

# Outstanding Unit Award Scheme (2024-2025) Application Guideline

\* (B) : Brownie Section (G) : Guide Section



## General enquiry

Q: Can I use the “Assessment Record Forms” of previous years?

A: No. The latest version of “Assessment Record Form” for **2024-25** should be used, otherwise, your unit will be disqualified.

Q: Is it a must for my unit to participate in the scheme?

A: No. The scheme aims to recognise and honour the units with outstanding performance during the assessment period. Participation is voluntary.

★ Q: What is the passing score for my unit to be eligible for the award?

A: For 2024-25, all Brownie, Guide, Ranger and Special Guide units scoring **70%** or above of the total score will be eligible for the award.

Q: Do I still need to submit the “Assessment Record Form” if I foresee my unit will not be eligible for award after calculating the score?

A: Units not eligible for the award will receive a “Certificate of Participation”, which can be reported for score under item B “Participation in functions organized by the HKGGA” in following year’s assessment. We strongly welcome all units’ active participation.

Q: What documents should I submit alongside with the “Assessment Record Form”?

A: Copies of **certificates/award notification letters for the Ranger Bauhinia Badge, Chief Commissioner’s Guide Award, Lady Jane’s Award and Super Brownie**, as well as the **Headquarters’ reply email for camp/holiday registration** should be submitted together with the “Assessment Form”. Other supporting documents are not required, unless being requested for sample check by the Organising Committee.

★ Q: Can I just submit **one** “Assessment Record Form” for all sub-units (sub-units A, B, C) of the same Sponsoring Authority?

A: No. Although all the sub-units belong to the same Sponsoring Authority, they are formed by different girls and guider, and their performances differ from each other (e.g. the “Super Brownie Award” attained by a girl does not mean that all the 3 sub-units are having the award at the same time). Hence, individual units have to submit their own “Assessment Record Form” and supporting documents separately.

Q: Is there any mechanism for appeal if I am not satisfied with the assessment result?

A: Yes. After the result announcement, the Guider-in-charge may submit the appeal application form within the appeal period. The Organising Committee will then re-visit the assessment. Please note that each unit can apply for appeal **once** only.



**(A) – Administrative and financial management**

★ **A1, A2, A3**

Q: Can my unit participate in the scheme if we failed to submit one of the “Unit Annual Registration and Membership Census Form”, “Unit Activity Report” and “Report on Yearly Statement of Account” (financial report)?

A: All units should submit the **“Unit Annual Registration and Membership Census Form” on or before 31 December 2024**; as well as the **“Unit Activity Report” and “Report on Yearly Statement of Account” on or before 18 July 2025** in order to be eligible for assessment.

**(B)A6、(G)A7**

Q: Will there be any score for this item if we pay the WAGGGS annual subscription late?

A: **Payment on/before the deadline announced by the HKGGA (31 December 2024): 5 marks;**  
Payment on/before 30 June 2025: 2 marks; Payment thereafter: no mark.

**(B) A7, A8、(G)A8, A9**

Q: Will there be any score if my unit pays the World Thinking Day Fund and Medical Fund after the deadline?

A: The 5 marks are only awarded to units paying the World Thinking Day Fund and Medical Fund on or before the deadline announced by the HKGGA (**15 March 2025**).

**(B) – Unit Performance**

**All items under section B should be consistent with the information provided in the “Unit Activity Report” last submitted on or before 18 July 2025 (including the names and dates of functions reported).**

★ **B1**

Q: Does the number of meetings include online meetings?

A: Yes, Due to the epidemic's impact, face-to-face meetings will be affected this year, so the number of meetings this year includes online and face-to-face meetings.

**B2**

Q: What does “girls newly enrolled” mean?

A: This includes the newly enrolled girls and re-enrolled girls transferred from other units.

**(B)B6、(G)B8**

Q: What activities can be considered as “Unit function/training”?

A: Activities/trainings designed and organized by the unit, including Christmas party, enrollment ceremony, barbecue day, hiking training, etc.



Q: Is open selling of raffle tickets a “Unit function/training”?

A: No. But this is considered as “Participation in functions organised by the HKGGA” and eligible for score under items **(B)B7** or **(G)B9**.

★ **(B)B8 、(G)B10**

- Q: If only a few of my girls have participated in a service, can it be considered as a “Sponsoring Authority/community services”?
- A: Sure. But guiders have to make sure that the service has been reported in the “Unit Activity Report”.

**(B)B9 、(G)B11**

- Q: My unit has organised a 2-day-1-night camp with another unit. Will we be awarded any marks?
- A: Yes. Please be reminded that the workload of camp staff should be evenly shared among the guiders of 2 units, and also details of both units have been clearly written in the camp record.

★ Q: How to prove that my unit has organised camp/holiday?

- A: The camp guider-in-charge should report the camp/holiday to the HKGGA as well as the District Commissioner before the date of camp and record the camp in the “Unit Activity Report”. Also, the email reply from the HKGGA for the camp registration should be submitted alongside with the “Assessment Record Form”, otherwise the camp/holiday would not be qualified for the score.

★ Q: If my unit organised a camp from 30 June 2024 to 1 July 2024, will the camp be recorded for score for both 2023-24 and 2024-25 assessments?

- A: No. All function can be scored once only. Relevant score is assigned based on the **camp/holiday’s date of completion**.

**(B)B11 、(G)B13**

- Q: Can “Chief Commissioner’s Guide Award”, “Lady Jane’s Award” and “Super Brownie Award” be considered for score in section C?
- A: No. These awards have already been scored under **section B** and cannot be double-counted.

**(C) – Awards**

**C1**

- Q: My unit has joined activities organised by two different organisations, and we have been awarded “The Best Participation Award”. How many marks can we get?
- A: As the prizes were presented by different organisations, 2 marks will be awarded.
- Q: My unit won the first runner-up in the school’s sports day under the name of girl guide. Can this prize be considered for score?
- A: Any award/prize won in the capacity as a girl guide can be qualified for score. However, Certificate of Participation and Appreciation will not be considered.

- Q: If a girl got a prize in a debate competition, can my unit record such prize for score?
- A: No. In order to be qualified for score, all girls/members of the unit have to participate in the competitions/functions organised by schools, community or other organisations **in the capacity as a girl guide**.
- Q: If **my unit established some prizes/awards** and presented to girls, will that prizes/awards be accepted for score?
- A: **No.**

## **(D) – Guider performance**

### **D1**

- Q: If two Appointed Guiders of the same Sponsoring Authority attended the Guiders Meetings, can we regard this as attendance for both sub-units (sub-units A & B) so that both sub-units will receive score under this item?
- A: If the same group of guiders is in charge of all units, this can be considered as attendance for both units. If not, it depends on whether the Guiders attending are the **registered appointed guider** of the specific unit. The attendance will be considered for score in the specific unit's "Assessment Record Form" only if the Guiders attending have been registered with the unit.

### **D3**

- Q: I am the Assistant Guider of the unit, and I have taken a Mandarin course during the assessment period. Can this be considered as "Training for self-enhancement"?
- A: Yes of course, as the unit will benefit from it no matter what kind of knowledge the Guiders acquired via the courses/training they took after work.
- Q: As the quality of courses organised by different organisers varies, can both the 3-hour seminar and the 1-year certificate course be qualified for score? Is it unfair if the answer is yes for both cases?
- A: We believe Guiders are cautious in choosing the courses which are suitable and useful for their self-enhancement, and would not join courses merely for the scores. Thus, both cases will be qualified for score.
- Q: Three Appointed Guiders of my unit attended the same course. How many marks will we get?
- A: Such case should be considered as "3 times". To avoid misunderstanding and marks deduction during the assessment process, would Guiders please specify that 3 guiders attended the same course on the "Assessment Record Form".
- Q: Is the attendance of Teachers' Development Day qualified for scores?
- A: Yes. But Guiders need to provide the theme/details of the topics covered in the Teachers' Development Day for the Organising Committee's consideration.
- Q: If an Appointed Guider organised/conducted training activities for other Guiders, can this be

regarded as “self-enhancement training” and be scored under this item?

- A: “Self-enhancement” means a person receiving training/education to improve her personal skills, knowledge, values and attitude through attending workshops, seminar or training courses. If a Guider assists in organising/conducting those training, this should be treated as “Participation in Services” under item D2 (provided that this is a volunteer service).

#### **D4**

- Q: There are 7 levels under the “Leader Training Scheme”. How would the Recognition Badges received upon completion of each level be treated?

- A: As the courses and activities for various levels of the “Leader Training Scheme” are already qualified for score under items D2 and D3, no mark will be awarded again in this regard.

#### **D5**

**Guiders’ qualifications reported under item D5 should be consistent with the information provided in the “Unit Activity Report”.**

- Q: I am the unit’s Appointed Guider, and obtained the Camper’s Licence 2 years ago. Is this qualification eligible for score?

- A: Yes. As long as the Appointed Guider’s qualification is still in effect, relevant unit will be able to get the score. But please note that all qualifications have to be shown on the “Unit Activity Report” as well.

- Q: My unit’s Appointed Guider has a “Golden Badge”. Is it a type of “Guider qualifications”?

- A: No. The Golden and Silver Badges for Guiders are awards. If the badge was awarded during the assessment period, this can be recorded under item D4. Please refer to item D5 in the “Assessment Record Form” for more details of the qualifications.