



**Girlguiding**  
West Mercia county

# Awards Booklet



# Introduction to awards

Summary of awards etc.

## Girlguiding West Mercia county awards

We have a number of awards that members can work towards and nominate another member for.

These include:

- Mercia Star\*\*
- The spirit of guiding\*\*
- County award\*\*
- Long service award\*\*
- County Commissioners award
- Thanks badge
- Volunteer of the year award
- Young member of the year award
- County Trefoil award

## Midland region awards

The following awards are awarded by Midlands region:

- Midland Region award\*\*
- Chief commissioners award\*\*
- Award of merit\*\*
- Region thanks badge.

# National awards

The following awards are awarded nationally :

- Silver Fish
- Laurel
- Guiding Star
- Good Service Brooch
- Thanks Badge

Awards marked with \*\* are intended for members only.  
All other awards can also be awarded to non-members of any gender.

# Mercia star



## Criteria

This award may be given to any member of Girlguiding West Mercia aged 4years up to their 26th birthday, who has displayed great courage or fortitude or who without risk to her own life, has shown great initiative or responsibility at an incident.

## For great courage/endurance/determination/resilience

An application form should be obtained from Awards Committee or the Girlguiding West Mercia website and completed with details of nominee. It must be signed by the appropriate Leader/Commissioners /Advisers

There should be accompanying letters of support from

- the Unit Leaders/Commissioners
- Other Guiding personnel
- Any others if appropriate

A maximum of 4 letters of support should be sent and should contain reference to the nominee's:

- Length of time as a member of Girlguiding
- Achievements within Guiding
- Participation in Unit activities
- Her influence within the Unit
- Her attitude towards life in general
- Her planned future in Guiding
- Details of the illness or disability (however confidentiality must be respected-medical evidence must only pass between the County Inclusion Adviser and the nominee's doctor)
- Any special "spark" or achievement etc.

## For initiative or responsibility at an incident

AS ABOVE BUT WITH THE FOLLOWING ADDITIONAL CRITERIA

- The application must be received by the Awards Committee within six months of the incident having taken place.
- Written evidence should be obtained from eye-witnesses and if appropriate, members of the emergency services.
- The letters of support should contain as much information as possible about the incident.



# Mercia star adult



## Criteria

This award may be given to any adult member of Girlguiding West Mercia who has displayed great courage or fortitude or who with without risk to her own life, has shown great initiative or responsibility at an incident.

## For great courage/endurance/determination/resilience

An application form should be obtained from Awards Committee or the Girlguiding West Mercia website and completed with details of nominee. It must be signed by the appropriate Leader/Commissioner /Adviser.

There should be accompanying letters of support from

- Leaders/Commissioners
- Other Guiding personnel
- Any others if appropriate

A maximum of 4 letters of support should be sent and should contain reference to the nominee's:

- Length of time as a member of Girlguiding
- Achievements within Guiding
- Participation in Unit activities
- Her influence within the Unit
- Her attitude towards life in general
- Her planned future in Guiding
- Details of the illness or disability (however confidentiality must be respected-medical evidence must only pass between the County Inclusion Adviser and the nominee's doctor)
- Any special "spark" or achievement etc.

## For initiative or responsibility at an incident

AS ABOVE BUT WITH THE FOLLOWING ADDITIONAL CRITERIA:

The application must be received by the Awards Committee within six months of the incident having taken place.

·Written evidence should be obtained from eye-witnesses and if appropriate, members of the emergency services.

The letters of support should contain as much information as possible about the incident.

# The spirit of Guiding



## Criteria

Given to any member of Girlguiding West Mercia who has demonstrated that they have kept their promise and shown the true spirit of Guiding

They have shown full understanding and commitment to their promise either:

- Over a period of time
- Or by a single outstanding action

There should be 2 accompanying letters of support from the following:

- Unit Leader
- Commissioners where appropriate
- Other Guiding personnel
- Any others if appropriate [e.g. teacher]



# Training awards



## Criteria

Gain a Training Award by completing bronze, silver, gold, or platinum levels of training.

Training awards are gained by receiving a point for every hour you attend a recognised training session at County level, Midland’s level, HQ level or by completing a Girlguiding online session. For every 10 points gained you will receive a Training Award (up to a maximum of 30 points)

Examples of how points are awarded:

- A Safe Space level 1 and 2 online = 1 hour = 1 point
- Face to face 2-hour training = 2 hours = 2 points
- First Response 6-hour training = 6 hours = 6 points

Awards are received as follows

Training	Points required
Bronze	10 Points
Silver	Bronze award + a further 20 points
Gold	Bronze and silver award + a further 30 points
Platinum	Bronze, silver amnd gold award + a further 40 points

## The Training Awards process:

Training Awards Journey record sheets will be issued by Trainers and Commissioners to any member of Girlguiding West Mercia County 16+ years who wishes to work towards the Bronze, Silver, Gold, or Platinum awards. The Training Awards Journey record sheet will also be available to be downloaded from Girlguiding West Mercia website.

Hours/points MUST BE SIGNED OFF by a Girlguiding Trainer, County Commissioner, Assistant County Commissioner or Chair of Guiding Development. Once an applicant has the points required their Training Awards Journey record sheet should be forwarded to the County Chair of Awards for verification and to issue the appropriate badge.

Any training not carried out by West Mercia County, Midlands Region, HQ or Girlguiding online sessions must be agreed by the County Commissioner, whose decision is final.

# West Mercia county award

<b>What is it for?</b>	Exceptional Service at local level
<b>Who can receive it?</b>	All adult members up to Division level
<b>How many are awarded?</b>	One per Division to be awarded annually
<b>Who can make recommendations?</b>	Anyone inside or outside of Girlguiding but form must be signed by the appointing Commissioner and the Awards Chairperson
<b>Where do we get the forms from?</b>	Awards Committee/Girlguiding West Mercia website
<b>What is the selection procedure</b>	Nominations are to be received by the County Awards Committee Chair by 1st April each year



## County commissioners award



This award is a personal award presented by the County Commissioner to members of the County who have, in her opinion, shown outstanding commitment to the County.

This award is made solely at the discretion of the County Commissioner.

# Volunteer of the year award



This award recognises an adult volunteer (aged 18 or over) who has made an outstanding contribution to Girlguiding through their commitment, enthusiasm, and positive impact over the past year. Nominees must be 18 years of age or older and demonstrate several of the following:

## ☀️ Commitment & Dedication

- Gives their time generously and reliably to support Girlguiding
- Shows enthusiasm and a positive attitude in their volunteering role
- Goes above and beyond what is expected

## 🤝 Living the Girlguiding Values

- Acts with kindness, respect, and integrity
- Promotes inclusivity and creates a safe, welcoming environment
- Is a positive role model for both young members and volunteers

## 🧭 Support & Leadership

- Supports young members to grow in confidence, skills, and independence
- Encourages and mentors other volunteers
- Shows leadership, initiative, or problem-solving skills

## 💡 Impact & Initiative

- Brings new ideas, energy, or improvements to their role
- Helps activities, events, or units run smoothly and successfully
- Makes a meaningful difference locally, whether in a unit, district, division, or county

## 🌍 Wider Contribution

- Supports Girlguiding beyond regular meetings (e.g. events, training, residential, community action)
- Represents Girlguiding positively within the local community

✨ This award celebrates dedication, effort, and impact in all forms.

Volunteers do not need to hold a formal leadership role to be eligible — all adult volunteers aged 18+ are welcome to be nominated.



# Young member of the year



This award recognises a young member who has shown exceptional commitment, enthusiasm, and positive impact within Girlguiding over the past year.

Nominees should demonstrate several of the following:

## ☀️ Commitment & Participation

- Regularly attends meetings, events, or activities
- Takes an active part and shows enthusiasm for Girlguiding
- Gives their best effort and encourages others to join in

## 🤝 Living the Guide Values

- Is kind, respectful, and inclusive towards others
- Shows teamwork, fairness, and consideration
- Acts as a positive role model within their unit

## 💪 Personal Growth & Challenge

- Has challenged themselves or tried something new
- Shows resilience, confidence, or determination
- Has made noticeable progress or overcome a personal challenge

## 🧠 Leadership & Initiative

- Takes initiative or helps lead activities appropriate to their section
- Supports peers and helps create a welcoming environment
- Shares ideas and contributes positively to the unit

## 🌍 Community & Wider Impact

- Has helped others within the unit or local community
- Participates in community action, fundraising, or special events
- Makes a positive difference, big or small

🌟 This award celebrates effort, attitude, and impact — not just achievements. All young members, regardless of age or length of membership, are eligible.

# County Trefoil award



Awarded 'as a sign of appreciation for an individual's support to Girlguiding West Mercia'

## Criteria

- Awarded to individual members of the Trefoil Guild for their contribution/support to Girlguiding West Mercia
- The nominated person must be a member of the Trefoil Guild for at least 12 months and have strong links with Girlguiding West Mercia
- Be nominated by any Commissioner or Guild Chair

This award is not for length of service

## Long service awards



Any adult member, who volunteers regularly, irrespective of role, gender or age, is eligible for a Long Service Award. Service is counted from the date someone becomes a member, aged 16 or over, and actively carries out a role for 5, 10, 20, 30, 40, 50 or 60 years. Years of service don't have to be consecutive.

The Long service award badges and brooches have different designs, finishes and metals signifying the number of years. All are accompanied by a certificate:

- 5-year certificate is signed by the County Commissioner
  - 10 and 20-year certificates are signed by the Country or Region chief commissioner
  - 30, 40, 50 and 60-year certificates are signed by the Chief Guide
- Brooches and badges may be worn on the badge tab or on non-guiding clothing.

It is the responsibility of the County Commissioner and Chair of Awards to establish when active members in the County are due to receive awards and to present them appropriately. If there is any query about length of service, the decision of the County commissioner is final. Midlands Region also have a 3 year long service award.



# West Mercia awards committee procedures



- All forms are available to download from the Girlguiding West Mercia website, or from your local commissioner.
- All enquiries concerning awards go to the Awards Committee Chair.
- Applications to be returned to West Mercia Awards Committee four weeks prior to the next meeting. Dates of these meetings can be found on the County website.
- Completed applications are returned to Awards Chair. A check is made to ensure that the forms are signed correctly (Awards Chair, Commissioner, and Inclusion & Diversity Adviser as appropriate).
- All applications will be discussed at the awards meetings. Were an application was unfortunately unsuccessful, a letter will be sent by the Awards Chair to the person who made the nomination. This letter will contain an explanation of why the application was not successful at this time.
- If the Awards Committee deem that an application is suitable for a Region/National Award it will be forwarded automatically: in case of the Guiding Star Award further letters of support will be required. These will then be sent to Midlands Region.

## **Notes**

### **On no account must the Nominee or her relatives be aware of the nomination.**

- It is important that all forms are correctly completed, accompanying letters of support are in the correct format [i.e. that of a formal letter] and addressed to the appropriate person. Alternatively, a reference type recommendation can be submitted [i.e. To whom it may concern]
- Applications for a Mercia Star can be submitted at any time and forwarded to the county office.
- If the Awards Committee feels that any application is suitable for a Region/National Award they may ask the nominator for further letters of support.
- If anyone needs help in completing forms or any further advice, contact the Awards Committee Chair who will only be too pleased to help.
- For the presentation of all Awards, it is essential that correct uniform is worn: – For formal occasions, a uniform blouse, long sleeve or short sleeve, or current polo shirt should be worn with smart skirt or trousers in black or navy. Unit helpers and other volunteers who are not leaders can wear our member polo shirt or member fleece.





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