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| C:\Users\dianesamani\Desktop\PATHFINDERS\1 SPD Honours Banner header.png |
| **Pathfinder Honour:** **Workbook** |
| **{Honour Name}** |
|  |
| Insert the Honour Patch Image here.Save as:PNG file (1st preference)GIF file (2nd preference) |
| Name: |  | Club: |  |
|  |
| Date Started:  |  | Date Completed:  |  |
|  |
| Instructor Name: |  | Signature: |  |
|  |
| Club Director’s Name: |  | Signature: |  |
|  |
| Please Award Patch: |  | Date: |  |
| To be signed by Authorised Person (ie District Director for Pathfinders) after satisfactory completion. Leaders, please see the Assessment Sheet for a checklist of practical requirements and a short test to check knowledge of honour. |  |
|  |
| Date Patch Presented |  |

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| **Instructions for compiling an Honour Workbook**Thank you for your expertise and dedication in developing this workbook. If you have any difficulties or queries, please contact the Honour Review Committee. We are very happy to help. **General Information*** This workbook is designed to be flexible. It can be downloaded, printed and the responses written in by hand. Alternatively, it can be downloaded and the responses entered electronically.
* Please save this document as *{Honour Name} Workbook* in Microsoft Word 2003
* This Workbook document come in two parts: The Front Cover and the Workbook

**Front Cover*** Insert the honour name in the place provided
* Insert the honour patch image in the box.

**Working Part (starting from page 2)*** Type the honour title in the header. To access the header (or footer), place the curser in the header (or footer) area and double click.
* Complete the details in the footer as per the template outline. To insert the file name, go to the Header / Footer toolbar, click on Insert Auto Text > Filename. To exit from either the header or footer, double click in the body of the document.
* Create the Requirement Responses. See example below. To do this, copy the response template (see Requirement x overleaf) for each Requirement. Then copy each requirement from the Requirements and Framework document into the space provided, ensuring that the numbers are correct.

Split / merge the response part as needed. To ‘Split Cell’, click on ‘Table’ on the top of the screen. Click on <Split cells> then enter the number of columns and number of rows you need. To adjust column width, place the curser on the column and drag the column to the desired spot. Make sure there is enough space to allow a decent answer when the workbook is used as a hard copy.* Delete this table and save any changes to this document………………………Well Done!!

*To delete a table, place the cursor just outside the top left corner of the table and click on the little box with four arrows inside it. The table will go black. Click on ‘Table’ (between ‘Tools’ and ‘Window’) at the top of the screen. Click on ‘Delete’ in the drop box which will appear. Click on ‘Table’ to delete the table. Note you can use this process to delete rows or columns.* |
| **Example from Cat Honour. *Using steps outlined above*** |
| **Requirement x** | **{Insert requirement here, using times New Roman, 12 point bold}** |
| {Response part} |
| **Requirement 7** | **Name and describe four kinds of domesticated cats.** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |

|  |  |
| --- | --- |
| **Requirement x** | **{Insert requirement here, using times New Roman, 12 point bold}** |
|  |

|  |  |
| --- | --- |
| **Requirement x** | **{Insert requirement here, using times New Roman, 12 point bold}** |
|  |