

Guidance Note – Good Service Award Nomination Checklist



How to nominate someone for a Girl Guides Australia Good Service Award

The **process** for nominating a member for a GGA Good Service Award has changed. Nominations are now submitted through an online process.

The following is provided to assist people with the nomination process:

- Identify a person (*the nominee*) who has made a significant positive contribution to Girl Guiding and its members.
- Check the criteria in the Adult Good Service Award Summary in [Guide Lines](#) to decide if an award nomination should be submitted.
- Gather information about the nominee, including contact details and Guiding service information.
- Access *Guide Lines* and click on the link to complete an online award nomination form.
- Read the instructions provided in the online form, particularly if this is your first online award nomination.
- Commence completing the online form so that you can decide which award/s most reflects where the major contribution has been given. You may pause, leave, and return at any time while completing the form prior to submission.
- Read the questions for the relevant contribution/award so that you can gather sufficient information to provide specific examples of the contribution the nominee has made. Please assume the Awards Committee has no specific knowledge of this person's contribution.
- The online form allows you to upload additional 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.
- For awards other than "Kangaroo" awards you will need to identify 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 by answering online questions and requesting 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 questions relating to the contribution the

nominee has made to Girl Guiding. These will be asked via an online form. You will be asked for their name, contact details and role in Girl Guiding in Australia. Before completing this section ask the people if they are willing to support the nomination by answering online questions and requesting their permission to give their contact details to the Awards Committee.

- You will need to include the email address of your Region Manager so they can verify the person you are nominating for an award is a current member of Girl Guides and eligible for an award. If the award is for a Region Manager or a member of the State team, please include the State Commissioner's email address.
- Submit the nomination. Please note it can take up to 2 months for the application to be processed.
- Contact the Chair of your State/National Awards Committee if you require any assistance.
- Once submitted the nomination will proceed through the endorsement and determination process. Depending upon the award and the State/National process, you and the nominee will be notified of the outcome.