

## **Awards: What is the process?**

### **HOW DO WE APPLY FOR AWARDS?**

Any registered Member may apply for an award for a Guider they feel is deserving of recognition. The *R.3 Awards Application Form* is used for each award applied for and is available at:

<http://forms.girlguides.ca/appregrec/R3.doc>. Complete this form; attach the number of letters of support as outlined on the R.3 (and a cheque made out to "Girl Guides of Canada" (if applicable), and forward the original copy of the complete application through the proper channels for provincial and national applications. More copies may be required for area awards. The signature of the commissioner concerned is required, unless she has delegated the authority to the area awards adviser. If so, this must be reflected in the job description of the area awards adviser or terms of reference for the committee.

### **ATTACHMENTS TO THE APPLICATION**

- The R.3 form lists the attachments required for each application.
- For most awards two supporting letters are required (three for the Alberta Rose Award). Please review and give all applicants a copy of the two-page resource "What Do I Write in a Letter of Support for an Award?" (see pages 12 and 13)
- The guidelines in Guiding Essentials state that the service must be beyond the basic requirements for the position held.
- A progression of service given is indicated: good, dedicated, excellent, outstanding, and exceptional.
- Apply for the award that you believe the Guider deserves and your supporting letters should clearly document this service.
- Presently there is a \$500.00 fee, which must also accompany applications for Honorary Life Membership. This cheque made out to GIRL GUIDES OF CANADA (not made out to your area or Alberta council), must accompany the application when it is sent to the Provincial Office. Also please note, there is an additional charge for the pin and courier delivery and that the Guider must have a current PRC or Exemption in order to qualify.

- Provincial and national applications must be sent to Provincial Office and only one copy of the complete application is required. Areas may require more copies for their files.

### **What then happens to the Application?**

- 1) The iMIS profile will be attached by the approving council.
- 2) If further approval is required, the appropriate council will forward the application for this additional approval
- 3) If approved, you will be notified of the approval
- 4) If the Award being sought is not deemed suitable, every effort must be made to ensure an acceptable substitution

## **WHAT ARE THE PROPER CHANNELS?**

Ideally each area will have an awards committee that will review all award applications. In some areas, this is not the case, and the area commissioner and council process the applications.

1. Some of the awards offered to our Members may be approved at the area level by the area awards committee. These awards include:
  - Unit Guider Award
  - Commissioner Award
  - Letter of Commendation
  - Gold Thanks Pin
  - Bronze Merit Award
  - Silver Merit Award
  - Gold Merit Award
  - Team Award
  - Area Awards
  - Silver Thanks Award

Applications for these awards need not be sent to the provincial awards committee or the Provincial Office for further approval. After these awards are presented, the iMIS Profile of the Guider must be updated either at the area level or by notifying the Provincial Office. Please send a list of all award recipients to the Provincial Office at least once a year.

2. Provincial award applications must be sent to provincial office before being reviewed and approved by the provincial awards committee. These include:
  - Medal of Merit
  - Alberta Rose (Note: The Alberta Rose is given final approval by the

provincial executive committee or by the provincial council.)

Applications for these awards must be forwarded to the provincial office before they are forwarded to the provincial awards committee with an iMIS profile attached.

3. National council awards applications must be sent to provincial office before being reviewed by the provincial awards committee. These include:
  - Beaver Award
  - Gold Maple Leaf Award
  - Honorary Life Membership
  - Fortitude Award - for girls and adults
  - Valour Award - for girls and adults
4. Alberta council or committee applications for any award requiring an R.3 must be sent to provincial office.

## **NOTIFICATION OF APPROVAL OF AWARDS**

For all awards receiving approval at the area level, the area awards adviser or area commissioner should notify the person recommending the award of its approval.

For awards needing provincial approval, the provincial awards adviser will contact the area awards adviser or the area commissioner immediately after a decision has been made. If the awards committee feels that insufficient documentation has been received to warrant giving the award applied for, the provincial adviser will contact the area awards adviser to ask for more documentation.

Nationally approved awards are returned to the provincial office. The staff at the office will notify the area concerned.

The pins, certificate, congratulatory and original support letters are sent to the area by the provincial office with an invoice for the cost of the award.