



Girl Guides
of Canada
Guides
du Canada

QUÉBEC AWARDS BOOKLET



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*Recognizing our Adult Members for a job well done
is a key component of valuing their efforts.*

*Formal awards can be granted throughout the year and are an
excellent opportunity to publicly recognize the Member's contribution to Guiding.*

*Informal recognition in the way of a simple thank you
or kind word of appreciation should be ongoing.*

Do it today – award a Member!

The Awards Team

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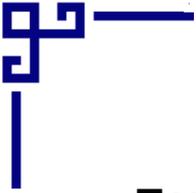


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Steps for Nominating Guiders for Awards

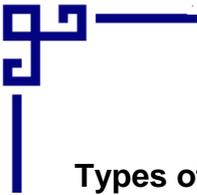
1. **Recognize** the Member you want to acknowledge for her contribution to Guiding.
2. **Consult** “**Module 6 - Awards and Recognition**”¹, ***Guiding Essentials***² or refer to pages three to seven in this booklet.
3. **Select** the award that matches the service of the Member you are nominating.
4. **Complete** the ***Application for Provincial Awards (R.3P)***³ or the ***Application for National Awards (R.3N)***³. Ensure that you have filled in the information needed for the appropriate award. The nominated Member’s iMIS Membership number can be obtained from the provincial office or on your Unit Roster accessible in Member Zone.
5. **Write** a *letter of support* about why you think this Member is deserving of the award.
6. **Second letter** may be required; ask another Member to write this additional letter of support for your nomination.
7. **Send** the R.3P form, the iMIS profile and the letters of support to each member of the awarding council, Provincial Council or the Awards Team⁴. In the case of a National award, send the R.3N and accompanying documents to National.
8. **Forward** the completed R.3P form to the provincial office once the award has been approved to ensure that the Guider’s iMIS Profile is brought up-to-date.
9. **Decide** if the requested award is not approved, what award would be an acceptable substitution.

1 <https://memberzone.girlguides.ca/UnitSupportResources/awards/SitePages/Home.aspx>

2 https://memberzone.girlguides.ca/policies_and_procedures/guiding_essentials/SitePages/Home.aspx

3 <http://forms.girlguides.ca/SitePages/Home.aspx>

4 awards.reconnaissance@guidesquebec.ca



Types of Awards and Recognition

Girl Guides of Canada-Guides du Canada believes it is important that all Guiders are acknowledged for their support of Guiding and the role they play in helping girls achieve greatness in every area of their lives.

Membership Pins



All girl and adult Members receive a Membership pin indicating the number of years of GGC Membership. Only one Membership pin is worn at a time. Girls receive their Membership pins from their Guider/Commissioner while women receive their pins from their District Commissioner. Pins are presented at the beginning of each Guiding year. After 15 years, Membership pins are awarded at five year intervals.

50+ Years of Membership

Letters of recognition from the Chief Commissioner are sent to women with 50 years of Membership and every five years thereafter.

Letter of Commendation

A Letter of Commendation may be given to a girl or adult Member in recognition of service to GGC. It may be given by any Member; applications are authorized by the awarding council. It may be given more than once to the same person (see Appendix 2).



Commissioner Award Pin



This award is presented to Commissioners who: lead by example; actively welcome new Members and retain current ones; mentor adult Members; uphold the values of GGC; and have gained the respect of Members and parents. This award is granted by the council concerned and can be presented during a Member's tenure or upon retirement.

New Unit Guider Appreciation Pin



The New Unit Guider Appreciation pin is presented to each new Unit Guider in the first year of service to GGC in a Guiding Unit (Sparks, Brownies, Guides, Pathfinder and Rangers). The pin is presented by the Unit Guider's council and is only presented to a Member once. No award application is required.

Unit Guider Award

The Unit Guider award is presented to Unit Guiders who: provide girls with diverse and exciting programs and opportunities that will help them achieve greatness; ensures there are regular bridging opportunities; always welcomes new Members; attends trainings; participates in district meetings; and upholds the values of GGC. The Unit Guider award is granted by the council concerned and given in three categories:



Bronze
(1-3)



Silver
(4-10)



Gold
(11+)

Years of Experience

The years of experience are cumulative and a Unit Guider may receive any or all of the awards during her tenure in Guiding. The Bronze can be received by a Unit Guider in her first year.



Merit Awards

The Merit awards are presented to adult Members for service to Guiding above the basic requirements of the position held. These awards are granted by the council concerned and are given in three categories:



Bronze Award for
Dedicated
Service to Guiding



Silver Award for
Excellent
Service to Guiding



Gold Award for
Outstanding
Service to Guiding

An adult Member may receive any or all of the Merit awards during her tenure in Guiding.

Medal of Merit



The Medal of Merit award is presented for exceptional service to Guiding above the basic requirements for the position held and is granted by the Provincial Council.

Team Award



The Team award may be given to each Member who has been part of a team that planned and carried to completion an extraordinary event or project. The Team award is primarily intended as an adult award, but there are times when girls are also part of a task group or committee and can also be granted the Team award. A Member may receive the Team award more than once.

Certificate of Appreciation



Certificates of Appreciation are available to recognize service given to Guiding by Members and friends of Guiding.



Gold Thanks Pin



The Gold Thanks pin may be given to a girl or adult Member for exceptional service to Guiding. This award may be given at any level with the permission of the council concerned. It may be given more than once.

Silver Thanks Pin



The Silver Thanks pin may be given with the permission of the council concerned to non-members to show thanks and appreciation.

Quebec Award



The Quebec award is given for distinctive contributions to Guiding in Québec. The Member must be a registered adult Member in good standing with GGC and must hold the Gold Merit award or equivalent.

Québec Provincial Commissioner's Award



The Québec Provincial Commissioner's award is given to recognize a Guider(s) who has/have undertaken to plan and execute a special event on behalf of GGC-Québec Council. The Québec Guider must be an active registered Member in good standing. The Guider must Chair or Co-chair a provincial event for girls and Guiders. The provincial commissioner determines who will receive this award. A letter of support from the provincial commissioner will be given to the Guider at the time of presentation.

Provincial Letter of Congratulations

The Provincial Letter of Congratulations can be requested from the provincial office when a situation arises which is not covered by any other form of recognition. A request for a Provincial Letter of Congratulations from the provincial commissioner requires approval from the Awards Team.



National Awards

Beaver Award



The Beaver award is granted by the Board of Directors to adult Members for exceptional service to Guiding at the provincial or national level. Except in special cases, the Beaver is awarded only to those who hold the Medal of Merit.

Gold Maple Leaf



The Gold Maple Leaf award is granted by the Board of Directors to adult Members for exceptional service at the national level which contributes to the enrichment of Guiding in Canada. It is only awarded to those who hold the Beaver.

Honourary Life Award



The Honourary Life award is granted by the Board of Directors to adult Members still actively involved in the organization or upon retirement. Applications must be submitted through the commissioner concerned and accompanied by the required fee. Honourary Life Award recipients must comply with GGC conditions of Membership as per GGC Bylaws and Screening Policy, with the exception of paying the annual membership fee.

Fortitude Award



The Fortitude award is granted by the Board of Directors to girl or adult Members who have shown great courage and endurance in adversity. The application comes from the province to the Board. The Award may be given posthumously in special circumstances. Fortitude must have been demonstrated within the past 12 months; however, the onset of adversity may have occurred further in the past. Posthumous applications must be made no more than one year after death.

Valour Award



The Valour award is granted by the Board of Directors to a girl or adult Member who has shown heroism in risking her life to save or attempting to save the life of another person. The Valour award has three levels:

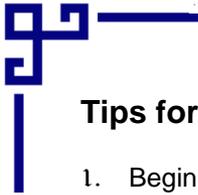
- Bronze** for high risk to personal safety
- Silver** for considerable risk to life
- Gold** for greatest heroism and risk to life (highest award)

Applications must be made as soon as possible and no more than 12 months after the incident.



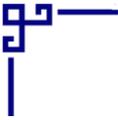
TIPS FOR INCREASING AWARDS

1. Unit Guiders are encouraged to nominate fellow Guiders for awards and to consider giving fun awards as well as Guiding awards. Use your creativity (e.g., best decorated campsite)!
2. Use award displays at events such as AGM's and provincial/district meetings.
3. Provide Members with a template for the letter of support (see appendices).
4. Acknowledge award recipients through the provincial newsletter and website.
5. Present the award at a function where girls, parents and other leaders are present.
6. Present the award in a meaningful way to the recipient.
7. Keep an annual list of award recipients at the provincial level and provide the list to districts.
8. Ensure Membership pins are up to date by tracking the years of service of current Guiders.
9. Use public forums such as community newspapers, television, radio and Member's place of work to communicate recognition.
10. Make the nomination process as easy as possible. Knowledge is the key to success. The more Guiders know about awards and how easy it is to nominate someone, the more likely they will be to participate and submit nominations.
11. Provide training on awards at all levels in regards to the application process and letter writing while highlighting what awards are available.



Tips for Writing a Letter of Support

1. Begin with an introduction which identifies the Member being nominated, the award being applied for and a summary of the Member's role(s) and accomplishments.
2. In the body of the letter, explain why the individual is deserving of the award. Use specific examples within the letter. You can break the examples down into paragraphs and refer to her accomplishments in the areas of:
 - ♣ Guiding
 - ♣ Family / Home life
 - ♣ Work
 - ♣ Personal (illness, disability, challenges)
 - ♣ Community life (other volunteering)
3. Be sure to include all aspects of the individual being recognized to offer a complete picture of the person.
4. Use clear, concise language that states, in your own words, why you think this person should receive this particular award.
5. Try to tie in as many Guiding examples as possible. You can include: positions held; mentoring roles; creativity at Unit meetings; support of girl greatness; Link or Trefoil Guild involvement; special events or committees; parent, girl and other Member feedback.
6. Letters can come from: Guiders, parents, girls, friends, other volunteer agencies, employers/colleagues, professors, etc.
7. Every person asked to write a letter of support should be given a copy of the sample letter included in this booklet.



APPENDIX 1

Sample Support Letter

(Adapted from the 'Newfoundland and Labrador Awards Booklet')



Girl Guides
of Canada
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du Canada

Dear Members of the Awards Team:

It gives me great pleasure to write this letter in support of the application for the Medal of Merit for Jane Guider. I have known Jane since 1994; she has given unselfishly of her time and energy to the girls and to Guiding. We have worked together at the Unit level as well as on the District Council.

Jane is always the first to "Lend a Hand" when adult Members are needed. In 1996, when the Contact Guider of the Brownie Friendship Camp took ill and had to leave the position, Jane volunteered to rearrange her family vacation to ensure that the girls were still able to go to camp.

In 1996, she became a member of the food services staff at a provincial event. Jane was a ray of sunshine despite the rain that fell every day of the camp! Both the girls and staff will remember her sunny disposition. She played a large part in making this event a wonderful experience for everyone.

In 2000, she agreed to be the chair of an area event for approximately 1,500 participants.

Her organizational skills were very evident as everyone enjoyed the day of games, food and fellowship.

In 2001, she sat on the committee for the "Anniversary of Guiding" and ultimately became responsible for the invitations and food for the day. Jane recruits leaders at work and tells all she meets they really are missing something if they are not involved in Guiding. Her positive comments about Guiding make her a great ambassador for our organization.

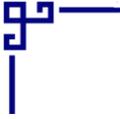
Jane's husband and family of two daughters and a son are also very supportive and involved in the numerous activities in which she participates. She is also an active member in her church and community and, in her spare time, she loves to sew.

Jane is truly deserving of the Medal of Merit.

Yours truly,

Guider





APPENDIX 2

Sample Letter of Commendation

(Reprinted from a Letter of Commendation given to a Member)



Girl Guides
of Canada
Guides
du Canada

Ms.
Provincial Archives Adviser
Membership
Girl Guides of Canada-Guides du Canada
(name of province) Council

Dear

It is with great pleasure that I acknowledge, on behalf of the Provincial Council, your contribution to the Girl Guides of Canada-Guides du Canada in (name of province) with this Letter of Commendation.

As the Provincial Archives Adviser for the Provincial Council, you had the unique and exciting opportunity to provide proper care and safe keeping of our textual records, publications, magazines, photographs, scrapbooks, uniforms, insignia and other artifacts which hold the history of more than 90+ years of Guiding history in our Province. During the time of your position on the Provincial Council, you also had the special challenge of re-locating our Provincial Archives from their former residence into a new location within our Provincial Council Building and, in so doing, to begin the process of properly cataloguing true archival materials, clearing up and removing non-archival materials, securing those materials that needed proper holding containers, setting up displays of archival records, uniforms, and insignia, and securing special funding to ensure this work was completed in a timely manner with the proper equipment. Thank you for your time and dedication in the preservation of our Guiding history.

Please accept this Letter of Commendation as a token of our appreciation.

Yours truly,

Guider



