



## LONG SERVICE AWARDS PROCESS

Long Service awards are given at 5, 10, 20, 30, 40, 50 and 60 years.

**Awards 5 – 20 years** are presented by the DC and can be bought from Chesterfield Shop, Derby Shop or a Depot. The County Commissioner's signature is required. Please allow ample time between purchase and presentation date to post blank certificates with a return SAE to County Office requesting County Commissioner's signature. Please include a note of the planned presentation date.

**Awards 30** – are paid for by the area and presented by the AC and can be bought from the badge secretary at the Chesterfield or Derby Shop.

**Awards 40 – 60 years** need to be applied for via County Office and the certificate and badge are paid for by County. Allowing plenty of time, please send the details of the recipient – name, membership number and which year award – to [office@girlguidingderbyshire.org](mailto:office@girlguidingderbyshire.org). The service record will be checked on Go for accuracy. If there are gaps in continuous service it is the responsibility of the individual member to liaise with CHQ to look at whether this can be updated. This also ensures that future service awards will be eligible at the correct time.

As the badge and certificate are very expensive they are generally distributed via County Exec meetings or by collection from County Office to avoid danger of being lost in the post.

For presentation of the longer service awards it is nice to make an occasion so if you want the County Commissioner to attend please advise date of event as early as possible.

For all Service Awards it is the responsibility of the person who presents or arranges presentation of the award to a member to then send the name of the recipient, the date awarded, which year award and the recipients membership number to [membersupport@girlguidingderbyshire.org](mailto:membersupport@girlguidingderbyshire.org)

The award details are then recorded by County onto the member's GO record.