

HANDY AWARDS GUIDE

Update December 2021

PREPARED BY THE EDMONTON AREA AWARDS COMMITTEE

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GENERAL INFORMATION

Volunteers in Guiding do so much and ultimately empower every girl in Guiding to discover herself and be *Everything she wants to be.* Recognizing adult members is an important way to help our volunteers feel valued and thanked.

Members are encouraged to acknowledge each other throughout the Guiding year as a "thank you" is always appreciated. Members can also recognize one another with a formal GGC award. GGC has several awards at the local, provincial and national levels, which recognize all levels of service from the non-member to the Unit Guider to a member on Council.

- Awards are retention tools. When a Guider feels her contributions are worthwhile, she is more likely to continue serving in some capacity.
- Awards are recruitment tools. Positive experiences she will talk about with her friends and encourage them to join in the fun.
- All members are encouraged to recognize Guiders by nominating them for an award.
 Select the award that best matches the service of the member that you are nominating.
- Consult the awards booklet, the Provincial and National awards information, and carefully consider the guidelines that are in place for that award.
- Then contact the nominee's Commissioner or Adviser at the next level of your intentions to ensure suitable award, avoid duplicate applications and cover financial aspects.
- There is a natural progression of awards, and they are typically given out in this order.
 When considering an award try not to skip awards, however, exceptions can exist if a Guider has given outstanding service that merits skipping an award.
- Award requirements are based on service and accomplishments since the last award the Guider received. Support letters must document this service to Guiding since last award. Past accomplishments can not be the basis for the new award.
- All letters will be included in the presentation of the award to the recipient.
- Guiders can only receive one award per year in addition to the Unit Guider Award.
- Unless stated on the award, nominees must be current registered members of Girl Guides of Canada.
- Awards may be applied for throughout the year and can be presented at any appropriate event. It is not necessary to wait to the end of a Guiding year or term to recognize achievement.
- If the award applied for is deemed not to be suitable, a suitable award will be suggested and a replacement application package will be encouraged.

Information governing awards is found in:

- Section 5 Awards & Recognition of the current *Guiding Essentials*
- R.3 Award Application Member Zone →Forms Index →Other →Awards
- Alberta Council website →Guiders →Awards
- Edmonton Area Council Website → Forms → Handy Awards Guide

HOW TO NOMINATE SOMEONE FOR AN AWARD

- 1. Review the awards list and choose suitable award.
- **2.** Discuss with the nominated Guider's commissioner, or adviser at her next level.
- 3. Commissioner will review applicant iMIS record.
- **4.** Submit the complete nomination package electronically which must include **all** the following:
 - **R.3** Fill out completely.
 - Check nominee's name spelling matches iMIS record will be printed on certificate.
 - If exact presentation date is unknown at time of application, please use the first of the month as a date.
 - Check tick box for appropriate award and level (bronze, silver, gold)
 - For "Area or Provincial Award" please list the name of the award next to Nominee's Name
 - Fill the box "Recommended by" with the name of person submitting the award, their Guiding position and district or committee
 - Label the electronic file R.3 and name of nominee.
 - iMIS Profile Contact Edmonton Area Awards for individual iMIS records. Label iMIS and name of nominee
 - Support Letters Collect the correct number of required support letters at a minimum. More letters are encouraged. See more about support letters on Pages 15 and 16. Label Letter and name of nominee.
- 5. Send full nomination package to the Commissioner or Adviser at her next level for submission to Awards one drive. If the nomination is to be kept secret from the Commissioner or Adviser, please email the complete package to Any-edmontonawards@gmail.com Awards committee will forward and Provincial and National Awards to the next level after approval at area level.
- **6.** Districts are invoiced for the cost of the award and pins.

Awards are entered into a Guiders profile after the award has been presented

Please use the most updated R.3 from the National forms site. The forms can be found on this website http://errms.girlguides.ca

DEADLINE DATES

*The deadlines listed will enable processing the awards to meet National, Provincial and Area Council deadlines for presentation at the Annual Edmonton Area Awards Presentation. Awards may be applied for at any time during the year. For alternate presentation dates, please allow at least 5 months for National Awards, 3 months for Provincial Awards and 6 weeks for Area Awards for application processing.

ADULT AWARDS	REQUIREMENT	LETTERS	IMIS	DEADLINE
New Unit Guider Appreciation	For service in first year	None	Yes	March 1
Letter of Commendation	For service	One	Yes	March 1
Special Letter of Commendation	Continued good service worthy of special note	Two	Yes	March 1
Gold Thanks Pin	For service deserving thanks	One	Yes	March 1
Bronze Unit Guider	1-3 years of service	Two Yes		March 1
Silver Unit Guider	4-10 years of service	Two	Yes March 1	
Gold Unit Guider	11+ years of service	Two	Two Yes	
Commissioner	Leads by Example	Two Yes		March 1
Edmonton Area	Sisterhood of Guiding & Service	One	Yes	March 1
Bronze Merit	Dedicated Service	Two	Yes	March 1
Silver Merit	Excellent Service	Two	Yes	March 1
Gold Merit	Outstanding Service	Two	Yes	March 1
Team	Planned and participated in an extraordinary project	Two	Yes	March 1
Edmonton Area Distinguished Service	Min 15 years' service to Edmonton Area	Three	Yes	March 1
Medal of Merit	For exceptional service	MinimumTwo	Yes	March 1
Alberta Rose	Outstanding service to Any council area	MinimumThree Yes		March 1
Provincial Commissioner Promise	25 years long serving ANY	Minimum Four	Yes	March 1
Ivy Award	25 years' service to Guiding	Three	Yes	March 1
Beaver	Exceptional Service to Guiding	Two	Yes	December 1
Maple leaf	Exceptional Service to Guiding	Two	Yes	December 1
Honorary Life Membership	See Guide	Minimum Two + fee	Yes	December 1
Fortitude and Valour	See Guide	See Guide	Yes	December 1
FRIENDS OF GUIDING	REQUIREMENT	LETTERS	IMIS	DEADLINE
Silver Thanks	Show appreciation for service to Guiding	One No March 1		March 1
Letter of Commendation	For service to Guiding	One	No	March 1
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AWARDS FOR ADULT MEMBERS

AREA AWARDS

These awards are processed and approved by the Edmonton Awards Committee.

MEMBERSHIP PIN

Adult Members receive Membership Pins indicating the number of years of GGC membership. Only one Membership Pin is worn at a time. Pins are received from Commissioner or Adviser at your level and are provided at the beginning of each Guiding year. After 15 years pins are awarded at five-year intervals. No award application is required.



NEW UNIT GUIDER APPRECIATION PIN

Presented to each unit Guider in the first year of service in a Guiding unit. The pin is presented by the Unit Guider's council and is only presented to a member once.



LETTER OF COMMENDATION

A Letter of Commendation may be given to any adult member in recognition of service to Guiding. It may be given more than once to the same person.

SPECIAL LETTER OF COMMENDATION

Presented to an adult member in recognition of service to Guiding when circumstances warrant more than the regular Letter of Commendation. An additional letter of support is written by the Area Commissioner. This award may be given more than once.

GOLD THANKS PIN

The Gold Thanks Pin may be given to a girl or adult member who has contributed in a capacity that deserves thanks. It may be given more than once.



UNIT GUIDER AWARD

Presented to Unit Guiders in recognition of good service in their role who provide girls with diverse and exciting programs and opportunities that will help them be empowered; ensuing there are regular bridging opportunities in their unit; always welcoming new members; attends trainings; participates in district meetings; and upholds the values of Girl Guides of Canada.



The award is granted in three categories according to years of service

Bronze Unit Guider for 1– 3 years of guiding experience

Silver Unit Guider for 4 – 10 years of guiding experience

Gold Unit Guider for 11 + years of guiding experience



COMMISSIONER AWARD

Presented to a Commissioner in recognition of service, who leads by example; actively welcomes new members and retains current members; mentors adult members; upholds the values of Girl Guides of Canada; and has gained the respect of members, girls and parents.





EDMONTON AREA AWARD

Presented to an adult member who exemplifies the ideal of the 'Sisterhood of Guiding' and carries out quiet, quality service to Guiding.

MERIT AWARD

Presented to adult members for service to Guiding above the basic requirements of the position held. An adult member may receive any or all of the Merit Awards during her tenure in Guiding.

Bronze Merit for dedicated service to Guiding Silver Merit for excellent service to Guiding Gold Merit for outstanding service to Guiding







TEAM AWARD

Presented to adult and girl members who have been part of a team that planned and carried to completion an event or project. This award gives special recognition for operating as a well-functioning team, creativity, and going beyond the basic expectations. Can also be working well during as a team during a time of adversity. Application must be made within one year after the event or project is completed. Member may receive the team award more than on



EDMONTON AREA DISTINGUISHED SERVICE AWARD

Presented to an adult member who has given distinguished service to Guiding in Edmonton Area for at least 15 years. Approval will be based on the Guider's total contribution to Girl Guides. Any years as Member-At-Large are not included. A maximum of three awards will be presented each year – other nominations will be heldand considered the following year.



ANY PROVINCIAL AWARDS

These awards are processed by Edmonton Area and approved by the ANY Awards Committee.

MEDAL OF MERIT

Presented to registered adult members for **exceptional** service, commitment to their Guiding role, and have gone beyond the basic requirements of their position held. Except in special cases, the Medal of Merit is awarded only to those who hold a Gold Merit Award.



ALBERTA ROSE

Presented to a member who is making an **outstanding** contribution to Guiding within ANY Council. The Guider must still be serving and intend to continue to serve Guiding. The Guiders service may be to adults or girls. Her service must be above and beyond the requirements of the position. Service need not be to an ANY Council position or be known to ANY Council other than through the supporting letters. 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. The Medal of Merit is a prerequisite for the Alberta Rose.

PROVINCIAL COMMISSIONER PROMISE AWARD

To be able to give an award to longer serving members of Guiding who continue to actively participate within the jurisdiction of ANY Council.

- A minimum of 25 years of adult service in ANY Council jurisdiction.
- Must have been a unit Guider for at least 15 of those years.
- Must have served on a district/division/area/ANY Council
- Must hold the Alberta Rose
- Continues to live the ideals of the Promise as indicated below.
- Guider exhibits the ideals of the Promise in all aspects of her life. She does her best at
 all she does. It is someone who has been a role model, mentor, support person for
 many Guiders that are in her circle. By the things she does, she takes action for a better
 world every day. She displays kindness to those around her and is always there to
 assist when she is needed. Many times, she is not front and center but rather behind the
 scenes inspiring those around her or giving support.

IVY AWARD

Award is presented to long time Members of GGC who exhibit the qualities of reliability, loyalty, and friendship and who continue to serve in a unit or district, on a committee or as a member of a Trefoil Guild. They are always there to lend a hand, for example, when an extra Guider is needed for a unit or District event, to man an information table, mentor another member or to be a first aider.

- There is no prerequisite for this award.
- The Guider's service may be to adults or girls.
- To be considered for this award, a Guider's service must involve a consistent continuing effort throughout the Guider's years of service. This service should mainly support Guiding at some level.
- The Guider must have served at least 25 years as an adult member of which at least 15 are in ANY Council jurisdiction.
- There must be at least 3 years since the presentation of another award excluding Letter of Commendation, Gold Thanks, Team Award or Unit Guider Award.

NATIONAL AWARDS

These awards are processed by Edmonton Area and approved by the National Awards Committee.

BEAVER AWARD

The Beaver Award is granted by the Board of Directors to adult members for exceptional service and commitment to Guiding their Guiding role at the provincial or national level. Except in rare cases, the Beaver is awarded only to those who hold the Medal of Merit.



GOLD MAPLE LEAF AWARD

The Gold Maple Leaf Award is granted by the Board of Directors to adult members for exceptional service at the national level, which contributes to the enrichment of Guiding in Canada. It is only awarded to those who hold the Beaver



HONORARY LIFE MEMBERSHIP AWARD

The Honorary Life Award is granted by the Board of Directors to adult members still actively involved in GGC or upon retirement.



- A leading cumulative contribution as a member of major committees, working groups, teams, or other groups
- The promotion of Guiding to the broader community
- The development of initiatives that support the strategic direction of Guiding
- Having made a profound cumulative impact on Guiding at the local, the provincial or national level
- On occasion, the HLA may be awarded to a member who has made a significant contribution to society.
- The HLA is typically awarded after 30 years of service.
- Fee for HLM is \$500

FORTITUDE AWARD

Presented to a member who has shown great **courage and endurance** in adversity. Fortitude must have been demonstrated within the pastTwelve months. May be awarded posthumously.



VALOUR AWARD

Presented to a registered adult member who has shown heroism in risking her life to save or attempting to save the life of another person. Application must be made within one year after the incident. Level determined by the degree of risk involved. May be awarded posthumously. **PLEASE NOTE:** National will decide whether the recipient receives the Bronze, Silver or Gold award.



Bronze Valour for less risk to life
Silver Valour for considerable risk to life
Gold Valour for greatest heroism and extreme risk to life

AWARDS FOR NON-MEMBER FRIENDS OF GUIDING

SILVER THANKS AWARD

Often a unit, district 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. The Silver thanks is presented to any adult non-member for good service to Guiding as a token of thanks and appreciation



LETTER OF COMMENDATION

A letter of commendation is presented to any adult non-member or organization in the community in recognition of service to Guiding. Letter may be given more than once.

GOVERNOR GENERAL'S SOVEREIGN MEDAL FOR VOLUNTEERS

This award recognizes the exceptional volunteer achievements of Canadians from across the country and celebrates a wide range of voluntary contributions.

For the last several years, GGC has been a Trusted Partner in the Sovereign's Medal for Volunteerism through the Governor General. GGC will be proceeding as a Trusted Partner in 2020, with the goal of recognizing 20 outstanding volunteers from across the country. What this means is that Alberta Council is permitted to recommend 2 members from our jurisdiction to be considered for a Sovereign's Medal.

There are so many Guiders that fit this description for their work in Guiding and elsewhere. If you know one of these women who has made a significant, sustained andunpaid contribution to their community it is time to nominate them for this prestigious award.

Former recipients have not held numerous National or Provincial positions in Guiding. They have been dedicated Guiders working in their communities to help develop strong independent girls and women. These women seldom volunteer only with Girl Guides, they are also involved in many other ways in their communities.

For more information about this unique honour https://www.gg.ca/en/honours/canadian-honours/sovereigns-medal-volunteers.

To submit a nomination, fill out the <u>Sovereign's Medal for Volunteers –GGC Nomination Form</u> and send to any-awards@girlguides.ca no later than **December 1**

AWARDS FOR GIRL MEMBERS

To apply for a National, Provincial or Area Girl award please submit the following:

- 1. The complete nomination package electronically which must include all the following:
 - R.3 Fill out completely.
 - Check nominee's name spelling matches iMIS record will be printed on certificate.
 - If exact presentation date is unknown at time of application, please use the first of the month as a date.
 - Check tick box for appropriate award and level (bronze, silver, gold)
 - For "Area or Provincial Award" please list the name of the award next to Nominee's Name
 - Fill the box "Recommended by" with the name of person submitting the award, their Guiding position and district or committee
 - Label the electronic file R.3 and name of nominee.
 - iMIS Profile Girl IMIS Profile will be added to package after submission
 - Support Letters Collect the correct number of required support letters at a minimum. More letters are encouraged. See more about support letters on Pages 11 and 12. Label Letter and name of nominee.

Submit applications to any-edmontondac1@girlguides.ca

Awards will be reviewed, and the successful applicants will be submitted to province where the award pins will be purchased, certificates printed and packaged.

Awards are entered into a Girls iMIS profile after the award has been presented

Please use the most updated R.3 from the National forms site. The forms can be found on this website http://irrans.girlguides.ca

DEADLINE DATES

*The deadlines listed will enable processing the awards to meet National, Provincial and Area Council deadlines for presentation at the Annual Edmonton Area Girls Awards Presentation. Awards may be applied for at any time during the year. For alternate presentation dates, please allow at least 5 months for National Awards, 3 months for Provincial Awards and 6 weeks for Area Awards for application processing.

GIRL AWARDS	REQUIREMENT	LETTERS	IMIS	DEADLINE
Letter of Commendation	For Service	One	Yes	June 1
Edmonton Area Girls' Service	For service	Two	Yes	June 1
Gold Thanks Pin	Good service to Guiding	One	Yes	June 1
Fortitude and Valor	See Guide and R.3	See Guide	Yes	December 1
Bronze Girl Assistant	Bronze 1-2 years	Two	Yes	June 1
Silver Girl Assistant	Silver 3-4 years	Two	Yes	June 1
Gold Girl Assistant	Gold - 5 + years	Two	Yes	June 1

MEMBERSHIP PIN

Girl Members receive Membership Pins indicating the number of years of GGC membership. Only one Membership Pin is worn at a time. Pins are received from their unit Guider at the beginning of each Guiding year. No award application is required.



LETTER OF COMMENDATION

A Letter of Commendation may be given to any Girl member in recognition of service to Guiding. It may be given more than once to the same person.

EDMONTON AREA GIRLS' SERVICE AWARD

Presented to a registered girl member for service to Guiding. Additional criteria may include service outside of Guiding: church, community, school participation and family commitment. This award can be initiated by a parent, Guider or Commissioner. Letters of support are encouraged from a Guider and one other: parent, teacher, clergy, coach,etc. Girl awards are planned to be presented at the Edmonton Area Girls' Awards Ceremony. If this is not possible, please discuss with the Awards Committee as to specific deadlines for your situation.



GOLD THANKS PIN

The Gold Thanks Pin may be given to a girl or adult member who has contributed in a capacity that deserves thanks. It may be given more than once.



FORTITUDE AWARD

Presented to a registered girl member who has shown **great courage and endurance** in adversity. Fortitude must have been demonstrated within the past twelve months. May be granted posthumously.



VALOUR AWARD

Presented to a registered girl member who has shown heroism in risking her life to save or attempting to save the life of another person. Application must be made within one year after the incident. Level determined by the degree of risk involved. May be awarded posthumously. **PLEASE NOTE:** National will decide whether the recipient receives the Bronze, Silver or Gold award.

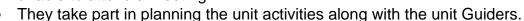


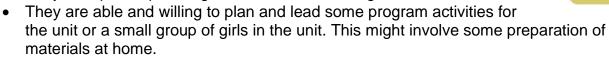
JUNIOR LEADER (FORMALLY - GIRL ASSISTANT) AWARD

This special award is for Junior Leaders who are showing their leadership abilities. It is for those Junior Leaders who help their units consistently and take an active leadership role. It is more than leading an occasional game or helping with a craft. There is no requirement to be involved at any other level. The award is in 3 levels - Bronze 1-2 years Silver 3-4 years Gold - 5 + years Girls in the unit may nominate the Junior Leader in their unit. Criteria:



- Girls have been a Junior Leader for at least 1 year.
- They attend meetings regularly and let the Guider know if they are unable to attend a meeting.





- They engage the girl's attention showing good leadership skills.
- They show an enjoyment in the Junior Leader role and have fun with the girls in the unit.
- A Junior Leader may receive any or all of the Awards during her tenure in Guiding, based on the number of years served.





PROGRAM AWARDS

Girl Guides of Canada offers several additional challenges and awards for girl members. Please see the specific branch program books for further details. These can be recognized at Edmonton Area Girls' Awards Ceremony; however, this will be in the form of a certificate only. The award pins should be presented at an earlier date at the unit level.

Guides: Lady Baden-Powell Challenge

Pathfinders: Canada Cord

Rangers: Trail Blazer Award (Bronze, Silver & Gold)

Commonwealth Award

Duke of Edinburgh's Award (Bronze, Silver & Gold)

Please use the national form to request iMIS record updates for girl program awards.

- You will need the iMIS number for each member.
- Multiple updates can be submitted for a single member at one time.
- You will be prompted to add additional members from the same unit for updates within one submission.
- Separate submissions are required for each unit.

A report will be generated to notify the Provincial Operations staff team for your council of these updates. If there are further steps to recognize any of these awards in your province you may be contacted by staff for follow up. If you anticipate anything coming by mail, please ensure the recipient's address in iMIS is current.

https://www.girlguides.ca/WEB/MZ/Guider_Resources/Branch_Program_Awards_form.aspx

SCHOLARSHIPS

Girl Guides of Canada offers scholarships and bursaries at the National and Provincial levels. These scholarships are designed to assist members in financing further education. Please consult the National or Provincial website for the more information and the application form for each respective scholarship.

National Applications submitted by April 1 to:

Scholarship Administrator Girl Guides of Canada - Guides du Canada 50 Merton Street Toronto ON M4S 1A3

Provincial Applications submitted by May 15 to:

Girl Guides of Canada-Alberta Council 11055 107 Street Edmonton AB T5H 2Z6

TIPS FOR WRITING A LETTER OF SUPPORT

A letter of support for an award application is your chance to illustrate the impact of the member's contributions to Guiding and to highlight the nominee. Here are some tips to consider when writing a letter of support:

- Begin with an introduction which identifies the nominee, the award being applied for and a summary of the nominee's role(s) and accomplishments.
- In the body of the letter, explain why the individual is deserving of the award. Use specific examples within the letter. You can break the examples down into paragraphs and refer to her accomplishments in the areas of:
 - Guiding
 - Work
 - o Personal (e.g., illness, disability, challenges, positive attitude, etc)
 - Community (e.g., other volunteer roles)
- Be sure to include only the most relevant details, and clearly tie them to the award criteria. Why should this person receive this particular award.
- Letters can come from Guiders, parents, girls, friends, other volunteer agencies, employers/colleagues, professors etc.

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 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 towrite a letter of support should be given a copy of both pages – don'tassume everyone knows what is expected!

SAMPLE SUPPORT LETTER

May 4, 2010

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 2008, when the Contact Guider 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 2008, she also became a member of the food services 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 2009, 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 2009, 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 workand 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