



Thanks and Recognition Awards Information & Guidance

This document brings together information on the awards that can be made/recommended for service within Girlguiding, so that there can be greater clarity and understanding generally as to which award might be appropriate when considering nominating a volunteer.

This document outlines the Girlguiding awards that are available and also the Anglia Brooch, a Region award. Some Counties and other local guiding areas also have their own awards. Try to select the one that is most appropriate for the nominee.

Please remember that all nominations for outstanding service or discretionary awards should be made without the knowledge of the nominee or her relatives.

SECTION 1: OUTLINE OF AWARDS AVAILABLE

1. Girlguiding Awards

Thanks Badge



The Thanks badge (either a brooch or a lapel pin) is given to either a member or non-member of Girlguiding as a sign of appreciation for their support.

This award can be presented by any member of Girlguiding, after discussion with a Leader or Commissioner.

More information can be found online:

http://guidingmanual.guk.org.uk/supporting_info/thanks_and_recognition.aspx

Good Service Brooch



The Good Service brooch may be given to an adult who is a member of Girlguiding, for excellent service to guiding.

This award can be presented by the Chief Guide (for service to Girlguiding), a Country/Region Chief Commissioner (for service in a Country/Region) or a County Commissioner (for service in the County).

More information about this award can be found online:

http://guidingmanual.guk.org.uk/supporting_info/thanks_and_recognition.aspx

Long Service Awards



Girlguiding wishes to recognise everyone's contribution to guiding. Any adult member who volunteers regularly, irrespective of role, gender or age, is eligible for a Long Service Award.

More information about these awards can be found online:

http://guidingmanual.guk.org.uk/supporting_info/thanks_and_recognition.aspx

2. Girlguiding Discretionary Awards



The Guiding Star

This award may be given to any member of Girlguiding (up to their 26th birthday) who has displayed exceptional courage or has shown great initiative or responsibility at an incident.

Full details about this award are available in this document which should be checked before an application is forwarded to the Girlguiding Anglia Committee:

http://guidingmanual.guk.org.uk/pdf/Guiding_Star_Award.pdf

It is suggested that a minimum of five supporting letters are included with nominations.



The Laurel Award

The Laurel Award is a Girlguiding award given in recognition of outstanding service to guiding. It may be given to an active adult member of Girlguiding or one of the Branch Associations.

Full details about this award are available in this document which should be checked before an application is forwarded to the Girlguiding Anglia Committee:

http://guidingmanual.guk.org.uk/pdf/Laurel_Award.pdf

It is suggested that a maximum of eight supporting letters are included with nominations.



The Silver Fish

The Silver Fish is Girlguiding highest award. It is given in recognition of outstanding and distinguished service and an exceptional contribution to a wide section of Girlguiding, including international guiding either in the UK or abroad.

Full details about this award are available in this document which should be checked before an application is forwarded to the Girlguiding Anglia Committee:

http://guidingmanual.guk.org.uk/pdf/Silver_Fish_Award.pdf

It is suggested that a maximum of ten supporting letters are included with nominations.

National Honours

All nominations for a National Honour (e.g. MBE, OBE, CBE) for or including services to guiding should be made through the Chief Commissioner at their Country or Region Office.

3. Girlguiding Anglia Awards



Anglia Brooch & Certificate

This Girlguiding Anglia award is for exceptional quality of service given (not just length) and is for service *within* the Region, *not to* the Region.

The Anglia Brooch and Certificate can be awarded to a person whom the Girlguiding Anglia Awards Committee considers merits this award, who will be:

- (i) A member of Girlguiding Anglia or;
- (ii) A member of The Trefoil Guild in the Region or;
- (iii) A non-member who by virtue of an appointment fulfils the criteria.

The Anglia Brooch and Certificate is awarded for:

- (a) Commitment and level of service that has been over and above '*the call of duty*' in respect of one or more appointments/events within or to guiding, or The Trefoil Guild, or;
- (b) A notable display of mental or physical courage in pain or adversity or;
- (c) A notable display of bravery or;
- (d) A demonstration of initiative and devotion to duty (without risk to their own life).

It is suggested that a minimum of **seven** supporting letters are included with nominations.



Anglia Youth Award & Certificate

This Girlguiding Anglia Award can be awarded to a young person whom the Anglia Awards Sub-Committee considers merits this award, who will be:

- (i) A member of Girlguiding Anglia,
- (ii) Under the age of 18

This award is made for:

- (a) Exceptional commitment and level of participation which has been over and above the 'norm' within a Unit, District, Division, County or in the Region, or
- (b) A notable display of mental or physical courage in pain or adversity or
- (c) A notable display of bravery or
- (d) An exceptional demonstration of initiative and adherence to the Guide Laws (without risk to their own life).

It is suggested that a minimum of **five** supporting letters are included with nominations.

SECTION 2: INFORMATION FOR COORDINATING AN AWARD NOMINATION

- Contact your County Commissioner or County Chair of Awards Committee to discuss the nomination and seek their advice and assistance at the start of the process.
- Remember awards are not designed to be a 'thank-you' on retirement. Don't leave it until it is too late.
- Dates of the Girlguiding Anglia Award Committee meetings are available from the Region Office.
- The Girlguiding Awards Committee meets twice a year. All nominations for Girlguiding Discretionary Awards must be made through Girlguiding Anglia, so timing of submissions to meet the committee meetings is important.

1. Preparation

The people considering the application for an award will only be able to judge it on what they read so it needs to be comprehensive.

- Think about the breadth of service - what has been specifically achieved and what is the impact as a whole?
- In what way is the service given outstanding?
- What makes this application special and different?
- Why is it different?
- What is really special about the nominee?
- From what will be read how much will it tell us about the nominee - how well will we know her after reading it?

Think through the people who have personal experience of working with the nominee and who would be able to contribute to building up a whole picture of what the nominee has done.

2. Action

Prepare a general letter to all those whose support you seek and indicate why you are putting this person forward.

- Do not just give a list of all their appointments but ensure you set out the reasons why this person should be recognised.
- You may find it useful to give people suggested areas to write about (see point 3).
- Write to more people than the number of letters you require. It can be a lengthy process and some people may choose not to reply. If possible, set out which aspect you would like their letter to cover as this avoids repetition.
- Letters may be sent via email.

3. Letters of support

You will need a wide range of letters to support the award application. Up to 8 letters is more than enough for The Laurel Award - perhaps 1 or 2 more for The Silver Fish.

- It is good to give practical examples of service, innovation etc. and what the person has achieved as an individual. Examples of her character, personality, enthusiasm, qualities and what makes her 'shine' are all very helpful.
- Talk about her leadership skills, achievements, dedication over and above the usual, the impact she has had, her commitment, her influence. Detail what makes her outstanding and sets her apart.
- Letters from young people often tell a good story. Or why not give some guiding postcards to a group of young people and ask them to make some comments on them?
- Make sure the letters are not repetitive and give different slants on the person.
- It is best if letters are typed for easy reading.

Guidelines that can be given to those you ask to write letters of support

As with all award applications, confidentiality should be maintained. Please ensure that neither the nominee nor any members of her family are made aware of this application.

- How do you know this person?
- How long have you known her?
- In the roles you knew her in how was she outstanding? Can you tell us about the impact of her work, giving specific examples?
- Describe her contribution to supporting adults within guiding.
- Describe her contribution to supporting girls and young women within guiding.
- Describe any other ways she has made an outstanding contribution e.g. events, projects etc.
- Has she made any contribution outside guiding which may be useful to know (although it is not a requirement)?
- Why do you think she deserves an award?

From what you write how much will it tell us about this person and how well will we know her after reading it?

The ideas above are possible suggestions on areas of information about the applicant which could be submitted in support of the application. These can be sent by letter or email. It is helpful if they can be typed. Please ensure that you put your name and current guiding role/appointment on the letter.

SECTION 3: PROCEDURES FOR NOMINATIONS

1. The procedures for nominations for The Laurel Award and The Silver Fish:

- A nomination may be initiated by any member of Girlguiding Anglia through the usual channels (District, Division, County Commissioners; then to the Girlguiding Anglia Awards Committee).
- If an award is required for presentation at a special occasion, sufficient time must be allowed for the nomination to be considered by the Region and by the Association Awards Committees, which could take up to twelve months.
- A member nominated for The Laurel Award or The Silver Fish must hold a current member and recognized volunteer card, or have completed a role no more than six months before the application is received at the Girlguiding Anglia Region Office.

2. The procedure for nominations for The Guiding Star Award

- An application may be initiated by any member of Girlguiding. The nomination needs to be discussed with the relevant Commissioner.
- When the award application is based on an incident or emergency situation, this must have occurred within the last six months.
- Where life expectancy is limited, an emergency application may be considered at short notice. Please apply to your Country/Region Office.

3. The procedure for nominations for the Anglia Brooch & Certificate:

- Nominations for this award can be made by any Leader, Commissioner or Chairman of a Trefoil Guild (where applicable).
- They should be submitted to the Girlguiding Anglia Awards Committee through the relevant County Commissioner.
- All letters of support should state clearly the guiding role/appointment of the signatory.
- A minimum of seven letters of support should be received in support of these applications.

4. The procedure for nominations for the Anglia Youth Award & Certificate:

- Nominations for this award can be made by any Leader, Commissioner or Chairman of a Trefoil Guild (where applicable).
- They should be submitted to the Girlguiding Anglia Awards Committee through the relevant County Commissioner.
- All letters of support should state clearly the guiding role/appointment of the signatory.
- A minimum of five letters of support should be received in support of these applications.

SECTION 4: FURTHER INFORMATION

If you need any further information, please do not hesitate to contact the Chair of the Girlguiding Anglia Awards Committee, via the Region Office:

Girlguiding Anglia
7 Great Hautbois Road
Coltishall
Norfolk
NR12 7JN

Tel 01603 737357

Fax 01603 736138

Email: angliahq@girlguiding-anglia.org.uk

Please note that we ask for all nominations and letters of support be marked as 'Private and Confidential' on the envelope of the correspondence.