



Kathy Davis
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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. It is important with all award applications that confidentiality is maintained and that is why you should use my personal email on this occasion. Please ensure that neither the nominee nor any members of her family are made aware of this application.

1. How do you know this person and how long have you known her?
2. Why do you believe the roles she is in, and the Guiding work that she does, meet the required criteria for an Award (check the standard to be reached in the Awards leaflet on our website).
3. Tell us about the impact of her Guiding work giving specific examples.
4. Describe her contribution to supporting adults within Guiding and how this supports girls and young women within Guiding.
5. Describe any other ways she makes a significant contribution such as through events, projects, additional support etc.
6. Why do you think she deserves an award? The information in the letters you send will be the only information the Awards Committee will see so please include a lot of detail.

Finally, please read the Awards leaflet on our website carefully as that, together with my introduction letter and relevant forms, provides you with all that you need to put in your nomination.

Kathy Davis

Kathy M Davis
Chair of Awards/ Asst CC

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