

THE GUIDE ASSOCIATION - LINCOLNSHIRE SOUTH  
CERTIFICATE OF REGOGNITION AND APPRECIATION  
NOTES AND GUIDELINES

The award is called "The Guide Association - Lincolnshire South Certificate of Recognition and Appreciation" and is open to anyone giving service to Girlguiding Lincolnshire South including Young Leaders, Guiders, Commissioners, Unit Helpers, non-uniformed appointment holders, Trefoil Guild members and supporters without an appointment. Nominations for the award should not be made as a leaving or retirement "gift" and the award is not intended to replace or substitute County, Region or Association awards already in existence.

Nominations for the award can be made by anyone associated with Girlguiding Lincolnshire South with or without the knowledge of the District or Division Commissioner but must be without the knowledge of the nominee. Each unit is issued with these guidelines and an application form, further stocks of application forms are held by District Commissioners and Trefoil Guild Chairmen.

Application forms are to be sent to the Girlguiding Lincolnshire South Awards Committee Chairman by 30<sup>th</sup> September each year. The committee will meet in early October each year to consider all nominations and make recommendations to the County Commissioner.

All nominations will be considered on their own individual merit. Previous appointments held, previous awards or service will not be taken into account. There is no limit to the number of times a person is nominated, however, the award will only be made once. The County Commissioner will make the final decision to make the award or not.

It is desirable for the award to be presented at the Girlguiding Lincolnshire South Annual Review and the nominator will be asked to ensure the recipient attends the review, however, the nominator should endeavor to keep the award a secret until presented on the day. Recipients who do not attend will receive their award at an event as soon as possible after the Annual Review as agreed with the nominator, Awards Chairman and County Commissioner, however, presentations at any time other than the Annual review will be at the discretion of the County Commissioner.

In 'special' circumstances applications with a covering letter should be sent to the Girlguiding Lincolnshire South Awards Committee Chairman if it essential that the award be considered or presented prior to the Annual Review or at short notice, this will be considered depending on the circumstances.

Once it is confirmed by the County Commissioner that the award is to be made, the nominator will be told of the outcome and be asked to inform the appropriate Commissioner or Guild Chairman as a matter of courtesy and requested to make arrangements for the recipient to attend the Annual Review.

Nominations for the award can be made if one or more of the criteria listed below is met:

- a. Someone not holding any appointment but giving regular or one off outstanding service, support and commitment to their local Guiding unit(s), District, Division or the County.
- b. Someone holding an appointment who has given outstanding service and commitment considered over and above the "call of duty".
- c. Someone identifying a Guiding need in their locality and by using their own initiative has worked to fulfill that need.
- d. Someone who organizes an event on behalf of the County or a one off event in their locality, showing outstanding skills and service during that time.