**Guidelines for writing statements for**

**Devon County Awards**

The following guidelines will help you to provide the kind of information we are looking for when we are considering your nomination for an award. There are sample statements at the end of this guide to help you, although these should only be a guide, please use your own words and examples.

1. All award nominations should be treated as confidential. The nominee or members of their family should not be made aware of the application.

Please include elements of the following where applicable to their role(s):

* How do you know this person?
* How long have you known them?
* In the roles they have held, how have they been outstanding? Can you tell us about the impact they have – give specific examples.
* Describe their contribution to supporting adults withing guiding.
* Describe their contribution to supporting young members withing guiding.
* Describe any events or projects that they have contributed to.
* Tell us about any involvement they have had with the local community.
* Why do you think they deserve this award?
1. The Awards Committee may not know the nominee, so it is important that you include as much detail as possible.
2. The Devon County Standard award requires one nomination statement plus one supporting statement and an endorsement statement from a Division Commissioner (or above if it is a Division Commissioner being nominated). The Growing Guiding, Inspirational Leader and Team awards only require one nomination statement.
3. If you would like any advice or assistance when writing your statement, please contact the Chair of Awards thanksandrecognition@devonguides.org.uk
4. Examples of statements can be found below.

**SAMPLE -** I would like to nominate \_\_\_\_\_\_\_ for a \_\_\_\_\_\_\_\_ award.

I have had the pleasure of knowing \_\_\_\_\_\_ for \_\_\_\_\_\_ since she qualified as a leader in \_\_\_\_\_\_. In my role as \_\_\_\_\_ I have had many interactions with her and I have been immensely impressed with her can do attitude and wealth of guiding knowledge and experience which she is more that happy to share with others. \_\_\_\_\_ is a mentor for new leaders in our division, supporting them through their qualification with practical advice and regular check in sessions. She is approachable and her kind manner makes her easy to talk to.

She is also the residential advisor for our Division and has supported numerous units and leaders wishing to take their young members on residential experiences. Always on hand to advise on completion of RENS, risk assessments etc, she helps to make the process smooth and clear.

Our leaders feel supported and encouraged to excel in their roles due to \_\_\_\_\_\_’s presence. She is always willing to listen and empathise when things go wrong and will often step in and help where there is an urgent need, such as on a recent pack holiday when a leader was taken ill just before the event.

\_\_\_\_\_\_contributes hugely to division events and has recently organised an event for all sections to have an adventurous day out kayaking, climbing, high ropes and many other fun things. Her excellent communication skills came to the fore in her interactions with the event team and young members. Everyone had a fantastic day that will live long in the memory. Numerous parents contacted us to express their thanks and praising the organisation.

I have no hesitation in nominating/supporting/endorsing this award for \_\_\_\_\_. She truly lives the promise and is a shining example to all her fellow leaders.

**SAMPLE -** I am delighted to support the nomination of \_\_\_\_\_\_ for a \_\_\_\_\_\_ award.

I have known \_\_\_\_\_\_ for \_\_\_\_\_\_ years since she joined the unit I have run for the past \_\_\_\_\_years as a leader in training.

From the very start \_\_\_\_\_ has been an immense support to myself and our other leader. She has taken on different jobs within the unit and now updates GO and looks after our accounts for us. She does this diligently and with great accuracy.

The young members of our Guide unit love her! She has many skills to share such as some amazing craft projects she has completed with us and her love of camping. We have camped regularly since \_\_\_\_\_ joined the unit and completed her GAW qualification in record time. This has enabled so many of our young Guides to have adventurous residential experiences that they might not otherwise have had.

Her enthusiasm is infectious and us fellow leaders have found ourselves taking on new challenges and experiences as a result. She really is an inspirational leader.

She has just become involved with the DofE scheme as an advisor and is hoping to promote that within our Division and enable our young members to further their adventures.

I wholeheartedly support this very well-deserved award nomination.