## **Award Process**





Nominations open
(RCC/Laurel/Silver Fish/
Guiding Hero)



Collect supporting letters for the nomination

Email nomination form along with supporting letters/ evidence & commissioner signature to northwesthq@girlguidingnwe.org.uk



Nomination checked at region to make sure all documents are correct

Receive an email acknowledgement the nomination will be discussed at the next awards committee meeting & date of next meeting



region awards committee meeting

(Within 1 Week after the meeting)

Receive an outcome email regarding the nomination

Region Chief Commissioner award approval



Discussions to arrange award presentation

Laurel/Silver fish/Guiding hero approval

(You will be informed of the HQ meeting Nominations date) sent to HQ

HQ awards committee meeting

(Within 2 weeks after the meeting)

Receive email regarding the nomination outcome



If approved, discussions to arrange award presentations