Girlguiding Sussex Central Awards Committee

Guidance for Awards Nominations

A revised list of awards was produced in March 2015 and is available to **all** members. It can be found on the County website, in the County directory and is in the May 2015 edition of the County Newsletter.

Please remember that all nominations for awards should be made confidentially. The nominee should not be alerted to the fact that the nomination is being made.

This document explains the process for approval and is to assist Commissioners and others in making nominations.

Any member of the County can nominate someone for an award. The usual process would be for the nomination to be discussed with the relevant Commissioner. Following initial discussions the relevant Commissioner (District, Division or County) should:

* Inform the Chair of the Awards Committee, Clare Brittain, of the proposed nomination by letter or e-mail.
* Ask those who know the person well if they will write a supporting letter. Be clear in your request to them about why you are nominating this person. Give them the guidance on supporting letters (see below). It is best to ask a variety of people who know the person in different settings. It is always good to include letters from young members but you may need to give them some guidelines for the letter.
* Put together the pack of evidence including the appropriate nomination form, the nominee’s GO record, and supporting letters, having checked that the letters comply with the advice given. The pack should be sent to the Chair of Awards at least three weeks before the committee meeting. (Dates of the meetings can be found on the County Calendar.)
* Following the meeting of the Awards Committee the outcome of the application will be notified to the nominating Commissioner.
* If the award has been agreed now is the time to let the nominee know the good news and arrange a presentation that is right for her. Don’t forget to thank all those who wrote letters and invite them to the celebration.
* If the award is not agreed the committee chair will explain the reasons why and perhaps suggest a different way of recognising the person’s service. It is still important to thank those who wrote letters of support.

Some guidance on supporting letters:

* They should be set out as formal letters. If e-mailing them they should be sent as attachments.
* It is important to remember that the quality of the letters is more important than length.
* Remember that the letters will be read by people who do not know the nominee and who need to understand the context of her Guiding – for example: is it in a rural or unban setting, is it at unit level or District wide?
* The letters need to give a clear picture of the reasons for the nomination, including what the person has achieved that has made a significant contribution to Guiding, and in what way the service is outstanding or what is really special about this person.
* The letters may include reference to personal qualities and abilities, impact on Guiding and its members and contributions made to specific events. It is always helpful to give specific examples of the points being made.
* The letters can also include information on the nominee’s work both voluntary and paid outside Guiding where this further supports the application.