

GGMS Submission Guidelines

- 1) Guider-in-charge can find the nomination form in “Form” in GGMS. Form Number “OGG”. Click “Fill in”.

The screenshot shows the GGMS interface. On the left is a sidebar with navigation options: Dashboard, To Do List (2), Notification List (28), Sent Box, Profile, OCRS, Form, Form Library (selected), Submitted Form, and Guider. The main area displays a table of forms. The table has columns: Department, Form Number, Category, English Name, Chinese Name, and Fill In. A row is highlighted for Department 'RDD', Form Number 'OGG', Category 'Forms', English Name 'Outstanding Girl Guide Award Nomination Form', and Chinese Name '隊伍優秀女童軍選舉提名表格'. A 'Fill in' button is visible in the 'Fill In' column. Below the table, there are search filters and a pagination bar showing 'Showing 1 to 1 of 1 entries (filtered from 28 total entries)' with 'Previous', '1', and 'Next' buttons.

- 2) Fill in the form and attach the “Sponsoring Authority’s Consent” (Form SA on next page)

The screenshot shows the 'Outstanding Girl Guide Award Nomination Form'. At the top, it states: 'After evaluation by Guider and voting by the Unit Members, the best rated member can be nominated as ‘The Outstanding Girl Guide 2021’'. The form is divided into sections: Applicant, Guider, Sponsoring Authority, and Consent. The Applicant section includes fields for Unit No., Name, Section, Division, and District. The Guider section includes fields for Name, Contact Number, and Email Address. The Sponsoring Authority section includes fields for Name, Person-In-Charge Name, Office Held, and Date. The Consent section has a large text area for comments and a 'Drop files here to upload' button. At the bottom, there are 'Save' and 'Back' buttons. A red arrow points to the 'Save' button.

Note: Nominee should be added to uniform member list of the unit in GGMS before being nominated through GGMS OGGA

- 3) Click “Save” and then click “Submit”.

The screenshot shows the 'Outstanding Girl Guide Award Nomination Form' after saving. The status is 'New'. A red arrow points to the 'Submit' button. Below the form, there is a table showing the submission history. The table has columns: Pending Date, Process Name, Pending For, Action Date, Action By, Action, and Comment / Remarks. A row shows a submission on 2021-11-09 11:42 with Process Name 'Submit Application' and Pending For 'Siu Lui Tung'. At the bottom, there is a pagination bar showing 'Showing 1 to 1 of 1 entries' with 'Previous', '1', and 'Next' buttons.

The Hong Kong Girl Guides Association

Outstanding Girl Guide Award 2026

Sponsoring Authority's Consent

Submit via GGMS	
All Sections	Form SA

Note: This form is only applicable to submitting "Outstanding Girl Guide" nomination through GGMS. This form should be attached in the Sponsoring Authority's Consent's dropbox in the form.

After evaluation by Guider and voting by the Unit Members[#], the best rated member can be nominated as 'The Outstanding Girl Guide 2026'. The Guider should attach this completed form in GGMS form, and submit by **16 March 2026**.

<Please fill in this form in Block Letter>

_____ (Nominee's Name) is now nominated as the "Outstanding Girl Guide 2026" in _____ (Unit Number). The nomination, which is submitted through GGMS, is confirmed by Person-in-Charge of School / Sponsoring Authority and all information is accurate.

Person-in-Charge of School / Sponsoring Authority

Name : _____

Position : _____

Signature : _____

Date : _____

Chop of
School / Sponsoring Authority

(The chop must be complete and clear)

- * The Nomination form can be returned starting from 8 December 2025. The deadline is 16 March 2026. Nomination after deadline will NOT be processed. Guider should check the List of Nominations from HKGGA website and please call HKGGA to follow up if any missing.
- * The results are finalized by the decision of the committee, and no objection can be raised.
- * The Person-in-Charge of School / Sponsoring Authority should match with the record of Unit Annual Registration and Membership Census Form. If the Person-in-Charge of School / Sponsoring Authority is unable to sign the form, signature of the Acting Principal / authorized individual will be accepted only when relevant proof is submitted together with the form. Otherwise, the nomination will NOT be processed.
- * Typed computer signatures will NOT be accepted. Digital handwritten signature or digital chop are acceptable.