

ALBERTA/NORTHWEST TERRITORIES AND YUKON AWARDS MANUAL

Revised May 2015



TABLE OF CONTENTS

Awards Are More than Just a Pin	2
A Note About the National Awards Module	2
Awards for Girl Members.....	3
Awards for Women Members.....	4
Rewarding Friends of Guiding.....	4
Provincial Awards.....	6
Provincial Award Committee Deadlines.....	6
National Awards.....	7
It's Easy to Apply for an Award.....	8
Filling Out the R.3P and R.3N Award Application Forms.....	9
The Attachments That Go With the Application Forms.....	10
What to Write in the Very Important Letter of Support.....	11
Sample Support Letter.....	13
What Can I Apply For? Awards for Districts, Areas, Province and National.....	15
The Journey of the Award Through the Approval Process.....	16

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 tool 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 a recruitment tool, a positive experience 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 Members 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.

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

A NOTE ABOUT THE NATIONAL AWARDS MODULE

Adult Member Support Procedures, Module 6 – Awards and Recognition, is the national awards manual and can be found on Member Zone.

It contains references to Administrative Community Leaders (ACL's) which have been removed from this manual as they only apply to Ontario.

AWARDS FOR GIRL MEMBERS

1. MEMBERSHIP PINS

All girl Members receive a Membership Pin indicating her number of years of GGC membership. Only one Membership Pin is worn at a time. Girls receive their Membership Pin from their Guider or Commissioner. Pins are provided at the beginning of each Guiding year.



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 Pin 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 girl Members who have shown great courage and endurance in adversity. The application comes from the province to the Board. 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. The award is in 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 one year after the incident.



AWARDS FOR WOMEN MEMBERS

1. MEMBERSHIP PINS

All adult Members receive a Membership Pin 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.



2. 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.

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 the Organization. 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. SILVER THANKS PIN – FOR REWARDING FRIENDS OF GUIDING

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 Guide Shop.



7. 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.



8. 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.

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)



9. 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 council and can be presented during a Member's tenure or on her retirement.



10. AREA AWARDS

An area council may, with the approval of its provincial council, establish an area award to be granted according to its own criteria. Ask your area awards adviser or area commissioner for more information.

11. 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 PROVINCIAL AWARDS



MEDAL OF MERIT

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

ALBERTA ROSE

1. The Alberta Rose is a very special provincial award, which may be presented to someone who is making an outstanding contribution to Guiding within Alberta/NT/YK.
2. The Medal of Merit is a prerequisite for the Alberta Rose.
3. The Guider's service may be to adults or girls.
4. Service need not include a provincial position or be known province wide.
5. Service must be ongoing - not just for a one time task; she must still be serving and intend to continue serving Guiding.
6. Service to whatever position she is holding must be above and beyond the requirements of the position.
7. 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.
8. Applications for this award must be accompanied by three letters of support, documenting service.
9. Each application must be considered carefully on its own merits by the Provincial Awards Committee.
10. Final approval to be given by the Provincial Executive Committee (or council).
11. A certificate will accompany the Alberta Rose Award.
12. Applications must be sent to the Provincial Office **at least three months** before the intended date of presentation.



PROVINCIAL AWARD COMMITTEE DEADLINES

Awards may be applied for at any time during the year. However, to facilitate meetings of the committee during the Guiding year, we have set the following deadlines:

September 1 November 1 January 1 March 1 June 1

When setting deadlines for your area committees please keep these dates in mind and remember that **awards needing provincial and national approval consistently take 3 to 4 months to process.**

APPLY EARLY AND AVOID DISAPPOINTMENT!

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. HONORARY LIFE AWARD

The Honorary 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, currently \$500. Contact your area awards adviser or commissioner for further details and be advised there are additional costs for the pin (\$140.00) and courier 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.



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 (\$134.95) and courier charges. A certificate will accompany this award.



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. The Award is in 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. The area will be billed for the cost of the pin (\$150.00 for bronze and silver, \$175.00 for gold) and courier charges. A certificate will accompany this award.



IT'S EASY TO APPLY FOR AN AWARD

1. **Decide to apply** for an award for a deserving Guider. **Remember** that the award must be based on service/accomplishments since the last award the Guider received. Past service/accomplishments count but cannot be the reason for a new award.
2. **Select the award** that matches the service of the Member you are nominating. **Research** the awards through the *Alberta Provincial Awards Manual* or the *National Awards Module 6*. Be sure to note any provincial guidelines which may be in place for the award you would like to apply for.

It is important to consider the progression of awards when applying for an award and not skip, for example, from a Gold Thanks 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.

2. **Use the correct Awards Application Form** which is available in Memberzone in "Forms". There are two forms, the R.3P for provincial awards and the R.3N for national awards. Be sure you are completing the correct form for the award you are applying for.
3. **Fill out the Awards Application;** ensure you have filled in all the information needed, checked off the box beside the appropriate award and signed the form on the line beside "Recommended by". Only original signatures are accepted. There is a detailed guide to how to fill out the forms in the *Alberta Provincial Awards Manual*.
4. **Write the very important letter of support** which should be detailed and contain information about the Guiders contributions to Guiding, her other volunteer activities and her life outside of Guiding. This is where the reviewers get the information about the person which they will use to make a decision about the award. There is very useful information to help you with the letter in the *Alberta Provincial Awards Manual*.
6. **A second letter of support** is usually required; ask another Member to write this additional letter of support for your nomination. Be sure to impress upon her the importance of the letter.
Note: the Alberta Rose Award requires three letters from within Guiding.
8. **Next step is to send** the R.3P or R.3N Application Form, the letters of support (plus a cheque if applying for an Honourary Life Award) to your Area Awards Adviser. Both she and the Area Commissioner need to see and sign off on all awards. The Area Awards Adviser will look after awards given out within the Area and Districts.
9. **Provincial and National Awards** are mailed, by the Area Awards Adviser, to Provincial Office for the Provincial Executive Committee to review. Provincial Office will forward National awards on to National Office for review.
10. **When the Provincial or National award is approved:** the paperwork, pin and/or certificate are couriered by Provincial Office to the appropriate council for presentation. Any costs for the award, pins or courier are billed to the area council.

FILLING OUT THE R.3P and R.3N AWARD APPLICATION FORMS

Before you start, be sure you are filling out the correct form, the R.3P for provincial awards and R.3N for national awards.

Section 1: Recipient Name, iMIS ID, and Presentation Date must all be filled in. For provincial and national awards the presentation date must be a calendar date. The recipient's iMIS profile can be requested from your area awards adviser or iMIS home to help you with this information.

Section 2: Checkmark the award (only one per page) that you are applying for and note in the space beside the award who must approve it and the necessary requirements.

Section 3:

Number of Signatures Required

- an area award requires three signatures.
- a provincial award requires four signatures.
- a national award requires five signatures

Recommendation and Approval Signatures

- **“Recommended by”**: is filled in by the Member recommending the award and must include her phone number, iMIS number and date. Name must be printed and then signed.
- **“Approved by” space 1**: is filled in by the Area Awards Adviser and include her phone number, iMIS number and the date. Name must be printed and then signed.
- **“Approved by” space 2**: is filled in by the Area Commissioner and include her phone number, iMIS number and the date. Name must be printed and then signed
- **“Approved by” space 3**: is filled in by the provincial awards adviser (for provincial and national awards).
- **“Provincial Commissioner”**: filled in by the Provincial Commissioner (for provincial and national awards).
- **“Chief Commissioner”**: filled in by the Chief Commissioner or Deputy (for national awards)

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

Section 4: “iMIS input Completed by” and “Date”: filled in by the iMIS home.

Section 5: “Presenter’s Name” and “Presenting Council/Committee”: filled in by the recommending council.

The original R.3 Awards Application Form with original signatures must be forwarded to Provincial Office. Copies will not be accepted.

10

THE ATTACHMENTS THAT GO WITH THE APPLICATION FORM

- The R.3P and R.3N Application Forms list the attachments required for each application in Section 2 beside the list of awards.
- For most awards two supporting letters are required (three for the Alberta Rose Award). Please review and give all letter of support writers a copy of “What to Write in the Very Important Letter of Support” and “Sample Support Letter” as well as a copy of the Guiders iMIS profile.
- For the “Honorary Life Award” there is a \$500.00 fee which must accompany the application. The cheque is made out to GIRL GUIDES OF CANADA (not to your area or Alberta council) and must accompany the application when it is sent to Provincial Office. Please note there is an additional charge for the pin and courier delivery which will be billed to the area.
- The Guider must be a Member of Girl Guides of Canada and have a current PRC or Exemption in order to qualify for awards.

WHAT TO WRITE IN THE VERY IMPORTANT LETTER OF SUPPORT

The letters of support are where the reviewers (Area Awards Adviser /Area Commissioner, Provincial Awards Committee/Provincial Executive Committee and National Board of Directors) get the information they will use to make their decision. You know she deserves the award, but you must convince them 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. They need to see examples, with lots of details, to get a real feel for the person you are talking about.

1. Get a copy of her iMIS record from your iMIS home. If you don’t know where that is, ask your Area Awards Adviser or District Commissioner. Give a copy to the person writing the additional letters of support as well. It is a valuable resource listing all her 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, don’t say “she is an amazing Guider who works hard and does so much for our unit/district/etc.” How is she an amazing Guider, what does she do. BE SPECIFIC or it doesn’t mean anything to the reviewer.
4. Be aware that this award must be based on her service/accomplishments that have happened since the last award she received. Past service/accomplishments are important to include, and will be considered, but they cannot be the basis for a new award.
5. You can break the examples down into paragraphs and refer to her accomplishments in the areas of:
 - Guiding, for example:
 - Has she worked with the girls? 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, fund raisers, trips, parent/daughter banquets, etc.?
 - Has she been a committee adviser, on a district, area or provincial council?
 - Has she been a commissioner in a district, area or provincial council?
 - Has she been a mentor for a new Guider or someone new to an adviser or commissioner position?
 - Give details about anything and everything she has done in her Guiding career.
 - Family / Home life, for example:
 - 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, for example:
 - Does she work outside the home? Does she have a home business?
 - Does she work full or part time?
 - Personal, for example:
 - 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, for example:
 - Does she volunteer with other organizations?
 - Is she known for acts of kindness?
 - Does she enrich the lives of others in her community?
6. Be sure to include all aspects of the individual being recognized to offer a complete picture of the person. Give lots of examples and be specific.
 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.
 7. Letters can come from: Guiders, parents, girls, friends, other volunteer agencies, employers/colleagues, professors etc.
 8. 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 the original is given to the recipient when she receives the award.

Every person asked to write a letter of support should be given:

- a copy of "What to Write in the Very Important Letter of Support"
- a copy of the "Sample Letter of Support"
- the Guiders iMIS profile

SAMPLE SUPPORT LETTER

March 4, 2015

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 1993 when we began as new leaders for the 12th 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. Not everything turned out just the way we planned it, like the rainstorm during our nature walk, but she was well prepared and the girls learned all about the trees and plants we were supposed to see, and did later find, while we sat out the rain in the shelter. The girls returned to our unit year after year because they enjoyed it so much and I feel Suzy was in a large way responsible for this.

Camping was something she 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. Each year there was a theme, chosen by the girls, which we put into all aspects of our camp. Suzy would make activity books, find games, crafts and food that used the theme and then present it all to the girls so they could choose what they wanted to do to and make the camp their own. They even enjoyed doing the bathroom, kitchen and clean up duties because Suzy had made camp hat "Duties Awards" that they each received when their duty was done. In 1996, 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 Brownies to Girl Guides, Suzy became our District Commissioner. She 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 with the Sparks at one end of the room, followed by the Brownies, Girl Guides, Pathfinders and then the Rangers at the other end of the room. Susy also organized putting a float in the community parade, with input and assistance from units in all the districts in our community. It won first prize in our category.

Suzy is married and has three daughters who are all involved in Guiding. Her husband is an active member of her "helping committee" always there to set up tents, pick up supplies for whatever event is coming up and generally support her in her activities. She feels this is only fair since he was the one who told the District Commissioner that she was interested in becoming a Leader in the first place!

She is active in the community as well, canvassing for charities, volunteering at her daughters schools and helping to run the local fund raiser book sale. The saying that if you need something done, ask the busiest person you know and it will get done is certainly true of

Suzy. In her spare time she loves to do many and varied craft activities but especially likes to crochet, sew and make jewelry.

Suzy has given her time and talents over and over again to help girls and Guiders get the most out of GGC. She lives by the Promise and Law and is a valued volunteer making the most of whatever position she currently 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

WHAT CAN I APPLY FOR?

AWARDS FOR DISTRICTS, AREAS, PROVINCE AND NATIONAL

1. All awards applied for by districts and areas must go to the Area Awards Adviser. She (plus the Area Awards Committee in larger areas) and the Area Commissioner will review the awards.

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

It is important to remember that after these awards are presented in the district or area the iMIS Profile of the Guider must be updated by her area iMIS home to include the award. This does not happen automatically, the information must be sent to the Guiders iMIS home.

2. **Provincial award applications must be sent in** to Provincial Office by the Area Awards Adviser **at least three months before the presentation date** to be reviewed by the Provincial Awards Committee and Provincial Executive Committee.

These include:

- Medal of Merit
- Alberta Rose

3. **National award applications must be sent in** to Provincial Office by the Area Awards Adviser **at least four months before the presentation date** in order to be reviewed by the Provincial Awards Committee, Provincial Executive Committee and the National Board of Directors.

These include:

- Beaver Award
- Gold Maple Leaf Award
- Honorary Life Membership
- Fortitude Award - for girls and adults
- Valour Award - for girls and adults

Applications for Provincial and National awards must be at

Provincial Office by the deadline dates of:

September 1, November 1, January 1, March 1 and June 1.

16

THE JOURNEY OF THE AWARD THROUGH THE APPROVAL PROCESS

1. The completed award and attachments (the award package) are sent to the Area Awards Adviser. District and area awards will be reviewed at this level.
2. Provincial and National award packages will be mailed by the Area Awards Adviser to Provincial Office. Provincial Office will attach the Guiders iMIS profile to the award.
3. The Administrative Manager at Provincial Office will scan and email the award package to the Provincial Awards Adviser and the members of the Awards Review Committee for consideration.
4. When the award has been approved, the Provincial Awards Adviser will sign the R.3N or R.3P form and send it back to Provincial Office where it will go before the Provincial Executive Committee for review.
5. Once the Provincial Executive Committee has approved the award, and the Provincial Commissioner or her designate has signed the form, Provincial Office will forward National awards to the National Office for the Board of Directors to review.
6. The Area Awards Adviser will be notified by the Provincial Awards Adviser when a Provincial award is approved.
7. The Area Awards Adviser will be notified by the Provincial Awards Adviser when a National award has been forwarded to National Office and again when it is returned to Provincial Office after it has been reviewed.
8. The approved award will be returned by Provincial Office to the district or area for presentation.
9. **If the award being applied for is deemed not suitable and the award package is returned to the district or area:**
 - Every effort must be made to ensure an acceptable substitution is decided on and applied for.
 - The progression of awards needs to be considered when applying for an award and not skip, for example, from a Gold Thanks to a Gold Merit award.
 - Each award has its own merits and should be considered. The recipient will appreciate being recognized by her peers no matter which award she receives.