

# Girl Guides

## Alberta Council

For Guiding in Alberta, Northwest Territories and Yukon

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### AWARDS BOOKLET



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### Questions?

Email the Alberta Council Awards Lead at [any-awards@girlguides.ca](mailto:any-awards@girlguides.ca)

## **AWARDS ARE MORE THAN JUST A PIN**

Awards serve many purposes; the most obvious being recognition of our Members, showing them that their contributions have been noticed and are appreciated.

They are also retention tools because when a Guider feels her participation in our organization is worthwhile, she is more likely to continue serving in some capacity.

And they are recruitment tools, positive experiences she will talk about with her friends and encourage them to join in the fun.

It is important to remember that:

- The ongoing presentation of awards, at all levels, is a vital way of formally recognizing a Member's contribution to our organization.
- All Members are encouraged to recognize Guiders by nominating them for an award.
- Commissioners, at all levels, are encouraged to promote awards through their councils.
- Awards may be applied for throughout the year and can be presented at any appropriate event. It is not necessary to wait to the end of a Guiding year or term to recognize achievement.
- Any Member may nominate another Member for an award at any time.
- All award applications should be submitted to the Area Awards Member or Area Commissioner.

As a guideline, National has recommended that approximately 20 percent of our Members are recognized with awards every year. Not an unreasonable goal!

# AWARDS FOR GIRL MEMBERS

## 1. MEMBERSHIP PINS

Girl members receive Membership Pins 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 or Commissioner. Pins are provided at the beginning of each Guiding year for the year the girls are entering.



## 2. LETTER OF COMMENDATION

A Letter of Commendation may be given to a girl in recognition of service to GGC. Applications are authorized by the awarding council. A Letter of Commendation may be given more than once to the same person.

## 3. GOLD THANKS PIN

The Gold Thanks Pins may be given to girl members 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.



## 4. FORTITUDE AWARD

The Fortitude Award is granted by the Board of Directors to a girl member who has shown great courage and endurance in adversity. This 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.



## 5. VALOUR AWARD

The Valour Award is granted by the Board of Directors to a girl member who has shown heroism in risking her life to save, or attempting to save, the life of another person. Applications must be made as soon as possible and no more than one year after the incident.



## AWARDS FOR ADULT MEMBERS

### 1. MEMBERSHIP PINS

Adult Members receive Membership Pins indicating the number of years of GGC membership. Only one Membership Pin is worn at a time. Women receive their Membership Pin from their District Commissioner. Pins are provided at the beginning of each Guiding year. After 15 years pins are awarded at five-year intervals. No award application is required.



### 2. 50 YEARS OF MEMBERSHIP

Letters of recognition from the Guiding Ambassador are sent to women with 50 years of membership and every five years thereafter.

### 3. 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, Pathfinders and Rangers). The pin is presented by the Unit Guider's council of Guiding and is only presented to a member once. No award application is required.



### 4. LETTER OF COMMENDATION

A Letter of Commendation may be given to any adult in recognition of service to Guiding. It may be issued by anybody at any level. Applications are authorized by the awarding council. It may be given more than once to the same person.

### 5. GOLD THANKS PIN

The Gold Thanks Pin may be given to adult members 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.



### 6. 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. This does not include ongoing events such as yearly camps or banquets. The 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 award. A member may receive the Team Award more than once.



## 7. UNIT GUIDER AWARD

This award is presented to Unit Guiders who provide girls with diverse and exciting programs and opportunities; ensures that there are regular bridging opportunities; always welcomes new Members; attends trainings; participates in district meetings and upholds the values of GGC. A Guider may receive any or all of the Unit Guider Awards during her tenure in Guiding, but only one award at a time.

The award is granted by the council concerned in three categories according to her years of experience:

- Bronze Unit Guider Award (1 – 3 years' experience)
- Silver Unit Guider Award (4 – 10 years' experience)
- Gold Unit Guider Award (11+ years' experience)

## 8. COMMISSIONER AWARD

This award is presented to commissioners who: lead by example, actively welcome new members and retain current members; mentor adult members; uphold the values of GGC and have gained the respect of members, girls and parents. This award is granted by the awarding council and can be presented during a member's tenure or on her retirement.



## 9. AREA AWARDS

An area council may, with the approval of Alberta Council, may establish an area award to be granted according to its own criteria. Ask your Area Awards Member or Area Commissioner for more information.

## 10. MERIT AWARDS

The Merit Award is presented to adult members for service to Guiding above the basic requirements of the position held. An adult member may receive any or all of the Merit Awards during her tenure in Guiding.

This award is granted by the council concerned and is given in three categories:

- Bronze Merit: for dedicated service to Guiding
- Silver Merit: for excellent service to Guiding
- Gold Merit: for outstanding service to Guiding



## ALBERTA COUNCIL AWARDS

### 1. MEDAL OF MERIT

The Medal of Merit is presented for exceptional service to Guiding above the basic requirements for the position held. It is granted by Alberta Council and includes a certificate. Applications must be sent to the Alberta Council office at least two months before the intended date of presentation.



### 2. ALBERTA ROSE AWARD

The Alberta Rose Award is a very special award, which may be presented to someone who is making an outstanding contribution to Guiding within Alberta/NT/YK.



- The Medal of Merit is a prerequisite for the Alberta Rose.
- The Guider's service may be to adults or girls.
- Service need not include an Alberta Council position or be known throughout the Alberta Council jurisdiction.
- Service must be ongoing - not just for a one-time task; she must still be serving and intend to continue serving Guiding.
- Service to whatever position she is holding must be above and beyond the requirements of the position.
- Approval of this award cannot be based solely on past service that has been previously recognized by presentation of another award. Additional service since the last award presented must be documented in the supporting letters.
- Each application must be considered carefully on its own merits by the Alberta Council Awards Committee.
- A certificate will accompany the Alberta Rose Award.
- Please ensure your application is received with enough time for review, approval and preparation. Two months is recommended.

### 3. PROVINCIAL COMMISSIONER PROMISE AWARD

To be able to give an award to longer serving members of Guiding who continue to actively participate within the jurisdiction of Alberta Council.

#### Criteria:

- A minimum of 25 years of adult service in Alberta Council jurisdiction.
- Must have been a unit Guider for at least 15 of those years.
- Must have served on a district/division/area/Alberta Council
- Must hold the Alberta Rose
- Continues to live the ideals of the Promise as indicated below.



#### Who is this individual?

She exhibits the ideals of the Promise in all aspects of her life. She does her best at all she does. It is someone who has been a role model, mentor, support person for many Guiders that are in her circle. By the things she does, she takes action for a better world every day. She displays kindness to those around her and is always there to assist when she is needed. Many times, she is not front and centre but rather behind the scene inspiring those around her or giving support.

Each application must be considered carefully on its own merits by the Alberta Council Awards Committee. Final approval to be given by the Provincial Commissioner.

A certificate will accompany the award and a biography along with a presentation photo will be put into a Book of Honour at Alberta Council Archives.

All applications (submitted with an R.3 form). Applications must have the Area Commissioner's approval (unless she is the one on the application in which case her deputy may approve).

Wherever possible it is to be presented at the Alberta Council AGM to the recipient or alternatively by the Provincial Commissioner or her designate at an area awards event.

#### 4. IVY AWARD

The Ivy Award is presented to long time Members of GGC who exhibit the qualities of reliability, loyalty and friendship and who continue to serve in a unit or district, on a committee or as a member of a Trefoil Guild. They are always there to lend a hand, for example, when an extra Guider is needed for a unit or District event, to man an information table, mentor another member or to be a first aider.



##### **Criteria:**

- There is no prerequisite for this award.
- The Member's service may be to adults or girls.
- To be considered for this award, a Member's service must involve a consistent continuing effort throughout the Member's years of service. This service should mainly support Guiding at some level.
- The Member must have served at least 25 years as an adult member of which at least 15 are in Alberta, Northwest Territories or the Yukon.
- There must be at least 3 years since the presentation of another award excluding the Letter of Commendation, Gold Thanks, Team Award or Unit Guider Award.



## NATIONAL AWARDS

### 1. BEAVER

The Beaver 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.



### 2. GOLD MAPLE LEAF AWARD

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.



### 3. HONOURARY LIFE AWARD

The Honorary Life Award is granted by the Board of Directors to adult members still actively involved in GGC or upon retirement. Applications must be submitted through the commissioner concerned and accompanied by the required fee. Contact your area awards member or commissioner for further details and information on all other associated charges. Members must follow all obligations of membership as per GGC Bylaws, with the exception of paying the annual membership fee. A certificate will accompany this award. The area will be billed for the cost of the pin and all other associated charges. Please submit the application at least 3 months before presentation date to allow time for final approval.



### 4. FORTITUDE AWARD

The Fortitude Award is granted by the Board of Directors to adult members who have shown great courage and endurance in adversity. This 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. The area will be billed for the cost of the pin and all other associated charges. A certificate will accompany this award. Please submit the application at least 3 months before presentation date to allow time for final approval.



### 5. VALOUR AWARD

The Valour Award is granted by the Board of Directors to an adult member who has shown heroism in risking her life to save, or attempting to save, the life of another person. Applications must be made as soon as possible and no more than 12 months after the incident. The area will be billed for the cost of the pin and all other associated charges. A certificate will accompany this award. Please submit the application at least 3 months before presentation date to allow time for final approval.



## **FRIENDS OF GUIDING**

### **1. SILVER THANKS PIN**

Often a unit, district or area will have special people from the community, male or female, who give service to Guiding. This service may be on going or may be for a specific event. Guiding has a very special award just for them, the Silver Thanks Pin. The Silver Thanks Pin may be given with the permission of the commissioner concerned, as a token of thanks and appreciation to non-members. It can be purchased from the online Girl Guide Store.

### **2. LETTER OF COMMENDATION**

A Letter of Commendation may be given to an organization or individual in the community in recognition of service to Guiding. A Letter of Commendation may be given more than once.

## National Awards Chart with Award Application Details Local and Provincial

|                               | Overview   | Criteria  | Application and Presentation  | Other Details   |
|-------------------------------|--|---|---|---|
| <b>Letter of Commendation</b> | A Letter of Commendation may be given to a girl or adult member in recognition of service to GGC.                                | There is no specific criteria, other than that the person must have displayed service deserving of recognition.   |   | It may be given by any member. It may be given more than once to the same person.   |
| <b>Gold Thanks Pin</b>        | The Gold Thanks Pin may be given to a girl or adult member who has contributed in any capacity that deserves thanks.             | There is no specific criteria, other than that a member must have displayed service deserving of thanks. The pin is often given for one specific action but can also be given for overall good service.   | Nominators must provide a complete R.3 form, along with a letter describing the nominee's service to Guiding. This award may be given at any level with the permission of the council concerned.  | The Gold Thanks Pin may be awarded more than once to the same member, but consideration should be given to the presentation of a different award.                             |
| <b>Team Award</b>             | The Team Award may be given to each member who has been part of team that planned and carried to completion an event or project. | In order to be considered for the Team Award, the members of a team must demonstrate: <ul style="list-style-type: none"> <li>• Operating as a well-functioning team</li> <li>• Planning and carrying to completion and event or project.</li> </ul> OR<br>Working well during a time of adversity | Nominators must provide a completed R.3 form, along with two letters of support which describe the team as a whole. Team Awards are authorized by Alberta or National Council (depending on the team level) and presented by the council concerned. | A member may receive the Team Award more than once. The Team Award is not to be presented to non-Guiding members of a team, except with approval from the Guiding Ambassador. |

|                          | Overview   | Criteria   | Application and Presentation  | Other Details   |
|--------------------------|--|--|---|---|
| <b>Unit Guider Award</b> | The Unit Guider Award is presented to Unit Guiders in recognition of good service in the Unit Guider role. | <p>In order to be considered for the Unit Guider Award, a member must demonstrate good service in their role by:</p> <ul style="list-style-type: none"> <li>• Providing girls with diverse and exciting programs and opportunities that will help them be empowered</li> <li>• Ensuring there are regular bridging opportunities in their unit</li> <li>• Always welcoming new members</li> <li>• Attending trainings</li> <li>• Participating in district or communities of Guiding meetings</li> <li>• Upholding the values of GGC</li> </ul> <p>The award is given in three levels:</p> <ul style="list-style-type: none"> <li>• Bronze Unit Guider Award (experience: 1-3 years)</li> <li>• Silver Unit Guider Award (experience: 4-10 years)</li> <li>• Gold Unit Guider Award (experience: 11+ years)</li> </ul> | Nominators must provide a completed R.3 form, along with two letters of support. The award is granted by the council concerned. | The years of experience are cumulative, and a Unit Guider may receive any or all of the award levels during her tenure in Guiding. The bronze can be received by a Unit Guider in her first year. |

|                           | Overview  | Criteria   | Application and Presentation  | Other Details  |
|---------------------------|---|--|---|--|
| <b>Commissioner Award</b> | The Commissioner Award is presented to Commissioners in recognition of good service in a Commissioner role.             | <p>In order to be considered for the Commissioner Award, a member must demonstrate good service in their role by:</p> <ul style="list-style-type: none"> <li>• Leading by example</li> <li>• Actively welcoming new members and retaining current members</li> <li>• Mentoring adult members</li> <li>• Upholding the values of GGC</li> <li>• Gaining the respect of members, girls and parents</li> </ul>  | Nominators must provide a completed R.3 form, along with two letters of support. This award is granted by the council concerned and can be presented during a member's tenure or upon retirement. |  |
| <b>Merit Award</b>        | The Merit Award is presented to adult members for service to Guiding above the basic requirements of the position held. | <p>In order to be considered for the Merit Award, a member must demonstrate:</p> <ul style="list-style-type: none"> <li>• Especially dedicated or excellent service to Guiding</li> <li>• Having gone above and beyond the basic requirements of their Guiding position</li> </ul> <p>The Merit Award can be awarded three times in the following order:</p> <ul style="list-style-type: none"> <li>• Bronze Merit: For a member's first Merit Award</li> <li>• Silver Merit: For a member's second Merit Award</li> <li>• Gold Merit: For a member's third Merit Award</li> </ul> | Nominators must provide a completed R.3 form, along with two letters of support. This award is granted by the council concerned.  | An adult member may receive any or all of the Merit Awards during her tenure in Guiding, but the awards must be received in the specified order. |

|                       | Overview   | Criteria  | Application and Presentation   | Other Details                                       |
|-----------------------|--|---|--|---|
| <b>Medal of Merit</b> | The Medal of Merit Award is presented for exceptional service to Guiding above the basic requirements for the position held.   | In order to be considered for the Medal of Merit, a member must demonstrate: <ul style="list-style-type: none"> <li>• Exceptional service to Guiding, meaning they display exceptional commitment to their Guiding role</li> <li>• Having gone above and beyond the basic requirements of their Guiding position</li> </ul> Except in special cases, the Medal of Merit is awarded only to those who hold a Gold Merit Award.   | Nominators must provide a completed R.3 form, along with two letters of support. This award is granted by Alberta council.   |   |
| <b>Alberta Rose</b>   | The Alberta Rose Award is a very special Alberta Council award, which may be presented to someone who is making an outstanding contribution to Guiding within Alberta, Northwest Territories or Yukon. | The Medal of Merit is a prerequisite for the Alberta Rose. The Guider's service may be to adults or girls. Service need not include an Alberta Council position or be known within the Alberta Council jurisdiction. Service must be ongoing and she must still be serving and intend to continue serving Guiding. Service must be above and beyond the requirements of the position. Approval cannot be based solely on past service already recognized by an award. Additional service since the last award presented must be documented in the supporting letters. | Nominators must provide a completed R.3 form, along with three letters of support. This award is granted by Alberta Council. | A certificate will accompany the Alberta Rose Award |

|  | Overview   | Criteria   | Application and Presentation   | Other Details   |
|--|--|--|--|---|
| <b>Provincial Commissioner Promise Award</b> | To be able to give an award to longer serving members of Guiding who continue to actively participate within the jurisdiction of Alberta Council.  | A minimum of 25 years of adult service in Alberta Council jurisdiction.<br>Must have been a unit Guider for at least 15 of those years.<br>Must have served on a district/division/area/Alberta Council<br>Must hold the Alberta Rose<br>Continues to live the ideals of the Promise as indicated below.   | Application for award must be accompanied by a minimum of 4 letters of support documenting her service as well as examples of how she has lived the Promise and been an ambassador of Guiding. | A certificate will accompany the award and a biography along with a presentation photo will be put into a Book of Honour at Alberta Council Archives. |
| <b>Ivy Award</b>                             | The Ivy Award is presented to long time Guiders who exhibit the qualities of reliability, loyalty and friendship and who continue to serve in a unit or district, on a committee or as a member of a Trefoil Guild. They are always there to lend a hand, for example, when an extra Guider is needed for a unit or District event, to man an information table, mentor another member or to be a first aider. | There is no prerequisite for this award.<br>The Guider's service may be to adults or girls.<br>To be considered for this award, a Guider's service must involve a consistent continuing effort throughout the Guider's years of service. This service should mainly support Guiding at some level.<br><b>The Guider</b> must have served at least 25 years as an adult member of which at least 15 are in Alberta, Northwest Territories or the Yukon.<br>There must be at least 3 years since the presentation of another award excluding Letter of Commendation, Gold Thanks, Team Award or Unit Guider Award. | Nominators must provide a completed R.3 form, along with 3 letters of support. This award is granted by Alberta Council.   |   |

## National Awards

| Name                   | Overview  | Criteria  | Application and Presentation   | Other Details |
|------------------------|---|---|--|---------------|
| <b>Beaver</b>          | The Beaver Award is granted by the Board of Directors to adult members for exceptional service to Guiding at the provincial or national level.  | In order to be considered for the Beaver Award, a member must demonstrate exceptional service to Guiding at the provincial or national level, and exceptional commitment to their provincial or national Guiding role. Except in rare cases, the Beaver is awarded only to those who hold the Medal of Merit.                                       | The application comes from the province to the Board of Directors. Nominators must provide a completed R.3 form, along with two letters of support. The award is granted by the Board of Directors.      |               |
|                        | Overview  | Criteria  | Application and Presentation   | Other Details |
| <b>Gold Maple Leaf</b> | 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. | <p>In order to be considered for the Gold Maple Leaf, a member must demonstrate:</p> <ul style="list-style-type: none"> <li>• Exceptional service to Guiding at the national level</li> <li>• A meaningful contribution to the enrichment of Guiding in Canada.</li> </ul> <p>The Gold Maple Leaf is only awarded to those who hold the Beaver.</p> | The application comes from national council to the Board of Directors. Nominators must provide a completed R.3 form, along with two letters of support. This award is granted by the Board of Directors. |               |



|                        | Overview   | Criteria   | Application and Presentation   | Other Details  |
|------------------------|--|--|--|--|
| <b>Fortitude Award</b> | The Fortitude Award is granted by the Board of Directors to girl or adult members who have shown great courage and endurance in adversity.   | <p>In order to be considered for the Fortitude Award, a member must:</p> <ul style="list-style-type: none"> <li>• Show great courage and endurance while facing adversity</li> <li>• Have demonstrated fortitude within the past 12 months. (However, the onset of adversity may have occurred further in the past.)</li> </ul> <p>The award may be given posthumously in special circumstances. Posthumous applications must be made no more than one year after death.</p> | The application comes from the province to the Board of Directors. Nominators must provide a completed R.3 form, along with two letters of support. This award is granted by the Board of Directors. | Recipients must be current members but need not be evaluated based on their level of involvement with GGC if adversity has prevented their active involvement. |
| <b>Valour Award</b>    | The Valour Award is granted by the Board of Directors to a girl or adult member who has shown heroism in risking her life or personal safety to save or attempting to save the life of another person. | In order to be considered for the Valour Award, a member must display heroism by risking her life or personal safety by saving or attempting to save the life of another person. The display of courage could be during a Guiding activity or outside of Guiding. Applications must be made as soon as possible and no more than 12 months after the incident.   | The application comes from the province to the Board of Directors. Nominators must provide a completed R.3 form, along with two letters of support. This award is granted by the Board of Directors. |  |

|                            | Overview   | Criteria   | Application and Presentation  | Other Details  |
|----------------------------|--|--|---|--|
| <b>Honorary Life Award</b> | The Honorary Life Award (HLA) is granted by the Board of Directors to adult members. This prestigious award is given in recognition of ongoing, dedicated, and long-term service to Guiding. | <p>In order to be considered for the HLA, a member must demonstrate:</p> <ul style="list-style-type: none"> <li>• A leading cumulative contribution as a member of major committees, working groups, teams, or other groups</li> <li>• The promotion of Guiding to the broader community</li> <li>• The development of initiatives that support the strategic direction of Guiding</li> <li>• Having made a profound cumulative impact on Guiding at the local, the provincial or national level</li> </ul> <p>On occasion, the HLA may be awarded to a member who has made a significant contribution to society. The HLA could be given:</p> <ul style="list-style-type: none"> <li>• Upon a member's retirement from active Guiding, or</li> <li>• Upon a member's completion of a significant role in Guiding that could signify the peak of someone's Guiding career, or</li> <li>• In recognition of sustained, long-term, exceptional service to Guiding in a Unit Guider role.</li> <li>• The HLA is typically awarded after 30 years of service.</li> </ul> | Applications must be submitted through the Commissioner concerned and accompanied by the required fee. Nominators must provide a completed R.3 form, along with three letters of support which clearly detail how the nominee has met the above criteria. The application comes from the province to the Board of Directors. This award is granted by the Board of Directors. | Honorary 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. |

## Non-Member Awards

| Name                          | Overview   | Criteria  | Application and Presentation   | Other Details |
|-------------------------------|--|---|--|---------------|
| <b>Silver Thanks Pin</b>      | The Silver Thanks Pin may be given to a non-member who has contributed in any capacity that deserves thanks. | There is no specific criteria, other than that the person must have displayed service deserving of thanks. The pin is often given for one specific action but can also be given for overall good service. | Nominators must provide a complete R.3 form, along with a letter describing the nominee's service to Guiding. This award may be given at any level with the permission of the council concerned. |               |
| <b>Letter of Commendation</b> | A Letter of Commendation may be given to a non-member in recognition of service to GGC.                      | There is no specific criteria, other than that the person must have displayed service deserving of recognition.   |  |               |

## HOW TO APPLY FOR AN AWARD

1. Decide to apply for an award for a deserving Guider. She must have a current PRC or Exemption. Remember that the award is usually based on service and accomplishments since the last award the Guider received. Past service and accomplishments count but cannot be the basis for a new award.
2. Select the award that matches the service of the member you are nominating. Research awards through this booklet or the National Awards Section on the National website. Be sure to note any guidelines that may be in place for the award you would like to apply for.
3. It is important to consider the progression of awards when applying for an award and not skip, for example, from a Gold Thanks Pin to a Gold Merit Award. Each award has its own merits and should be considered. The recipient will appreciate being recognized and appreciated no matter which award she receives.
4. Use the Awards Application (R.3), available on the Alberta Council website in "Awards" (this is a link to where the form is on Member Zone). This application form is to be used for all award applications – Area, Provincial and National.
5. Fill out the Awards Application (R.3). Fill in all the information needed, check off the box beside the appropriate award and put your name and information on the line beside "Recommended by". See more information on how to fill out the form on the following page.
6. Write a letter of support containing detailed information about the Guider's contributions to Guiding, her other volunteer activities and her life outside of Guiding. This is where the reviewers get the information about the person that they will use to make a decision about the award. There is information to help you with the letter later in this Manual.
7. Up to 4 letters of support may be required. Ask other Guiders to write letters of support for your nomination. In many cases parents or girls may also want to write letters of support. Give other letter writers the requirements for the award so they can include the needed information in their letters. For example, the Alberta Rose Award requires three letters from within Guiding but could be accompanied by more letters.
8. Send the application package including the Awards Application, the letters of support plus a cheque, if applying for an Honorary Life Award, to your Area Awards Lead. A copy of the Guider's membership profile (from iMIS) should be attached. You can request this from their membership (iMIS) home. The Area Awards Member and the Area Commissioner need to approve all awards.
9. The Area Awards Member will order and distribute awards given out within the Area.

10. Applications for Alberta Council and National Awards are forwarded, by the Area Awards Member, to the Alberta Council Awards email. The Alberta Council Awards Committee will send a recommendation on to the Provincial Commissioner. The Provincial Commissioner needs to approve all Alberta Council and National awards applications.
- 11. If the award applied for is deemed to not be suitable, a more suitable award will be suggested. The Area Awards Member and Area Commissioner will be contacted, and a replacement application package will be encouraged.**
12. When an Alberta Council or National award is approved, the paperwork, pin and certificate are sent by the Alberta Council office to the appropriate council for presentation. Any costs are billed to the Area council following the presentation of awards.

## FILLING OUT THE AWARDS APPLICATION (R.3)

**Nominee's Name, Membership (iMIS) Number, and Presentation Date** must all be filled in. The nominee's iMIS profile can be requested from your Area Awards Member or iMIS home to help you with this information.

**Check the Award** (only one per page) that you are applying for. Take note, in the space beside the award, of the **Approval Needed** and **Requirements**.

### Approval Section

**"Recommended by"** is the member recommending the award.

**"Local Council"** is filled in by the Area Awards Member or Area Commissioner.

**"Provincial Council"** is filled in by the Provincial Commissioner (for Alberta Council and National awards).

**"National Council"** is filled in by the Guiding Ambassador

**NOTE:** Guiders who write the letters of support **do not** sign the application form

## ATTACHMENTS THAT GO WITH THE APPLICATION FORM

1. The Awards Application (R.3) lists the attachments required for each award.
2. One to four supporting letters, as required. Please review and give all letter writers a copy of "What to Write in the Letter of Support" and "Sample Letter of Support" as well as a copy of the Guider's iMIS profile.
3. A copy of the Guider's Membership (iMIS) Profile.
4. For the "Honorary Life Award," there is a fee that must accompany the application. The cheque is made out to GIRL GUIDES OF CANADA and must accompany the application when it is sent to the Alberta Council office. Please note there are additional charges that will be billed to the Area.

## WHAT TO WRITE IN THE LETTER OF SUPPORT

The letters of support are where the reviewers (Area Awards Member and Area Commissioner, Alberta Council Awards Committee and Provincial Commissioner and National Board of Directors) get the information they will use to make their decision. You know your Guider deserves an award, but you must convince the reviewers of this as well. A short letter with lots of “she’s amazing, she works so hard, she is a valuable asset to our council” tells them nothing. You need to include examples, with dates and details, to let them know how your Guider has filled the requirements for the award.

1. Get a copy of her Membership (iMIS) Profile from her iMIS home. If you don't know where that is, ask your Area Awards Member or District Commissioner. Give a copy to each person writing a letter of support as well. It is a valuable resource listing all the Guider's activities, awards, training and so on.
2. Begin with an introduction that identifies the Member being nominated, the award being applied for and your pleasure for being asked to write the letter of support.
3. In the body of the letter, explain why the individual is deserving of the award. Use specific examples, dates and details. How is she an amazing Guider? What does she do beyond the basic requirements for her volunteer role?
4. This award must be based on her service and accomplishments that have happened **since the last award she received**. Past service and accomplishments are important to include, and will be considered, but they cannot be the basis for a new award. The Honorary Life Award, however, is based on all of the Guider's service since she became an adult member.
5. Do not list positions held or other information listed in her iMIS. These will already be available to the reviewers.
6. You can break the examples down into paragraphs and refer to her accomplishments in the areas of:
  - Guiding
    - If she has worked with girls, how has she enriched their programming? Has she taken units to camp?
    - Has she undertaken special projects for the district or area? Has she organized rallies, fundraisers, trips or banquets?
    - Has she done anything extra as a committee adviser, on a district, area or provincial council?
    - Has she been a mentor for a new Guider or someone new to an adviser or commissioner position?
  - Family or home life
    - Is she married? Does she have children? How many and how old?
    - Is she single and working in a unit?
    - Did she continue from being a girl member to an adult member?
    - Does she look after older family members?

- Work
    - Does she work outside the home? Does she have a home business?
    - Does she work full or part time?
  - Personal
    - Does she suffer from illness or have a disability?
    - Are there challenges in her life that she has to deal with?
    - What are her interests in and outside of Guiding?
  - Community life
    - Does she volunteer with other organizations?
    - Is she known for acts of kindness?
    - Does she enrich the lives of others in her community?
7. Use clear, concise language that states, in your own words, why you think this person should receive this particular award. End the letter with a strong statement saying you feel she is very deserving of the award.
  8. Additional letters can come from other Guiders, parents, girls, friends, other volunteer agencies, employers, colleagues, professors etc.
  9. Use a business letter format. If you are unable to type it, be sure it is neatly hand written. Your letter will be read by several people and is given to the recipient when she receives the award.

**Remember, every person asked to write a letter of support should be given:**

- the requirements of the specific award
- a copy of What to Write in the Letter of Support
- a copy of the Sample Letter of Support
- the Guider's Membership (IMIS) Profile



## SAMPLE LETTER OF SUPPORT

March 4, 2018

Dear Members of the Awards Committee,

It gives me great pleasure to write this letter in support of the application for the Medal of Merit for Suzy Q. Guider.

I have known Suzy since 2003 when we began as new leaders for the 12<sup>th</sup> Brownies. She became Brown Owl and I was Tawny Owl, neither of us knowing anything about being leaders. She jumped in with both feet, going to area trainings, provincial trainings and asking more experienced Guiders for interesting ways to provide the program to the girls. I have since been a Guide and Pathfinder leader alongside Suzy and have learned so much from her.

Camping was something Suzy had done as a girl in Guiding, but not since. She participated in area camp trainings and used what she learned to help plan our yearly camping adventures. In 2016, when the Contact Guider of the Brownie Friendship Camp took ill and had to leave the position, Suzy volunteered to rearrange her family vacation to ensure that the girls were still able to go to camp.

After her youngest daughter moved from Guides to Pathfinders, Suzy became our District Commissioner as well as being a unit leader. Suzy served in this position for five years building the District up to seven units; two Spark Units, two Brownie Units, one Girl Guide Unit, one Pathfinder and one Ranger Unit with enough Leaders to run them all. During her tenure we started having a district Advancement Ceremony where families and girls alike could watch as the girls in each branch advanced to the next. For the last 3 years, Suzy also organized putting a float in the community parade, with input and assistance from units in all the districts in our community. This has been a great bridging event for the whole district.

Suzy is married and has three daughters who are all involved in Guiding. Her husband is an active member of her helping committee. She is active in the community canvassing for charities, volunteering at her daughters' schools and helping to run the local fundraiser book sale.

In her spare time, Suzy loves to do many and varied craft activities but especially likes to crochet, sew and make jewelry. She has taught some of these crafts to our units, and organized mitten tree donations for local charities for the last three years.

Suzy has given her time and talents over and over again to help girls and Guiders get the most out of their Guiding experiences. She lives by the Promise and Law and is a valued volunteer, always going above and beyond whatever position she holds. She gives her heart, talent, skills and experience to Guiding and I am pleased to call her my friend. For all she has done, and will continue to do, I truly believe she is deserving of the Medal of Merit.

Yours in Guiding  
Sally Guider