# *All nominations must be made without the knowledge of the nominee*

* Before completing this form please read the accompanying guidelines
* This form MUST be accompanied by at least TWO letters of support (see Guidelines)
* County Awards are not usually given for normal guiding activity
* Thanks Badges are available for Commissioners to thank their team members
* Nominee, Proposer, Seconder and approving Commissioner must not be related in any way

**Details of Nominee** Membership number:

Title: First Name(s): Surname:

Address: Post code:

Email: District: Division:

Present appointment held (including level e.g. Unit)

**Proposer** **Seconder**

Name: Name:

Address: Address:

Postcode: Postcode:

Email: Email:

Telephone: Telephone:

Signed ………………………………………………… Signed ………………………………………………………

Membership number: Membership number:

Position in Guiding: Position in Guiding:

**District or Division Commissioner** (who must not be the proposer or seconder)

Comment:

I have read and approve the attached nomination & attach their Guiding History Report

Signature …………………………………………… E Mail:

Membership number: Date:

Completed & signed application forms must be emailed, scanned/emailed or posted by 18th October to: [awardsec@girlguidinghertfordshire.org.uk](mailto:awardsec@girlguidinghertfordshire.org.uk) Post: Awards Committee, County Office, Hertfordshire Guide Centre, Cottered, Herts SG9 9QP

# Guidelines for Girlguiding Hertfordshire Award Nominations

**Please read these notes carefully before making an Award nomination**

* **Each Award application requires a proposer, seconder and commissioner signature which can be electronic**
* **The proposer completes a Nomination form**
* **The proposer writes a letter supporting the nomination**
* **The seconder also writes a letter supporting the nomination but with, if possible, a different slant on the person being nominated.**

* All award applications are confidential so it is important that neither the nominee nor any family member/s are aware of the application.
* The Awards are to recognise service which is **over and above** that expected in the nominee’s Guiding role.
* Service awards are automatically presented to members for years of service in Guiding to recognise the service and dedication of volunteers in their role.

**Guidelines for supporting letters for Awards**

Please remember that the awards committee who consider the nominations do not know the person you are writing about. Think about how much of what you are writing will tell them about the nominee, and how well they will know them after reading it. Please try and cover as much of the following as possible:

* How do you know this person;
* How long have you known them;
* In the roles you knew them - how were they outstanding?
* Can you tell us about the impact of their work – giving examples;
* Describe their contribution to supporting adults within Guiding;
* Describe their contribution to supporting girls and young women within Guiding;
* Describe any other ways they made an outstanding contribution e.g. events, projects etc;
* Have they made any contribution outside guiding which may be useful to know although it is not a requirement;
* Why you think they deserve an award:

**How do I find the right words?**

Effective letters of support often include:

Determination, commitment, respect, drive, sustainability, recognition, innovation, creativity, selflessness, impact.

Trusted, conscientious, wise, inspirational, persuasive, passionate, exemplary, resourceful enthusiastic, fair, tenacious, sympathetic, admired, unflustered, supportive, vibrant, articulate, diligent, dedicated.

Completed & signed application forms must be scanned/emailed/posted together with supporting letters & Guiding Record by **18th October**  to County Office - Awards, Hertfordshire Guide Centre, Cottered, Herts, SG9 9QP

Email: [awardsec@girlguidinghertfordshire.org.uk](mailto:awardsec@girlguidinghertfordshire.org.uk)