



The Hong Kong Girl Guide Association

Outstanding Unit Award 2024-25 – Guide Section

Assessment Record Form

OGGU-G-2024/2025

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:

(A) <u>Administrative and financial management</u>	(B) <u>Unit performance</u>	(C) <u>Awards</u>	(D) <u>Guider performance</u>	(E) <u>WAGGGS educational programmes</u>
(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) 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) (6) Patrol interest pennants obtained (7) Raffle tickets sale (8) Unit function/training (9) Participation in function/training organised by District/Division/Region/the HKGGA (10) Sponsoring Authority/community services (11)* Camp/holiday activities organised (12) “Outstanding Girl Guide” awarded (13)* “Lady Jane’s Guide Award”/“Chief Commissioner’s Guide Award” attained	Awards/Prizes presented by the HKGGA, Region, Division, District, Sponsoring Authority or other organisations	(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	Conducted WAGGGS 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 ogg@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.

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



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Scope of Assessment	Scoring#												Score	Div. assessment	OC verification
(B) Unit performance <i>[in the capacity of Guides]</i>		5		4		3		2		1		0			
1. No. of meetings	15 or above		10-14		7-9		4-6		1-3		0				
2. No. of girls newly enrolled $\left(\frac{\text{No. of girls newly enrolled ()}}{\text{Total no. of guides (*)}} \right) \times 100\%$	41% or above		31-40%		21-30%		11-20%		1-10%		<1%				
3. Proportion of girls obtained eight point badges $\left(\frac{\text{No. of girls obtained badges ()}}{\text{Total no. of guides (#)}} \right) \times 100\%$	41% or above		31-40%		21-30%		11-20%		1-10%		<1%				
4. Average no. of interest badges obtained $\frac{\text{Total no. of interest badges obtained ()}}{\text{Total no. of girls enrolled () \#}}$ <i>[Round-up to integer]</i>	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			
7. Total no. of raffle tickets sold	201 or above		151-200		101-150		51-100		1-50		0				



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Scope of Assessment	Scoring#										Score	Div. assess- ment	OC verify- cation		
		5		4		3		2		1		0			
<div>8. Unit function/training [e.g. Christmas party, enrollment ceremony]</div> <div><div>(i) Date:_____</div><div>Subject/content:_____</div><div>_____</div><div>(ii) Date:_____</div><div>Subject/content:_____</div><div>_____</div><div>(iii) Date:_____</div><div>Subject/content:_____</div><div>_____</div><div>(iv) Date:_____</div><div>Subject/content:_____</div><div>_____</div><div>(v) Date:_____</div><div>Subject/content:_____</div><div>_____</div><div>(vi) Date:_____</div><div>Subject/content:_____</div><div>_____</div></div>	8 or above		6-7		4-5		2-3		1		0				



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<p>(vii) Date: _____</p> <p>Subject/content: _____</p> <p>_____</p>															
<p>(viii) Date: _____</p> <p>Subject/content: _____</p> <p>_____</p> <p><i>[Please add items as necessary.]</i></p>															
<p>9. Participation in function/training organised by District/Division/Region/the HKGGA <i>[e.g. Annual Parade, “1 plus 1” Membership Development Project, open selling of raffle tickets, Represent district/ division/ region in government events]</i></p> <p>(i) Date: _____</p> <p>Name of function: _____</p> <p>Organiser: _____</p> <p>(ii) Date: _____</p> <p>Name of function: _____</p> <p>Organiser: _____</p> <p>(iii) Date: _____</p> <p>Name of function: _____</p> <p>Organiser: _____</p> <p>(iv) Date: _____</p> <p>Name of function: _____</p>	8 times or above		6-7 times		4-5 times		2-3 times		1 time		0 time				



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Organiser: _____ (v) Date: _____ Name of function: _____ Organiser: _____ (vi) Date: _____ Name of function: _____ Organiser: _____ (vii) Date: _____ Name of function: _____ Organiser: _____ (viii) Date: _____ Name of function: _____ Organiser: _____ <i>[Please add items as necessary.]</i>														
10. Sponsoring Authority/community services <i>[participated in the capacity of a Guide]</i> (i) Date: _____ Target group/organisation: _____ Details: _____ (ii) Date: _____ Target group/organisation: _____ Details: _____	5 times or above		4 times		3 times		2 times		1 time		0 time			





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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 <i>[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.]</i>															
(i) Award: _____ Awardee: _____ Presenting organisation: _____															
(ii) Award: _____ Awardee: _____ Presenting organisation: _____	5 or above		4		3		2		1		0				
(iii) Award: _____ Awardee: _____ Presenting organisation: _____															
(iv) Award: _____ Awardee: _____ Presenting organisation: _____															
(v) Award: _____ Awardee: _____ Presenting organisation: _____															
<i>[Please add items as necessary.]</i>															



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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		
2. Participation in functions/services organized by District / Division / Region / the HKGGA														
(i) Date: _____ Function/service: _____ (ii) Date: _____ Function/service: _____ (iii) Date: _____ Function/service: _____ (iv) Date: _____ Function/service: _____ (v) Date: _____ Function/service: _____ <i>[Please add items as necessary.]</i>		5 times or above	4 times	3 times	2 times	1 time	0 time							



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3. Training for self-enhancement <i>[e.g. guiding skills training, professional courses for career development]</i>														
(i) Date: _____ Course name: _____ Organiser: _____														
(ii) Date: _____ Course name: _____ Organiser: _____														
(iii) Date: _____ Course name: _____ Organiser: _____	5 times or above	4 times	3 times	2 times	1 time	0 time								
(iv) Date: _____ Course name: _____ Organiser: _____														
(v) Date: _____ Course name: _____ Organiser: _____														
<i>[Please add items as necessary.]</i>														



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		5		0					
4. Awards/prizes received by appointed guiders <i>[e.g. long service award, Hong Kong Volunteer Award]</i> (i) Award: _____ Presenting organisation: _____ (ii) Award: _____ Presenting organisation: _____ <i>[Please add items as necessary.]</i>	Yes		No						
				5		0			
5. Guider qualifications	Yes <i>[Please use ✓ to select the qualifications held.]</i> <div><input type="checkbox"/> The Pack Holiday Licence Issue date: _____ Date of last camp staff duty: _____</div> <div><input type="checkbox"/> The Camper's Licence Issue date: _____ Date of last camp staff duty: _____</div> <div><input type="checkbox"/> The Hong Kong Holiday Permit Issue date: _____ Date of last camp staff duty: _____</div>			<div><input type="checkbox"/> Quartermaster Certificate</div> <div><input type="checkbox"/> Campfire Leader Certificate</div> <div><input type="checkbox"/> Adult Canoeist Permit</div> <div><input type="checkbox"/> Adult Canoeing Charge Permit</div> <div><input type="checkbox"/> Appointed Trainer</div> <div><input type="checkbox"/> Resource Team</div> <div><input type="checkbox"/> Other qualifications <i>[please specify]</i> _____</div>			No		
6. Being a division team member /		5		0					



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committee member of HKGGA activity Name: _____ Position: _____	Yes		No				
Sub-total					/30		

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



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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):

Completion of assessment

Dis Com’s signature: _____	Name: _____	Date: _____
Div Com’s signature: _____	Name: _____	Date: _____
Organising Committee: _____	Name: _____	Date: _____