



## AWARDS PROCESS

Chair of Awards for 2019 is:

Mrs Penny Knight  
107 Victoria Road  
South Ascot  
Berkshire  
SL5 9DS

[Awards@girlguidingroyalberkshire.org.uk](mailto:Awards@girlguidingroyalberkshire.org.uk)

Division/District  
Commissioner/Section Leader (or  
delegated person) Runs report from  
GO for 5 and 10 year service badges  
due/overdue for all members.



Check report to make sure it is correct  
*Those appearing as overdue may have  
been received but not entered on GO*



Send copy of report to County Admin  
to request badges, remember to  
include return address and contact  
details.



County Admin will send badges as  
instructed on the report.

5 year badges paid for by District

10 year badges paid for by Division

Or as agreed locally



Division Commissioner (or a  
representative) should present the  
Award at a suitable occasion and  
notify County Membership support to  
update GO.



Membership support will update GO

NB:

- All 20 and above Long Service Awards will be dealt with by the Chair of County Awards and recipients will be contacted direct.
- Contact details for County admin is [countyadmin@girlguidingroyalberkshire.org.uk](mailto:countyadmin@girlguidingroyalberkshire.org.uk) and County membership support is either Lesley Ashton [lesleywagg@btinternet.com](mailto:lesleywagg@btinternet.com) or Sue Jones [sue.jones@rocketmail.com](mailto:sue.jones@rocketmail.com)
- County Awards, criteria and nomination forms are on the County website or contact Penny at [awards@girlguidingroyalberkshire.org.uk](mailto:awards@girlguidingroyalberkshire.org.uk)