



## Guidance notes for Application for County Award - Uniformed

1. An Application may be initiated by any present or past member of the Gloucestershire Guide Association and should preferably be presented to the Awards Committee by a member of the County Executive Committee.
2. The Application should be supported by at least six written recommendations, two thirds of which should be from present adult members of the Guide Association.
3. The prospective recipient should have given at least ten consecutive years of uniformed service to the Guide Association in Gloucestershire.
4. The prospective recipient must be an active Guider, or have retired or resigned within ONE year of the application being made.
5. The proposed recipient should have demonstrated the promotion of Guiding principles in the wider community.

### Letters should

- a. Be typed, written legibly on one side of paper or emailed
- b. Include the address of the writer
- c. Be addressed to the Chairman of the County Awards Committee
- d. Be signed by the writer with their name typed or clearly written under the signature
- e. State the present position in or connection with Guiding of the writer
- f. Fully describe the **quality** of the Service given to Guiding by the person being proposed.
- g. If possible, give particular examples of support and encouragement which has been given by the person being proposed.
- h. Give details of any **special** work done by the person being proposed
- i. State any involvement with the wider community of the person being proposed.
- j. Detail the on going results of the person's work and influence.

### Letters should state:

1. *How do you know this person?*
2. *How long have you known her?*
3. *In the roles you knew her, how was she outstanding? Tell us about the impact of her work - giving specific examples.*
4. *Describe her contribution to supporting adults within Guiding.*
5. *Describe her contribution towards supporting girls and young women within Guiding.*
6. *Describe any other ways she made an outstanding contribution e.g. events, projects etc*
7. *Has she made any contribution outside Guiding which may be useful to know? - this is not a requirement*
8. *Why do you think she deserves an Award?*