

香港女童軍總會 獎勵提名 2025

提名指引

1. 香港女童軍總會任何會務委員會成員均可提名。
2. 獎章可授予會員及非會員。
3. 提名不應該告知當事人。
4. 提名將會保密處理。切勿將提名交予職員或任何人士。
5. 提名方法：

甲、 實體表格:所有提名表格必須放入密封的信封內，信封面上註明“密件 - 獎章提名”，以郵寄或直接交到九龍加士居道八號一樓香港女童軍總會義務秘書收。所有提名表格將會放入一個有雙鎖的表格箱內。義務秘書於提名截止日期後，在高級副總幹事見證下，才會開啟表格箱。

乙、 網上表格:凡有女童軍總會電郵帳戶之會務委員會成員必需先登入才可使用網上表格進行提名。

6. 恕不接受以傳真或電郵方式提交的提名表格。
7. 所有實體提名表格必須簽署妥當及提供所需的資料。
8. 提名的原因必須精確及簡潔及不超過 100 個字。
9. 所有提名(包括實體及網上)必須於 2025 年 8 月 15 日(星期五)下午六時正前遞交，逾期的提名可能不被考慮。

評估提名

1. 獎項只考慮頒授予對特定項目作出超越職務一般需求的人士/機構。
2. 獎項只考慮頒授予曾作出卓越服務的人士/機構。
3. 倘若被提名的人士/機構，在該年提名前的過去兩年已獲頒獎章，有關提名可能不會考慮頒授獎項。
4. 由獎勵計劃委員會決定頒發適當的獎項及作出最終的決定。

The Hong Kong Girl Guides Association
Nomination for Awards 2025

A. Guidelines on Award Nominations

1. **Nominations can be made by the Council Member** of the Hong Kong Girl Guides Association.
2. Awards can be conferred to members and non-members.
3. Nominations should be made **without** the knowledge of the Nominee.
4. Nominations Method (Please note that all nominations are confidential. Please do not hand in the nomination form to staff or any other persons.)
 - i. Paper form: All nomination forms should be submitted in a sealed envelope and marked "Confidential - Awards Nomination" on the envelope. The nomination forms should be addressed directly to the Honorary Secretary at Headquarters in person or by post to 1/F, No. 8 Gascoigne Road, Kowloon. The forms will be kept in a double-locked form box. The Honorary Secretary will open the box witnessed by Senior Deputy Chief Executive after the nomination deadline.
 - ii. Online form: Council Members who have HKGGA email accounts can submit the nominations via online form.
5. Submission of Nominations via email or fax will **not** be accepted.
6. Nomination forms should be properly signed and completed with the necessary information.
7. The reason for nomination should be precise and concise and not more than 100 words.
8. The nominations(included paper and online format) must reach the Honorary Secretary of the Hong Kong Girl Guides Association at 1/F, No. 8 Gascoigne Road, Kowloon **on or before 6:00 pm on 15 August 2025 (Friday)**. Late nominations might not be considered.

B. Evaluation of Nominations

1. Awards will be considered only for individuals/organizations who/which have contributed over and above what is required/expected in a particular job.
2. Awards will be considered only for individuals/organizations who/which have provided exceptional and outstanding service.
3. Awards might not be considered for the same individuals/organizations who/which have received an award in the past two years.
4. The appropriate award will be decided by the Awards Committee. The Committee's decision is final.