

# Guidelines to Develop an AY Honor

This checklist should be utilized by any individual, club, or conference who wishes to submit a proposed honor to the North American Division. Proposed Honors received without this checklist may be returned to the submitter without being considered for Honor publication.

This checklist has the purpose to provide:

- Guidance
- Support
- Assessment

AY Honors give the participants the opportunity to investigate different ideas of knowledge and skills. When writing and developing an AY Honor the developer should keep in mind the background **knowledge** participants have, what they **want** to know about the subject and lastly what will they **learn** about the subject (KWL).subject.

**Know** (what do the participants already know?)

**Want** (what do the participants want to learn?)

**Learn** (what will the participants learn by the end of the process?) (see KWL chart in **Appendix A** for sample brainstorm document)

## Specific Steps for Honor Proposal

### 1. Develop Pre-Requisites

*We want to maximize the time expended for honors development. Therefore, this process has several steps with “check-ins” to verify quality and the perceived NEED for an honor of the type proposed. The NAD AY Honors taskforce knows how much time is invested in honor development and want to be sure you don’t waste any time!*

All honor proposals should be preceded by a:

- a. **Philosophy Statement:** The philosophy should include (one paragraph each):

- 1) Purpose of the honor and field of study it covers.
- 2) Brief explanation on how the honor fulfills the Philosophy and Purpose Guidelines.
- 3) Learning Styles Addressed *See Figure A*

**Figure A: Learning Styles:**

Physical/Kinesthetic – prefer using body, hands, and sense of touch

Visual – prefer using pictures, images, and activities with structure

Verbal – prefer using words both in speech and writing

Musical/Auditory – prefer sound and music

Logical/Mathematical – prefer using logic, reasoning, and systems

Social – prefer to learn in groups with other people

Solitary – prefer to work alone and use self-study

- b. **List of Objectives:** what do you want the participants to know by the end of the honor (See K-W-L statement & Appendix A).
- c. **Statement of Value:** Why do you feel this proposed honor is “valuable enough” to be included as an AY Honor, what makes it stand out from other proposals or other possible honor topics? *See Appendix B1 & B2*

Note: These must be completed and submitted to the Honors task force early in the proposal process, ***PREFERABLY*** before written Honor requirements are even partially developed.

## 2. Make Contact with NAD Honors Taskforce Chair

The honors taskforce chair will take your developed pre-requisites and submit them to the honors task force that meets via phone in May and September of each year. They will look over the pre-requisite and see whether they feel that you should pursue the proposed honor and give you any guidance they can.

- Contact NAD Chair [webmaster@pathfindersonline.org](mailto:webmaster@pathfindersonline.org)
- Don't know where to start? Our Online tutorials & Appendices to this document are provided as coaching tools.
- We will take the Title, Philosophy Statement, List of Objectives, and Statement of Value to the Honors taskforce via phone conference/email by early October. We will then communicate with you about whether the task force considers this topic valid across the NAD or whether we wish to decline the proposal at this step.

***Initial contact is necessary by AUGUST 15 (5-months prior to final projected submission deadline)***

### **3. Written Honor Requirements:**

After the above documentation is submitted & you receive the go-ahead (email response will give you a timeline) along with any task force suggestions, You should formally develop your proposed honor requirements. *See the extensive tutorials in the Appendices.*

### **3. Essential elements for Honor Requirements:**

- a. ***Theoretical Knowledge***: it should be presented making use of varied instructions methods. It should not be more than 25-30% of the honor. Creativity through a variety of methods including the use of visual aids and technology is strongly encouraged. Theoretical knowledge should include:
  1. Definitions or characteristics (Specific vocabulary or terms)
  2. Uses
  3. Safety (if applicable)
  4. Historical background (if applicable)
- b. ***Engagement and Instruction (Hands-on)***: engagement and instruction should promote critical thinking skills, and use both independent and group learning activities. It should be done in a way that will encompass as many learning styles as possible. It should demonstrate through the requirements an awareness/answer to the following questions:
  1. How are you going to spark the interest of the participants?
  2. How are you going to tap their prior knowledge?
  3. How are learning styles used? How can all learning style benefit from the honor?
  4. Where are explicit teaching strategies being used? Examples may include but are not limited to: group discussion, games, group activities, field trips, experiments, team building activities, etc.
    - a. Requirements involving hands-on experiences often begin “visit,” “make,” “design,” “experiment,” “draw,” or “collect.”

- b. Providing options for honor completion are essential to these requirements
  - 5. Can any/some/all of the following audiences logically meet it: urban, suburban, rural, affluent, non-affluent, multi-racial, specific racial group.
  - 6. Does the honor follow environmental and non-combative principles?
- c. ***Spiritual Application:*** Most honor proposals should have an application that will draw participants to reflect how it will assist them in spiritual growth and sharing the Gospel with others. Critical thinking of Biblical passages is preferred. Some honor proposals (often Arts, Crafts, and Hobbies) do not lend themselves naturally to spiritual application, yet care should still be given to ways the honor could be used to benefit spiritual community and growth. Remember, Pathfinders is a spiritual community before it is ANYTHING else!

***d. Other Information***

- 1. Category it applies to (background patch color).
  - a. Arts, Crafts, & Hobbies (light blue)
  - b. Health & Science (purple)
  - c. Household Arts (orange)
  - d. Nature (white)
  - e. Outdoor Industries (brown)
  - f. Spiritual Growth, Outreach, and Heritage (dark blue)
  - g. Recreation (dark green)
  - h. Vocation (red)
- 2. Level it belongs to
  - a. Skill 1: Grades 5-6 (or can be done within a few hours or class periods)
  - b. Skill 2: Grades 7-8 (requires an at-home or multi-experience project or equivalent)
  - c. Skill 3: High School
- 3. Indicates whether safety or topic matter is specific to an “Instructor Required” situation.

- e. **Assessment:** to determine if a participant has learned the concept assessment methods should be tailored to different learning styles. Examples of assessments can be: visual presentations, projects, art, poetry, timelines, social media initiatives, exams, etc. Creativity is strongly encouraged. Pen-to-paper “testing” is discouraged in most instances.

#### 4. Supporting Documentation

Provide each of the following documents/images and have them uploaded/emailed to the coach or honors taskforce committee chair as instructed by the coach, secretary, or chair.

- f. **Answer Key** – an answer key must be developed for all requirements. This may be done once the Coach has helped you reach a realistic pilotable draft.
  1. Author use own vocabulary and explanations rather than quoting from copyrighted sources.
  2. Author supplies supporting diagrams / images / pictures from non-copyrighted sources (own camera, creative commons). Author releases all photos for use on Pathfinder media.
  3. Answers demonstrate an understanding from multiple points of views or potential life experiences. (ex. Varieties of animals from around the NAD if created a Nature honor for specific species)
- g. **Honor Patch design proposal** even if it is simply a sketch, it helps the task force envision the honor.
- h. **Summary of piloting** is an overview of assessment results as piloted within your conference. *See Appendix D: Piloting*
- i. **Letter of support from Conference Pathfinder leadership** *Sample letter Appendix F*
- j. **Email Addresses** for each person, both author(s) and conference Pathfinder/Youth leadership whom wish to receive a copy of the letter noting whether the proposal was passed, tabled, or rejected.

#### 5. Submission:

I have met all deadlines and been in communication at each step with the NAD AY Honors taskforce leadership. I have submitted ALL documentation for my proposal in a digital, editable format (Word document, email text,

jpg image for patch) by January 15 of the year I wish it considered by the NAD Honors taskforce.

**Acknowledgement:**

I have read the *AY Honor Development Guidelines & Checklist* in its entirety and attest that the proposed NAD AY Honor fulfills the set requirements. Further, with my printed or signed name, I release all images used in my proposal, that I own, to Pathfinder ministry for use in a variety of print and online media as the NAD deems fit.

\_\_\_\_\_ (signature/printed name of author)  
\_\_\_\_\_ (Date)

***Note: The honors proposal process is often lengthy. Please see the Standard Operating Policy Guidebook for the NAD Honors Taskforce ([http://www.pathfindersonline.org/pdf/Honors\\_Com\\_SOP2013.pdf](http://www.pathfindersonline.org/pdf/Honors_Com_SOP2013.pdf)) for all the process steps that take place in receiving, reviewing, and potentially accepting and implementing a new AY Honor.***