

AWARDS

INFORMATION BOOKLET



**A Guide for Area Commissioners
Area Award Advisers
and Guiders**

Prepared by the Alberta Provincial Awards Committee

Revised May 2009

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AWARDS AND RECOGNITION OF SERVICE

Everyone likes to be appreciated! A kind word, a smile and a thank you go a long way toward making a volunteer feel her efforts have been recognized. If a volunteer feels that her contribution to the Organization is worthwhile, she is more likely to continue serving in some capacity. She is also more likely to talk her friends into coming along for the fun and friendship and to speak highly of Guiding to everyone she meets.

The ongoing presentation of awards to Guiders, at all levels, is a vital way of formally recognizing their contributions to our girl Members.

All Members are encouraged to recognize Guiders by nominating them for an award. Commissioners, at all levels, are encouraged to promote awards through their Guiding. 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 a Member for an Award at any time.

As a guideline, it is recommended that approximately 20 percent of the Membership is recognized with awards every year.

NATIONAL AWARDS MODULE

Adult Member and Volunteer Support Resources, Module 5 – Awards, lists all the awards offered across Canada to our volunteers. Please check the current copy for up to date information. It can be found on MemberZone. Some of the contents in this booklet were taken from the 2008 edition and from information received from national.

Note: References to Administrative Community Leaders (ACLs) have been removed from this booklet as they apply only to Ontario.

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/ 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. It 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.

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. 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 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. The award is granted by the council concerned in three categories:

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

9. AREA AWARDS

An area council may, if desired, 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 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 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.



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 the Province of Alberta.
2. It is to be considered higher than the Medal of Merit.
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.



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 MEMBERSHIP

The Honorary Life Membership 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 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 (\$75.00) 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 (\$125.00) and courier charges. A certificate will accompany this award.



HOW TO 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>. Each area may also have a supply of these forms on hand. 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.

STEP BY STEP FOR NOMINATING AWARDS

1. **Recognition** for a Member that you want to acknowledge for her contribution to Guiding
2. **Research** the awards through the Awards Module or Guiding Essentials; find out what provincial guidelines may be in place for the Awards Application
3. **Select the award** that matches the service of the Member you are nominating
4. **Awards Application** called an R.3 form. Available in MemberZone at: <http://forms.girlguides.ca/appregrec/R3.doc>. The form is double sided: front side Awards Application, back side National Awards Application. Once it is determined what award is being applied for, fill out the appropriate side and forward as outlined by your province.
5. **Double check the R.3 Awards Application**; ensure you have filled in the information needed for the appropriate award. You will need the nominated Member's iMIS number, which you get from your district commissioner. Note: if the Guider is in your unit, her iMIS number will be on your Unit roster which you can access in MemberZone
6. **Write a letter of support** about why you think this Member is deserving of the award
7. **Second letter** may be required; ask another Member to write this additional letter of support for your nomination.
Note: the Alberta Rose Award requires three letters from within Guiding.
8. **Finished package:** the R.3 form and the letters of support should be sent to the appropriate council as deemed by your province

HOW TO FILL OUT THE R.3 AWARDS APPLICATION FORM

Section 1: Recipient Name, iMIS ID, and Presentation Date must be filled in. Note the directions regarding the presentation date for provincial and national awards. The iMIS Profile will be attached to the application by the Provincial Office when you forward the application to them.

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

Section 3: "Approvals" If it is:

- an area award you require only two signatures.
- a provincial award you require four signatures.
- a national award you require five signatures

Please remember it takes three to four months to process the provincial and national awards.

First line: must be filled in by the Guider recommending the award, including her phone number, iMIS number and date.

Second line: must be filled in by the council representative (commissioner or awards adviser) as determined by the council.

Third Line: must be filled in by the provincial awards adviser

Fourth line: must be filled in by the Provincial Commissioner or Deputy.

Fifth Line: is filled in by the Chief Commissioner or Deputy* (only for national awards)

Sixth Line: "Final Approval" and "Presenter" must be filled in by the recommending council

Section 4: "For Office Use" - to be filled in at national

The image shows two application forms side-by-side. The left form is titled 'Awards Application' and the right form is titled 'Application for National Awards'. Both forms have a header with the logo of the organization and the number 'R.3'. The forms contain various sections for applicant information, award selection, and approvals. Arrows point from the text labels 'Awards Application' and 'Application for National Awards' to their respective forms.

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

TIPS FOR WRITING A LETTER OF SUPPORT

- Begin with an introduction that identifies the Member being nominated, the award being applied for and a summary of the Member's role(s) and accomplishments.
- 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)
- Be sure to include all aspects of the individual being recognized to offer a complete picture of the person.
- Use clear, concise language that states, in your own words, why you think this person should receive this particular Award.
- Try to tie in as many Guiding examples as possible. You can include: positions held; mentoring roles; creativity of unit meetings; support of girl greatness; Link or Trefoil Guild involvement; special events or committees; parent, girl and other Member feedback.
- Letters can come from: Guiders, parents, girls, friends, other volunteer agencies, employers/colleagues, professors etc.
- Every person asked to write a letter of support should be given a copy of the sample letter included in this booklet.

The iMIS Profile 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 the original is given to the recipient when she receives the award.

You will find a sample letter on the next page. Every person asked to write a letter of support should be given a copy of both pages – don't assume everyone knows what is expected!

SAMPLE SUPPORT LETTER

May 4, 2005

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 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 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.

In 1996, she also became a member of the food services staff at a Provincial Event. Suzy 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 chairwoman 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

SAMPLE LETTER OF COMMENDATION
(Reprinted from a Letter of Commendation given to a Member)

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.

Provincial Commissioner

Date

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.

REWARDING FRIENDS OF GUIDING – THE SILVER THANKS PIN

Often a unit, district, division 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 Guide Shop.

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:

November 15

January 1

February 1

March 1

April 1

May 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!