

# **AWARDS INFORMATION BOOKLET**



## **A Guide for Newfoundland and Labrador Guiders**

Prepared by the Newfoundland and Labrador Provincial Awards Committee  
September 2006

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The Newfoundland and Labrador Provincial Awards Committee would like to acknowledge and thank the Alberta Provincial Council for the use of their awards booklet as a guideline in the development of a booklet for our Guiders.



## AWARDS AND RECOGNITION OF SERVICE

*Policy Organization and Rules* (POR) states, “An award is a tangible symbol of a recipient’s contribution to Guiding. Awards show our gratitude and appreciation and illustrate that we value not just the deed but the person too. The granting of an award is an opportunity to recognize someone publicly at any time of the year and acknowledge her work in the presence of her peers. The Girl Guides of Canada encourages the use of awards to honour our adult/youth Members.”

### AWARDS

All awards, other than Membership pins, Gold Thanks pin and Letter of Commendation require at least one letter of support. Section 7 of POR lists all the awards offered across Canada to our adult/youth Members. Please check the current copy for up to date information. The following was taken from the revised 2001 edition, and information received from national office.

### GIRL MEMBER AWARDS

#### 1) MEMBERSHIP PIN

Every new girl Member receives a one year Membership pin upon joining in September. She is then entitled to a consecutive pin at the beginning of the next year, up to 15 years.



#### 2) GOLD THANKS PIN

The Gold Thanks pin may be given to Senior Branches Members for **good** 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 and requires a letter describing service to Guiding.



#### 3) TEAM AWARD

The Team award may be given to girl Members who have been part of a team that planned and carried to completion an **extraordinary** event or project. The council concerned grants the award.



#### 4) FORTITUDE AWARD

The Fortitude award is granted by the Board of Directors (of GGC) to girl Members who have shown great courage and endurance in adversity. This award may be given posthumously in special circumstances.



## 5) VALOUR AWARD

The Valour award is awarded by the Board of Directors (of GGC) 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, depending on the degree of risk to the life of the rescuer:

- Gold This is the highest award, given only in instances of the greatest heroism and extreme risk to life.
- Silver This is given in instances of considerable risk to life.
- Bronze This is given when there has been less risk to life.
- Applications must be made as soon as possible and no more than one year after the incident.



## ADULT MEMBER AWARDS

### 1) MEMBERSHIP PIN

Every new adult Member receives a one year Membership pin upon joining in September. She is then entitled to a consecutive pin at the beginning of the next year, up to 15 years. From 15 years onward, Membership pins are awarded at five year intervals.



### 2) 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. It may be given more than once to the same person. It is approved by a Registered Member and is supported by a letter describing service to Guiding.

### 3) GOLD THANKS PIN

The Gold Thanks pin may be given to adult Members for **good** 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 and requires a letter describing service to Guiding.



### 4) BRONZE MERIT AWARD

The Bronze Merit award may be given to adult Members for **dedicated** service to Guiding in any field, beyond the basic requirements for the position held. This award is granted by the council concerned.



### 5) SILVER MERIT AWARD

The Silver Merit award may be given to adult Members for **excellent** service to Guiding in any field, beyond the basic requirements for the position held. This award is granted by the council concerned.



**6) GOLD MERIT AWARD**

The Gold Merit award may be given to adult Members for **outstanding** service to Guiding in any field, beyond the basic requirements for the position held. This award is granted by the council concerned.



**7) MEDAL OF MERIT**

The Medal of Merit award may be given to adult Members for **exceptional** service to Guiding at any level, beyond the basic requirements for the position held. This award is granted by provincial council.



**8) TEAM AWARD**

The Team award may be given to adult Members who have been part of a team that planned and carried to completion an **extraordinary** event or project. The council concerned grants the award.



**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.

**PROVINCIAL AWARDS FOR ADULTS**

The POR states in Section 7-2 that provincial council may, if desired, establish a provincial award to be granted according to its own criteria. See below for application information.

**1) NEWFOUNDLAND AND LABRADOR PROVINCIAL AWARD**

The Newfoundland and Labrador Provincial award is awarded to Members for service specifically known to the province and must be ongoing – not for just a one time task. This award is granted by the provincial council.



**2) NEWFOUNDLAND AND LABRADOR PROVINCIAL CERTIFICATE FOR DEDICATED SERVICE**

The Newfoundland and Labrador Provincial Certificate for Dedicated Service may be given in recognition for dedicated service to the Girl Guide organization. This service must be over a period of time and not for one event only. This award is granted by the provincial council.



## NATIONAL AWARDS FOR ADULTS

### 1) BEAVER

The Beaver is granted by the Board of Directors (of GGC) to adult Members for **exceptional** service to Guiding at the provincial or national level. Except in special cases, it 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 (of GGC) to adult Members for **exceptional** service at the national level, which contributes to the enrichment of Guiding in Canada. It is awarded only to those who hold the Beaver.



### 3) HONORARY LIFE MEMBERSHIP

The Honorary Life Membership is granted by the Board of Directors (of GGC) to adult Members while still actively involved in the organization or upon retirement. Applications must be approved by the commissioner concerned and accompanied by the required fee, currently \$500.00. Contact your commissioner for further details and be advised there are additional costs for the pin plus courier, shipping and handling charges.



### 4) FORTITUDE AWARD

The Fortitude award is granted by the Board of Directors (of GGC) to adult Members who have shown great courage and endurance in adversity. This award may be given posthumously in special circumstances. The applying council will be billed for the cost of the pin, currently \$75.00 plus courier, shipping and handling charges.



### 5) VALOUR AWARD

The Valour award is awarded by the Board of Directors (of GGC) 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, depending on the degree of risk to the life of the rescuer:

- Gold This is the highest award, given only in instances of the greatest heroism and extreme risk to life.
- Silver This is given in instances of considerable risk to life.
- Bronze This is given when there has been less risk to life.
- Applications must be made as soon as possible and no more than one year after the incident.



## APPLYING FOR AWARDS

Any Member may apply for an award for a girl or adult Member she feels is deserving of recognition. The R.3 form, "Application for Recognition of Adult Service Awards," is used for each award. A sample copy is enclosed and may be photocopied. It is also available on the national website. Areas may also have a supply of these forms on hand.

## COMPLETING THE APPLICATION (R.3)

**Section 1:** Recipient name, iMIS number, and presentation date (a calendar date) are required. When you forward the application to provincial office, they will attach the iMIS profile.

**Section 2:** Check off the award (only one per application) that you are applying for and note the necessary requirements and appropriate approval level.

**Section 3:** Approvals: if it is an area award, you require only two signatures. If it is a provincial award, you require four signatures. If it is a national award, you require five signatures. Please remember it may take three to four months to process the provincial and national awards.

### Approvals

Must be completed by:

- |              |   |
|--------------|---|
| First Line   | the Guider recommending the award, including her phone number, iMIS number and date |
| Second Line  | the commissioner or designate   |
| Third Line   | the provincial awards adviser   |
| Fourth Line  | the provincial commissioner or deputy   |
| Fifth Line   | the Chief Commissioner or deputy (only for national awards)                         |
| Sixth Line   | for national awards only  |
| Seventh Line | the recommending council  |

**Section 4:** For Office Use – to be filled in at national office.

## ATTACHMENTS TO THE APPLICATION

- The R.3 form lists the attachments required for each application.
- Supporting letters are required for most awards. Please refer to WRITING A LETTER OF SUPPORT.
- Please note that the guidelines in POR 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, exceptional.
- Please apply for the award that you truly believe the Member deserves and your supporting letters should **clearly document** this service.
- Presently there is a \$500.00 fee, which must accompany applications for Honorary Life Membership. This cheque made out to GIRL GUIDES OF CANADA (not made out to your area or Newfoundland & Labrador council), must accompany the application when it is sent to the provincial office. Also please note, there is an additional charge for the pin, courier, shipping and handling charges.
- 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.

## WRITING A LETTER OF SUPPORT

- 1) What has the Member been doing since she received her previous award? Include as many dates as possible. The exception would be the Honorary Life Membership. All service would be considered.
  - Has she enriched the girls' program? Give details.
  - Has she undertaken any special projects? Give details.
  - Has she taken other units to camp?
  - Has she organized rallies, fundraising, church parades and trips?
  - Has she given extra effort to her council's activities?
  - Has she been a role model for other Members, especially those with whom she works most closely?
- 2) 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 or other)?
- Is she known for acts of kindness?
- Does she enrich the lives of others in her community? Give examples.
- Does she have personal and/or other responsibilities and demands in her life? If you know this Member outside of Guiding, you may wish to include some personal reflections.

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 handwritten.

Every person asked to write a letter of support should be given a copy of the sample letter included in this booklet.

## SAMPLE SUPPORT LETTER

September 1, 2006

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 Mary Jane Guider.

I have known Mary Jane 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.

Mary Jane is always the first to "Lend a Helping Hand" when adult Members are needed. In 1996, when the Guider in Charge of the Brownie Friendship Camp took ill and had to leave the position, Mary Jane 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. Mary Jane 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.

Mary Jane 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.

Mary Jane'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.

Mary Jane is truly deserving of the Medal of Merit.

Yours truly,

Mabel Guider

## APPROVAL LEVELS

Some of the awards offered to our Members may be approved at the district, division or area level by the council concerned. These awards include:

- Letter of Commendation
- Gold Thanks pin
- Bronze Merit award
- Silver Merit award
- Gold Merit award
- Team award
- Area awards

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 will need to be updated. Complete the A.4 Form, Adjustments to Guider Records side 2, and send to the provincial office.

The following awards applications must be sent to provincial office before being reviewed and approved by the provincial awards committee. These include:

- Medal of Merit
- Newfoundland and Labrador Provincial award
- Newfoundland and Labrador Provincial Certificate For Dedicated Service

Note: The Medal of Merit, NL Provincial award and the NL Provincial Certificate for Dedicated Service are approved by the provincial awards committee and ratified by provincial council and/or executive committee.

National 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

## NOTIFICATION OF APPROVAL OF AWARDS

For all awards receiving approval at the district/division/area level, the commissioner concerned should notify the person recommending the award of its approval.

For awards needing provincial approval, the provincial office will contact the approving commissioner as soon as the award has been approved by the provincial awards committee and ratified by provincial council and/or executive committee. If the awards committee feels that insufficient documentation has been received to warrant giving the award applied for, the provincial awards adviser will contact the person who recommended and ask for more documentation.

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

## REWARDING THE FRIENDS OF GUIDING

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 ongoing or may be for a specific event. Saying thank you to such supporters can be done in many ways. Suggestions are:

- 1) Certificates of Appreciation - purchased or made especially for them.
- 2) Gifts from the Guide Shop
- 3) Thank you notes
- 4) Girl Guide cookies
- 5) 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 (see POR 7-5). It can be purchased at the Guide Shop.
- 6) The ideas are endless; perhaps your area has a special mug, crest or article it saves to present to your Friends of Guiding.



## THANKING OUR MEMBERS

Everyone likes to be appreciated! A kind word, a smile and a thank you go a long way towards making an adult/girl Member feel that her effort has been recognized. If a Member feels that her contribution to the organization is worthwhile, she is more likely to feel like continuing to serve in some capacity. She is also more likely to talk her friends into coming along for the fun and friendship! She is more likely to speak highly of Guiding to all she meets.

Guiding offers awards as a formal way of showing appreciation to our Members. Please use them! Commissioners should promote awards through their councils. Awards can be promoted in area newsletters to stress the importance of thanking our valued Members. Commissioners can check iMIS printouts to see who has been missed and who may be due recognition.

The provincial awards committee is happy to answer questions, help you reward the Guiders in your area and are only a phone call, an email, a letter or a fax away.

## **AWARD APPLICATION DEADLINES**

Awards may be applied for at any time during the year. However, to facilitate meetings of the committee during the Guiding year, a deadline of the 25<sup>th</sup> of each month has been set. Please keep these deadlines in mind and remember that awards needing provincial and national approval consistently take three to four months to process.

APPLY EARLY AND AVOID DISAPPOINTMENT.

## Application for Recognition of Adult Service Awards

To allow Girl Guides of Canada – Guides du Canada to assess the request for recognition through GGC's adult service awards please provide the following information:

Recipient Name (Please Print)	iMIS ID (attach profile)	Presentation Date
		Must be a calendar date. ASAP is not acceptable If not sure of date, please put "Presentation Unknown"

**Note:** Nationally approved awards (except Gold Maple Leaf) need Provincial approval first

Awards	Approval	Requirements (Please send only copy of the letters, the Original letter(s) may go with the presentation folder)
Beaver	Board of Directors	Three supporting letters Recipient must be holder of "Medal of Merit" award, except in special cases
Gold Maple Leaf	Board of Directors	Three (3) supporting letters Recipient must be holder of "Beaver" award
Honorary Life Membership (HLM)	Board of Directors	Three (3) supporting letters Required fee Note: HLM applicant must hold a valid a police reference check (PRC) or exemption
Fortitude ___ Posthumous _	Board of Directors	Three supporting letters. Fortitude must have been demonstrated within the past 12 months however, the onset of adversity may have occurred further in the past. Posthumous – application must be made no more than one year after death. <b>If a recipient is under 15 years of age, please use the back page</b>
Valour _ _ Posthumous _ _ ___ Gold ___ Silver ___ ___ Bronze	Board of Directors	Description of incident including name, age and address of rescued person, danger to rescued Person, capability of rescued person to co-operate, actual danger of life or person of the rescuer Help given or available, equipment used or available, (e.g. first aid, resuscitation etc.) Signed statement of eye-witness(es), including name, address, telephone number and age <b>If under the age of majority, please use the back page</b>

Gold Thanks Pin	Awarding Council	Letter describing service to Guiding
Bronze Merit	Awarding Council	Three (3) supporting letters
Silver Merit	Awarding Council	Three (3) supporting letters
Gold Merit	Awarding Council	Three (3) supporting letters
Team Award	Awarding Council	Three (3) supporting letters from Members not part of the proposed team
Letter of Commendation	Registered Member	Letter describing service to Guiding
Area Award	Area Council	See Area Council for requirements
Medal of Merit	Provincial Council	Three (3) supporting letters
Provincial Award	Provincial Council	See Provincial Council for requirements

**Approvals** (Provide only the approval information as required by award applied for)

Council	Name/Signature	Phone #	iMIS #	Date
Recommended By:				
Approved By:				
Approved By:				
Approved By: Prov'l Commissioner In her absence: Deputy PC				

Approved By: Chief Commissioner In her absence: Deputy Chief Com				
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Final Approval: \_\_\_\_\_  
(Council name including level)

Presenter: \_\_\_\_\_  
(Council/Committee)

For Office Use:	Date
Board of Directors ratification:	
Notification of approval sent to:	
iMIS input completed by:	

**Personal Data for Fortitude and Valour Awards**

Recipient Name (Please Print)	IMIS ID (attach profile)	Presentation Date Must be a calendar date. ASAP is not acceptable If not sure of date, please put "Presentation Unknown"

**Note:** Attach iMIS profile or complete information below.

<input checked="" type="checkbox"/> <b>Award:</b> 1) Fortitude ___ Posthumous ___ 2) Valour ___ Posthumous ___								
Name:	iMIS #	<input checked="" type="checkbox"/>	<b>Check</b>					<b>Branch of Guiding</b>
Address:		S	B	G	P	GH	TX	X Ops
Phone:	Birth Date:							
Unit #:								
Contact Guider:	iMIS #							

**Approvals** (Provide only the approval information as required by award applied for)

Council	Name/Signature	Phone #	IMIS #	Date
Recommended By:				
Approved By:				
Approved By:				
Approved By: Prov'l Commissioner In her absence: Deputy PC				
Approved By: Chief Commissioner In her absence: Deputy Chief Com				

Final Approval: \_\_\_\_\_  
(Council name including level)

Presenter: \_\_\_\_\_  
(Council/Committee)

For Office Use:	Date
Board of Directors	
Notification of approval sent to:	
iMIS input completed by:	

*Privacy*

*We protect and respect your privacy. Your personal information is used only for the purposes stated on or indicated by the form. For complete details, see our Privacy Statement at ([www.girlguides.ca](http://www.girlguides.ca)) or contact your provincial or national office.*