

Girl Guides Victoria Information for Guides completing the Queen's Guide Award in Victoria

This appendix has been produced to supplement the "A Girl's Guide to the Queen's Guide Award" (2015) produced by Girl Guides Australia to provide additional details relevant to Guides completing the Queen's Guide Award in Victoria.

1. Contacts

The State Program Manager has delegated the responsibility for the Queen's Guide Award to the Queen's Guide Coordinator. You or your Leader can direct any questions about this Award to her.

Queen's Guide Coordinator

Email: queensguide@guidesvic.org.au

Girl Guides Victoria Program Manager

Email: program@guidesvic.org.au

Girl Guides Victoria

Postal Address: Suite 812, 401 Docklands Drive, Docklands, Vic, 3008

Phone: (03) 8606 3500

Fax: (03) 9602 1463

Email: guides@guidesvic.org.au

Website: www.guidesvic.org.au

The Girl Guides Victoria website has the latest information and updates about this Award.

2. Registration

Registration is part of the Queen's Guide Award syllabus – so you need to do it. You are required to register at least 12 months prior to sending in your completed reports and peer Unit recommendation.

Please use the Registration Form – Intention of working on the Queen's Guide Award (PD 12) for registering your intent. This form is to be used whether you plan to complete the Queen's Guide Award, or only the Gold Endeavour or a Focus. You will receive confirmation of receipt of your Registration Form. The Queen's Guide Coordinator will only contact you at this stage if she requires further information or there are any problems.

It is suggested that you keep a copy of your Registration Form. If you still have some challenges to work out – then send in your incomplete form, and notify the Queen's Guide Coordinator of your other challenges as soon as you have worked them out. Remember to get your Peer Unit approval first. If you make any changes to what you plan to do – then you need to notify the Queen's Guide Coordinator immediately, not at the time of submitting your reports.

3. Age Requirements

You cannot start any work for the Queen's Guide Award until after your 14th birthday. This includes Peer Unit approval for your proposed challenges and Registration.

The Queen's Guide Award must be fully completed by your 18th birthday. This includes reports written, Unit Recommendation achieved and all required paperwork to the Queen's Guide Coordinator by your 18th birthday.

4. Reports

Your reports should be sent to the Queen's Guide Coordinator, C/- Guide Centre. Please make sure your name and current contact details are clearly marked on all of your reports. This is particularly important if the Peer Unit Recommendation is not accompanying your reports.

The Queen's Guide Coordinator will read/look at your reports in their entirety, along with the Peer Unit Recommendation. If the Queen's Guide Coordinator requires any further information or clarification, she will contact you. If she is not able to resolve the issue via this method, then she will send you and your Leader a letter. The letter will identify the areas or requirements that the Queen's Guide Coordinator considers have not been satisfied; and will explain the additional information you need to provide and the date by which you must provide it. You will need to provide the further information required to address the Queen's Guide Coordinator's concerns within the time period specified in the letter.

You will then receive a letter from the Queen's Guide Coordinator stating whether you have been approved to receive the Queen's Guide Award. A copy of this letter will also be issued to your Leader. If all has been approved, your Leader will then be able to purchase the relevant badges at the Guide Shop. If you have not been approved to receive the Queen's Guide Award, the letter from the Queen's Guide Coordinator will include reasons why approval has not been given.

5. State Certificate Presentation

Each year The Governor of Victoria invites Queen's Guide Awardees to attend a Certificate Presentation Ceremony for Queen's Guides and Queen's Scouts at Government House.

This is generally in October but check the State Events Calendar for exact details. You will receive initial notification of this Presentation from the Queen's Guide Coordinator and formal invitations are sent out during August / September each year. You **MUST** be a financial member of Girl Guides Victoria *at the time of Presentation* to be invited to this special occasion.

Correct uniform must be worn to this Presentation. In the information you receive about the Presentation, you will be notified what the exact uniform requirements are. We carry out a uniform inspection prior to the Presentation and incorrect items are removed.

Official invitations to the Presentation are limited to you (the Awardee) plus 2 guests.

The Presentation is followed by a morning tea in the grounds of Government House. This is then followed by a special lunch, at a different venue, hosted by Girl Guides Victoria. A second Presentation is held there and you receive a "Citation Certificate" detailing the Citation written by your Peer Unit which is also read out to everyone there. You may invite additional people to this celebration.

6. Unit Presentation

Your Peer Unit should have a special celebration to acknowledge your efforts. It is up to you and your Peer Unit to organise this Presentation.

This is your time to shine, in front of your Peer Unit, your family and friends. You might like to consider inviting the following people to your celebrations:

- Family
- Friends
- Guide Leaders (former and current and any who helped you with your challenges)
- Members of your District
- Assessors
- Other people who assisted you in completing this Award
- Members of your Region – including your Region Manager
- Local parliamentarians, Councillors, Mayor etc
- State Guiding personnel - Queen's Guide Coordinator, State Program Manager, State Commissioner

If you are unable to plan your badge presentation before the State Certificate Presentation at Government House, then make sure your Leader purchases all of your badges before the State Certificate Presentation. It is acceptable that you wear these badges for the State Certificate Presentation, even if you have not been formally presented them by your Peer Unit.



7. The Queen's Guide Certificate



As a Queen's Guide

you have discovered and demonstrated
a great variety of personal skills and strengths.

Your success has shown that you are well prepared
to meet the challenges of good citizenship,
personal growth and spiritual life.

The deep commitment you have now made
to the principles of Guiding will
help you to make your journey through life.

I wish you every success.



GUIDES
AUSTRALIA

Date: _____