

Guidance Note - Completing an Online Awards Application



Thank you for interest in nominating a member for a Girl Guides Australia (GGA) Adult Good Service Award it is important to recognise and value the voluntary contribution of members who make a positive difference.

To recognise the contribution of a member (the term 'nominee' is used in the form), the Awards Committee needs to collect as much relevant information and examples as possible about their contribution. There are short explanations beneath some of the questions to assist you complete the form.

To fill in the form you will need to following information (to be read in conjunction with notes below):

- Information about you (contact details) and how you know the nominee.
- Information about the nominee (contact details).
- Information about the nominee's current and past roles.¹
- You will be asked a question about your nominee fulfilling the mandatory requirements for an award.²
- Information about her contribution to Guiding (important).³
- Information and specific examples that demonstrate her contribution to Guiding and the positive impact she has made. For each nominee there will be a different set of questions depending on where and how she has made her contribution.
- There is an opportunity to 'upload' information e.g., photos of the nominee.⁴
- Contact details of people willing to support the nomination.⁵
- If applicable, the email address of your Region Manager or a person in another role where you would normally send an award nomination.

Notes about information required

1. Information about the nominee's current and past roles may be recorded at your Girl Guide State Office.

The relevant information will be accessed by the Awards Committee. Questions about roles are designed to capture any information you believe supports the award nomination but may not be held within the nominee's current State Girl Guide records.

2. The question about mandatory requirements is: To the best of your knowledge and from what you have noticed, does the nominee fulfil the mandatory requirements listed below?

- Models and lives by the Girl Guide Promise and Guide Law
- Abides by the GGA Code of Conduct
- Fulfils the requirements of their volunteering role

3. The question about contribution to Guiding is: What best describes the contribution the nominee has made to Guiding to date? Please tick only one box.

1. Her contribution to Guiding has been with a Unit(s), District(s) and she may have been involved in Region and/or State activities.
2. Her contribution to Guiding has been within a Region, State or Nationally.
3. Her contribution to Guiding has been significant within a State(s) and/or Nationally and she may have contributed to WAGGGS.
4. Her contribution to Guiding has included sustained and significant service to WAGGGS.
5. Her current contribution is to the Trefoil Guild.
6. Her contribution to Guiding differs from anything described above.

If you choose one of the above numbers you will be asked questions relevant to the following awards: 1. Boronia, Banksia, and Wattle; 2. Flowering Gum, and Emu 3. Grey Kangaroo, and Red Kangaroo 4. Silver Kangaroo 5. Trefoil Guild 6. An award that does not fit neatly into any of the above or you may be unsure which award applies to your nominee.

4. In the online form you can upload information (max 10MB) to support your nomination e.g., photos, written documents, articles, videos etc. Please note that letters of support are not required however if you have written comments / material in support of the application this can be uploaded.

5. For awards other than "Kangaroo" awards you will need to identify at least two members who will provide additional information in support of the nomination. On the form you will need to give their names, email addresses, phone numbers and their role when associated with the

nominee. Before completing this section ask the people if they are willing to support the nomination and request their permission to give their contact details to the Awards Committee.

If you are nominating a person for a “Kangaroo” award you will need to identify members willing to answer specific online questions relating to the contribution the nominee has made to Guiding. In the online form you will be asked for their name, contact details and Guiding role. Before completing this section ask the people if they are willing to support the nomination and request their permission to give their contact details to the Awards Committee.

Filling in the form

When asked for descriptions or examples please give the best example/s you can or write N/A for Not Applicable or leave the answer box blank. Answer questions in a style that suits you. Dot points (begin your text with the star character or a dash), short sentences or paragraphs - the Awards Committee just want to know about the nominee and the great work she has done. Where there are boxes tick only those that apply to your nominee.

Practice forms

You can create practice forms to ‘play’ with the form. Fill in the form with make believe information until you feel ready to complete a ‘real’ nomination. With your practice forms please **do not** click on the submit button! You can simply click out of the web page and your practice form will be lost or you can click on the previous button until you get to the beginning ready to answer the questions with factual information. There are some people that may use a practice form to see all the questions they are required to answer so they can prepare their answers in advance. Any information typed into a word document can be copy and pasted into the online form.

Save and return later to the form

When completing the form, you can save and return to it at any time. As an example, you may wish to talk someone to confirm details before finishing the form. At the bottom of each ‘page’ of questions you will see a blue ‘next’ button, directly under that are the blue underlined words ‘save and complete later’ simply click on these words and follow the prompts. This function is also useful if you have spent some time crafting the perfect answers and you would hate to lose the information. The other trick is to have a word document running in parallel and copy and paste your longer answers out of the online form and into a word document for saving occasionally.

Compulsory questions

In the form there are some questions marked with a red * these are the compulsory questions that require an answer before you can complete and submit your form. The compulsory questions are important for processing and assessment e.g., email addresses. There are some compulsory questions that will determine what questions you are asked next depending on what you answer. This means you are only being asked questions directly relevant to the nominee.

Review answers, submit button and what happens next

After you have finished completing the questions (or at any time while working on the form) you can review your answers by simply clicking on the blue 'previous' button at the bottom of each 'page' of questions. The 'previous' button will simply take back one page of questions at time so you can review your answers.

Do this last step only when you are happy that your form is correct and complete because you will be saying goodbye to it! At the end of your completed form, you will see a blue 'submit' button click on this button to finish and send the form for processing. Once the form is submitted you will receive an automatically generated email with the completed nomination form attached as a PDF for your records. That is the end of your good work, and you will be notified of the outcome. The online form platform then automatically manages 'workflow' which means where your email is sent e.g., the email address you have typed in for your Region Manager and then it assists the Region Manager to send it to the State Commissioner before it is delivered to the relevant Awards Committee. The process followed will vary depending on where the nominee made her contribution e.g., locally, or nationally.

Important notes

Please note that the nominee should not be told that she is being nominated for an award – it should remain confidential. GGA will not accept self-nominations for awards – in other words you cannot apply for your own award!