

## What you need to write a successful Letter of Support

1. You will need a copy of her iMIS record.
2. Explain why the individual is deserving of the award by giving examples of her achievements since her last award.

3. Break the examples down into paragraphs in areas of:

### Guiding:

- Has she worked with the girls? Has she enriched their programming? Has she taken units to camp?
- Has she undertaken special projects for the district or area? Has she organized rallies, fundraisers, trips, parent/daughter banquets, etc.?
- Has she been a committee adviser or commissioner in a district, area or provincial council?
- Has she been a mentor for a new Guider or someone new to an adviser or commissioner position?
- Give details of her service to Guiding

### Family / Home life:

- Is she married? Does she have children? How many and how old?
- Is she single and working in a unit? Did she continue from being a girl Member to an adult Member?
- Does she look after older family members?

### Work:

- Does she work outside the home?
- Does she have a home business?
- Does she work full or part time?

### Personal:

- Does she suffer from illness or have a disability?
- Are there challenges in her life that she has to deal with?
- What are her interests in and outside of Guiding?

### Community life:

- Does she volunteer with other organizations?
- Is she known for acts of kindness?
- Does she enrich the lives of others in her community?

4. Be sure to include all aspects of the individual being recognized to offer a complete picture of the person. Give lots of examples and be specific. Use clear, concise language that states, in your own words, why you think this person should receive this particular award.