and conduct a substantial conservation project may be at risk.

Projects may require multiple Conservation Advisers. In this instance, the Candidate should be encouraged to find additional advisers to compliment the experience of the initial adviser. The partnership between the Candidate and the Conservation Adviser

throughout this process is crucial. Every effort should be made to maintain a good working relationship between the Candidate and their Conservation Adviser.

Too much interference from the council between the Candidate and their Conservation Adviser can result in a land owner/manager deciding not to allow the Candidate to continue their project. This defeats the intent of the Hornaday Program.

In this phase the Candidate must:

- Identify to an adult leader their interest in pursuing a Hornaday Award
- Contact a Hornaday Adviser
- Become familiar with the time and energy required to earn their desired Hornaday Award
- Meet with Land Owners/Managers to discuss potential projects
- Identify potential projects and conservation needs/issues they would be interested in addressing
- Identify the conservation need or issue the project will address
- Begin building their Hornaday Team

Phase 2 – Collect Relevant Data

This phase begins with the Candidate theorizing possible causes of the conservation issue and ends with the identification of a probable cause.

The Candidate, with the guidance and mentorship of the Conservation Adviser, must research the conservation need/issue and identify the cause and possible solutions. It is through this research that the Candidate gains an in depth knowledge of the issue and outside factors that may affect a chosen solution.

Outside factors may be environmental, political, economic, agricultural, etc. The knowledge and professionalism of the Conservation Adviser is needed to teach the Candidate how the forces of nature, interaction among species, along with the political and social influence of man, often cloud what may be perceived as a clear solution to an environmental challenge. The Candidate should realize that many species of animals and many practices of man must be taken into account when finding the appropriate solution to the conservation need/issue.

The research conducted provides a foundation for the Candidate to design a project founded in science which is able to address and benefit the environment in the desired way.

For proper documentation, the Candidate must keep a record of all research conducted. The project report should include for Scouts, and must include for Venturers, proper citation of research conducted which contributed to the concept, design, and implementation of the project using either APA or MLA citation. Candidates may include research as an attachment to the report or workbook if it is easier to organize separate from the workbook.

In this phase, the Candidate must work with their Conservation Adviser to:

- Research the environmental impacts of the issue
- Document the current state of the environment at the project site
- Identify the cause of the conservation need/issue

Phase 3 – Develop Alternatives

This phase begins once the cause of the conservation issue has been identified and the Candidate begins developing possible solutions. It ends once the Candidate has at least two viable solutions to correct the conservation issue.

Once the Candidate has identified a solution s/he should draft a list of objectives which support the goal of correcting the conservation need/issue and discuss them with the Land Owner/Manager. During this discussion, an agreement of the desired outcome must be reached as well as specific expectations of the Candidate for the project. Having agreed upon objectives and expectations allows the Candidate and Hornaday Team to evaluate possible courses of action to correct the issue which meet the desired outcome of the Land Owner/Manager.

In this phase, the Candidate must work with their Conservation Advisor to:

- Identify how the conservation issue could be addressed
- Identify resulting implications on the environment, both to the issue itself as well as the “big picture” surrounding environment or “land community”
- Construct multiple outlines of different ways the conservation issue could be corrected

Phase 4 – Select Preferred Alternative

This phase begins once the Candidate has identified multiple ways the conservation issue could be corrected and in conjunction with the Land Owner/Manager decides which solution to pursue. This phase ends once the Candidate has compiled the Project Final Plan (pages 17-33 in the *William T. Hornaday Award Conservation Project Workbook*), confirming all details of the project with the Land Owner/Manager and agreeing on the expectations of the finished project.

Once the Candidate and the Land Owner/Manager have decided on a project, the Candidate should draft an initial plan using the *William T. Hornaday Award Conservation Project Workbook*. The Candidate should confirm the initial plan with the Land Owner/Manager and Conservation Adviser to ensure it meets the agreed upon objectives and expectations. The Candidate should also have it reviewed by the Hornaday Adviser to ensure the project size and scope will qualify for a Hornaday Award if it is executed as planned. Identified in this plan should be all expected materials and supplies needed and the projected cost. If fundraising is required, all BSA guidelines must be followed.

In order to help visualize the final project, project sketches or plans should be drawn. Visual aids will assist those approving the project plan as well as the participants volunteering to help the Candidate complete the project understand their tasks and what is expected of them.

Instrumental to this phase is the communication between the Candidate, Conservation Adviser, and the Hornaday Adviser regarding the development of the project from conception through design and initial plan. The Hornaday Adviser must ensure that the project idea meets the Hornaday requirements and the scope of the project meets the “substantial” expectation. Although submission of the Project Proposal is not a requirement, it is beneficial to the Candidate, ensuring their time and effort is not misspent carrying out a project that will not qualify for a Hornaday award.

Approval of the Project Proposal does not indicate that the completed project will be endorsed by the Council Hornaday Subcommittee, Scout Executive, or in the case of the Bronze and Silver Medals, the National Hornaday Awards Committee. The purpose of submitting the Project Proposal to the Hornaday Adviser and Hornaday Subcommittee is to ensure it meets the requirements, scope, and high standards of a Hornaday Project. The actual execution of the plan and project results will determine the qualification of the Candidate for a Hornaday Award. If the plan does not meet the expectations, the Hornaday Adviser can suggest modification, inclusions, and/or suggest the Candidate choose a different project.

If completing the project for inclusion in a Bronze or Silver Medal application, the National Hornaday Awards Committee highly recommends candidates use the Scientific Method through the Hornaday Project process. The Conservation Adviser can provide more specific details and guide the Candidate in this method of work. This does not mean that a hypothesis must be made and tested, rather, it suggests that the Candidate should identify an issue in the community, complete background research, propose a research intention or question, develop a procedure, complete the procedure, identify the results, discuss the conclusions, identify future impacts, and suggest alternative and additional projects. These parts of the method should be clearly identified in the write-up.

In this Phase the Candidate must:

Develop an initial plan

- Identify manpower requirements for the project and develop leadership plan
- Identify tools, materials, and supplies needed to complete the project
- Identify Permits and permissions required
- Develop a preliminary budget and identify fundraising opportunities
- Identify project phases
- Identify logistical issues
- Identify Safety issues
- Have initial plan reviewed by Land Owner/Manager, Conservation Adviser, and Hornaday Adviser

Complete the Project Final Plan

- Confirm if the project requires building permits, etc. The Candidate needs to know about them for planning. However, the benefiting organization must be responsible for all permitting. This is not a duty for the Scout.
- If digging is involved, it is the benefiting organization's responsibility to locate, mark, and protect underground utilities as necessary. Confirm this has been done.
- Identify materials, supplies, and tools required, how they will be obtained, what training is required and the restriction on use, if any
- Complete a budget for the project
- Fundraise to support the budget if required
- Create a logistics plan for movement of people, tools, materials, and supplies to and from the project site
- Create a contingency plan in the event work must be postponed
- Identify how participants will be fed during the project
- Identify the proximity of the project site to the closest available restrooms
- Identify any safety risks resulting from the execution of the project as well as any possible risk resulting from the project being implemented
- Complete a safety and risk analysis. Use the [BSA's Program Hazard Analysis](#) to assist in understanding and documenting risk.
- Identify how to mitigate hazards necessary for completion of the project
- Identify specific jobs the project requires and what level of skill/training is required for them
- Create an emergency plan including how to contact local first responders
- Identify how the conservation issue will be monitored once the project is complete to observe if/how well the issue was solved.
- Document the above information, preferable in the project workbook
- Promote the project in the media and through social media
- Begin an education campaign for the conservation issue the project is addressing

Fundraising:

In completing the final project plan, the Candidate must finalize the project budget. Some Hornaday projects require significant funding which the Land Owner/Manager will not cover. As is the case with Eagle and Summit Award service projects, fundraising is allowed in order to support the project.

Fundraising for a Hornaday Project follows the same guidelines as for an Eagle Project. Funds raised from individuals associated with your project can be done without the need for securing Council approval.

Those individuals are:

- The beneficiary
- The Candidate
- The Candidate's parents or relatives
- The Candidate's unit
- The unit's chartered organization
- Parents or members of the Candidate's unit.

If the youth intends to raise a total of \$500 or more, per project, from fundraising sources that do not fit into those listed above, NCAC requires the submission of a Hornaday Project Fundraising Application to the council for approval.

Regardless of the goal amount, all fundraising efforts must be described in appropriate detail in the *William T. Hornaday Award Conservation Project Workbook*. In order to provide candidates and Council approving officials with familiar guidance, the application and standards in Appendix C have been taken directly from the Eagle Service Project Workbook. Only the title “Eagle Service Project” has been replaced with “Hornaday Project”.

For all Hornaday projects, the BSA *Guide to Money Earning Projects* should be used to determine if the fundraiser is appropriate or allowable for Scouting and Venture Units. The NCAC must approve all Money Earning Projects over \$500. Candidates should work with their unit leader to identify appropriate money earning efforts to support their Hornaday project and have them approved by the council.

Publicity:

A second important piece to consider prior to the start of the project is publicity. Candidates are encouraged to contact local media outlets to solicit coverage of their efforts. Media coverage could include the Candidate preparing a press release for newspapers, sitting as a guest on the local morning news or radio show, inviting reporters to visit the project site while work is being conducted, as well as gaining attention through a social media campaign. Visit the BSA National News Release Guidelines Page for guidance and examples of how to write a news release.

Hornaday Projects should be designed in part to publicize the need to conserve natural resources and to improve environmental conditions. Gaining publicity of the project and the conservation need/issue assists in the education of the affected community.

Before you contact the media, determine the Who, What, Where, When, Why and How of your project and how your project is important to the local environment and community. Make sure to include the education piece.

The fundamental purpose of the Hornaday Awards program is to encourage learning by the participants and to increase public awareness about natural resource conservation. Dr. Hornaday himself considered an important part of this award to be educating and working to change the attitudes of those around us.

It is not enough for only the Candidate to learn about the conservation issue addresses by their project. The Candidate must take what they have learned and teach those around them. Candidates should ensure there is an educational aspect to the execution phase of their project.

Safety:

Arguably the most important factor to consider while completing the project plan is the safety of the participants. While risk management is not a visible part of the project when everything goes as planned, unsafe acts and accidents have enormous lasting impacts on the viewed success of a project.

Planning for safety and addressing risk management is an integral part of your project. Use the BSA Guide to Safe Scouting found at: <http://www.scouting.org/filestore/pdf/34416.pdf> and the *Age Guidelines for Tool Use and Work at Elevations or Excavations* at: <http://www.scouting.org/filestore/healthsafety/pdf/680-028.pdf>.

To help provide a safe experience for all participants, candidates must prepare a list of potential hazards as well as identify how they will mitigate risks through training and safety controls. The *William T. Hornaday Award Conservation Project Workbook* has an entire section dedicated to risk management (P. 25-32). Candidates are expected to look at each task to be accomplished in order to complete their project, identify safety hazards and injuries which could occur, age restriction of performing the task, as well as training required to perform the task. Training could be as simple as the correct way to turn a screw or as involved as completing a chain saw safety course. Candidates should ask for assistance from their adult leaders and older Scouts/Venturers to ensure proper care and safety is followed during the execution of the project.

Weather may also be an important factor. Consider the time of year, expected weather patterns, and actual weather conditions when planning the work to be done. Remember that hot and cold weather injuries can happen at any time of year when participants are not dressed appropriately for the work and weather. Make time for breaks, monitor energy levels of volunteers, and quit before the group gets worn out. It is better to reschedule than to risk injury.

When chemicals are used during the project, make sure the user is of an appropriate and legal age. **Check the labels of commercial products, if they are classified under the Federal Insecticide, Fungicide and Rodenticide Act as Toxicity Category I - identified by the word "Danger" and/or "Poison" with skull and crossbones; or Toxicity Category II - identified by the word "Warning" on the label, no one under 16 may handle during the project per [OSHA standards](#).** Handling includes cleaning or decontaminating equipment, disposing of or returning empty containers. For safe handling information, reference the Manufacturers Safety Data Sheet (MSDS) for the product. An internet search of the product name followed by "MSDS" should direct you to the form. Use the BSA *Age Guidelines for Tool Use and Work at Elevations or Excavations* to ensure participants are of an appropriate age to use the tools required for the project.

Projects carried out in an unsafe manor, in which BSA policies were violated, or where safety instructions/labeling of supplies or materials were ignored, will not be administered or endorsed at the council level.

Phase 5 – Carry out Project

This phase begins when physical work on the conservation project begins and is complete once the Candidate obtains a letter of completion from the Land Owner/Manager. Throughout the execution of this phase, it is essential that the Candidate document all work completed for the project itself as well as media coverage received, and educational aspect. The project is not complete until all expectations originally agreed upon with the land owner/manager have been met. Once the project has been completed satisfactorily, the evaluation can be done.

In this phase, the Candidate must:

- Organize the volunteer force carrying out the conservation project
- Provide leadership for the conservation project
- Supervise the work completed ensuring the plan is followed
- Report any incidents occurring during the project to the local council using [BSA Incident Report No. 680-016](#)
- Confirm with Land Owner/Manager that project has been completed satisfactorily
- Obtain a letter of completion from the benefiting organization

Phase 6 – Evaluation and monitor Project Results

This phase begins once the conservation project has been finished and an evaluation of the immediate results as well as projected impact has been done. This phase is complete once the Candidate can determine the long term success of the project.

Evaluation of the Hornaday Project must be conducted once the project is complete. For ongoing or sustained projects, evaluation of completed work and/or immediate results must be conducted prior to submission of the application. Candidates should consider the conservation issue being addressed, project objectives, Land Owner/Manager expectations, and affected change to the conservation issue. Both immediate and long term impact of the project should be considered in the evaluation.

Dependent on the project, there may not be immediate results effecting change for the conservation issue. In these cases, an evaluation of immediate results should include the Candidates opinion on the quality of work done in relation to how effective the project is expected to be at effecting change. In addition, what the Candidate would do differently in the future, and when an improvement to the issue is expected to be observed. The projected impact evaluation includes a realistic forecast of the long term effects of the project. This part of the evaluation relies heavily on research conducted on the conservation issue and how it has been solved or mitigated under similar conditions.

Once evaluation of the project is complete, the Candidate should have all the information needed to complete the Conservation Project Report and Project Executive Summary (Appendix E). Once complete, the Candidate should submit the reports to the Hornaday Adviser for review. The Hornaday Adviser will ensure the reports are complete, clearly written, and that all possible relevant supporting documentation is included.

Supporting documentation may include but is not limited to: before and after photographs of the project site, educational material disseminated, media coverage of the project, design plans for anything which was built for the project, project budget, Letters of appreciation to the land owner/manager and members of the Hornaday Team, letters of appreciation from the land owner/manager, etc.

In this phase the Candidate must:

- Conduct evaluation of immediate results of the project
- Monitor project site for changes in the conservation issue
- Monitor the project to evaluate the long term impact of the project
- Evaluate the success of the project in relation to how well it solved the conservation issue being addressed
- Complete the Conservation Project Report (page 34-39 if using the workbook)
- Complete the Project Executive Summary
- Submit project reports and documentation to the Hornaday Adviser for review
- Complete the Hornaday Award application

Phase 7 – Application and Review

The final phase of the Hornaday process is the application and review. This Phase begins when the Candidate completes and submits the award application and all supporting documentation to the Council Hornaday Subcommittee through the District Advancement Chair. This phase ends when the Council Scout Executive approves/endorsees and signs the application. When applying for a Hornaday Bronze or Silver Medal, this phase is complete upon receiving feedback from the National Hornaday Awards Committee.

Application:

Following review by the Hornaday Adviser, the Candidate must complete the applicable Hornaday Award Application and submit the application and reports to the Council Hornaday Subcommittee through the District Advancement Chair. It is requested that the Hornaday application, Conservation Project Final Report, Executive Summary, and supporting documentation be scanned and submitted digitally in addition to the printed copy provided in an organized binder. This will expedite the dissemination of the packet to all members of the Hornaday Project interview. Failure to submit the packet digitally will result in increased response time from the interview board due to the time it will take for the Hornaday packet to be scanned and disseminated to members during the review phase or the single printed copy consecutively passed to each member.

Once the application is received, the Council Hornaday Subcommittee conducts a final check of all documentation received to ensure completeness. If additional documentation is required, a Council Hornaday Subcommittee representative will contact the Candidate and request the documentation. Both the request for and delivery of this documentation should be expedited in order to conduct a Hornaday Project Interview as soon as possible. Once it is determined all information has been received, a minimum of three board members of the Hornaday Subcommittee will review the application and supporting documents.

In this phase, the Candidate must:

- Provide the award application, Project Executive Summary, Conservation Project Report, and all supporting documentation to District Advancement Chair who will forward the package to the Council Hornaday Subcommittee
- Coordinate with Council Hornaday Subcommittee to arrange a Project interview

Review:

The Project interview should not be conducted sooner than one month after the date the application and project reports were submitted to the Council Hornaday Subcommittee by the Candidate. This will give board members the opportunity to review all documentation provided by the Candidate and become familiar with the project(s).

In the Phase the Council Hornaday Subcommittee must:

- Review the application, reports, and documentation to ensure all necessary paperwork has been completed and turned in
- Notify the Candidate if additional paperwork is required
- Arrange for three subcommittee members to host the project interview
- Appoint a project interview chair
- Coordinate a time and location for the project interview
- Board members thoroughly read the Candidate's application package
- Conduct the project interview
- Make recommendation to the Scout executive for approval/rejection of application

If all steps and recommendations contained within this guide are followed, the result of the Hornaday Project interview should be no surprise. Upon recommendation by the Project interview Chair, the Council Hornaday Subcommittee Chair will sign and endorse the Hornaday Application and forward the packet to the Council Scout Executive. The Council Scout Executive may then review the Project Reports and executes final approval/endorsement of the application.

The application and Project Reports are then sent to the Director of Conservation with the National Council for receipt of the Hornaday Badge and/or Certificate.

In this phase the local council must:

- Approve/reject Hornaday Badge or Unit Award applications (Scout Exec)
- Endorse or reject Hornaday Bronze/Silver Medal applications (Scout Exec)
- Forward approved or endorsed applications to the BSA National Service Center (Registrar, Administrative Secretary, or designated individual)
- Coordinate with Candidate to arrange presentation of award once certificate, device, and knot (if applicable) are received from National Supply.

For Hornaday Bronze and Silver Medal Applications, the Council Scout Executive's signature endorses the application for final approval from the National Hornaday Awards Committee. That committee meets only three to four times every year so there may be significant time lapse between submission of the Hornaday Application to Council and receipt of approval from National for the Bronze or Silver Medal.

Section IV: Using the William T. Hornaday Award Conservation Project Workbook

Candidates are expected to use the *William T. Hornaday Award Conservation Project Workbook* to document their project. If this is impractical, Candidates should discuss the reasons with their Hornaday Adviser in order to have appropriate accommodations made.

This section will provide the Candidate with an outline of what information is being asked for in each section of the guide and how to connect it into the broader picture of the entire project.

There are three sections to the Hornaday Award Project Workbook, the Project Proposal, Project Plan, and Project Report. This section of the guide will explain each topic chronologically through the workbook.

Conservation Project Proposal

Area Description and Issues

In this section the Candidate must describe how the idea for the project originated. A description of the project area must also be included. Pictures of the project site prior to remediation are helpful for this purpose. For projects addressing a larger area or issue for which there is no one site to photograph, candidates should provide details of the environmental area their project will effect.

Candidates are asked to describe the issues with the area they will be completing their project, both those which will be addressed as well as others. This is where the Candidate should work with their Conservation Adviser to better understand the interconnectedness of the local ecosystem or web of life. Candidates should understand and explain how their project may affect other issues in the area.

Here candidates are asked to identify the conservation issue their project will address. This is the single most important step in the Hornaday process. If candidates can not properly identify the issue, they cannot plan and carry out a project that will effect long term change and benefit to the environment.

Next candidates are asked to identify the concerns for the area. Candidates should collaborate with the land owner/manager for this information. They should explain why the land owner/manager feels this issue is important enough to expend the time and energy addressing it. Candidates should be able to describe the consequences of not acting on the issue.

Lastly candidates are asked to identify how the area may be improved upon beyond that which will occur through the completion of the Hornaday project. Once again, candidates

should consult with the Land Owner/Manager and their Conservation Adviser for input. Candidates must explain what other ways the ecosystem could be improved. This question ties in with the previous question in this section asking candidates to identify other conservation issues present in the area of their project.

Current Condition or Situation

This section provides the opportunity for the Candidate to explain to the Hornaday Board exactly how the conservation issue is affecting the environment and detail the current state of the environment in the project area.

Candidates should address this both in the immediate area of the project as well as think of the big picture. Addressing a resident geese population at a local park under the Fish and Wildlife Management category will have a much larger impact than simply reducing the number of geese establishing non-migratory residence at a local park. The geese can cause a change in the pH of the soil, cause soil erosion into nearby bodies of water, cause algae blooms in nearby bodies of water effecting aquatic life as well animals who feed on that aquatic life. They can also cause non-environmental issues such as vehicle and air traffic accidents. These are the types of issues candidates must identify in this section and explain how their project will mitigate them. Candidates must think beyond the immediate issue and explain how their project will benefit the environment on a larger scale.

Historical trends are important to identify in this section. If no surveys have been conducted, the Candidate should speak with the land owner/manager and have them explain what they have seen during their tenure on the property and why they feel the conservation issue is a significant problem.

In this section the Candidate is asked to summarize the research they have conducted as well as identify what additional information they need before moving forward with their project. It is important to show the Hornaday Subcommittee that the Candidate has based their project in Science and not on assumption.

Assumptions can be made for the Project Proposal. However, they must be identified as such and before making change to the environment. Candidates must understand that projects substantial enough for a Hornaday Award change the environment. This is why it is essential for candidates to base their projects in proven science in order to prevent irreparable harm to the environment they are trying to protect.

The Candidate must identify how they will obtain the information required to prove or disprove the assumptions they have made. Candidates should work with their Conservation Adviser and the Land Owner/Manager to conduct any research or surveys themselves in order to ensure the research will hold up to scientific scrutiny.

Finally, the Candidate should include other alternative projects they considered to address the conservation issue and why the proposed project is the best course of action. In this section candidates may address outside factors affecting how the project must be

carried out. This could include resources needed, cost, manpower, laws/codes/ordinances, willingness of the Land Manager/Owner, effects to wildlife, public opinion, culture, etc. Candidates should discuss alternatives with the Land manager/Owner and identify the best course of action.

Proposed Project Description and Benefits

In this section of the Project Proposal the Candidate is asked to describe the project they plan to carry out. As much detail as possible should be provided in order to give the Hornaday Subcommittee a clear understanding of what will be conducted. The Candidate must also explain what benefits their project will have addressing the conservation issue.

This section also asks the Candidate to identify how the project relates to the larger landscape or environment. After identifying other conservation issues in the area in the Area Description and Issues section, this section provides the Candidate with the opportunity to explain how their project will impact the local environment. Here candidates can explain how stopping a soil erosion problem will affect aquatic life, or how eliminating invasive plants will benefit local flora.

For candidates applying for the Hornaday Bronze or Silver Medal who have related projects, they can explain how each related project will benefit the ecosystem as a whole in this section.

Candidates must think beyond the immediate issue and identify how correcting their conservation issue will benefit the larger ecosystem in that area.

The next question allows the Candidate the opportunity to identify how the execution of their project will address the conservation need. Candidates must be specific in their explanation, relating their actions back to their research to support the work they will complete.

Sketches and photographs in this section should focus on the project site and should provide the Hornaday Subcommittee with an idea of what work will be done. A before photograph with a drawn overlay of the project can be helpful here.

A planned start and completion date is asked for in this section. As this is only the Project Proposal, these dates are not restrictive and can be changed. Candidates should consider the realistic length of time their project will take to complete.

Completion date of the project means the date the work itself will be finished. Candidates must monitor their project in order to confirm if they have corrected the conservation issue. In some cases, monitoring can take months or years. It is not the intent for candidates to wait years to submit their application.

Providing Leadership

In this section the Candidate is asked to define what their role will be during the project execution phase. Candidates are also asked to identify how they will conduct community

outreach to groups outside of scouting. This question directly relates to the information on publicity in *The Conservation Project* section of this guide. Here candidates do not need to provide the actual press releases or interview dates but should have an idea of what media outlets they will be contacting in order to arrange for the coverage of their project.

Candidates must estimate how many people they will need to complete their project. This will be a rough estimate as typically the number of participants will fluctuate throughout the project. However, candidates should think through their project and identify the minimum number of people required for specific tasks. For instance working on a ladder may require two people, one on the ladder and one securing it below.

Materials, Supplies, Tools, and Other Needs

The next few questions relate to formulating a budget. Candidates are asked to identify the required Materials, Supplies, Tools, and miscellaneous needs/costs for their project. In addition to these costs, some projects may require permits. Permits may or may not have an associated cost.

Permits and Permissions

Candidates must work with their Conservation Adviser and Land Owner/Manager to identify if there are any jurisdictional codes, ordinances, building permits, or other permits that must be obtained prior to the start of the project. These must be obtained by the Land Owner/Manager.

In addition to permits, candidates may be required to obtain various permissions during the course of their project. Permissions may be needed for the project itself, fundraising efforts, educational campaigns, or for publicity efforts. Depending on the permission, it may be acceptable for the Candidate to obtain. If not, the Land Owner/Manager should obtain the required permission.

Candidates should keep in mind NCAC requirements for a Tour Plan and should work with their unit leader to complete one if necessary.

Preliminary Cost Estimate

Using the lists identified in the *Materials, Supplies, Tools, and Other Needs* sections, candidates must identify what the estimated cost of their project will be. Identify the actual value of all the material, supplies, tools to be purchased, and other costs whether they will be donated or not. Candidates will break down the actual costs vs. donations under fundraising in the next question.

Under Fundraising candidates are asked to identify how they will cover the cost of their project. Again using the lists compiled for the *Materials, Supplies, Tools, and Other Needs* sections, candidates will provide a breakdown of what will purchased, donated, rented, or borrowed. In addition, candidates are asked to identify how they plan to raise the required funds used for their project.

If candidates plan to apply for a grant, they must make sure they understand exactly what materials, supplies, tools, and costs can be paid for using the grant money. Also, candidates must identify what they are required to do with remaining grant money once their project is complete.

Project Phases

Unlike the 5 phases of a Hornaday project identified previously in this guide, this section should focus on the execution phase of the project. Phases may include transportation to project site, safety instruction and training, project set up, various execution phases, site clean-up, and transportation from project site.

Logistics

Here the Candidate must explain how they plan to transport everything from materials, supplies, and tools to participants to and from the project site. Candidates should also include food and water planning into this section. For example, if the work site has no potable water, how will participants get fresh water to drink? If the Candidate is providing a lunch, how will it arrive at the site?; etc. More complicated and involved projects will require more detailed logistics planning.

Safety Issues

A more in depth safety and risk analysis section is included in the Final Plan section of the *William T. Hornaday Award Conservation Project Workbook*. This section offers the Candidate the opportunity to show the Hornaday Subcommittee they have identified and thought through some of the safety issues and risks associated with completing their project.

At a minimum, candidates should include relevant material from the [Guide to Safe Scouting](#) as well as the [Age Guidelines for Tool Use and Work at Elevations or Excavations](#).

Approvals

William T. Hornaday projects are not preapproved. An exception to this is that you must obtain permission and all required approvals from the organization managing the land before you do any activity on their property. The final page of the Project Proposal provides space for the Conservation Adviser, Benefiting Organization, Hornaday Adviser, and Hornaday Subcommittee to review and approve the plan. This section only shows that the project has been discussed with the people identified and that all agree to support you as you move forward.

Any significant changes to the plan during the approval process should be reviewed by everyone listed. As the Candidate should have been working with their Conservation Adviser, Land Owner/Manager, and Hornaday Adviser throughout the planning process, there should not be any significant changes at this point.

Conservation Project Final Plan

In the Final Plan section of the workbook, the Candidate is asked to detail their plan for the entire project effort. As it is asking for what will happen, it should be completed prior to the project taking place. This ensures the Candidate has thought through their entire project and the expected impacts it will have on the environment.

Comments from the Review of Your Proposed Project

The first piece of information asked for are the comments from the review of the project plan. In the majority of projects, the Hornaday Team will have suggestions or comments for the Candidate after reviewing the proposal. It is not necessarily required for the Candidate to follow the suggestions, however they all should be documented here.

Project Description and Benefit – Changes from the Proposal

Here the Candidate must explain what, if any, changes were made to the project from what was explained in the Project Proposal. Changes to the project can result from Land Owner/Manager requirements, further research into the conservation issue, or other environmental, social, or economic issues affecting the project.

The Candidate must also explain if the changes to the project will be more or less helpful to the benefiting organization as well the impact the changes will have on the success of the project. For example, if the benefiting organization is funding the project and has set a budget limit under what the Candidate expects the project to cost, the Candidate may have to change how the conservation issue is addressed. Completing the project within the budget is more helpful to the benefiting organization but may be less effective in correcting the issue.

Project Phases

There is space for eight phases in the workbook however a candidate may break their project into as many phases as they feel necessary. If the phases have not changed from the project proposal, the Candidate simply lists them again here with additional details of start and finish dates.

Work Processes

In this section the Candidate should think through the timeline of their project. Identify, in order, what must be done to complete the project. Specify which steps must be complete prior to work continuing as well as what can be completed concurrently with other steps. Candidates should not only list the steps but also provide detail about what happens during that step. For example, site preparation may be the first step of the process. Candidates should also list what happens during site preparation.

Attachments

In this section the Candidate is asked to identify the attachments to the workbook that are included as part of the Final Plan. Items such as maps of the work site, emergency contacts, project blueprints or sketches, building instructions, copies of permits and permissions, etc.

Permits and Permissions

In the Project Proposal the Candidate is asked to identify if they will require any permits or permissions. In the Final Plan, candidates should include which permits and permissions they have or will obtain, who is the issuing agency/organization, and when they were or are expected to be received. The land owner or agency is responsible for obtaining all permits – to include ‘digging permits’.

Candidates should keep in mind BSA requirements for a Tour Plan and should work with their unit leader to complete one if necessary.

Materials, Supplies, Tools, and Other Needs

In these sections candidates are asked to identify the total expected cost of their project. Regardless of whether the item is donated or purchased, all materials, supplies, and other needs such as permits, shipping costs, rental fees, etc. should be included. For tools, the cost of the tool only needs to be included if it will be purchased for the project. This section reflects the total cost of completing the project as opposed to the actual cost paid once donated items have been subtracted.

Expenses

Candidates must compile all the costs from *Materials, Supplies, Tools, and Other Needs* sections here to create a finished budget. This section also asks how the Candidate plans to obtain the funding to complete the project. This includes donations, grants, and fundraising efforts. Candidates must remember that it is against BSA policy for individual members or units to solicit donations. Donation of materials and supplies, fund raising projects, and grants are encouraged.

Providing Leadership

This section provides the Candidate with a table in which they can break down the project into specific tasks which need to be completed. For each task the Candidate must identify what needs to be done, what special skills are needed to adequately complete the task, if the task is appropriate or allowable for a youth to complete, the number of participants needed, and how many have committed to helping.

This section along with the *Project Phases* section allows the Candidate to manage their manpower throughout the project while delegate tasks as well as assist in identifying the minimum number of people they must recruit for the project execution.

Next the Candidate is asked to explain how they will brief the participants on each task, ensuring it is done completely, safely, and to the required standard.

A communications plan is also asked for. Here the Candidate must explain how they plan to disseminate information to their participants prior to the start of the project. A specific transportation plan with directions to the project site from known landmarks, a timeline for arrival/drop off, and what supplies/personal protective equipment they must bring with them for the project.

Logistics

The Logistics section in the final plan requires additional detail to what the Candidate outlined in their *Initial Plan*. While once again the Candidate is asked how participants, tools, material, and supplies will be transported, they must also answer other questions regarding the logistics of their project.

In addition to how tools will be transported, the Candidate must identify how they will assure the tools are in good condition, how required clearance and barriers will be used if applicable, and how each tool will be stored properly.

It is important for the Candidate to show that they have done the research not only on the conservation issue but also on the tools required to address it. The following section of the workbook addresses safety. Properly understanding how to use and store tools directly impacts the safety of the project.

Candidates must explain how to inspect the tools being used to ensure they will perform as expected, provide knowledge of the required distance between participants when operating tools (think blood circle for knives and axe yard for axes and saws), as well as how to properly store tools between uses to ensure that the tools are not damaged and participants are not injured.

The Candidate must identify how long the project will take and how long participants will be expected to work each day. This question relates to the *Project Phases* and *Work Processes* sections completed previously.

If the project will span any meals, the Candidate must explain how participants will be fed. They may be required to bring their own meals or more commonly, the Candidate will arrange for food to be brought to the project site. However, it is not enough for the Candidate to say “lunch will be brought to the site”, they must detail how that will happen, who will order, pay, transport, set up, etc. This section ensures the Candidate has properly thought out how meal breaks will happen. Poorly planned meal breaks can quickly detract from the work hours participants spend during a project day.

Candidates must also provide drinking water if not available at the project site. This may be in the form of a natural water source that must be treated, potable water from faucets, or water containers brought to the work site. Less desirable would be cases of bottled water as the energy consumed through production and trash produced through consumption is usually unnecessary and contrary to the aims of helping the environment. In addition to food and water, the Candidate must plan for the availability of restrooms for the participants.

Safety

All BSA Youth Protection policies apply to the accomplishment of a Hornaday Project. No part of the planning process is more important than planning for the safety of your participants and yourself. In the following sections the Candidate must conduct project safety planning and risk/hazard analysis and management.

“It is important to note that if the National Hornaday Awards Committee judges any project to be unsafe or not in complete compliance with the policies of the BSA, the entire project will be rejected and not considered as part of the application for an award”.

Projects carried out in an unsafe manor, in which BSA policies were violated, or where safety instructions/labeling of supplies or materials were ignored, intentionally or negligently, will not be approved at the council level nor endorsed for consideration by the National Hornaday Awards Committee. For further information, refer to BSA’s Scouting Safety information at www.scouting.org/HealthandSafety.aspx .

Project Safety Planning

For additional guidance on completing the Safety sections of the *William T. Hornaday Award Conservation Project Workbook*, refer to the [BSA Service Project Guidelines](http://www.scouting.org/scoutsource/HealthandSafety/Guidelines_Policies.aspx) and other publications by the BSA National Health and Safety Committee found at http://www.scouting.org/scoutsource/HealthandSafety/Guidelines_Policies.aspx.

In this section the Candidate must show they have planned a safe project but have also planned for emergencies. In this section the Candidate must assess if a first aid kit is needed for the project. Candidates should not let the wording of this question fool them. Always have a first aid kit! Also, it is important to ensure that the first aid kit is supplied with everything it will need to address the potential hazards identified in the next section.

The Candidate should also include if they have designated a participant(s) to act as the care provider in the event someone is injured. Adults who are doctors, nurses, or EMTs are good choices, if available. Older youth who have completed the first aid merit badge or some form of advanced first aid are also examples of who may be appointed for this duty.

In the *Logistics* section candidates are asked to detail how participants will be transported to and from the project site. If the project site has a small parking area, candidates should consider how emergency vehicles will access and leave the project site parking area.

Having a plan on how to contact first responders in the event of an emergency is important. Not all project sites will have cell phone coverage. Candidates must ensure they know the fastest way to summon help in the event of an emergency. Questions to consider include:

- Is there cell phone reception at the project site?
- Other than 911, what are the telephone numbers for local emergency services?
- In event of injury, will participants need to self-evacuate to a hospital or trailhead?
- Can emergency vehicles access the project site, are they restricted to a parking area?
- Does the parking area allow for access of emergency vehicles once participants have arrived and fill the area?

Some municipalities implement safety restrictions of their own in addition to what is mandated by the land owner/manager and the BSA. Some safety codes are applicable to how a structure must be built but not necessarily the process of building it. For instance bridges, boardwalks, stairways, retaining walls, etc. may have applicable building codes the Candidate must comply with in order to ensure the safety of those using them upon completion. The Candidate should work with the Benefiting Organization, and Conservation Adviser to identify applicable codes and ensure their project adheres to the legal standard.

Candidates should also plan their work hours dependent on the time of year, temperature, weather, and number of daylight hours available to complete the project.

Hazard Analysis, Recognition, and Control

Refer to the BSA's [Program Hazard Analysis](#) to complete this section of the workbook. Other BSA documents needed for this section include the [Age Guidelines for Tool Use and Work at Elevations](#).

Candidates are asked to identify all of the hazards they may face during their project. Hazards include everything from sun exposure to flash floods, underground utilities to tool related injuries, animal/reptile/insect bites to poison ivy. Anything that participants will be exposed to or that could go wrong and cause injury must be identified.

Candidates must consider the weather forecast for their project. As the Final plan should be finished farther in advance than most forecasts predict, historical weather trends can be used for this section. Candidates should consider the average high and low temperature as well as cloud cover, wind speed, and precipitation.

Candidates should consider in what weather they will have to postpone their project as well as what they will do if an unexpected weather front moves in during their project.

Using the list compiled in the *Tools* section, candidates must identify how they will monitor the usage of all the tools required for the project. Candidates must identify who will supervise Scouts while working on the project. The Candidate is responsible for the entire project but cannot supervise every participant and therefore must identify other participants who will help supervise and what their jobs will be.

Candidates must detail who will have access to the tools. Not every participant on the work site will be familiar with the BSA Age Guidelines for Tool Use. Some form of control must be in place to ensure BSA policy and safety guidelines are followed.

Candidates should explain how they will brief the participants on the proper handling and use of tools. What, if any, training is required for the tools? Who will operate power tools and how will power be supplied? If a generator will be used, who will have access to it and how will associated hazards be controlled?

Candidates must also explain how they have planned for emergencies. Tying in with the *Project Safety Planning* section related to the same topic, candidates must explain what preparations have been made to allow access for emergency vehicles, sheltering in place in the event of extreme weather, weather monitoring while at the project site, as well as the communications plan. Communications should cover both within the project site as well as from the project site to emergency responders and family members.

The table in this section asks participants to list the project hazards and explain what actions will be taken to prevent the problem. Candidates should once again list all of the hazards they identified for the first question of this section, then explain what can be done to prevent them. Prevention can range from participating in safety courses and training, wearing proper footwear, applying sun block, wearing work gloves and eye protection, to ensuring generators are fueled properly and a fire extinguisher is on site.

Tool Safety and Equipment Usage

In this section the Candidate must identify the age and level of training required, if any, for each tool and piece of equipment used in the project. Once again the Candidate should reference the [BSA Age Guidelines for Tool Use and Work at Elevations](#).

The Age Guidelines for Tool Use also list some of the protective equipment participants may need to wear. The Candidate should review this list as well as identify any additional protective equipment needed for the project.

Ensuring all tools are in proper working order is also important prior to the start of the project. This includes making sure axes have a proper cutting edge, saw blades are sharp, battery packs are charged, shovel handles are not splintering, etc. An accident is more likely to occur with a dull cutting edge or with a tool that is not working properly.

For each tool to be used, the Candidate must identify clearances and/or barriers that must be used. The Candidate will have identified most of this in the Project Proposal and should expand on their findings here.

Prior to the start of each work day the Candidate should conduct a safety briefing for the participants which includes tool safety. Review of the age appropriate guidelines, how tools are used, as well as how tools should be stored while not in use at the project site should be covered.

Weather Conditions

In this section the Candidate must reference the weather hazards listed in the *Hazard Analysis, recognition, and Control* section and plan accordingly. As Scouts, candidates should be aware that hot and cold weather injuries can happen at any time of year and must plan accordingly in order to prevent them.

In addition to planning for forecasted weather, candidates must plan for weather emergencies. Most weather emergencies today can be predicted such as hurricanes or severe thunderstorms. However some weather emergencies cannot be predicted such

as tornados, lightning strikes, earthquakes, or flash floods. Candidates must evaluate the area they will be working in for the probability of these emergencies and create a plan of action for themselves and their participants in the event one should occur.

Candidates are encouraged to complete the BSA Hazardous Weather training found on <https://my.scouting.org> in order to familiarize themselves with weather hazards as well as BSA guidelines relating to them.

Health and Sanitation Considerations

This section covers the safety hazards identified in the *Hazard Analysis, recognition, and Control* section related to environmental considerations such as contact with wildlife, insect borne diseases, and poisonous plants participants may encounter such as poison ivy or stinging nettles.

This section asks if the Candidate will have the Annual Health and Medical Record forms on hand at the project site. The Guide to safe Scouting states “*All participants in all Scouting activities complete Part A and Part B [of the Annual Medical Record].*” A Hornaday project, much like an Eagle project is a Scouting activity.

Most unit leaders will have a binder containing all of their unit’s Medical Records. It may be impractical to require every single participant to fill out parts A and B, especially participants who are not registered members of the BSA. Candidates should however strive for 100% compliance. Candidates can turn away help from participants who refuse to provide an Annual Medical Record however collecting pertinent information may be the wiser course of action.

Prior to participants engaging in any work, the Candidate, and adult leaders, should be made aware of allergies and medical conditions of participants which could put them at risk while participating in the project. Food allergies should be considered while planning meals and snacks for participants.

Candidates must also plan for restrooms. Depending on the project site this may be easily done with public restrooms, candidates may have to rent porta-potties, or have participants use the great outdoors following Leave No Trace techniques.

Hazardous Materials or Chemicals

Candidates are asked to identify any Hazardous Material or Chemicals that will be used during the project as well as detail how and by whom they will be used. Hazardous chemicals include common items used during projects such as adhesives, paint thinner, weed control, industrial cleaners, etc. Candidates must identify what hazardous chemicals or material will be used during their project and who is allowed to use them. Candidates must abide by the strictest guidelines as age requirements vary between the BSA, OSHA, state law, or manufacturers warning. Candidates can search the Center for Disease Control’s online NIOSH (National Institute for Occupational Safety and Health) Pocket Guide to confirm if they are working with hazardous chemicals or materials.

Another valuable reference is OSHA's Safe Work for Young Workers webpage at www.osha.gov/youngworkers/workers.html. This site provides references for age appropriate work, safety training, and regulations.

Participants must always wear proper protective equipment while working with hazardous chemicals and material. In this section candidates are asked to identify what equipment is necessary for safe handling of these materials.

Candidates must detail the information they will include in the safety briefing regarding hazardous chemicals and material, when the brief will take place, and who will conduct it. If one of the participants has more knowledge of the chemicals or material being used and can explain it better than the Candidate, it is permissible for that participant to speak to the group about the hazards.

Candidates must also identify what the first aid procedures are for the chemicals and materials used as well as who will be responsible for assisting an injured person decontaminate themselves or provide medical assistance.

Contingency Plans

The Candidate must identify what could cause them to postpone, the project and what plans they have devised in the event this happens. Postponement could occur due to extreme weather, injury, inability to access required material, lack of participants, etc.

Monitoring

Candidates must have a plan to monitor their project. Monitoring provides the Candidate with visible proof that their project had the desired benefit. Monitoring also provides the Candidate the opportunity to adjust aspects of the project if the desired outcome is not met or not met to the extent expected.

Candidates must detail when, how often and how they plan to monitor their project. Finally, candidates should provide examples of other projects which can be done in the area in order to fully address the issues facing the ecosystem. Referencing other conservation issues listed in the *Project Proposal* under the *Area Description and Issues* section will be helpful here.

Conservation Project Report

Project Description and Execution

In the Project Report the Candidate must explain what actually happened once they began their project. Even though a “Final Plan” was written, circumstances change and adjustments must be made. The Project Report is also where the Candidate documents the execution, observations, incidents, monitoring, and impact of their project.

As the project has already been described and the phases explained, this section of the workbook requires only a summary in addition to information not asked for in other sections of the workbook. The Candidate must provide details on when work on the project began and finished as well as a brief description of the project and the impact it will have on the environment.

Observations and Changes

In addition, the Candidate must describe how they feel their project was carried out and what changes they would make in planning or execution if they were to do it again.

Leadership

The Candidate also must reflect on their experience leading the participants. Leading one’s peers is challenging. A Scout or Venturer also leading adult participants can be even more challenging. The Candidate should describe challenges they faced as well as how they reacted to them. What the Candidate learned about leadership throughout this process is also important to document.

Materials, Supplies, Tools, Other

The Project Report also asks for details on materials, supplies, tools, and other needs. The Candidate must explain if there were any shortages of any of the above, what impact did that have on the project and how they overcame that obstacle. For example, if the project was to build bat houses and 10 participant volunteered to bring hammers but only two did, how did that impact the execution of the project?

Funding/Donations

The Candidate must describe their fundraising efforts and summarize how much money was collected and spent. Candidates should explain how they overcame a shortage of funds if they experienced that, or what was done with the remainder of funds if they had extra money in their budget.

An important but often overlooked step in fundraising is thanking the donors. Candidates should detail when and how they thanked the donors to their project, whether donations were made in cash or materials and supplies.

Monitoring

The final step in any Hornaday project is monitoring the conservation issue addressed to confirm if the project was successful. Candidates must explain their plan to monitor the issue, what they will be looking for, and how often they will follow up.

A project must be monitored long enough for its effect to demonstrate a tangible change in environmental trends, specifically the conservation issue it was intended to address. Continued monitoring past this point, in order to demonstrate long term effect, will better support an application for a Bronze or Silver Medal. Once a tangible change has been demonstrated, the Candidate should submit their award application.

The Candidate, with the assistance of the Conservation Adviser, should construct a set of criteria used to evaluate the effect of the project. This evaluation should focus on what impact is expected, when it is expected, how it will affect the conservation issue, and how to measure its success.

Some projects require additional action in order to maintain the positive environmental impact created through the conservation project. Candidates must explain what continued actions must be made, if any, on their project in order for it to continue being a success. For example, if a project was designed to reduce soil erosion along a steep trail and included the placement of water bars, a continued action would be that the water bars must be cleaned out annually.

Learning

The Candidate must address the educational impact of the project by explaining what they learned during the planning, execution, and monitoring phases of the Hornaday process. Candidates must also explain what effect the education had on the participants as well as the community affected by the conservation issue.

Candidates must explain what their education plan was and what community outreach was conducted in order to encourage learning by others.

Community Impact

Candidates must explain what community impact their project had. The “community” may be a neighborhood in an urban or rural community or one that is more abstract such as a hiking or fishing community in a certain area.

Awards and Certifications

Candidates must list any awards, certificates, or recognitions they have received for their project. This list will include any you plan to submit for or simply have not received yet. As Hornaday Projects can be done for more than one rank or award in Scouting, candidates should list rank and awards they will be using their Hornaday conservation service project towards.

Media Coverage

As promotion of the project and education to the general public about the conservation issue the project is addressing is an important part of the Hornaday Award program, candidates should contact local media outlets for coverage. Candidates should provide a summary of the coverage their project received from local, state, or regional media.

Appendixes

A. Conservation Adviser Letter of Agreement	A1
B. Hornaday Conservation Project Criteria	B1
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Appendix A:

William T. Hornaday Award Conservation Adviser Letter of Agreement

Conservation Advisers Name:

Organization:

Position/Job Title:

The purpose of this letter is to ensure the proposed Conservation Adviser understands the expectations and time commitment of the position. Being asked to serve as the Conservation Adviser is an honor. Your guidance will directly impact the Candidate's understanding of the conservation need and the quality of the project.

The Conservation Adviser must be a conservation or environmental professional or qualified layperson in conservation, usually with a degree or advanced degree in one of the natural sciences, and/or enough background and experience to provide the candidate with appropriate guidance relative to the conservation issue being addressed. The Conservation Adviser does not need to be familiar with Dr. Hornaday's work, the Hornaday Awards, or the programs of the Boy Scouts of America however all BSA Youth Protection policies must be followed during the planning, execution, and monitoring of the Hornaday Project. More information on BSA Youth Protection can be found at:

<http://www.scouting.org/Training/YouthProtection/BoyScout.aspx>.

The role of the Conservation Adviser is to be the guide and catalyst for the Candidate through the transformation of a mere idea to an effective action that will actually make a difference to the environment. The Conservation Adviser will guide the Candidate through the selection, research, planning, and execution a Hornaday project. An important part of this role is to help the Candidate realize that solutions to conservation issues are not always black and white, but shades of gray.

The Conservation Adviser's knowledge and professionalism is needed to help teach the Candidate how the forces of nature and the interaction among species, along with the political and social influence of man, often cloud what may be perceived as a clear solution to an environmental challenge. The Conservation Adviser provides the knowledge base and experience guiding the Candidate to conduct their own research and project design. Depending on the Hornaday Award and project(s), the process often takes 6 months to 2 years to complete.

Conservation Advisers are encouraged to read the National Capital Area Council Hornaday Awards Guide to learn more about these prestigious awards and their requirements.

By signing this letter, the Conservation Adviser agrees to partner with and mentor the Candidate through the completion of their Hornaday Project, providing the guidance and support outlined above. The National Capital Area Council Hornaday Subcommittee would like to thank you in advance for your commitment to this youth and to the Hornaday program.

Conservation Adviser

Date

Appendix B: Hornaday Conservation Project Criteria

- Project(s) must be completed and application submitted before candidate is age 21
- Project must address a conservation issue; designed to repair a problem in the natural environment
- Project must be sustainable over time and provide long-term benefit to the environment
- Short term benefit projects are not permitted
- Project is not a “one weekend” activity
- Project must be in one of the 8 Hornaday project categories
- Each of the Bronze and Silver Medal projects must be in a different category
- One Hornaday project may be the Eagle Scout service project – if it meets Hornaday standards
- One project may benefit BSA property
- Project may be done on private property
- One project may be educational in nature
- Fundraising is permitted to support the project
- Candidate should have a Hornaday Adviser and/or natural resource professional/Conservation Adviser
- Project must not be part of a larger effort, sponsored by an organization, or a recurring event
- Individual work may not be counted toward more than one project
- Each project must stand on its own merit. Relationships that may exist between different projects must be clearly defined
- Projects designed primarily to improve access for people are not permitted
- Project documentation must show: robust research before project, long term evaluation and monitoring of the effect of the project, and lessons learned in carrying out the project
- Detailed documentation (using the workbook) is essential
- Need approvals from land managers/owners and public officials to proceed
- Marketing and promotion are required to gain needed manpower and resources

Appendix C:

Procedures and Limitations on Hornaday Project Fundraising

The Hornaday Project Fundraising Application must be used in obtaining approval for service project fundraising or securing donations of materials*. Send the completed form to your local council service center or to your Hornaday Adviser, where it will then be routed to those responsible for approval. This may be a district executive or another staff member, the council or district advancement committee, a finance committee, etc., as determined appropriate.

**This application is not necessary for contributions from the Candidate, his parents or relatives, his Unit or its chartered organization, parents or members of his Unit, or the beneficiary. All money left over, regardless of the source, goes to the beneficiary.*

If the standards below are met, your fundraising effort likely will be approved.

1. Hornaday projects may not be fundraisers. In other words, the Candidate may not stage an effort that primarily collects money, even if it is for a worthy charity. Fundraising is permitted only for securing materials, and otherwise facilitating a project. Unless the effort involves contributions only from the beneficiary, the Candidate, parents or relatives, the Unit or its chartered organization, or from parents or members in the Unit, it must be approved by the local council. This is achieved by submitting the Hornaday Project Fundraising Application.

2. It must be clear to all donors or event participants that the money is being raised on behalf of the project beneficiary. Once collected, money raised must be turned over for deposit to an account of the beneficiary or

the Candidate's Unit, until needed for the project. If the Unit receives the funds, it must release them to the beneficiary once expenses have been paid.

3. Any contracts must be signed by a responsible adult, acting as an individual, without reference to the Boy Scouts of America. The person who signs the contract is personally liable. Contracts must not and cannot bind the local council, Boy Scouts of America, or the Unit's chartered organization.

4. If something is to be sold, we want people to buy it because it is a quality product, not just because of an association with Scouting. Buyers or donors must be informed that the money will be used for a Hornaday project to benefit the school, religious institution, or community chosen, and any funds left over will go to that beneficiary.

5. Any products sold or fundraising activities conducted must be in keeping with the ideals and principles of the BSA. For example, they must not include raffles or other games of chance.

6. Should any donors want documentation of a gift, this must be provided through the project beneficiary, not the Boy Scouts of America. If a donor or fundraising participant wants a receipt, this, too, must be provided in the name of the beneficiary.

7. Youth are not normally permitted to solicit funds on behalf of other organizations. However, a local council may allow an exception for Hornaday projects.

Hornaday Project Fundraising Application

Before completing this application, it is important to read the "Procedures and Limitations on Hornaday Project Fundraising." It can be found at the back of this application. Once completed, you must obtain approval from the project beneficiary and your unit leader, and then submit the fundraising application to your council service center at least two weeks in advance of your fundraising efforts. You will be contacted if it cannot be approved or if adjustment/s must be made. Use this form, not the Unit Money Earning Application.

Hornaday Award Candidate

Name _____ Phone # _____
 Address _____ City _____ State _____ Zip _____
 Email _____
 Check one _____ Pack _____ Troop _____ Team _____ Crew _____ Unit # _____
 District Name _____ Council name _____

Project Beneficiary (Name of Land Owner/Manager)

Name _____ Phone # _____
 Address _____ City _____ State _____ Zip _____
 Email _____

Project Beneficiary Representative (Name of contact for the project beneficiary)

Name _____ Phone # _____
 Address _____ City _____ State _____ Zip _____
 Email _____

Describe How Funds will be raised

Proposed Date the Project will Begin _____
 Proposed Dates for the Fundraising Efforts _____
 How Much Money do You expect to Raise? _____

Prospective Donors

If people or companies will be asked for donations of money, materials, supplies, or tools*, how will this be done and who will do it?

** You must either provide or attach a list of prospective donors and what they will be asked to donate. This is not required for an event like a car wash.*

Are Any Contracts Being Signed? _____ Yes _____ No _____ If so, by whom? _____

Contract Details

See "Procedures and Limitations" following this application

Approvals (The beneficiary and unit leader sign below, in any order, before authorized council approval is obtained.)

Beneficiary	Unit Leader	Authorized Council Approval
Signed	Signed	Signed
Date	Date	Date

**Councils may delegate approval to districts or other committees according to local practices.*

Appendix D:

Combining a Hornaday Project with an Eagle or Summit Award Project

Many Hornaday Badges are earned by Scouts and Venturers who complete their Hornaday Project in conjunction with their Eagle or Summit Award Project. This is an acceptable and encouraged way to earn the Hornaday Badge as long as the requirements and standards are met for both.

There are some very important distinctions in the planning and execution of a Hornaday Project verses an Eagle or Summit Award Project. The following Table outlines some of the major differences:

Hornaday Project	Eagle Project	Summit Award
Must fit one of 8 Conservation Categories	Any topic	Any topic
Group leadership not required, Recommended	Must lead a group	Group leadership not required
Research of conservation need/issue required	Some research required	Some research required
Conservation impact must be sustained	No tangible conservation impact required	Impact is important consideration
Pre-approval of project suggested	Prior approval of project proposal required	Prior approval of project proposal required
Typically not a "one time" event	No follow up required once complete	No follow up required once complete
No minimum hours, usually 200-400+ service hours, increases with age	No minimum hours	No minimum hours
National review required for medals	No national review of project required	No national review of project required
More research/planning time, less labor	Balance of labor and planning time	Project dependent
Scientific based approach required	Scientific method not required	Scientific method not required
Can be conducted on BSA property	Cannot be conducted on BSA property	Cannot be conducted on BSA property
Education of others highly recommended	Education of others not required	Education of others not required

Tim Beaty, the National Hornaday Awards Committee Chairman, a retired USDA Forest Service officer, and long-time Hornaday Awards committee member noted the kinds of projects that Scouts should be undertaking to earn a Hornaday award.

"If your eagle project was a conservation project, why not simply resubmit that same project or do your eagle project as a conservation project. Submit that same project for your Hornaday badge. You get to double count that. We do not let you do that in Scouting anywhere else. If you had 60 percent of your unit help you with that project also submit it for the Hornaday Unit Award. And you still get to count that same project for your medal".

<http://www.scouting.org/scoutsource/Awards/HornadayAwards/Advisor.aspx#>

If a Scout wants to leverage one project to attain Eagle Rank and a Hornaday Badge, the Scout should plan for the Hornaday Project – then use the results for his Eagle Project. Candidates should begin with the intent of earning a Hornaday Award at the beginning of their Eagle or Summit Award process. The Hornaday Badge can be awarded to Scouts and Venturers who complete their service project in an area of conservation and later apply for the Badge but it is more difficult to meet all the requirements for a Hornaday Award in this instance. Candidates should consider using their Hornaday Project as their Eagle or Summit Award Project and not the other way around.

When Combining a Hornaday Project with the Eagle or Summit Award Project, make sure the Eagle Project Plan is approved through the Advancement Committee or Crew leadership prior to engaging in a significant number of hours of research and planning for the project.

It is important not to commit to completing a project for the Land Owner/Manager if the Candidate has no intention to follow through in the event that the project is not approved as an Eagle or Summit Award Project by the Advancement Committee or Crew leadership.

Many of the topics addressed in the *William T. Hornaday Award Conservation Project Workbook*, the Eagle Project Workbook, and the Summit Award Service Project Workbook are similar. However, there are important differences and one should not be submitted in the place of another.

As Hornaday Projects require more hours of evaluation, follow up, monitoring of results, it may be appropriate to consider the Eagle or Summit Award Project complete once the physical labor of the project is finished. At that time, the Candidate may complete and submit their Eagle or Summit Award Project workbook while continuing work on the Hornaday Project.

Note that a single project may be completed to satisfy the requirements of various awards, i.e. Eagle Project, Summit Award, Hornaday Badge, Hornaday Unit Award, Bronze Medal or Silver Medal, and Venturing Conservation Core requirement for the Ranger Award. However the project completed for the Summit Award may not be the same project as used for the Eagle Project, Quartermaster Award, or Girl Scout Gold Award.

Appendix E:

Additional Information on the Hornaday Awards Program

The below list of websites, social media pages, and periodicals contain additional information on Dr. Hornaday, his work, and the Hornaday Awards. Please be aware that information, suggestions, or viewpoints other than those expressed on the National scouting.org Hornaday page may not be based on official BSA guidance.

BSA National Websites:

William T. Hornaday Awards Application and Nomination Forms

<http://www.scouting.org/scoutsource/Awards/HornadayAwards/Forms.aspx>

William T. Hornaday Awards Brochure

http://www.scouting.org/filestore/pdf/430-398_WB.PDF

National Boy Scouts of America Hornaday Site:

<http://www.scouting.org/scoutsource/Awards/HornadayAwards.aspx>

Merit Badge Requirements:

<http://www.scouting.org/scoutsource/boyscouts/advancementandawards/meritbadges.aspx>

Periodicals:

Boy's Life Article on the Hornaday Awards: "Go Green," March 2008. Boy's Life Magazine. Boy Scouts of America. Available Online:

<http://www.boyslife.org/gogreenseries/3965/william-t-hornaday-awards/>

Conservation Exceptionalism – The William T. Hornaday Awards for Boy Scouts:

<http://ezinearticles.com/?Conservation-Exceptionalism---The-William-T-Hornaday-Awards-for-Boy-Scouts&id=6442342#!>

Scouting Magazine Article on Hornaday: Daniel, Douglass K. "A Place to Thrive," October 2007. Scouting Magazine. Boy Scouts of America. Online:

<http://www.scoutingmagazine.org/issues/0710/index.html>

William Temple Hornaday: Pioneer American Zoologist and Wildlife Conservationist Avon Native

http://www.avongov.org/egov/docs/1267130227_526092.pdf

William T. Hornaday: Saving the American Bison:

<http://siarchives.si.edu/history/exhibits/stories/william-temple-hornaday-saving-american-bison>

Social Media Sites:

LinkedIn Discussion Group:

<http://www.linkedin.com/groups/Hornaday-Awards-BSA-3821007>

William T. Hornaday Awards Video Presentation:

<http://www.youtube.com/watch?v=CVvbEFv9HuQ#!>

Appendix F: **Hornaday Executive Summary Report Format**

For Hornaday Awards, the Conservation Project Report is written in the *William T. Hornaday Award Conservation Project Workbook*. However a Summary Report, is also required. The below format is a suggested outline for candidates to follow when writing their executive summary. The summary should be included in with the award application, workbook, and other supporting documentation for the project.

Project Executive Summary Report (1-2 pages)

Name of youth

Unit_____ **District:**_____

Project Title:

Project Category:

Date Project Started:

Date Project Completed:

Total Hours:

Number of People Involved:

Benefiting Agency/Organization:

Include who the Land Owner/Manager is and where the project was completed

Conservation Need/Issue Addressed:

Detail what the issue is which the project aims to fix, prevent, or minimize.

Project Overview

Outline the project planning. Summarize what was done during the project and when, who did it, how it was done and why.

Project Leadership

Summarize how the project was implemented, managed, and what leadership you provided during the project.

Project Results

Summarize your evaluation of the project results. Did the project fix, prevent, or minimize the conservation need/issue being addressed? Was the outcome what you expected, why/why not?

Photos

3-4 photos including a before, in process, and completed shot of the project.

Appendix G: Conservation Awards and Recognitions

Finding an adequate number of volunteers to complete a service project can be difficult. Often times, Scouts and Venturers participate in order to fulfill a requirement for advancement or an award they are working towards themselves. Participating in a Hornaday project may qualify participants for or satisfy requirements of the following National BSA, World Scouting, or other Agency Awards:

The Boy Scouts of America has a long and proud tradition of conservation service to our nation. Conservation has been an integral part of the program of the Boy Scouts of America since its establishment in 1910. Men such as BSA founder William D. Boyce, National Scout Commissioner Daniel Carter Beard, Chief Scout Ernest Thompson Seton, and U.S. President and Chief Scout Citizen Theodore Roosevelt were all active supporters of wildlife conservation.

As the number of outdoor enthusiasts has soared in the last half century, conservation and outdoor ethics have moved to the forefront of our organization as a way to help protect the environment from the ever increasing impact of the human footprint parks, forests, and private lands.

With nearly 100 merit badges, awards, and Adventures specifically addressing Conservation and Outdoor Ethics topics, it is impossible for a Scout not to be introduced to these issues we face as a nation while in the BSA. The following awards address these issues as part of the requirements to earn them.



50 Miler Award

<http://www.scouting.org/scoutsource/BoyScouts/AdvancementandAwards/MeritBadges/fifty.aspx>



Conservation Good Turn Award

<http://www.scouting.org/scoutsource/boyscouts/youth/conservationgoodturn.aspx>



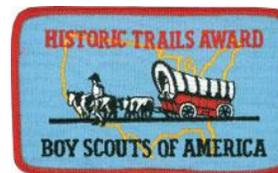
Cub Scout Outdoor Activity Award

<http://www.scouting.org/scoutsource/cubscouts/leaders/awards/csoutdooractivityaward.aspx>



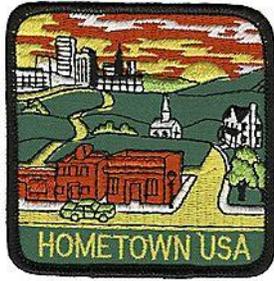
Fire'n Chit

<http://www.scouting.org/scoutsource/BoyScouts/AdvancementandAwards/MeritBadges/firem.aspx>



Historic Trails Award

<http://www.scouting.org/scoutsource/BoyScouts/AdvancementandAwards/MeritBadges/trail.aspx>



Hometown USA Award

http://www.scouting.org/scoutsourc/awards_central/keepamericabeautiful.aspx



National Outdoor Challenge Award

http://www.scouting.org/filestore/pdf/430-016_WB.pdf



**Outdoor Ethics Action Award
Outdoor Ethics Awareness Award**

<http://www.scouting.org/scoutsourc/outdoorprogram/outdoorethics/awards.aspx>



Messengers of Peace Award

<http://www.scouting.org/messengersofpeace.aspx>



Paul Bunyan Woodsman Award

<http://www.scouting.org/scoutsourc/BoyScouts/AdvancementandAwards/MeritBadges/bunya.aspx>



National Den Award

<http://www.scouting.org/Home/CubScouts/Leaders/Awards/UnitAwards.aspx>



Scout Ranger Patch

<https://www.nps.gov/subjects/youthprograms/boy-scouts.htm>



**National Outdoor Awards &
National Medal for Outdoor Achievement**

<http://www.scouting.org/scoutsourc/BoyScouts/Youth/Awards/NOA.aspx>



Totin' Chip

<http://www.scouting.org/scoutsourc/BoyScouts/AdvancementandAwards/MeritBadges/totin.aspx>



Venturing Ranger Award

<http://www.scouting.org/scoutsources/Venturing/Awards/ranger.aspx>



William T. Hornaday Awards

<http://www.scouting.org/scoutsources/Awards/HornadayAwards.aspx>



World Conservation Award

http://www.scouting.org/filestore/cubscouts/pdf/512-036_WB.pdf

<http://www.scouting.org/scoutsources/BoyScouts/AdvancementandAwards/MeritBadges/wcons.aspx>

<http://www.scouting.org/filestore/pdf/wca.pdf>



World Scout Environmental Badge

<http://scout.org/wsep>



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OUTDOOR ETHICS & CONSERVATION AWARDS

Awards with specific mention of the Outdoor Code, Leave No Trace, TREAD Lightly! or The Land Ethic



Awards with Specific Conservation or Environmental Requirements or Options

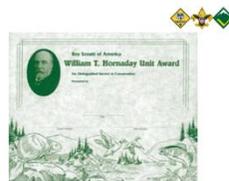


World Conservation Award



World Scout Environment Badge

Unit Awards



Hornaday Unit Award



National Den Award



National Outdoor Challenge Award



www.scouting.org/scoutsource/OutdoorProgram/OutdoorEthics



Program Availability



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OUTDOOR ETHICS & CONSERVATION MERIT BADGES



Merit badges which specifically mention the Outdoor Code, Leave No Trace, TREAD Lightly! or Outdoor Ethics

Merit badges which mention "low impact" or "no trace"



Merit badges which incorporate The Land Ethic



Merit badges which specifically discuss environmental impacts



Merit badges which Outdoor Ethics could be incorporated into discussion



Denotes William T. Hornaday qualifying merit badge



Appendix H: Frequently Asked Questions

Q: Can I use my Eagle Scout service project for a William T. Hornaday award?

A: Yes, as long as it meets the Hornaday requirements. It must fit into one of the categories and meets merit badge requirements.

Q: How many ways can I count my Eagle Scout service project for a William T. Hornaday award?

A: Here are the ways a Boy Scout can use an Eagle Scout service project for a William T. Hornaday award project:

When you are selecting an Eagle Project, choose a conservation project that is rigorous enough to meet the expectations of a Hornaday project. Use the project to complete your requirements for the Eagle Scout rank.

Have at least 60 percent of your unit help you with the Eagle Scout service project. Then write it up on the William T. Hornaday Unit Award applications.

After you have completed your Eagle project, write it up again for the Hornaday Badge. This part of the national William T. Hornaday Award Program is administered by your local council.

You can also use this project as one of the three or four that you need for a Hornaday Medal.

If the youth is dual registered as a Venturer or Sea Scout then they may also use their Eagle Scout service project in these Additional ways:

The project can also be counted as one of the two projects required for the Conservation Core requirement of the Ranger Award.

If the project was for the benefit of plants or wildlife, it can be also be counted for requirement 4 of the Plants and Wildlife elective for the Ranger Award. If your Eagle project was not for the benefit of plants or wildlife, then your project to meet requirement 4 for the Plants and Wildlife elective can also be used as the second project required for the Conservation core requirement for the Ranger Award.

Q: Can a Den, Patrol, or Order of the Arrow Lodge earn the Hornaday Unit Award?

A: No. Dens, Patrols, and Order of the Arrow Lodges are not considered units in the Boy Scouts of America. A unit for the Unit Award must be a Pack, Troop, Team, Ship, or Crew.

Q: If multiple units work on the same project can each unit receive the Hornaday Unit Award?

A: Yes. The Unit Award is a participation award; therefore, each unit participating and providing leadership in a qualified conservation service project with at least 60 percent of their youth members are eligible for the award.

Q: Does the 60 percent requirement include adult leaders or just registered youth members?

A: The requirement is that 60 percent of the registered youth members of a unit, at the completion of the project, participate in the conservation project.

Q: Does the 60 percent start when the project proposal is approved or does it start when the project/application is submitted?

A: Hornaday projects are not pre-approved so there is no process that a project proposal would need to go through. The 60 percent is calculated when the project is completed.

Q: Must a unit project meet the same requirements as an individual project [i.e., research, documentation, publicity, and continuation]?

A: Yes. The difference is that a Unit Award may be applied for by units in the Cub Scout, Boy Scout, or Venturing Divisions. The scope of the project should be appropriate for the type of unit applying and the project must be age appropriate for that unit. The unit should work with a conservation adviser in the design and execution of their part of the project but it is not required to organize, plan, or lead the entire project. Each unit applying for the Unit Award should complete the William T. Hornaday Workbook (No. 430-815) and attach it to their application.

Q: Could a Troop qualify for a Unit Award if they participated in a city planned tree planting?

A: Not normally. The Unit Award is for participation and the unit is not required to plan or lead the entire project. However, for a Boy Scout Troop the project must be at least equal in scope and scale to an Eagle Scout project. The Troop is required to design their participation effort in the project and should work with a Conservation Adviser to do this. A city planned tree planting would not normally reach this level of complexity or allow for individual groups, like a Troop, to assist in the design.

Q: Can a Troop earn a Unit Award if 60 percent of registered Scouts volunteer for one or more individual Hornaday projects, or must the unit project be distinct from any individual projects?

A: The Unit Award is a participation award therefore all of the units that participate at the 60 percent plus level can get the award without any consideration to another award

earned by the organizer/leader or the project. The 60 percent participation however, must be met on a single project and not a series of projects. An Eagle Scout Service project or a project used for another individual award, like a Hornaday Badge or Medal can and should, if it meets all other criteria, be used for a Hornaday Unit Award.

Q: Do Unit Members receive anything individually on a Hornaday Unit Award?

A: No. The William T. Hornaday Unit Award comes with a certificate (No. 21-110) that can be displayed at their meeting place or at your chartering organization and a flag streamer that can be attached to your unit's flag.

Q: Can a Scout earn multiple Hornaday Badges for projects in one category?

A: Yes. An individual may earn as many William T. Hornaday Badges as they wish. Each application for a Badge must stand on its own and be reviewed separately so there should be no consideration to whatever conservation category has been used for previous Hornaday badge applications.

Q: Does a complete restoration of an old minority cemetery containing a World War I veteran qualify for any classification of a Hornaday award or other national award?

A: No. The William T. Hornaday award program is for distinguished service to natural resource conservation. The conservation project categories that we have identified in the Hornaday Program do not include historical sites or cultural resources. While there have been successful projects in the past that did restore cemeteries, their primary focus was to address a different resource conservation issue.

Q: Would Building a tiny house and auctioning it off or donating it to a homeless person be considered a Hornaday Project? Which category would this project fall under, if any?

A: No. This sounds like a very worthwhile service project and one that would help the individual's community but it is not a conservation project and therefore would not qualify for any of the William T. Hornaday awards.

Q: I have a site that is a good source for more than one project. Can I use one site for multiple Hornaday Projects?

A: Yes. A single geographical area can support many projects and one way that they can be separated is by the conservation issue that each project is designed to address. If the area is divided into two, or more, projects the applicant needs to explain very carefully how the various projects are related and specifically here the separations are. It is also important that no task or work item is double counted or used in more than one project.

Q: If a Scout uses the Eagle workbook for a Hornaday project proposal and report, does he have to complete every line/block/page of the workbook?

A: No. We prefer that you use the William T. Hornaday Award Conservation Project Workbook (No. 430-815) since it was specifically designed to document a conservation service project. Both the Eagle Scout Service Project Workbook (No 512-927) and the Venturing Summit Award Service Project Workbook (No. 512-938) are good formats to follow. They are items that all Scouts would have ready access to and have local Council and Unit resources to help them understand the various sections. They also help you organize your thoughts and documentation. But by no means is a person required to follow them exactly or to fill in sections that do not apply to the project that they are documenting.

Q: Is it required for a Hornaday Conservation Adviser to be registered with the BSA and complete Youth Protection Training?

A: No. Currently we do not require Hornaday Conservation Advisors to be registered with the BSA or complete YPT. Typically they serve in consultant roles and not in a direct supervision role. However, the Scout should follow the procedures for Merit Badge counselors and either meet at the office or have a buddy (or parent) accompany them if working directly with a Hornaday Conservation Adviser.

Q: Can a Council process Hornaday Applications from another Council if that Council is not involved with the William T. Hornaday program or a youth has recently transferred Councils?

A: The Council Executives of the different Councils should work together to process the applications. If councils are not experienced with the William T. Hornaday Award Program it is suggested they send a representative to the Hornaday Adviser or Conservation USA courses offered at Philmont.

Q: Are special needs Scouts allowed extra time for their Hornaday projects or do they need to be completed by their 18th birthday?

A: The Hornaday program follows the BSA's policy on registering and advancement for members with special needs as outlined in BSA's Guide to Advancement (No 33088), any extra time allowed will follow this policy.

Q: Can I continue my Boy Scout rank advancements for Hornaday even though I am solely in the Venturing program now?

A: No. An applicant must be currently registered in the division that they are applying under and meet all the requirements in that Division. If you are only registered as a Venturer then you must meet the Venturing requirements for the William T. Hornaday Award you are applying for.

Q: If a Scout starts his Hornaday project in a Troop, can he transfer to a Venturing Crew and complete the project there?

A: Yes. When an individual starts their work on the Hornaday award as a Boy Scout and then transfers to a Venturing Crew they are able to carry over their projects that they have done in Boy Scouts in to Venturing. However, they are not able to carry over any of the merit badges that they have done and need to replace those with the Conservation, Ecology, and Plants and Wildlife requirements from the Ranger Award. The individual must meet all the Venturing requirements and not the Boy Scout requirements.

Q: If I am dual-registered, can I apply under either Division?

A: Yes, just remember that you must meet the requirements for the Division that you choose to apply in.

Q: If the Scout is dual-registered, how would the youth apply for the Hornaday Award?

A: The youth checks which Division that they are applying in on page one of the application. They must also check the same division on the application in the signature block on the page that lists the Boy Scout and Venturing specific requirements stating that they have met the requirements for that Division.

Q: Could a Scout earn the Bronze Medal in less than a year before their Birthday?

A: While it is possible to earn the Bronze Medal in less than a year, it would be extremely difficult and the chances are that the Scout would not be successful. In reality most Scouts take almost 2 years to complete the three or four projects required. Over the past several years, successful medal winners have averages well over 1,000 hours in completing their projects. If the Scout registers in a Venturing Crew they would have until their 21st birthday to complete the effort but they would have to meet the Venturing requirements.

Q: What size should my project be?

A: Each project should be at least equivalent in scope and scale to an Eagle Scout service project.

Q: How long does it take to earn a Hornaday Award?

A: It depends on the award, but be prepared for each project you undertake to require six months or more to complete. Many people work on their projects over several years especially when including monitoring to see that the results really did change the environment.

Q: Can I use a Badge project for the Bronze or Silver Medal?

A: Yes. An approved badge project may be used. In fact you may earn a Badge for every project that you do.

Q: How do I find an Advisor?

A: See Finding an Advisor Information at:

<http://www.scouting.org/scoutsource/Awards/HornadayAwards/Finding.aspx>

Hornaday Advisors within the National Capital Area Council can be found through your District Advancement Chair. The NCAC Hornaday Committee is a subcommittee of the Council Advancement Committee. NCAC Hornaday Advisors can also be found on the Council Hornaday Awards webpage: <http://www.ncacbsa.org/advancement/awards-and-recognition/hornaday/>

Q: How do I earn the Hornaday Knot?

A: The knot is awarded with the Bronze, Silver, and Gold Medals. It is not awarded to Badge or Gold Badge, Gold Certificate, or Unit Award recipients.

Q: If I have earned the Bronze Medal, can I do one more project and submit for the Silver Medal?

A: No. To Earn the Silver Medal, you would have to do 4 additional projects.

Q: How many projects would I need to do to earn the Bronze and Silver Medals?

A: 7 acceptable projects would be required.

Q: Does the National Office approve my Badge Application?

A: No, while the Badges and Unit awards are part of the national award program, they are administered by the Councils. Medals and Certificates are administered by the national William T. Hornaday Awards Committee as well as any appeals that are made for any part of the awards program.

Q: How often does the National Committee meet to review Medal Applications?

A: The committee meets 3 times a year, typically in February, May, and October.

Q: A Scout has completed all of his requirements for the Hornaday award before his 18th birthday. Can he complete his paperwork for the award after his birthday?

A: No. A youth must be currently registered in the Division that he is applying in. That means that all requirements must be met while they are still a Scout. One of those requirements is to document their projects and complete an application. Therefore the application must be completed and signed by the youth while they are still a Scout in good standing.

Q: What is the proper way to wear the William T. Hornaday Badge?

A: Proper use of the BSA uniform is covered in the Guide to Awards and Insignia (No. 33066). The Badge is worn above the left pocket of the uniform, above any sewn on square knots. Only one Hornaday Badge (youth or adult) may be worn at a time.



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Bethesda MD, 20814

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