



---

# Calgary Area Girl Guides Volunteer Awards Booklet

Awards are a wonderful way to acknowledge our fellow Guiders, girls, and other volunteers for their hard work and dedication. Recognition of a job well done shows our members how valued they are by Guiding. The awards do take some planning and preparation, however, so don't wait until the last minute.

If you have any questions about awards you can present to volunteers in Calgary Area, contact [volunteerawards@calgarygirlguides.com](mailto:volunteerawards@calgarygirlguides.com). More information is available on our website: [Calgary Area Awards & Recognition website](#). The Awards Committee is prepared to help!

For questions about individual Guiding records, contact [imis@calgarygirlguides.com](mailto:imis@calgarygirlguides.com).

## Contents

<b>Types of Awards</b> .....	<b>1</b>
Participation Pins.....	1
Area Awards .....	3
Provincial Awards .....	5
National Awards .....	6
<b>Awards Application Process</b> .....	<b>7</b>
<b>Award Dates</b> .....	<b>8</b>

## Types of Awards

There are several levels of awards. Each level has different requirements and different timelines for approval.


- Participation Awards
- Area Awards
- Provincial Awards
- National Awards

The following sections provide a summary of the awards and important requirements. More details on these awards are available from the [Alberta Girl Guides Awards website](#).

### Participation Pins



Every girl and adult member is entitled to a pin that indicates the years of membership in our organization. Guiders with a unit, District and Deputy District Commissioners, as well as Committee Members are also entitled to several different types of pins. Participation pins can be presented at any time. You do not need to contact the Awards committee.



#### All Volunteers

Pin	Name	Who Is Eligible?
	<b>Membership Pin</b>	All members, to indicate the number of years in our organization. After 15 years, membership pins are awarded every five years.



#### Unit Guiders

District Commissioners: Take note of these awards for Guiders in your district!





Pin	Name	Who Is Eligible?
	<b>Unit Guider Enrolment</b>	New Guiders as they first start volunteering with a unit.
	<b>New Guider Appreciation</b>	New Guiders at the end of their first year of service.

Pin	Name	Who Is Eligible?
	<b>Appointment– Spark Guider</b>	Spark Guiders in their first year of leading that branch of Guiding.
	<b>Appointment– Brown Owl</b>	Brown Owl for a Brownie unit.
	<b>Appointment – Tawny Owl</b>	Tawny Owl for a Brownie unit.
	<b>Appointment – Guide Guider</b>	Guide Guiders in their first year of leading that branch of Guiding.
	<b>Appointment – Pathfinder Guider</b>	Pathfinder Guiders in their first year of leading that branch of Guiding.
	<b>Appointment – Ranger Guider</b>	Ranger Guiders in their first year of leading that branch of Guiding.
	<b>Appointment – Multi-Branch Guider</b>	Guiders who lead a unit that contains girls from more than one branch.

### Link and Trefoil Guild Members

Pin	Name	Who Is Eligible?
	<b>Link</b>	Link members when they first join.
	<b>Trefoil Guild</b>	Members who join a Trefoil Guild.

## Area and District

Pin	Name	Who Is Eligible?
	<b>DC Lapel Pin</b>	District Commissioners and Deputy District Commissioners.
	<b>Area Council Lapel Pin</b>	Members of Area Council.
	<b>Area Commissioner Lapel Pin</b>	Area Commissioner and her deputies.
	<b>Committee Member</b>	Members of a Guiding committee.

## Area Awards

Area Awards are approved at the Calgary Area level. These awards are presented to members who deserve extra recognition for their service. The application for these awards should be sent to [volunteerawards@calgarygirlguides.com](mailto:volunteerawards@calgarygirlguides.com) at **least one month** before you would like to present the award.

These awards require the **CA.VA1** form, which requires three signatures.

## Calgary Area Award Certificates





Calgary Area award certificates may be presented to any adult or girl in Guiding in recognition of good service.

Name	Who Is Eligible?	Requirements
<b>Certificate of Appreciation</b>	Any girl or adult member.	One letter of support. Text to go on the certificate (20 words or less).
<b>Gold Special Award</b>	Any girl or adult member.	Text (20 words or less) to appear on the award.
<b>Silver Special Award</b>	Any non-member.	Text (20 words or less) to appear on the award.

## Area Awards




**Note:** Although these awards also appear on the Provincial Awards form (R.3P), use the **CA-VA1** form to make sure you collect all the required information.

Pin	Name	Who Is Eligible?	Requirements
	<b>Letter of Commendation</b>	Any adult or girl member to recognize service. May be written by any member at any level of Guiding.	One letter recognizing service.
	<b>Gold Thanks</b>	Any adult or girl for exceptional service in Guiding.	One letter describing service to Guiding. The District Commissioner or her designate can approve this award.
	<b>Silver Thanks</b>	Any person outside Guiding for recognition of service to Guiding.	One letter describing service. The District Commissioner or her designate can approve this award.
	<b>Friend of Guiding</b>	An external organization for recognition of service to Guiding.	One letter describing service. The District Commissioner or her designate can approve this award.
	<b>Team Award</b>	Each member (adult or girl) who participated on a team for an extraordinary event.	Two letters of support (with a list of the team names) from members who were not part of the team.
	<b>Bronze Unit Guider</b>	Unit Guiders who provide an extra level of programming excellence for girls. <ul style="list-style-type: none"> <li>■ Bronze is for <b>1 to 3</b> years of experience.</li> <li>■ Silver is for <b>4 to 10</b> years of experience.</li> <li>■ Gold is for <b>11+</b> years of experience.</li> </ul>	Two letters of support.
	<b>Silver Unit Guider</b>		
	<b>Gold Unit Guider</b>		

Pin	Name	Who Is Eligible?	Requirements
	<b>Bronze Merit</b>	Adult members for service to Guiding above the requirements of the position.	Two letters of support.
	<b>Silver Merit</b>	Members may receive some or all Merit levels during their Guiding years. <ul style="list-style-type: none"> <li>■ Bronze is for <b>dedicated</b> service to Guiding.</li> </ul>	
	<b>Gold Merit</b>	<ul style="list-style-type: none"> <li>■ Silver is for <b>excellent</b> service to Guiding.</li> <li>■ Gold is for <b>outstanding</b> service to Guiding.</li> </ul>	
	<b>Commissioner Award</b>	A District Commissioner who has given exemplary service to her district.	Two letters of support.








## Provincial Awards

Send the application for Provincial Awards to [volunteerawards@calgarygirlguides.com](mailto:volunteerawards@calgarygirlguides.com) **four months** before you would like to present the award. These awards require the **R.3P** form, which requires four signatures. Each application will be carefully reviewed by the Awards Committee and signed by the Area Commissioner before forwarding to the Provincial Awards Committee for approval. A member of the Provincial Commissioner team presents these awards.

Pin	Name	Who Is Eligible?	Requirements
	<b>Medal of Merit</b>	Adult members for exceptional service to Guiding.	Two letters of support.
	<b>Alberta Rose</b>	Adult members for outstanding service to Guiding on an ongoing basis. Recipient must first have been awarded the Medal of Merit. Also includes a certificate.	Three letters of support from within Guiding.
	<b>Provincial Commissioner Promise Award</b>	<b>New!!</b> Adult members who have long-serving, outstanding service in Guiding. <ul style="list-style-type: none"> <li>■ 25+ years Guiding experience</li> <li>■ Unit Guider for 15+ years</li> <li>■ Served on a District/Area/Provincial Council</li> <li>■ Holder of the Alberta Rose</li> </ul>	At least four letters of support.

## National Awards

Girl Guides of Canada also has some very special awards at the national level. Send the application for National Awards to [volunteerawards@calgarygirlguides.com](mailto:volunteerawards@calgarygirlguides.com) at least **five months** before the presentation date. These awards require the **R3.N** form, which requires five signatures. The application is reviewed by the Awards Committee, signed by the Area Commissioner, forwarded to the Provincial Awards Committee, and then sent to the National Awards Committee for final approval.

Pin	Name	Who Is Eligible?	Requirements
	<b>Beaver</b>	Adult members for exceptional service to Guiding at the provincial and national level. Recipient usually already holds the Medal of Merit.	Two letters of support.
	<b>Gold Maple Leaf</b>	Adult members with exceptional service in Guiding at the national level that contributes to the enrichment of Guiding in Canada. Recipient must already hold the Beaver Award.	Two letters of support.
	<b>Fortitude Award</b>	Adults or girls who have shown great courage and endurance in adversity. May be given posthumously. Also includes a certificate.	Two letters of support.
	<b>Valour Award – Bronze</b>	Adults or girls who have shown heroism in risking their life to save or attempting to save the life of another person. May be given posthumously. <ul style="list-style-type: none"> <li>■ The Bronze Award denotes <b>high risk</b> to personal safety.</li> <li>■ The Silver Award denotes <b>considerable risk</b> to personal safety.</li> <li>■ The Gold Award denotes the <b>greatest heroism and risk</b> to life.</li> </ul>	A signed statement of eyewitnesses.
	<b>Valour Award – Silver</b>		
	<b>Valour Award – Gold</b>		
	<b>Honorary Life Award</b>	Adult members who are still actively serving or upon retirement.	\$500 fee in addition to the cost of the award. Two letters of support.

## Awards Application Process



Follow this procedure to submit all awards applications. If you have any questions, contact [volunteerawards@calgarygirlguides.com](mailto:volunteerawards@calgarygirlguides.com).

1. Review the Calgary Area Volunteer Awards booklet to select an award that matches the service of the member you want to recognize. For more details, see also the Provincial and National Awards websites.
2. Complete the application form for the award:
  - Area Awards: **CA.VA1**
  - Provincial Awards: **R.3P**
  - National Awards: **R.3N**
3. Write a letter of support. If needed, recruit other members to write additional letters. A sample template and some writing tips are available on the [Awards](#) website. Remember that you are describing her activities only since her last award.
4. Review the application form with your District Commissioner (unless the award is for her!), and collect the needed signatures on the form.
5. Do one of the following:
  - Email the form and letters to [volunteerawards@calgarygirlguides.com](mailto:volunteerawards@calgarygirlguides.com).
  - Place the application form and a **copy** of the letters in the Awards mailbox at the Calgary Girl Guide Centre.

**Note:** Retain the original signed letters to present to the successful award recipient along with the pin.

The award application is then put through the approval process, and signatures are added to the form. If the award needs provincial or national approval, then the package is forwarded to the appropriate location.

6. Once the award has been approved, you will be notified by an Awards committee member. Pick up the Awards package from Brenda at the Girl Guide Centre ([imis@calgarygirlguides.com](mailto:imis@calgarygirlguides.com)). The package will include a special certificate to present with the award.
7. Order the applicable pin from the [GGC National online store](#).
8. Present the award and the original letters to the recipient at a special occasion of your choosing or at an Area event. Send us your photos!

Once the award has been presented, ensure that the information is recorded into the recipient's iMIS profile. Contact Brenda if you are in doubt.



## Award Dates

All Area, Provincial and National awards applications are submitted to the Calgary Area Awards Committee for approval. (Exceptions include the Letter of Commendation, Gold Thanks, and Silver Thanks awards, which may be approved by the District Commissioner or her designate.) The committee forwards Provincial and National awards applications to the Provincial Awards Committee which, in turn, forwards approved National applications to the National office.

The following table shows the dates each award application should be submitted to Calgary Area to ensure that the award will be approved in time for the presentation date.

Presentation Date	Area Awards CA.VA1	Provincial Awards R.3P	National Awards R.3N
<b>April</b>	March 1	January 1	October 1
<b>May</b>	April 1	January 1	December 1
<b>June</b>	May 1	March 1	December 1
<b>September</b>	August 1	May 1	March 1
<b>October</b>	September 1	August 1	May 1
<b>November</b>	October 1	August 1	May 1
<b>December</b>	November 1	October 1	May 1
<b>January</b>	December 1	October 1	August 1
<b>February</b>	January 1	December 1	August 1
<b>March</b>	February 1	December 1	October 1