



Guidelines for writing letters of support for Girlguiding Awards

The following guidelines indicate the type of information that should be included in letters of support for Awards

1. As with all award applications confidentiality should be maintained. Please ensure that neither the nominee nor any members of her family are made aware of this application.
 - How do you know this person
 - How long have you known her
 - In the roles you knew her in how was she outstanding? Can you tell us about the impact of her work - giving specific examples.
 - Describe her contribution to supporting adults within Guiding.
 - Describe her contribution to supporting girls and young women within Guiding.
 - Describe any other ways she made an outstanding contribution e.g. events, projects etc.
 - Has she made any contribution outside guiding which may be useful to know although it is not a requirement
 - Why do you think she deserves an award
2. The information in the letters is the only information the Awards Committee will see so please include a lot of details
3. The letters of support can be submitted by letter or by email. It is helpful if letters are typed. They should contain the name of the person submitting the letter and explain the context they are writing in i.e. Anne Smith Division Commissioner for New Division

