



The Hong Kong Girl Guide Association

Outstanding Unit Award 2025-26 – Guide Section

Assessment Record Form

OGGU-G-2025/2026

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 2025 to 30th June 2026. 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) World Thinking Day Fund (8) Medical Fund (9) Annual subscription to the WAGGGS	(1) No. of meetings (2) No. of girls newly enrolled (3) Ratio of eight point badges obtained (4) Average of Interest badges obtained (5) Service flashes obtained (Gold/ Silver /Bronze) (6) Patrol interest pennants obtained (7) Sum of raffle tickets sale (8) Unit function/Outing (9) Participation in function/training organised by District/Division/Region/the HKGGA (10) Sponsoring Authority/community services (11) * Camp/holiday activities organized by a unit or jointly with other units (12) “Outstanding Girl Guide” awarded obtained (13) * “Lady Jane's Guide Award”/“Chief Commissioner’s Guide Award” obtained	(1) 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) Participate in the self-enhancement training (4) Guider awards/prizes received (5) Being a division team member / committee member of HKGGA activity (6) Guider qualifications	(1) 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 oggu@hkgga.org.hk. Please contact the Headquarters staff at 2332 5523 or respective District Commissioners for enquiry.

Submission period: From 12th June 2026 to 17th July 2026; 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 17th July 2026 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 _____ No. of Assistance Guiders with Warrant/Appointment _____

(*This Form should be completed based on the "Unit Activity Report" covering the period from 1st July 2025 to 30th June 2026.) #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				
7. World Thinking Day Fund <i>[Payment deadline is 15th Mar of every year.]</i>	Paid on time		Late payment/ Not paid				
8. Medical Fund <i>[Payment deadline is 15th Mar of every year.]</i>	Paid on time		Late payment/ Not paid				
		5		2		0	
9. 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		
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 $\left(\frac{\text{No. of girls newly enrolled}(\quad)}{\text{Total no. of guides}(\quad *)} \right) \times 100\%$	41% or above		31-40%		21-30%		11-20%		1-10%		<1%				
3. Proportion of girls obtained eight point badges $\left(\frac{\text{No. of girls obtained badges}(\quad)}{\text{Total no. of guides}(\quad \#)} \right) \times 100\%$	41% or above		31-40%		21-30%		11-20%		1-10%		<1%				
4. Average no. of interest badges obtained $\frac{\text{Total no. of interest badges obtained}(\quad)}{\text{Total no. of girls enrolled}(\quad \#)}$ <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				
Scope of Assessment	Scoring#										Score	Div. assessment	OC verification		



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	5	4	3	2	1	0			
8. Unit function/outing [e.g. Christmas party, enrollment ceremony] (i) Date: _____ Subject/content: _____ _____ (ii) Date: _____ Subject/content: _____ _____ (iii) Date: _____ Subject/content: _____ _____ (iv) Date: _____ Subject/content: _____ _____ (v) Date: _____ Subject/content: _____ _____ (vi) Date: _____ Subject/content: _____ _____ (vii) Date: _____ Subject/content: _____	8 or above	6-7	4-5	2-3	1	0			



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Scope of Assessment	Scoring#										Score	Div. assess-ment	Score verify-cation	
(C) Awards	5		4		3		2		1		0			
<p>1. 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 Unit Award”, “Lady Jane’s Guide Award” and “Chief Commissioner’s Guide Award” which have already been included in items B12 and B13 above.]</i></p> <p>(i) Award: _____ Awardee: _____ Presenting organisation: _____</p> <p>(ii) Award: _____ Awardee: _____ Presenting organisation: _____</p> <p>(iii) Award: _____ Awardee: _____ Presenting organisation: _____</p> <p>(iv) Award: _____ Awardee: _____ Presenting organisation: _____</p> <p>(v) Award: _____ Awardee: _____ Presenting organisation: _____</p>	5 or above		4		3		2		1		0			



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Function/service: _____ <i>[Please add items as necessary.]</i>																				
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: _____ (iv) Date: _____ Course name: _____	5 times or above	4 times	3 times	2 times	1 time	0 time														



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	<input type="checkbox"/> The Pack Holiday Licence Issue date: _____ Date of last camp staff duty: _____	<input type="checkbox"/> Quartermaster Certificate <input type="checkbox"/> Campfire Leader Certificate <input type="checkbox"/> Adult Canoeist Permit <input type="checkbox"/> Adult Canoeing Charge Permit <input type="checkbox"/> Appointed Trainer <input type="checkbox"/> Resource Team <input type="checkbox"/> Other qualifications <i>[please specify]</i> _____								
Sub-total								/30		

Scope of Assessment	Scoring#				Score	Div. assessment	Score verification
(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:** _____