

Awards: What do I write in a letter of support for an award?

- What has she been doing since she received her previous award? Include as many dates as possible. (The exception would be the Honorary Life Membership award and all service would be considered)
- Has she enriched the girls' program?
- In what way?
- Has she undertaken any special projects? Give details.
- Has she taken other units to camp?
- Has she organized rallies, fund raising, church parades, and trips?
- Has she given extra effort to her council's activities?
- Has she been a role model to other Guiders, especially those with whom she works most closely?

Don't forget to include some personal information in your letters as well:

- What are her interests in and out of Guiding?
- Is she involved as a volunteer in other groups (church, school, other)?
- Is she known for acts of kindness?
- Does she enrich the lives of others in her community? Give examples.
- Does she have a family? How many? Include ages if known
- Does she work outside the home, or in a home based business?

The iMIS record provides us with the details of service and positions held; the committee needs to know why you feel she deserves the award.

Please 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 it is actually given to the recipient when she receives the award.

Sample Support Letter

May 4, 2002

Attention 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 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. Suzy is always the first to "Lend a Helping Hand" when volunteers are needed.

In 1996, when the Guider in Charge of the Embers 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.

In 1996, she also became a member of the Quartermaster staff at a provincial event. Suzy was "a ray of sunshine" despite the rain that fell every day of the camp! Her sunny disposition will be remembered by both the girls and staff. 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 1500 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.

Suzy 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.

Suzy's husband and family of two daughters and a son are also very supportive and involved in 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. Suzy is truly deserving of the Medal of Merit.

Yours truly,

Sally Guider

Thank you to Alberta Council for sharing this resource.