

DIOCESAN SCOUT AWARD PROCEDURES

1. *PLEASE* allow a **4 week lead time** from the date application(s) have been submitted to the OYYAM.
2. Clearly PRINT information on application.
3. Review application and confirm all approvals/signatures have been completed on the application prior to sending.
4. *SCAN and EMAIL* application(s) to knott@diosav.org

If you do not have a scanner, you can photograph the application and send via Email **OR** FAX to 912-201-4101. (Please email us to let us know you are faxing the applications.)

If you have a deadline, please note the date in which you wish to receive the emblem(s). We will do our best to accommodate your request.

5. An invoice will be emailed to the Troop/Pack Leader who submitted the application.
6. Payment of Emblem(s) is due upon receipt of the Invoice.
PLEASE NOTE: WE DO NOT ACCEPT CASH. ONLY CHECKS CAN BE RECEIVED AS PAYMENT.
7. Checks should be made out to:
Diocese of Savannah
In the memo section please note:
SCOUT EMBLEM
8. Mail Check to:
Diocese of Savannah
Attn: OYYAM
2170 E. Victory Drive
Savannah, GA 31404
9. Upon Receipt of payment, the emblem(s) will be mailed to the address noted by the Troop/Pack Leader via First Class Mail.

If you wish to stop by Diocese of Savannah Pastoral center to pay for the emblem(s) and pick them up please note this in your initial email with attached Applications.