



HIGH ADVENTURE AWARD PROCEEDURES



A. PRIOR TO THE TRIP

- a. Applicant fills out form HA 3010 (Outing Planning Guide) prior to the trip.
- b. Secure all required permits, Wilderness pass, fire and other permits or reservations required by any administrative agency.
- c. Many awards do not require pre-approval of a HAT approval counselor. Please read the requirements of the award carefully.
- d. Secure all other Permits (Wilderness Pass, Fire Permit, and other permits) and any reservations required by the administrative agency.
- e. Confirm award prerequisites and applicants' eligibility.
- f. If required by the award, contact a HAT Approval Counselor to review the prerequisites for the award. Record the name and date on the award application.
- g. The rule is one trip one award. Not everyone has to earn the same award. In that case, multiple applications would have to be filled out for different awards for the same trip.

B. AFTER THE TRIP

- a. Return the completed Award Application, and any other necessary paperwork, to the HAT Counselor for final approval, if required by the specific award. Note: All councils will accept other councils' applications.
- b. If distance makes a meeting difficult, the applicant can use the telephone, U.S. Mail, fax machine, email, or internet to exchange documents.
- c. The HAT Approval Counselor will review the Award Application and, if requirements are met, sign the approval portion.
- d. Take the Award Application to the WLACC Office or appropriate Council Office to purchase the patches from stock or to order. Telephoning prior to the trip will alert the Council Office and provide the applicant with a reasonable time frame in which to expect the awards
- e. Council listing is located on the last pages of the award books.

Please be sure to **include all required paperwork** when taking/sending your application to the council supplying the award.