

ADULT AWARDS

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QUÉBEC

2023

TIPS FOR INCREASING AWARDS



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2023 version

- 1- Unit Guiders are encouraged to nominate fellow Guiders for awards and to consider giving fun awards as well as Guiding awards. Use your creativity (e.g. best decorated campsite)!
- 2- Use award displays at events such as AGM's and provincial/district meetings.
- 3- Provide Members with a template for the letter of support (see appendices).
- 4- Acknowledge award recipients through the provincial newsletter and website.
- 5- Present the award at a function where girls, pacaregivers and other leaders are present.
- 6- Present the award in a meaningful way to the recipient.
- 7- Keep an annual list of award recipients at the provincial level and provide the list to districts.
- 8- Ensure Membership pins are up-to-date by tracking the years of service of current Guiders.
- 9- Use public forums such as community newspapers, television, radio and Member's place of work to communicate recognition.
- 10- Make the nomination process as easy as possible. Knowledge is the key to success. The more Guiders know about awards and how easy it is to nominate someone, the more likely they will be to participate and submit nominations.
- 11- Provide training on awards at all levels in regards to the application process and letter writing while highlighting what awards are available.

APPENDIX 2

Sample Letter of Commendation

(Reprinted from a Letter of Commendation given to a Member)



Ms.
Provincial Archives Adviser
Membership
Girl Guides of Canada-Guides du Canada
(name of province) Council

Dear

It is with great pleasure that I acknowledge, on behalf of the Provincial Council, your contribution to the Girl Guides of Canada-Guides du Canada in (name of province) with this Letter of Commendation.

As the Provincial Archives Adviser for the Provincial Council, you had the unique and exciting opportunity to provide proper care and safe keeping of our textual records, publications, magazines, photographs, scrapbooks, uniforms, insignia and other artifacts which hold the history of more than 90+ years of Guiding history in our Province. During the time of your position on the Provincial Council, you also had the special challenge of re-locating our Provincial Archives from their former residence into a new location within our Provincial Council Building and, in so doing, to begin the process of properly cataloguing true archival materials, clearing up and removing non-archival materials, securing those materials that needed proper holding containers, setting up displays of archival records, uniforms, and insignia, and securing special funding to ensure this work was completed in a timely manner with the proper equipment. Thank you for your time and dedication in the preservation of our Guiding history.

Please accept this Letter of Commendation as a token of our appreciation.

Yours truly,

Guider

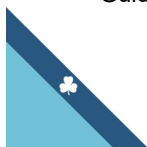


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Steps for Nominating Guiders for Awards

1. **Recognize** the Member you want to acknowledge for her contribution to Guiding.
2. **Consult** [Awards and Recognition](#) in Member Zone or refer to pages three to nine in this booklet.
3. **Select** the award that matches the service of the Member you are nominating.
4. **Write** a *letter of support* about why you think this Member is deserving of the award.
5. **Second letter** may be required; ask another Member to write this additional letter of support for your nomination.
6. **a)** To make an award nomination, please create or log in to your [Survey Monkey Apply](#) account, complete an application, and include any relevant letters of support.
or
b) You may also go to <https://ggcportal.smapply.ca/>. Register by clicking the green button. **If you have created an account in the past on this platform (e.g. as a past applicant or reviewer), that account may still be valid. Please use that account information to login. Click the grey Log In button in the top right corner and use your existing email and password.* Complete an application and include letters of support.
7. **Decide** if the requested award is not approved, what award would be an acceptable substitution.

APPENDIX 1

Sample Support Letter

(Adapted from the Newfoundland and Labrador)



Dear Members of the Awards Team:

It gives me great pleasure to write this letter in support of the application for the Medal of Merit for Jane Guider. I have known Jane 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.

Jane is always the first to "Lend a Hand" when adult Members are needed. In 1996, when the Contact Guider of the Ember Friendship Camp took ill and had to leave the position, Jane volunteered to rearrange her family vacation to ensure that the girls were still able to go to camp.

In 1996, she became a member of the food services staff at a provincial event. Jane 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 chair of an area event for approximately 1,500 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. Jane 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.

Jane's husband and family of two children and a son are also very supportive and involved in the numerous activities in which she participates. She is also an active member in her community and, in her spare time, she loves to sew.

Jane is truly deserving of the Medal of Merit.

Yours truly,

Guider

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 really 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
 - 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, caregivers, girls, other volunteer organizations, employers/colleagues, teachers, etc.**

Membership Pins



All girl and adult members receive a membership pin indicating the number of years of GGC membership. Only one membership pin is worn at a time. Pins are provided at the beginning of each Guiding year. After 15 years, Membership pins are awarded at five year intervals.

Unit Guider Appreciation Award



The Unit Guider Appreciation pin is presented to each new Unit Guider in the first year of service to GGC in a Guiding Unit (Sparks, Embers, Guides, Pathfinder and Rangers). The pin is presented by the Unit Guider's council and is only presented to a Member once. No award application is required.

Unit Guider Award

The Unit Guider Award is presented to Unit Guiders in recognition of good service in the Unit Guider role. Nominators must provide a completed R.3 form, along with two letters of support. The award is granted by the council concerned. The years of experience are cumulative and a Unit Guider may receive any or all of the award levels during her tenure in Guiding. The bronze can be received by a Unit Guider in her first year. The award is given in three levels:



Bronze
(1-3 years)



Silver
(4-10) years



Gold
(11+ years)

Commissioner Award Pin

The Commissioner Award is presented to Commissioners in recognition of good service in a Commissioner role by:



- Leading by example
- Actively welcoming new members and retaining current members
- Mentoring adult members; Upholding the values of GGC
- Gaining the respect of members, girls and caregivers

Nominators must make an award nomination, complete an application, and include two letters of support. This award is granted by the council concerned and can be presented during a member's tenure or upon retirement.

Gold Thanks Pin



The Gold Thanks Pin may be given to a girl or adult member who has contributed in any capacity that deserves thanks. There is no specific criteria, other than that a member must have displayed service deserving of thanks. The pin is often given for one specific action, but can also be given for overall good service. Nominators must make an award nomination, complete an application, and include a letter describing the nominee's service to Guiding. This award may be given at any level with the permission of the council concerned. The Gold Thanks Pin may be awarded more than once to the same member, but consideration should be given to the presentation of a different award.

Silver Thanks Pin



The Silver Thanks Pin may be given to a non-member who has contributed in any capacity that deserves thanks. There is no specific criteria, other than that the person must have displayed service deserving of thanks. The pin is often given for one specific action, but can also be given for overall good service. Nominators must make an award nomination, complete an application and include a letter describing the nominee's service to Guiding. This award may be given at any level with the permission of the council concerned.

Fortitude Award

The Fortitude Award is granted by the Board of Directors to girl or adult members who have shown great courage and endurance in adversity. In order to be considered for the Fortitude Award, a member must:



- Show great courage and endurance while facing adversity
- Have demonstrated fortitude within the past 12 months. (However, the onset of adversity may have occurred further in the past.)
- The award may be given posthumously in special circumstances. Posthumous applications must be made no more than one year after death.

Recipients must be current members, but need not be evaluated based on their level of involvement with GGC if adversity has prevented their active involvement. The cost of the award is approximately \$135.

Valour Award

The Valour Award is granted by the Board of Directors to a girl or adult member who has shown heroism in risking her life or personal safety to save or attempting to save the life of another person. In order to be considered for the Valour Award, a member must display heroism by risking her life or personal safety by saving or attempting to save the life of another person.



The display of courage could be during a Guiding activity or outside of Guiding. Applications must be made as soon as possible and no more than 12 months after the incident. The application comes from the province to the Board of Directors. Nominators must make an award nomination, complete an application, and include two letters of support. This award is granted by the Board of Directors. The cost of the award is approximately \$175.

50 Years of Membership

Letters of recognition from the Guiding Ambassador are sent to women with 50 years of membership and every five years thereafter. Members receive a letter and certificate from national council, and pins from their provincial council.

Beaver Award

The Beaver Award is granted by the Board of Directors to adult members for exceptional service to Guiding at the provincial or national level. In order to be considered for the Beaver Award, a member must demonstrate exceptional service to Guiding at the provincial or national level, and exceptional commitment to their provincial or national Guiding role. Except in rare cases, **the Beaver is awarded only to those who hold the Medal of Merit.** The application comes from the province to the Board of Directors. Nominators must make an award nomination, complete an application, and include two letters of support. The award is granted by the Board of Directors.



Gold Maple Leaf



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. In order to be considered for the Gold Maple Leaf, a member must demonstrate:

- Exceptional service to Guiding at the national level
- A meaningful contribution to the enrichment of Guiding in Canada.
- The Gold Maple Leaf is only awarded to those who hold the Beaver.

The application comes from national council to the Board of Directors. Nominators must make an award nomination, complete an application, and include two letters of support. This award is granted by the Board of Directors.

Honourary Life Award



The Honourary Life Award (HLA) is granted by the Board of Directors to adult members. This prestigious award is given in recognition of ongoing, dedicated, and long-term service to Guiding. On occasion, the HLA may be awarded to a member who has made a significant contribution to society. In addition, the HLA could be given:

- Upon a member's retirement from active Guiding, or
- Upon a member's completion of a significant role in Guiding that could signify the peak of someone's Guiding career, or
- In recognition of sustained, long-term, exceptional service to Guiding in a Unit Guider role.

The HLA is typically awarded after 30 years of service. Applications must be submitted through the Commissioner concerned and accompanied by the required fee (approx. \$500). Nominators must make an award nomination, complete an application, and include three letters of support which clearly detail how the nominee has met the above criteria. The application comes from the province to the Board of Directors. This award is granted by the Board of Directors. Cost of the pin \$115.

Merit Awards

The Merit Award is presented to adult members for service to Guiding above the basic requirements of the position held.

In order to be considered for the Merit Award, a member must demonstrate:

- Especially dedicated or excellent service to Guiding
- Having gone above and beyond the basic requirements of their Guiding position

The Merit Award can be awarded three times in the following order:

- Bronze Merit: For a member's first Merit Award
- Silver Merit: For a member's second Merit Award
- Gold Merit: For a member's third Merit Award



Nominators must make an award nomination and complete an application, and include two letters of support. This award is granted by the council concerned.

An adult member may receive any or all of the Merit Awards during her tenure in Guiding, **but the awards must be received in the specified order.**

Medal of Merit

The Medal of Merit Award is presented for exceptional service to Guiding above the basic requirements for the position held.



In order to be considered for the Medal of Merit, a member must demonstrate:

- Exceptional service to Guiding, meaning they display exceptional commitment to their Guiding role
- Having gone above and beyond the basic requirements of their Guiding position

Except in special cases, **the Medal of Merit is awarded only to those who hold a Gold Merit Award.**

Nominators must make an award nomination, complete an application, and include two letters of support. This award is granted by the provincial council.

Provincial Commissioner's Honours Award - Bronze, Silver, Gold



The Provincial Honours Award is given to recognize a Guider who was involved in the planning of provincial events, camps or initiatives.

- Bronze** – Being directly involved in the planning and organization of provincial events, camps, or initiatives **twice** in one Guiding year
- Silver** – Being directly involved in the planning and organization of provincial events, camps, or initiatives **three** times in one Guiding year
- Gold** – Leading or Co-leading provincial events, camps, or initiatives in one Guiding Year

Quebec Award



The Quebec award is given for distinctive contributions to Guiding in Québec. The Member must be a registered adult Member in good standing with GGC and **must hold the Gold Merit award or equivalent.**

Québec Provincial Commissioner's Award



The Québec Provincial Commissioner's award is given to recognize a Guider(s) who has/have undertaken to plan and execute a special event on behalf of GGC-Québec Council. The Québec Guider must be an active registered Member in good standing. The Guider must Chair or Co-chair a provincial event for girls and Guiders. **Effective 2017, the new mandate of the Québec Provincial Commissioner's award will recognize a Guider(s) who, through a body of multiple leadership successes, has/have made a significant impact on Guiding for both youth and adult members.** The provincial commissioner determines who will receive this award. A letter of support from the provincial commissioner will be given to the Guider at the time of presentation.

Team Award

The Team Award may be given to each member who has been part of team that planned and carried to completion an event or project. In order to be considered for the Team Award, the members of a team must demonstrate:



- Operating as a well-functioning team
 - Planning and carrying to completion an event or project.
- OR
- Working well during a time of adversity.

Nominators must make an award nomination and complete an application, and include two letters of support which describe the team as a whole. Team Awards are authorized by the Provincial or National Council (depending on the team level), and presented by the council concerned. A member may receive the Team Award more than once. The Team Award is not to be presented to non-Guiding members of a team, except with approval from the Guiding Ambassador.

Provincial Letter of Congratulations

The Provincial Letter of Congratulations can be requested from the provincial office when a situation arises which is not covered by any other form of recognition. A request for a Provincial Letter of Congratulations from the provincial commissioner requires approval from the Awards Team.

Certificate of Appreciation



Certificates of Appreciation are available to recognize service given to Guiding by Members and friends of Guiding.

Letter of Commendation

A Letter of Commendation may be given to a girl or adult member in recognition of service to GGC. There is no specific criteria, other than that the person must have displayed service deserving of recognition. **It may be given by any member or non-member.** It may be given more than once to the same person.