

**AWARDS
INFORMATION BOOKLET**



**A Guide for Area Commissioners and Area Award Committee
Chairwomen**

Prepared by the Provincial Awards Committee

June 2005

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AWARDS AND RECOGNITION OF SERVICE

Policy Organization and Rules states that "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 and acknowledge her work in the presence of her peers. The Girl Guides of Canada encourages the use of awards to honour our volunteers."

WHAT AWARDS ARE THERE?

Section 7 of POR lists all the Awards offered across Canada to our volunteers. Please check the current copy for up to date information. The following was taken from the revised 2001 edition, and information received from National.

GIRL MEMBERS

1. FORTITUDE AWARD

The Fortitude Award is granted by National Council to Members who have shown great courage and endurance in adversity. This Award may be given posthumously in special circumstances.



2. VALOUR AWARD

The Valour Award may be awarded by National Council 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.

Application: The R.3 form, "Application for Recognition of Adult Service Awards" is available from Provincial Offices and directly off the National website. Applications must be made as soon as possible, and no more than one year after the incident.

WOMEN MEMBERS

1. 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.

2. GOLD THANKS PIN

The Gold Thanks Pin may be given to adult Registered Members and 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.



3. BRONZE MERIT AWARD

The Bronze Merit Award may be given to adult Registered 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.



4. SILVER MERIT AWARD

The Silver Merit Award may be given to adult Registered 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.



5. GOLD MERIT AWARD

The Gold Merit Award may be given to adult Registered 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.



6. TEAM AWARD

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



7. 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

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

MEDAL OF MERIT

The Medal of Merit award may be given to adult Registered Members for exceptional service to Guiding at any level, beyond the basic requirements for the position held.

*This Award 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 to girls.
4. Her service need not include a Provincial position or be known Province wide.
5. Her service must be ongoing - not just for a one time task; she must still be serving and intend to continue serving Guiding.
6. Her 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 (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.



October 1999/Revised April 26, 2005

NATIONAL AWARDS

1. BEAVER

The Beaver is granted by National Council to adult Registered 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 National Council to adult Registered 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 National Council to adult Registered 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 Awards Adviser or Commissioner for further details and be advised there are additional costs for the pin and courier charges. The Member must also have a current Police Record Check or have an Exemption, in order to receive this award. A certificate will accompany this award.



4. FORTITUDE AWARD

The Fortitude Award is granted by National Council to adult Registered Members who have shown great courage and endurance in adversity. This Award may be given posthumously in special circumstances. 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 awarded by National Council 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.

The Area will be billed for the cost of the pin (\$125.00) and courier charges. A certificate will accompany this award.



HOW DO WE APPLY FOR AWARDS?

Any Registered Member may apply for an award for a Guider they feel is deserving of recognition. The R.3 form "Application for Recognition of Adult Service Awards" is used for each award applied for. A sample copy is enclosed and it may be photocopied. It is also available on the National website. 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 one 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 Awards Adviser. This must be reflected in the terms of reference for the Awards Chairwoman or Committee.

HOW DO I FILL OUT THE APPLICATION (R.3)?

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 Check 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.

If it is a Provincial Award you require four signatures.

If it is a National Award you require five signatures

Please remember it takes 3-4 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 Chairwoman

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.

ATTACHMENTS TO THE APPLICATION

- * The R.3 form lists the attachments required for each application.
- * For most Awards three supporting letters are required. 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 8 and 9)
- * 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 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 DO I WRITE IN A LETTER OF SUPPORT FOR AN AWARD??

1. What has she 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, fund raising, church parades and trips?
 - * Has she given extra effort to her Council's activities?
 - * Has she been a role model for other Guiders, 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 a family?
 - * Does she work outside the home, or in a home based business?

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 Guider in Charge 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 Quartermaster 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

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:
 - * 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 Committee Chairwoman or Area Commissioner should notify the person recommending the award of its approval.

For Awards needing Provincial approval, the Provincial Awards Chairwoman 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 Chairwoman will contact the Area Awards Committee 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 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 on going 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. Gift certificates for a restaurant
4. Thank you notes
5. Girl Guide Cookies
6. 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.
7. The ideas are endless; and perhaps your Area has a special mug, crest or article it saves to present to your Friends of Guiding.



THANKING OUR VOLUNTEERS

Everyone likes to be appreciated! A kind word, a smile and a thank you go a long way towards making a volunteer feel that her effort has been recognized. If a volunteer 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 volunteers. Please use them! Encourage more applications from all Guiders. Area Commissioners can put awards on their agendas, and ask other Commissioners to do the same. Area Awards Chairwomen can use their Area Newsletters to stress the importance of thanking our valued volunteers. District Commissioners and Awards Advisers can check iMIS printouts to see who has been missed, and who may be due recognition.

Your Provincial Awards Committee would be happy to answer questions and to help you reward the Guiders in your Area. We are only a phone call, an email, a letter or a fax away.

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.



Application For Recognition of Adult Service 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: 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	National Council	. Three supporting letters . Recipient must be holder of "Medal of Merit" award, except in special cases
	Gold Maple Leaf	National Council	. Three (3) supporting letters . Recipient must be holder of "Beaver" award
	Honorary Life Membership (HLM)	National Council	. Three (3) supporting letters . Required fee Note: HLM must submit a police reference check (PRC) formerly known as (CRC)
	Fortitude ___ Posthumous ___	National Council	. Three supporting letters. If recipient is under 15 years of age, please use the back page
	Valour ___ Posthumous ___ ___Gold ___Silver ___Bronze	National Council	. Description of incident including name, age and address of rescued person, danger to rescued person, capability of rescued person to co-operate, actual danger to 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 # and age If under the age of majority, please use the back page

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				
NC Elected Member				

Final Approval: _____ (Council name including level) Presenter: _____ (Council /Committee)

For Office Use:	Date
National Council ratification:	
Notification of approval sent to:	
IMIS input completed by:	



**Application For Recognition of Adult Service Awards
Personal Data for Fortitude and Valour Awards**

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

Note: Attach iMIS profile or complete information below.

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

Approvals

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		
Approved By: NC Elected Member		

Final Approval: _____ Presenter: _____
 (Council name including level) (Council /Committee)

For Office Use:	Date
National Council ratification:	
Notification of approval sent to:	
IMIS input completed by:	