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To those nominating Members for an Award:

31st August 2017

As you will know, the Awards Committee meets to discuss nominations for various awards in the County. Guidance is available on the County website on the required criteria and for information on writing letters of support. In addition you may find it useful to note the following comments from the Committee.

The letters of support should be checked by the person making the nomination BEFORE they are sent to the Awards Committee to ensure the content demonstrates the criteria has been met. They should not be written collectively by those making nominations resulting in duplication of content. One of the letters of support should be written by the person making the nomination.

As a reminder those writing letters should explain how long they have known the nominee and in what capacity. They should fully explain how they believe the criteria has been met (consult the website leaflet 'Awards & Badges'). Letters should be written by someone who knows the person through Guiding and can comment against the criteria for the award.

In particular the letters should be written specifically for the nomination and not utilising something already on file that 'might do'. The person making the nomination cannot be a relative although one relative, if relevant, can write a letter of support. If you are able to enclose a photo of the nominee it would be helpful to the Committee but this is not essential.

Applications are confidential and should be sent electronically to my personal email shown above. If you are unable to complete the required documents in this way please handwrite them and ask a colleague to scan and email it to me.

We look forward to receiving your nominations which, unless there are exceptional circumstances, should be received annually by 16th May each year for consideration.

Kindest Regards

Kathy Davis

Kathy M Davis

Chair of Awards/ Asst CC

County Commissioner: Miss Lyndsey Cook
Girlguiding Hampshire East is an operating name of The Guide Association
Hampshire East, an excepted charity.

Registered charity number: 306016

