

AWARDS

MADE EASY

**A READY REFERENCE FOR GUIDERS
IN CALGARY AREA, PREPARED BY
THE CALGARY AREA AWARDS COMMITTEE
REVISED SEPTEMBER 2004**



TABLE OF CONTENTS

HOW TO APPLY FOR AN AWARD FOR ADULT MEMBERS	2
GENERAL INFORMATION FOR ALL AWARDS	2
HOW DO YOU KNOW IF THE AWARD IS APPROVED?	3
AREA AWARDS	4
Long Service Award	4
Calgary Area Certificate of Appreciation	4
Calgary Area Special Award	4
Letter of Commendation	4
Gold Thanks Pin	5
Silver Thanks Pin	5
Bronze Merit Award	5
Silver Merit Award	5
Gold Merit Award	5
Team Award	5
PROVINCIAL AWARDS	6
Medal of Merit	6
The Alberta Rose	6
NATIONAL AWARDS	7
Honorary Life Membership Award	7
Fortitude Award	7
Valour Award	7
AWARDS FOR GIRL MEMBERS	8
Fortitude Award	8
Valour Award	8
APPLICATION INFORMATION	8
LETTERS OF DOCUMENTATION IN SUPPORT OF AWARDS	9
QUICK REFERENCE	10
SAMPLE FORMS	Included

HOW TO APPLY FOR AN AWARD FOR ADULT MEMBERS

Awards information governing adult members is found in the current Policy Organization and Rules (POR), Awards section and on the Application form R.3. These forms are available at the Guide Centre, and at the back of this Guide. The R.3 application form is also available on the National website, www.girlguides.ca and the Calgary Area application forms are available on the Calgary Area website, www.calgareaguides.com.

The presentation of awards to our Guiders is a vital way of recognizing their contributions in a more formal way. Please be sure to show recognition and thanks in many ways over and above these official awards.

There are Area, Provincial and National awards. All award applications are initially sent to Calgary Area. The Area award applications are processed through the Guide Centre, Area Awards Committee, and Area Commissioner. The Provincial and National award applications are forwarded to the Area Awards Committee for processing and then on to the Provincial Awards Committee.

GENERAL INFORMATION FOR ALL AWARDS

- ❖ Submit application form accompanied by one or more supporting letters, as specified. The more letters written, the more we know about the Guider receiving the award.
- ❖ Anyone may apply for an award for another person. It does not have to be a Commissioner.
- ❖ *Awards may be applied for and presented at any time during the year*
- ❖ Applications for Calgary Area Awards should be submitted to the Calgary Area Awards Committee at least one month prior to proposed presentation. Provincial and National Awards require at least three months.
- ❖ If you wish to have the award presented at the Calgary Area Annual Dinner the following deadlines must be met.
 - Life Membership (National Award) - January 15
 - Fortitude or Valour Award (National Award) - January 15
 - Alberta Rose and Medal of Merit (Provincial Awards) - February 15
 - Gold, Silver, Bronze Merit and Team Award (Area Awards) - April 30
- ❖ *Not presented at dinner; may be applied for at any time during the year.*
 - Gold or Silver Thanks - Adult (Area Award)
 - Letter of Commendation – Adult (Area Award)
 - Calgary Area Gold & Silver Special Award - Adult or Girl (Area Award)
 - Calgary Area Certificate of Appreciation – Adult or Girl (Area Award)
- ❖ The awards do not have to be presented in a set order. Select the award that seems to describe the Guider best. Think about others who have the award, and ask yourself if the Guider fits into the same group. If the Awards Committee feels a different award would be suitable, they will suggest the change.

HOW DO YOU KNOW IF THE AWARD IS APPROVED?

Long Service Pins

These are done automatically at Guide Centre and an invoice is mailed out the end of May

Gold/Silver Thanks Pin
Letter of Commendation
Calgary Area Gold/Silver Special Award
Calgary Area Certificate of Appreciation

You will receive a phone call or e-mail from Guide Centre

Gold/Silver/Bronze Merit
Team Award

The Awards Committee will contact you if further information is needed. On approval, you will receive a call from the Committee. An invoice will be sent out the end of May

Medal of Merit
Alberta Rose

You will receive a call from the Awards Committee advising if the application has been forwarded to the Provincial Awards Committee. On approval, you will receive a confirming call. An invoice will be sent out the end of May

Honorary Life Membership/
Fortitude/Valour Awards:

You will receive notification either verbally or in writing from the Awards Committee

AREA AWARDS

Long Service Award

The Long Service Award is presented for long service starting from when first registered as a girl or as an adult. Breaks in service are allowed, but the time out of Guiding does not count toward long service awards. The numeral on the bar indicates total years of service, not necessarily consecutive. The first bar is awarded at three years, the next at five years and subsequent bars at five year intervals. Years of service in another country are counted. Specific certificates, signed by the Chief Commissioner, are issued for 25 and 50 years of service.



- ❖ A printout is generated by the Guide Centre in January and given to each Division Commissioner, advising of those that are due.
- ❖ The Division Commissioner may then consult with her District Commissioners to ensure that all are correct. Contact the Guide Centre concerning any corrections needed. An invoice will be sent to Division Commissioners the end of May for all long service pins.

Calgary Area Certificate of Appreciation

Given as a show of appreciation for any girl, adult, business, or other organization etc. It may be given more than once.

- ❖ Complete Certificate of Appreciation application form. (Attached)
- ❖ Submit one copy to Guide Centre.

Calgary Area Gold/Silver Special Award

May be given to any girl, adult, business, or other organization etc. It may be given more than once.

- ❖ Complete Gold/Silver Special Award application form. (Attached) Check Gold for registered members and Silver for "non members".
- ❖ Submit one copy to Guide Centre.

Letter of Commendation

For recognition of service to the Organization.

- ❖ Complete R.3 Application for Recognition of Adult Service Awards. (Attached) Check "Letter of Commendation". A supporting letter is not necessary for the Letter of Commendation in Calgary Area.
- ❖ Forward one copy of application form to the Guide Centre.
- ❖ It is possible for a Guider to receive more than one Letter of Commendation during her years of service.
- ❖ A "Letter of Commendation" may now be applied for "non-members".

Gold Thanks Pin

For recognition of **good service** to the Organization.

- ❖ Complete R.3 Application for Recognition of Adult Service Awards (Attached), check "Gold Thanks" and submit to Guide Centre.
- ❖ One letter is required in support of the application. This should explain why the Guider should receive the award, her positive characteristics, if any extra work was done, etc., not just the years of service and position.



Silver Thanks Pin

Presented to "non-members" as a token of thanks and appreciation.

- ❖ Complete R.3 Application for Recognition of Adult Service Awards. (Attached) Write in "Silver Thanks Pin" in place of Gold Thanks and submit to Guide Centre.
- ❖ One letter is required in support of the application. This should outline the assistance given and how this has helped you.

Bronze Merit Award

Presented for **dedicated service** to Guiding in any field **beyond** what would normally be expected.

- ❖ Use application form R.3 Application for Recognition of Adult Service Awards. (Attached) Check off "Bronze Merit" and submit to Guide Centre
- ❖ Three letters of support must be submitted with the application.

Silver Merit Award

Presented for **excellent service** to Guiding in any field **beyond** what would normally be expected

- ❖ Use application form R.3 Application for Recognition of Adult Service Awards. (Attached) Check off "Silver Merit" and submit to Guide Centre.
- ❖ Three letters of support must be submitted with the application.



Gold Merit Award

Presented for **outstanding service** to Guiding in any field **beyond** what would normally be expected. Application requirements follow Provincial Awards criteria.

- ❖ Use application form R.3 Application for Recognition of Adult Service Awards. (Attached) Check off "Gold Merit" and submit to Guide Centre.
- ❖ Three letters of support must be submitted with the application.

Team Award

The purpose of the Team Award is to give special recognition for the teamwork, creativity, diligence and synergy that go beyond the basic expectations when a group works to produce an event or project. It is not meant to recognize normal good teamwork such as a smoothly running District or an effective Brownie circle.

This Award may be given to each registered 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. Therefore, as part of the team being recognized, girls will also be granted the Award. It may be given more than once. This award requires three support letters written by non-members of the team.

- ❖ Use application form R.3 Application for Recognition of Adult Service Awards. (Attached) Check off "Team Award" and submit to Guide Centre.
- ❖ Three letters of support must be submitted with the application.



PROVINCIAL AWARDS

Medal of Merit

May be given to adult registered members for **exceptional service** to Guiding at any level, beyond the basic requirements for the position held.



- ❖ Use Form R.3 Application for Recognition of Adult Service Awards. Check "*Medal of Merit*". The application and the three (or more) letters of support are to be forwarded to the Guide Centre.

The Alberta Rose

- ❖ 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.
- ❖ It is to be considered higher than the Medal of Merit.
- ❖ The Guider's service may be to adults or to girls.
- ❖ Her service need not include a Provincial position or be known Province wide
- ❖ Her service must be ongoing – not just for a one time task; she must still be serving and intend to continue serving Guiding.
- ❖ Her service to whatever position she is holding must be above and beyond the requirements of the position.
- ❖ 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.
- ❖ Applications for this award must be accompanied by at least three letters of documentation and support.
- ❖ Each application must be considered carefully on its own merits by the Provincial Awards Committee and by the Alberta Provincial Executive (or Council).
- ❖ Final approval is given by the Provincial Executive (or Council).
- ❖ Use application form R.3 Application for Recognition of Adult Service Awards. (Attached) Check off "*Provincial Award*" and submit to Guide Centre.
- ❖ Three letters of support must be submitted with the application.



NATIONAL AWARDS

Honorary Life Membership Award

The Honorary Life Membership is granted by National Council to adult Registered Members while still actively involved in the Organization or upon retirement. The required fee currently \$500.00 plus additional costs for the pin must accompany the application.

- ❖ Use application form R.3 Application for Recognition of Adult Service Awards. (Attached) Check off "*Honorary Life Membership*".
- ❖ Three letters of support must be submitted with the application.
- ❖ Submit the application form and supporting letters to the Guide Centre.

Fortitude Award

National Council grants the Fortitude Award to adult Registered Members who have shown great courage and endurance in adversity. This Award may be given posthumously in special circumstances. The application requires three letters of support.



Valour Award



National Council may award the Valour Award to an adult Registered 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.
- ❖ Use Form R.3 Application for Recognition of Adult Service Award. (Attached) Check appropriate award. Do not complete the reverse of the form - this is only for recipients who are under 15 years of age.
- ❖ Ensure that appropriate attachments, as per application form, are included and forward the application and attachments to the Guide Centre.
- ❖ Applications must be made as soon as possible, and no more than one year after the incident.

Only National grants these awards. If approved at the Provincial level, they are forwarded to National Office. Applications should be timed to reach National Office at least three months prior to proposed presentation date.

AWARDS FOR GIRL MEMBERS

NATIONAL AWARDS



Fortitude Award

National Council grants the Fortitude Award to Members who have shown great courage and endurance in adversity. This award may be given posthumously in special circumstances. The application requires three letters of support.

Valour Award

National Council may award the Valour Award to a 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.
- ❖ Use Form R.3 Application for Recognition of Adult Service Awards. (Attached) Check appropriate award
 - ❖ Complete the reverse of the form only for recipients who are under 15 years of age.
 - ❖ Ensure that appropriate attachments, as per application form, are included and forward the application and attachments to the Guide Centre.
 - ❖ Applications must be made as soon as possible, and no more than one year after the incident.

Area Awards For Girls: See Page 4

APPLICATION INFORMATION

An application consists of the completed application form R.3 Application for Recognition of Adult Service Awards and required number of letters of support and fees if required. These must be submitted to the Guide Centre. Please keep the time lines in mind.

Please make no plans for presentation of awards until the Awards Committee has notified you that the award has been approved.

HOW TO WRITE A LETTER IN SUPPORT OF AWARDS

The Area Awards Committee is often asked for guidelines to help members apply for the Special Guiding Awards, and the following lays out the guidelines followed by our Committee.

We know all Guiders are conscientious, extra-special ladies who fulfil their registered positions with efficiency, dedication and skill. It is the **extra effort**, which qualifies them for a Guiding Award.

What is the **extra effort**?

- Extra effort is that effort which is beyond the duties and activities of the average Guider. Always state the "who, what, when, where and how" of each extra effort.

Examples (within Guiding):

- ❖ What has she done since the last award was given?
- ❖ Specific enrichment of the Guide program.
- ❖ Special project within her own Unit, District, Division and/or Area.
- ❖ Taking Units other than her own to camp.
- ❖ Extra work with individual girls.
- ❖ Organizing rallies, camping, "day in the park", fund raising, sales, church parades, etc., for several Units. Give specific dates of events.
- ❖ Anecdotes may be included, as these are useful in making the brief histories given at the Awards presentation more entertaining.

Each person's accomplishments or activities may not fit into all categories, but if the questions (what, where, ... etc.) are answered after each "extra effort" the letters will give the information required to grant the Award.

Don't forget to include information about the person, which is unrelated to Guiding.

Examples:

- ❖ Is she married, children (ages)?
- ❖ Involvement in husband's or children's activities.
- ❖ Does she work outside the home?
- ❖ Community involvement: Scouts, church, community league, etc.
- ❖ Personal involvement helping or enriching the lives of others.
- ❖ Other committee involvements or accomplishments.
- ❖ Personal acts of assistance or kindness.

Awards Committees (Area, Provincial and National) are aware of the Guider's present and past registered positions. With each Award Application, we have a computer printout including this information, plus years of service, past awards, etc. To grant an award we are looking for accomplishments over and above these job descriptions.

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 originals given to the recipient when she receives the award.

Use a simple font such as Arial no smaller than 12 on white or beige paper. Something that can be easily photocopied.

QUICK REFERENCE

Area Awards

Award	Requirements	Form	Letters
Long Service	Automatic after first 3 years, then 5, 10, etc.	Printout from Guide Centre provided to Division Commissioners	None
Calgary Area Certificate of Appreciation	Given as a show of appreciation for any girl, adult, business or other organization	Application Form for Certificate of Appreciation	None
Calgary Area Gold/Silver Special Award	May be given to any girl, adult, business or other organization.	Application Form for Gold/Silver Award	None
Letter of Commendation	For service	R.3	None
Gold Thanks Pin	For good service	R.3	One
Silver Thanks Pin	In appreciation to Non-Members	R.3	One
Bronze Merit	For dedicated service, beyond normal expectations	R.3	Three
Silver Merit	For excellent service, beyond normal expectations	R.3	Three
Gold Merit	For outstanding service, beyond normal expectations	R.3	Three
Team Award	Being part of a team that planned and carried out an event to completion	R.3	Three

Provincial Awards

Award	Requirements	Form	Letters
Medal of Merit	For exceptional service	R.3	Three
Alberta Rose	For outstanding contribution to Guiding in Alberta	R.3	Three

National Awards

Award	Requirements	Form	Letters
Honorary Life Membership	Granted by National Council	R.3	Three plus required fee
Fortitude	For great courage and endurance in adversity	R.3	Three
Valour	For heroism	R.3	Documentation

Girl Members

Award	Requirements	Form	Letters
Fortitude or Valour (National)	As per National adult awards, above	R.3	As Above
Calgary Area Certificate of Appreciation	Given as a show of appreciation for any girl	Application Form for Certificate of Appreciation	None
Calgary Area Gold/Silver Special Award	May be given to any girl	Application Form for Gold/Silver Award	None