



**GIRLGUIDING SHROPSHIRE**

**THANKS AND RECOGNITION  
GUIDELINES**

**INFORMATION AND  
NOMINATION FORMS**

**July 2014**

# **Girlguiding Awards**

Awards are presented in recognition of outstanding service and commitment to Girlguiding, or for courage and initiative. They exist to recognise outstanding achievement and distinction.

This booklet aims to explain all the awards available at National, Region and County Level. Each award is defined by criteria and guidelines with information on the application process.

## **Girlguiding UK Awards**

### **Outstanding Service**

- The Silver Fish
- The Laurel Award

### **Meritorious Conduct**

- The Guiding Star

### **Recognition**

- Thanks Badge
- The Good Service Brooch
- Long Service Awards

## **Girlguiding Midlands**

### **Outstanding Service**

- The Midlands Region Award
- The Chief Commissioner's Award

### **Meritorious Conduct**

- The Midlands Region Award of Merit

## **GirlGuiding Shropshire**

- Shropshire Good Guiding Award
- County Thanks Certificate

## **UK National Honours**

CBE, OBE, MBE or BEM

# GIRLGUIDING UK AWARDS

## The Silver Fish Award



The Silver Fish is Girlguiding UK's highest award. It is given in recognition of outstanding and distinguished service and an exceptional contribution to a wide section of Girlguiding UK, including international guiding either in the United Kingdom or abroad. This award may be given to an active adult member of Girlguiding UK or one of the Branch Associations.

### Award criteria

The application should reflect the nominee's outstanding service, which must be of an exceptionally high standard. It must be stressed that only a very small number of these awards are granted.

**Guiding experience:** The member should have held a range of roles in guiding at District/Division/County levels and beyond. Within this range of roles the member should have demonstrated excellent leadership skills and made significant contributions as a team member.

**Impact:** The member should have made a significant contribution to supporting, motivating, nurturing and developing guiding for both girls and adults. This should be over a range of roles, both locally and internationally.

**Personal attributes:** The member should be outstanding and an exceptionally high achiever who is always ready to take on a challenge; someone who makes things happen, and who inspires and motivates people.

**International:** It is not essential for the member to have travelled abroad. However, their work should demonstrate a major contribution to guiding in other countries, resulting in the strengthening of guiding relationships between countries.

### Guidelines for making an application

An application must be:

- submitted without the knowledge of the nominee or their family
- accompanied by a fully completed awards application form
- accompanied by a copy of the member's Go! form
- accompanied by letters of support (see below).

Up to eight letters are sufficient for a Silver Fish application. If possible the letters should not be repetitive and each should cover a different aspect of the nominee's service. Typewritten letters are preferable, with the supporter's role/position included.

### Letters of support

Remember that the Awards Committee can only base its decision on the content of the letters of support. Therefore letters should:

- state in what capacity and for how long the nominee has been known to the supporter
- describe their personal attributes and what makes them stand out from others. Try to give examples to build up a picture describing their special character and personality

- describe their guiding service, giving examples of outstanding achievements
- describe their influence on others – leadership skills, innovative ideas and inspirational work in supporting adults and girls. Letters from young people often tell a good story
- describe any specific event or project where the nominee has made an outstanding contribution
- describe any other aspects of the nominee's life which are relevant to this award.

The application process

An application may be initiated by any member of Girlguiding UK but the process needs to be discussed with the relevant Commissioner. The Girlguiding UK Awards Committee usually meets twice a year.

Applications for the Silver Fish Award are first sent to the County/Country/Region for initial consideration and approval, with the final decision being made by the Girlguiding UK Awards Committee.

## The Laurel Award

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



Award criteria

The application should reflect the nominee's outstanding service.

**Guiding experience:** The member should have held a number and variety of roles within the District/Division/County or beyond. Within these roles the member should have demonstrated outstanding leadership skills and have been an effective team member.

**Impact:** The member should have made a significant contribution to supporting and developing guiding for both girls and adults.

**Personal attributes:** The member should be a person who is respected by their guiding peers, 'stands out' and has made a significant difference to guiding.

Guidelines for making an application

An application must be:

- submitted without the knowledge of the nominee or their family
- accompanied by a fully completed awards application form
- accompanied by a copy of the member's Go! form
- accompanied by letters of support (see below). Up to eight letters are sufficient. If possible, the letters should not be repetitive and each should cover a different aspect of the nominee's service. Typewritten letters are preferable, with the supporter's role/position included.

Letters of support

Remember that the Awards Committee can only base its decision on the content of the letters of support.

Therefore letters should:

- state in what capacity and for how long the nominee has been known to the supporter
- describe their personal attributes and what makes them stand out from others. Try to give examples to build up a picture describing their special character and personality
- describe their guiding service, giving examples of outstanding achievements
- describe their influence on others – leadership skills, innovative ideas and inspirational work in supporting adults and girls. Letters from young people often tell a good story.

## The Guiding Star Award

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



### Award criteria

The Guiding Star Award may be given for:

- saving or helping to save a life
- bravery and competence in facing an emergency situation
- caring for a sick relative
- showing courage and determination in guiding in the face of a serious or long-term medical condition
- coping with exceptional circumstances in life.

When the award application is based on an incident or emergency situation, this must have occurred within the last six months.

### Guidelines for making an application

An application must be:

- submitted without the knowledge of the nominee or their family
- accompanied by a fully completed awards application form
- accompanied by a copy of the member's Go! form
- accompanied by letters of support from appropriate guiding and non-guiding personnel (see below).

Where life expectancy is limited, an emergency application may be considered at short notice. Please apply to your Country/Region Office.

### Letters of support

Remember that the Awards Committee can only base its decision on the content of the letters of support.

Therefore letters should:

- give clear reasons for making the application
- include supporting evidence where relevant (eg eyewitness accounts)
- describe the nominee's current involvement in guiding
- provide full and detailed information, including details of any medical condition or emergency situation if possible. Patient confidentiality must be respected and medical evidence must pass only between the Country/Region Medical Adviser and the nominee's doctor.

The application process

An application may be initiated by any member of Girlguiding. The nomination needs to be discussed with the relevant Commissioner.

The Girlguiding Awards Committee usually meets twice a year.

Applications for the Guiding Star Award are first sent to the County/Country/Region for initial consideration and approval, with the final decision being by the Girlguiding Awards Committee.

## 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.

Any member of Girlguiding may present a Thanks Badge after discussion with a Leader or Commissioner.

A Thanks Badge may only be given to a member of the Trefoil Guild if they have given service specifically to Girlguiding.



## Good Service Brooch

The Good Service brooch may be given to an adult, who is a member of Girlguiding or a Branch Association, for excellent service to guiding, by:

- the Chief Guide, for service to Girlguiding or a Branch Association
- a Chief Commissioner, for service in a Country/Region (including BGIFC)
- a County Commissioner, for service in the County
- the Commissioner for a Branch Association, for service in a Branch Association.

**To be eligible for a Good Service brooch the nominee must either:**

- hold a current member and recognised volunteer card, or
- have completed a role no more than six months before the application is made.

The Good Service brooch is silver metal with blue and green enamel. It is accompanied by a certificate.



## 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. Service will be counted from the date the individual becomes a member, aged 16 or over, and actively carries out a role for 5, 10, 20, 30, 40 or 50 years (not necessarily consecutively). A Recognised Volunteer Certificate can be presented to individuals who volunteer regularly in guiding but have chosen not to be a full adult member.

The Long Service award brooches are all of similar design with different finishes and metals signifying the years. All the brooches are accompanied by a certificate. The 5-year certificate is signed by the County Commissioner, the 10 and 20-year certificates are signed by the Country or Region Chief Commissioner and the 30, 40 and 50-year certificates are signed by the Chief Guide.

The brooches may be worn on the badge tab or on non-guiding clothing.

It is the responsibility of the County Commissioner to establish when active members in her County are due to receive their awards and to ensure that the awards are presented at an appropriate time and in an appropriate manner.

If there is any query about length of service, the decision of the County Commissioner is final.

# GIRLGUIDING MIDLANDS AWARDS

## The Midlands Region Award

A Brooch and certificate.

This award is given at the discretion of the Girlguiding Midlands Chief Commissioner.

It may be awarded to an adult member or non member within Girlguiding Midlands, and recognises outstanding service / commitment / achievement or courage. Nominations may be made by anyone and sent in confidence to Region Awards Committee at Girlguiding Midlands HQ, Ashby.

## The Chief Commissioners Award

A brooch and certificate.

The application form can be found at Appendix A in this booklet or via the Girlguiding Midlands website.

- It is awarded for outstanding service to local guiding to an active adult volunteer who holds an appointment at Unit level.
- An individual may be recommended by anyone inside or outside guiding but the nomination for must be signed by the appointing commissioner and your County Commissioner.

Nominations may be made by anyone, the nominees Appointing Commissioner and County Commissioner must sign the application form.

## Midlands Region Award of Merit

This award may be given to any member of Girlguiding Midlands aged 5 years up to their 26<sup>th</sup> birthday, who has displayed great courage or fortitude or who without risk to her own life, has shown great initiative or responsibility at an incident.

It may be given for;

- Displaying courage and determination in Guiding despite a serious or long term, medical condition
- Saving (or helping to save) a life
- Bravery and competence in facing an emergency situation
- Caring for a sick relative
- Coping with exceptional circumstances in life.

Guidelines for making an application

A form should be obtained from the Midlands Region office and then signed by the appropriate leaders. It must be submitted without the knowledge of the nominee or her family. Supporting letters should also be enclosed with the application form.



## **NATIONAL HONOURS**

These include the CBE, OBE, MBE and BEM and are awarded in recognition of outstanding achievement and exceptional service to the nation. Nominations for National Honours can be made for or include outstanding service to Guiding.

More information and an application form can be obtained from the Cabinet Office, Honours and Appointments Secretariat or found at the following web site:

[www.honours.gov.uk](http://www.honours.gov.uk)

Girlguiding UK and the respective County Lord Lieutenant can also provide useful information.

# **GIRLGUIDING SHROPSHIRE**

Application forms are available from the Girlguiding Shropshire website. All County awards are sent on the same form. The Awards Committee will decide the appropriate award for the individual.

If the Awards Committee feel that the application is suitable for a Region / National award they may ask the nominator for further letters of support.

## **Shropshire Good Guiding Award**

Brooch

This award can be given to a member or non member of Girlguiding Shropshire for showing exceptional service at a local level. Application form should be signed by appointing commissioner and County Commissioner but nominations can be received from anyone inside or outside of Girlguiding. The individual should hold an appointment at a local level.

The application should demonstrate;

- How the individual has given exceptional service at a local level
- How the individual has acted in the spirit of good guiding

This award is not for length of service.

Awards will be presented twice yearly.

## **County Thanks Certificate**

Certificate

This is awarded to any member of Girlguiding Shropshire to say thank you. This could be for a project or a specific event. It is not a length of service award. Anyone can nominate for the award and the application form should be signed by the appointing Commissioner.

The project or specific event may be at any level.



# CHIEF COMMISSIONER'S AWARD

## Outstanding Service for local Guiding - Application Form

**Please Note:** Nominations are to be for **Active members at Unit level.**

Any person can nominate a member of Girlguiding Midlands for this Award; however application forms must be signed by the appointing Commissioner and the County Commissioner.

**COMPLETE IN BALL-POINT PEN IN BLOCK CAPITALS**

**NOMINEE details:**

First name/s ..... Surname .....

Address .....

Postcode ..... Date of Birth .....

**Section** (Rainbow/Brownie/Guide/Senior Section) **delete as appropriate**

**Membership no:** .....

Appointment ..... Unit .....

District ..... Division .....

County .....

**Reasons for nomination:** (use continuation sheet if applicable)

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**This application is nominated by:**

First name/s ..... Surname .....

Address .....

Telephone No ..... Signed .....

**Appointing or Division Commissioner:**

Full Name .....

Address .....

Telephone No ..... Signed .....

**County Commissioner:**

Full Name ..... Signed .....

**This application has been recommended by:** County Awards Committee (in the absence of a County Awards Committee nominations should be sent to County Commissioner or her appointed representative)

Name ..... Signed ..... Date .....

Once County Awards Committee has signed please send completed form to: Girlguiding Midlands Awards Committee, 21 Lower Church St, Ashby-de-la-Zouch, Leicestershire LE65 1AB

Application forms are available from County Commissioners / County Secretaries.

**FOR MHQ OFFICE USE ONLY** Application received (date)..... Award granted (date) .....



## GIRLGUIDING SHROPSHIRE AWARD NOMINATION

**Please Note:** Nominations are to be for **Active members at Unit level.**

Any person can nominate a member of Girlguiding Shropshire for an Award; however application forms must be signed by the appointing Commissioner and the County Commissioner where necessary.

**COMPLETE IN BALL-POINT PEN IN BLOCK CAPITALS**

**NOMINEE details:**

First name/s ..... Surname .....

Address .....

Postcode ..... Date of Birth .....

**Section** (Rainbow/Brownie/Guide/Senior Section) **delete as appropriate**

**Membership no:** .....

Appointment ..... Unit .....

District ..... Division .....

County .....

**Reasons for nomination:** (use continuation sheet if applicable)

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.....

**This application is nominated by:**

First name/s ..... Surname .....

Address .....

Telephone No ..... Signed .....

**Appointing or Division Commissioner:**

Full Name .....

Address .....

Telephone No ..... Signed .....

**County Commissioner:**

Full Name ..... Signed .....

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FOR USE BY THE AWARDS COMMITTEE

Recommended for                      Thanks Certificate / Shropshire Good Guiding Award / Midlands Award

Name ..... Signed ..... Date .....

Application forms are available from Girlguiding Shropshire website.

**FOR OFFICE USE ONLY** Application received (date)..... Award granted (date) .....