**Objectives:** To recognise and honour the units with outstanding performance during the assessment period, and encourage improvement in various aspects, such as unit administration, activities organisation, training.

**Award:** Eligible unit will receive an “Outstanding Unit Ribbon” for the flag. Each member and guider of the unit will be presented an “Outstanding Unit Badge”, which can be worn on the uniform for 1 year. An additional “Outstanding Unit Ribbon” in gold colour is also presented to the units being awarded for 7 consecutive years. Units not eligible for the award will receive a “Certificate of Participation”, which can be reported for score under item B11 in following year’s assessment.

**Assessment period:** From 1st July 2024 to 30th June 2025. The performance therein forms the basis for all assessments.

**Eligibility:** All guide units

**Scope of assessment:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Administrative and financial management**    1. Unit Annual Registration and Membership Census    2. Unit Activity Report    3. Report on Yearly Statement of Account    4. Attendance record    5. Equipment record    6. Patrol record    7. Annual subscription to the WAGGGS    8. World Thinking Day Fund    9. Medical Fund | 1. **Unit performance**    1. No. of meetings    2. No. of girls newly enrolled    3. Eight point badges obtained    4. Interest badges obtained    5. Service flashes obtained (Bronze/Silver/Gold) 2. Patrol interest pennants obtained 3. Raffle tickets sale 4. Unit function/training 5. Participation in function/training organised by District/Division/Region/the HKGGA 6. Sponsoring Authority/community services 7. **\*Camp/holiday activities organised** 8. “Outstanding Girl Guide” awarded 9. **\*“Lady Jane's Guide Award”/“Chief Commissioner’s Guide Award” attained** | 1. **Awards**   Awards/Prizes presented by the HKGGA, Region, Division, District, Sponsoring Authority or other organisations | 1. **Guider performance**    1. Attendance of all guiders meetings    2. Participation in functions/services organised by District / Division / Region / the HKGGA    3. Self-enhancement training    4. Awards/Prizes received    5. Guider qualifications    6. Being a division team member / committee member of HKGGA activity | 1. **WAGGGS educational programmes**   Conducted WAGGS educational programme-related functions/activities |

**Assessment process:** Division Committees will select a list of awardees for each section. After Organising Committee of “Outstanding Unit Award Scheme” (“the OC”)’s verification, the list will be endorsed by the Region Development Committee. During the assessment, the OC may refer to “Unit Annual Registration and Membership Census Form”, “Unit Activity Report” and “Report on Yearly Statement of Account” submitted, as well as other relevant records of the Headquarters. Guiders should also retain relevant information/documents for the OC’s sample checking.

**Application**: Complete this “Assessment Record Form” and submit to the **Headquarter/Island Centre/NT West Centre/Badgework Centre – Region Development Department** either (1) in person; (2) by post, addressing to “**the Organising Committee of the Outstanding Unit Award Scheme**”; or (3) via email to ***oggu@hkgga.org.hk***. Please contact the Headquarters staff at 2332 5523 or respective District Commissioners for enquiry.

**Submission period**: From 16th June 2025 to 18th July 2025; late submission will not be accepted. (All offices close at 17:45; postmark dates are referred for postal applications; emails should be sent before 23:59 on the last date.)

**\*To facilitate verifications, the supporting documents for items B11 and B13 should be submitted alongside this “Assessment Record Form” before deadline, supplementary information provided subsequently would not be considered.**

**#The “Unit Activity Report” and “Report on Yearly Statement of Account” last submitted on or before 18th July 2025 shall always prevail.**

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| Unit No.: | |  | | | | | | | | | | | Division: | |  | | | | | | | | District: | | |  | | | |
| Sponsoring Authority: | | | | | |  | | | | | | | | | | | | | | | | | | | | |
| Unit Guider: | | |  | | | | | | | | Telephone: (Office) | | | | | | |  | | | | | | (Mobile) | | | |  | | |
| Email: |  | | | | | | | | | Correspondence address: | | | | | | |  | | | | | | | | | | | | | |
| No. of Guides:　\* | | | | |  | | (No. of Girls Enrolled # | | | | | | |  | | ) | | | No. of Guiders with Warrant/Appointment | | | | | | | | |  |
| Meeting day: | | | | Every / Every other | | | |  | day | | | Meeting time: from | | | | | | | |  | to |  | | |

***（\*This Form should be completed based on the “Unit Activity Report” covering the period from 1st July 2024 to 30th June 2025.）*** #Please **✓** as appropriate.

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| **Scope of Assessment** | | **Scoring**# | | | | | | | | | | | **Score** | Div. assess-ment | OC verify- cation |
| 1. **Administrative and financial management** | |  | | **5** | | |  | | | **0** | | |  | | |
|  | **Unit Annual Registration and Membership Census Form**  *[Submission deadline is 31st Dec of every year.]* | Submitted on time | |  | | |  | | |  | | |  |  |  |
|  | **Unit Activity Report** | Submitted on time | |  | | |  |  |  |
|  | **Report on Yearly Statement of Account** | Submitted on time | |  | | |  |  |  |
|  | **Attendance Record** | Yes | |  | | | No | | |  | | |  |  |  |
|  | **Equipment Record** | Yes | |  | | | No | | |  | | |  |  |  |
|  | **Patrol Record** | Yes | |  | | | No | | |  | | |  |  |  |
|  | |  | **5** | |  | | | **2** |  | | | **0** |  | | |
|  | **Annual subscription to the WAGGGS** *[Payment deadline is 31st Dec of every year. All Headquarter units are assumed to have paid this on time.]* | Paid on time |  | | Paid on or before 30th June | | |  | Not paid | | |  |  |  |  |
|  | |  | | **5** | |  | | | | | **0** | |  | | |
|  | **World Thinking Day Fund**  *[Payment deadline is 15th Mar of every year.]* | Paid on time | |  | | Late payment/Not paid | | | | |  | |  |  |  |
|  | **Medical Fund**  *[Payment deadline is 15th Mar of every year.]* | Paid on time | |  | | Late payment/Not paid | | | | |  | |  |  |  |
| **Sub-total** | | | | | | | | | | | | | **/45** |  |  |

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| **Scope of Assessment** | | **Scoring**# | | | | | | | | | | | | | | | | **Score** | Div.  assessment | OC verify- cation |
| 1. **Unit performance** *[in the capacity of Guides]* | |  | **5** |  | | **4** |  | **3** | |  | **2** |  | | **1** | |  | **0** |  | | |
| * + - 1. **No. of meetings** | | 15 or above |  | 10-14 | |  | 7-9 |  | | 4-6 |  | 1-3 | |  | | 0 |  |  |  |  |
| * + - 1. **No. of girls newly enrolled**   No. of girls newly enrolled( ) Total no. of guides ( \*)x 100% | | 41% or above |  | 31-40% | |  | 21-30% |  | | 11-20% |  | 1-10% | |  | | <1% |  |  |  |  |
| * + - 1. **Proportion of girls obtained eight point badges**   No. of girls obtained badges( ) Total no. of guides ( #)X100% | | 41% or above |  | 31-40% | |  | 21-30% |  | | 11-20% |  | 1-10% | |  | | <1% |  |  |  |  |
| * + - 1. **Average no. of interest badges obtained**   Total no. of interest badges obtained ( ） Total no. of girls enrolled （ ）#  *[Round-up to integer]* | | 7 or above |  | 6 | |  | 5 |  | | 3-4 |  | 1-2 | |  | | 0 |  |  |  |  |
|  |  |  | | | **5** | | | | |  | | | **0** | | | | |  | | |
| **5. Service flashes obtained** (Gold, Silver, Bronze) | | Yes | | |  | | | | | No | | |  | | | | |  |  |  |
| **6. Patrol interest pennants obtained** | | Yes | | |  | | | | | No | | |  | | | | |  |  |  |
|  | |  | **5** |  | | **4** |  | **3** | |  | **2** |  | | **1** | |  | **0** |  | | |
| 1. **Total no. of raffle tickets sold** | | 201 or above |  | 151-200 | |  | 101-150 |  | | 51-100 |  | 1-50 | |  | | 0 |  |  |  |  |
| **Scope of Assessment** | | **Scoring**# | | | | | | | | | | | | | | | | **Score** | Div.  assess-ment | OC verify- cation |
|  | |  | **5** |  | | **4** |  | **3** |  | | **2** |  | | | **1** |  | **0** |  |  |  |
| 1. **Unit function/training** *[e.g. Christmas party, enrollment ceremony]* 2. Date:  Subject/content: 3. Date:  Subject/content: 4. Date:  Subject/content: 5. Date:  Subject/content: 6. Date:  Subject/content: 7. Date:  Subject/content: 8. Date:  Subject/content: 9. Date:  Subject/content:   *[Please add items as necessary.]* | | 8 or above |  | 6-7 | |  | 4-5 |  | 2-3 | |  | 1 | | |  | 0 |  |  |  |  |
| 1. **Participation in function/training organised by District/Division/Region/the HKGGA**  *[e.g. Annual Parade, “1 plus 1” Membership Development Project, open selling of raffle tickets, Represent district/ division/ region in government events]* 2. Date:  Name of function:  Organiser: 3. Date:  Name of function:  Organiser: 4. Date:  Name of function:  Organiser: 5. Date:  Name of function:  Organiser: 6. Date:  Name of function:  Organiser: 7. Date:  Name of function:  Organiser: 8. Date:  Name of function:  Organiser: 9. Date:  Name of function:  Organiser:   *[Please add items as necessary.]* | | 8 times or above |  | 6-7 times | |  | 4-5 times |  | 2-3 times | |  | 1 time | | |  | 0 time |  |  |  |  |
| 1. **Sponsoring Authority/community services** *[participated in the capacity of a Guide]* 2. Date:  Target group/organisation:  Details: 3. Date:  Target group/organisation:  Details: 4. Date:  Target group/organisation:  Details: 5. Date:  Target group/organisation:  Details: 6. Date:  Target group/organisation:  Details:   *[Please add items as necessary.]* | | 5 times or above |  | 4 times | |  | 3 times |  | 2 times | |  | 1 time | | |  | 0 time |  |  |  |  |
|  | |  | | | | **5** | | |  | | | | | | **0** | | |  |  |  |
| 1. **Camp/holiday organised by the unit/jointly with other units** *[****\*Copy of email reply from the Headquarters for the camp/holiday registration should be attached****]* | | Yes | | | |  | | | No | | | | | |  | | |  |  |  |
| 1. **Attained “Outstanding Girl Guide Award (Unit Level)”** | | Yes | | | |  | | | No | | | | | |  | | |  |  |  |
| 1. **Attached the “Lady Jane’s Guide Award”/“Chief Commissioner’s Guide Award”** *[****\*Copies of the certificates or notices of award issued during the period from 1st July 2024 to 30th June 2025 should be attached.****]* | | Yes | | | |  | | | No | | | | | |  | | |  |  |  |
| **Sub-total** | | | | | | | | | | | | | | | | | | **/65** |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  | | **5** |  | | | **4** | | |  | **3** | | |  | | | **2** |  | | | | **1** | |  | | **0** |  | | | | | |
| **( C ) Awards**  **Awards/Prizes presented by the HKGGA, Region, Division, District, Sponsoring Authority or other organisations** *[Awards presented to the unit or individual Guides; excluding “Outstanding Girl Guide Award”,“Lady Jane’s Guide Award” and “Chief Commissioner’s Guide Award” which have already been included in items B12 and B13 above.]*   1. Award:  Awardee:  Presenting organisation: 2. Award:  Awardee:  Presenting organisation: 3. Award:  Awardee:  Presenting organisation: 4. Award:  Awardee:  Presenting organisation: 5. Award:  Awardee:  Presenting organisation:   *[Please add items as necessary.]* | 5 or above | |  | 4 | | |  | | | 3 |  | | | 2 | | |  | 1 | | | |  | | 0 | |  |  | |  | | |  |
| **Sub-total** | | | | | | | | | | | | | | | | | | | | | | | | | | | **/5** | |  | | |  |
| **( D ) Guider performance** |  | | | | **5** | | | |  | | | | **3** | |  | | | | **1** | |  | | | | | **0** |  | | | | | |
| 1. **All guiders meetings attended** | 3 times or above | | | |  | | | | 2 times | | | |  | | 1 time | | | |  | | 0 time | | | | |  |  | |  | | |  |
|  |  | **5** | |  | | | | **4** | |  | | **3** | |  | | **2** | |  | | | **1** | | |  | | **0** |  | |  | | |  |
| 1. **Participation in functions/services organized by District / Division / Region / the HKGGA** 2. Date:  Function/service: 3. Date:  Function/service: 4. Date:  Function/service: 5. Date:  Function/service: 6. Date:  Function/service:   *[Please add items as necessary.]* | 5 times or above |  | | 4 times | | | |  | | 3 times | |  | | 2 times | |  | | 1 time | | |  | | | 0 time | |  |  | |  | | |  |
| 1. **Training for self-enhancement** *[e.g. guiding skills training, professional courses for career development]* 2. Date:  Course name:  Organiser: 3. Date:  Course name:  Organiser: 4. Date:  Course name:  Organiser: 5. Date:  Course name:  Organiser: 6. Date:  Course name:  Organiser:   *[Please add items as necessary.]* | 5 times or above |  | | 4 times | | | |  | | 3 times | |  | | 2 times | |  | | 1 time | | |  | | | 0 time | |  |  | |  | |  | |
|  |  | | | | | **5** | | | | | | | |  | | | | | | **0** | | | | | | |  | | | | | |
| 1. **Awards/prizes received by appointed guiders**  *[e.g. long service award, Hong Kong Volunteer Award]* 2. Award:  Presenting organisation: 3. Award:  Presenting organisation:   *[Please add items as necessary.]* | Yes | | | | |  | | | | | | | | No | | | | | |  | | | | | | |  |  | |  | | |
|  |  | | | | | | | | | | | | | | | | | | | | | | **5** | |  | **0** |  | | | | | |
| 1. **Guider qualifications** | Yes *[Please use* **✓** *to select the qualifications held.]*   |  |  | | --- | --- | | **🗆 The Pack Holiday Licence**  Issue date:  Date of last camp staff duty: | **🗆 Quartermaster Certificate**  **🗆 Campfire Leader Certificate**  **🗆 Adult Canoeist Permit**  **🗆 Adult Canoeing Charge Permit**  **🗆 Appointed Trainer**  **🗆 Resource Team**  **🗆 Other qualifications** *[please specify]*  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **🗆 The Camper’s Licence**  Issue date:  Date of last camp staff duty: | | **🗆 The Hong Kong Holiday Permit**  Issue date:  Date of last camp staff duty: | | | | | | | | | | | | | | | | | | | | | | |  | | No |  |  |  | |  | | |
| 1. **Being a division team member / committee member of HKGGA activity**   Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | | | | | **5** | | | | | | | |  | | | | | | **0** | | | | | | |  | |  | |  | |
| Yes | | | | |  | | | | | | | | No | | | | | |  | | | | | | |
| **Sub-total** | | | | | | | | | | | | | | | | | | | | | | | | | | | **/30** | |  | |  | |

|  |  |  |  |  |  |  |  |
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| **( E ) WAGGGS educational programmes** |  | **2** |  | **0** |  | | |
| 1. **Conducted WAGGS educational programme-related functions/activities** *[e.g. World Thinking Day, International Guides Programmes]* | Yes |  | No |  |  |  |  |
| **Sub-total** | | | | | **/2** |  |  |
| **Grand total** | | | | | **/147** |  |  |

I declare that all information above is true and correct. I also acknowledge that the OC reserves the right of final judgement for all assessment results.

**Guider’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Remark (if needed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Completion of assessment**

**Dis Com’s signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Div Com’s signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Organising Committee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**