

# AWARDS INFORMATION

*A READY REFERENCE FOR GUIDERS IN CALGARY AREA*



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REVISED JANUARY 2009



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## General Information

Recognizing Guiders for their contribution to Girl Guides of Canada-Guides du Canada can be done in many ways. Guiders can be recognized by the presentation of formal awards or by informal gestures of appreciation. There are also awards for non-Members

There are a number of types of formal awards:

- Awards which can be found in **Guiding Essentials** and **Module 5 – Awards and Recognition** (<https://memberzone.girlguides.ca/C16/Awards/default.aspx>). There are a number of new awards introduced in September 2008
- Provincial Awards
- Area Awards

Any Member may apply for an award for another Member or non-Member. It does not have to be a Commissioner.

Awards may be applied for and presented at any time during the year. They can be presented at formal occasion such as Area, Division or District Banquets, advancements, enrolments and also at informal occasions such as camps and picnics. Whether formal or informal it should always be a special occasion for the recipient.

The Gold Merit Award, Medal of Merit Award and Provincial and National Awards will be the only awards to be presented at the Annual Area Dinner.

## Formal Awards

The criteria for the following awards can be found in Guiding Essentials or Module 5 – Awards and Recognition.

### Awards

- New Guider Appreciation Pin
- Gold Thanks Pin
- Unit Guider Award
  - Bronze
  - Silver
  - Gold
- Medal of Merit
- Letter of Commendation
- Commissioner Award
- Merit Award
  - Bronze Merit
  - Silver Merit
  - Gold Merit

### National Awards

- Beaver
- Honorary Life Award
- Valour Award
  - Bronze
  - Silver
  - Gold
- Gold Maple Leaf
- Fortitude Award

### Non-Member Recognition

- Silver Thanks Pin
- Letter of Commendation

### 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 not meant to recognize normal good teamwork such as smoothly running a District or Committee, the annual District camp, the annual Thinking Day event, a unit's trip to another part of Canada or another country.

Some examples are:

- Putting together a CD of Guiding songs; the CD can be used as a teaching tool to enable Unit Guiders to learn new songs.
- Devising a Challenge to be used by a District, Division or Area; one such challenge is the Urban Adventure Challenge put together by a group of Calgary Area Guiders

## Calgary Area Awards

### Calgary Area Certificate of Appreciation

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

### Calgary Area Gold/Silver Special Award

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

## Provincial Award

### 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 three letters of support documenting service.
- Each application must be considered carefully on its own merits by the Provincial Awards Committee.
- Final approval is given by the Provincial Executive (or Council).
- A certificate will accompany the Alberta Rose Award.



## How to Apply For Awards

There are now new procedures for awards application in Calgary Area. The procedure for each award is indicated below.

### New Guider Appreciation Pin



This requires no application.  
It is presented by the **Unit Guider's Council**

### Letter of Commendation

- Complete the R.3 form with the letter.
- It is authorized by the **Guider's Council**.
- R.3 form is to be submitted to Area Office for processing and must include the presentation date.
- Award will be input into iMIS after the presentation date.

### Gold Thanks Pin



- Complete the R.3 form with the letter.
- It is authorized by the **Guider's Council**.
- R.3 form is to be submitted to Area Office for processing and must include the presentation date.
- Award will be input into iMIS after the presentation date.

### Unit Guider Awards Bronze, Silver & Gold



- Complete the R.3 form accompanied by 2 letters.
- It is authorized by the **Guider's Council**.
- R.3 form is to be submitted to Area Office for processing and must include the presentation date.
- Award will be input into iMIS after the presentation date.

### Commissioner Award



- Complete the R.3 form accompanied by two letters.
- It is authorized by the **council concerned**. This would be the Division Council for the District Commissioner and the Area Council for the Division Commissioner
- R.3 form is to be submitted to Area Office for processing and must include the presentation date.
- Award will be input into iMIS after the presentation date.

### Merit Awards Bronze, Silver & Gold



- Complete the R.3 form accompanied by two letters.
- It is authorized by the **council concerned**. Awards for committee members would go to the council that the committee chair sits on.
- R.3 form is to be submitted to Area Office for processing and must include the presentation date.
- Award will be input into iMIS after the presentation date. If the **Gold Merit Award** is to be presented at the **Area Dinner** the R.3 plus supporting letters should be submitted to the **Area Awards Committee before April 15**.

### Team Award



- Complete the R.3 form accompanied by two letters
- Submit application to the **Area Awards Committee** for approval and processing.
- Award will be input into iMIS after the presentation date.

### Medal of Merit



- Complete the R.3 form accompanied by two letters
- Submit application to the **Area Awards Committee** for processing and forwarding to the Provincial Awards Committee
- If the Medal of Merit is to be presented at the **Area Dinner** the R.3 plus supporting letters must be submitted to the **Area Awards Committee before February 15.**

### Honorary Life Award



- Complete the R.3 form accompanied by two letters
- Submit application to the **Area Awards Committee** who will forward it to the Provincial Office.
- If the **Honorary Life Award** is to be presented at the **Area Dinner** the R.3 plus supporting letters must be submitted to the **Area Awards Committee before January 15**

### Fortitude Award



- Complete the R.3 form accompanied by two letters
- Submit application to the **Area Awards Committee** for processing and forwarding to the Provincial Awards Committee

### Valour Award Bronze, Silver & Gold



- Complete the R.3 form accompanied by two letters
- Submit application to the **Area Awards Committee** for processing and forwarding to the Provincial Awards Committee

### Alberta Rose Award



- Complete the R.3 form accompanied by three letters
- Submit application to the **Area Awards Committee** for processing and forwarding to the Provincial Awards Committee
- If the **Alberta Rose Award** is to be presented at the **Area Dinner** the R.3 plus supporting letters must be submitted to the **Area Awards Committee before February 15**

### Calgary Area Certificate of Appreciation

- Complete Certificate of Appreciation application form which can be found on Calgary Area Website
- Submit one copy to Calgary Area Office for processing

### Calgary Area Gold/Silver Special Award

- Complete Gold/Silver Special Award application form which can be found on Calgary Area Website
- Check Gold for Members and Silver for non-Members
- Submit one copy to Calgary Area Office for processing

## Non-Member Recognition

### Silver Thanks Pin



- Complete the R.3 form with the letter.
- Cross out Gold and insert Silver
- It is given with the permission of the **Council concerned**.
- R.3 form is to be submitted to Area Office for processing and must include the presentation date.

### Letter of Commendation

- Complete the R.3 form with the letter.
- It is authorized by the **Council concerned**.
- R.3 form is to be submitted to Area Office for processing and must include the presentation date.

**Presentation date must be on all award applications.  
The award will be input into iMIS after the presentation date.**

Sample letters can be found in Module 5 – Awards and Recognition and on the provincial website

## Informal Recognition

There are not enough formal awards to present to every Guider for all the amazing things they do for the girls and other members of the Organization. Thanks and a show of appreciation can be done in many ways. A card, flowers a “Thank You” are the simple ways of doing this. Here are some fun ways of showing appreciation.

### Survival Kit

The following items or just a few of them can be put into a bag or box accompanied with the list.

<b>Candle:</b>	to remind you that you can <b>light</b> up someone’s life!
<b>Penny:</b>	to remind you that each person <b>shines</b> in their own unique way!
<b>Match:</b>	to <b>light</b> your fire when you feel burned out!
<b>Safety Pin:</b>	to help <b>pinpoint</b> your problems in order to solve them!
<b>Eraser:</b>	to remind you that everyday can start with a <b>clean start!</b>
<b>Stick of Gum:</b>	to help you “ <b>stick to it!</b> ”
<b>Paper Clip:</b>	to help you <b>hold</b> it together!
<b>Rubber Band:</b>	to help you be <b>flexible</b> in all things!
<b>Cotton Ball:</b>	to <b>cushion</b> the rough road!
<b>Toothpick:</b>	to <b>pick</b> out the good qualities in everyone, including you!
<b>String:</b>	to <b>tie</b> things together when everything falls apart!
<b>Hug and Kiss:</b>	to remind you that somewhere <b>someone loves you!</b>
<b>Seeds:</b>	to <b>plant</b> for new growth!
<b>Pencil:</b>	to remind you that everyone makes mistakes and it’s “ <b>OK</b> ”
<b>Mint:</b>	to remind you that you are <b>worth a mint</b> to your family and friends!
<b>Tea Bag:</b>	to remind you to <b>relax</b> daily!
<b>Angel:</b>	to <b>watch</b> over you!

## **Informal Appreciation Awards**

Here are a few inexpensive and fun ways to say thank you. These ideas should be used in a timely manner. When you know someone has done a good job, let them know right away that their efforts are appreciated. Some items can be prepared ahead of time so they are ready to hand out at any time.

**Well Done Cards** Make up some cards that say “Well Done” or “Good Job” on one side with the other side blank. You write in what they did on the blank side.

**Phone** Just to thank her and don't discuss anything else.

**Put a Thank You Note** some place where she'll find it (e.g. in file folder at a meeting).

**Informal Awards** Have everyone rate for the “Most Helpful”, “Nicest”, etc. Guiders rate and DCs make the presentations.

**One Minute Praising** Praise people immediately. Tell people what they did right – be specific. Tell people how good you feel about what they did right and how it helps the organization and all other people in it. Encourage them to do more of the same

**Use their Name** Use her first name when delivering the comment. Tell her why the behaviour or result is important to you. Greet volunteers by name when you meet them in uniform or regular clothes. Always give them credit for ideas or suggestions when discussing them with other people.

**“Traveling Award”** Buy an inexpensive “trophy” and present it to a Guider who has done something especially well. She can keep it until she sees someone else who she thinks deserves it and on and on...

**Ask Five people** to go up to the person and say (*your name*) asked me to thank you for (*the task or achievement*). Good job.

**Write five or more Post-it-Notes** thanking her for a job well done and hide them among her papers where she will find them.

**“Behind the Scenes Award”** for those whose actions are not usually in the limelight. Make or purchase an inexpensive award and present it at a public occasion.

**Thank the families.** When a Guider is putting in a lot of time in Guiding activities/special projects, send a thank you note to her family.

**When you hear a positive remark** about an individual, repeat it to the person as soon as possible. If necessary, seek out the person or leave a voice or e-mail message.