

APPENDIX 3 HOW TO FILL OUT THE AWARDS APPLICATION (R3)

Awards Application

Nominee's Name (Please Print)	iMIS / Membership#	Presentation Date <i>Must be a calendar date.</i>

Comment [k1]: Page 1 is for awards that are approved by the awarding council within your province

Comment [k3]: Enter the planned date for the presentation of the award.

Awards Applying For:
Please see reverse for National Awards

Comment [k2]: The iMIS/Membership number is to be clearly indicated. iMIS profile will be printed at the approval level if necessary.

<input checked="" type="checkbox"/>	Award	Approval Needed	Requirements (Please only send copies of the letter(s) of support. Original(s) may go with the presentation folder.)
<input type="checkbox"/>	Letter of Commendation	Awarding Council	Letter describing service to Guiding
<input type="checkbox"/>	Gold Thanks Pin	Awarding Council	Letter describing service to Guiding
<input type="checkbox"/>	Unit Guide Award <input type="checkbox"/> Bronze <input type="checkbox"/> Silver <input type="checkbox"/> Gold	Awarding Council	Two letters of support
<input type="checkbox"/>	Commissioner/ACL Award	Awarding Council	Two letters of support
<input type="checkbox"/>	Bronze Merit Award	Awarding Council	Two letters of support
<input type="checkbox"/>	Silver Merit Award	Awarding Council	Two letters of support
<input type="checkbox"/>	Gold Merit Award	Awarding Council	Two letters of support
<input type="checkbox"/>	Team Award	Awarding Council	Two letters of support from Members not part of the
<input type="checkbox"/>	Medal of Merit	Provincial Council	Two letters of support
<input type="checkbox"/>	Provincial Award	Provincial Council	See Provincial Council for requirements
<input type="checkbox"/>	Area	Area Council	See Commissioner for requirements

Comment [k4]: Requirements for the awards are listed in Module 5 and Guiding Essentials. The letters written must outline the requirements needed for the award

Comment [k5]: Letters written may go in the presentation folder so it is important to keep in mind that the letter should be descriptive of the Member and her service and well presented

Comment [k6]: Provinces have listings of awards available, the requirements may be found on the provincial web site or in a provincial awards booklet

Council	Name/Signature	Phone #	iMIS #	Date
Recommended By:				
Approved By:				
Approved By:				
Approved By:				
Provincial Commissioner *				

Comment [k7]: This is the person who makes the nomination.

Comment [k8]: Approvals may be needed by district/division/area or provincial awards committee/chair/adviser

(in her absence the Deputy Provincial Commissioner)

Comment [k9]: For provincial approval of awards the Deputy Provincial Commissioner can sign on behalf of the Provincial Commissioner

iMIS input completed by:		Date:	
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Comment [k10]: Award to be entered under the recipients profile once presented

Presenter's Name	Presenting Council/Committee

Application for National Awards

Recipient Name For National Award	MIS ID	Send Approved National Award Applications to: National Awards (except Gold Maple Leaf) need Provincial approval first	Presentation Date <i>Must be a calendar date</i>
		Adult Member Support, Girl Guides of Canada-Guides du Canada 50 Merton St Toronto, ON M4S 1A3	

Comment [k11]: Page 2 is for awards that need the approval of the Chief Commissioner

Comment [k14]: Date for presentation must be known in order to process National Award applications into MIS

Comment [k12]: Province to print the MIS record and forward with the approved application

Comment [k13]: All National awards need the signature of the Provincial Commissioner or her Deputy before the Awards Application is sent

Comment [k15]: Approved applications are to be sent to this address for approval by the Chief Commissioner

Comment [k16]: Requirements are outlined in Module 5 and Guiding Essentials

<input checked="" type="checkbox"/>	Awards	Approval Needed	Requirements <i>(Please only send copies of the letter(s) of support. Original(s) may go with the presentation folder.)</i>
<input type="checkbox"/>	Beaver	Board of Directors	Two letters of support Recipient must be holder of "Medal of Merit" award
<input type="checkbox"/>	Gold Maple Leaf	Board of Directors	Two letters of support Recipient must be holder of "Beaver" award
<input type="checkbox"/>	Honorary Life Award	Board of Directors	Two letters of support Required fee <i>Note: nominee must hold a valid a police reference check (PRC) or exemption</i>
<input type="checkbox"/>	Fortitude <input type="checkbox"/> Posthumous	Board of Directors	Two (2) supporting letters. Fortitude must have been demonstrated within the past 12 months, however, the onset of adversity may have occurred

Comment [k17]: All requirements for Membership in GGC must be maintained

<input type="checkbox"/>	Valour <input type="checkbox"/> Posthumous <input type="checkbox"/> Bronze <input type="checkbox"/> Silver <input type="checkbox"/> Gold	Board of Directors	<p>further in the past. Posthumous – application must be made no more than one year after death. *If a nominee is under 15 years of age, please fill out below</p> <p>Description of incident including: name, age and address of rescued person; danger to rescued Person; capability of rescued person to assist; actual danger to the rescuer; help given or available; equipment used or available (e.g. first aid, resuscitation etc.) Signed statement of eye-witness(es), including name, address, telephone number and age *If under the age of majority, please fill out below</p>
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For girl Member nominations: Fortitude Valour Posthumous
 Spark Brownie Guide Pathfinder Ranger

Name: _____ Birth Date: _____
iMIS # _____

Address: _____
Phone: _____

Unit #: _____ Contact Guider: _____
iMIS # _____

Comment [k18]: Use this section only for Fortitude (under 15) and Valour (under the age of majority)

Recommended By:				
Approved By:				
Approved By:				
Approved By:				
Provincial Commissioner				
Chief Commissioner				

Comment [k19]: This is who nominated the recipient for the award

Comment [k20]: All awards receive provincial approval; this can be delegated to a Deputy Provincial Commissioner

Comment [k21]: Provincial Commissioner approval is needed before application is sent to National

MIS input completed by: _____ Date: _____

Comment [k22]: The Chief Commissioner must approve and sign all National awards.

Presenter's Name _____ Presenting Council/Committee _____

Comment [k23]: National will enter the award after the presentation date, *only if the date is given