

The Hong Kong Girl Guides Association
Outstanding Unit Award 2025-26 – Guide Section
Assessment Record Form

Objectives: To recognize and honor the units with outstanding performance during the assessment period, and encourage improvement in various aspects, such as unit administration, activities organization, 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 color 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 Brownie 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>
<ul style="list-style-type: none"> (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) World Thinking Day Fund (7) Medical Fund (8) Annual subscription to the WAGGGS 	<ul style="list-style-type: none"> (1) No. of meetings (2) No. of girls newly enrolled (3) Eight point badges obtained (4) Interest badges obtained (5) Raffle tickets sale (6) Unit functions/ outdoor activities (7) Participation in function/training organized by District/Division/Region/the HKGGA (8) Sponsoring Authority/community services (9) * Camp / holiday activities organized by the unit / jointly with other units (10) “Outstanding Girl Guide” awarded (11) *“Super Brownie Award” attained 	<ul style="list-style-type: none"> (1) Awards/Prizes presented by the HKGGA, Region, Division, District, Sponsoring Authority or other organizations 	<ul style="list-style-type: none"> (1) Attendance of all guiders meetings (2) Participation in functions/services organized by District / Division / Region / the HKGGA (3) Self-enhancement training (4) Awards/Prizes received (5) Being a division team member / committee member of HKGGA activity (6) Guider qualifications 	<ul style="list-style-type: none"> (1) Conducted WAGGGS Educational Programmes-related functions/activities

Assessment process: Division Committees will select a list of awardees for each section. After Organizing 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 Organizing Committee of the Outstanding Unit Award Scheme”**; or (3) via email to oggu@hkga.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 B9 and B11 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 _____) No. of Guiders with Warrant/ Appointment _____ No. of Unit Assistant with Warrant/ Appointment (Copy should be attached) _____

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 2025 to 30th June 2026.) #Please ✓ as appropriate.

Scope of Assessment	Scoring#				Score	Div. assess-ment	OC verify-cation
(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. World Thinking Day Fund <i>[Payment deadline is 15th Mar of every year.]</i>	Paid on time		Late payment/Not paid				
7. Medical Fund <i>[Payment deadline is 15th Mar of every year.]</i>	Paid on time		Late payment/Not paid				
		5		2		0	
8. 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					/40		



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Scope of Assessment	Scoring#											Score	Div. assessment	OC verification		
	5	4	3	2	1	0										
(A) Unit performance <i>[in the capacity of Guides]</i>																
1. No. of meetings	16 or above	12-15	9-11	6-8	3-5	0-2										
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 journeys 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	<1										
5. Total no. of raffle tickets sold	201 or above	151-200	101-150	51-100	1-50	0										



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

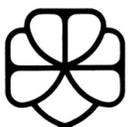


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<p>7. Participation in function/training organized by District/Division/Region/the HKGGA <i>[e.g. Annual Parade, "1 plus 1" Membership Development Project, open selling of raffle tickets, Represent district/ division/ region in government events]</i></p> <p>(i) Date: _____ Name of function: _____ Organizer: _____</p> <p>(ii) Date: _____ Name of function: _____ Organizer: _____</p> <p>(iii) Date: _____ Name of function: _____ Organizer: _____</p> <p>(iv) Date: _____ Name of function: _____ Organizer: _____</p> <p>(v) Date: _____ Name of function: _____ Organizer: _____</p> <p>(vi) Date: _____ Name of function: _____ Organizer: _____</p> <p>(vii) Date: _____ Name of function: _____ Organizer: _____</p> <p>(viii) Date: _____ Name of function: _____ Organizer: _____</p> <p align="right"><i>[Please add items as necessary.]</i></p>	8 times or above	6-7 times	4-5 times	2-3 times	1 time	0 time			
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<p>8. Sponsoring Authority/community services <i>[participated in the capacity of a Brownie]</i></p> <p>i. Date: _____ Target group/organization: _____ Details: _____</p> <p>ii. Date: _____ Target group/organization: _____ Details: _____</p> <p>iii. Date: _____ Target group/organization: _____ Details: _____</p> <p>iv. Date: _____ Target group/organization: _____ Details: _____</p> <p>v. Date: _____ Target group/organization: _____ Details: _____</p> <p align="center"><i>[Please add items as necessary.]</i></p>	5 times or above	4 times	3 times	2 times	1 time	0 time		
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		5		0			
9. Camp / holiday activities organized by the unit / jointly with other units <i>[*Copy of confirmation email from the TPG session of the Headquarters for the camp/holiday registration should be attached]</i>	Yes		No				
10. Attained “Outstanding Girl Guide Award (Unit Level)”	Yes		No				
11. Attached the “Super Brownie Award” <i>[*Copies of the certificates or notices of award issued during the period from 1st July 2025 to 30th June 2026 should be attached.]</i>	Yes		No				
Sub-total					/55		



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Scope of Assessment	Scoring#										Score	Div. assessment	OC verification
(C) Awards	5	4	3	2	1	0							
1. Awards/Prizes presented by the HKGGA, Region, Division, District, Sponsoring Authority or other organizations [Awards presented to the unit or individual Brownies; excluding “Outstanding Girl Guide Award”, “Super Brownie Award” which have already been included in items B10 and B11 above.] (ii) Award: _____ Awardee: _____ Presenting organization: _____ (iii) Award: _____ Awardee: _____ Presenting organization: _____ (iv) Award: _____ Awardee: _____ Presenting organization: _____ (v) Award: _____ Awardee: _____ Presenting organization: _____ <i>[Please add items as necessary.]</i>	4 or above	3	2	1	0					/5			
Sub-total											/5		



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Scope of Assessment	Scoring#								Score	Div. assessment	OC verification
(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		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: _____ <i>[Please add items as necessary.]</i>	4 times or above	3 times	2 times	1 time	0 time						



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		5		0				
<p>4. Awards/prizes received by appointed guiders [e.g. long service award, Hong Kong Volunteer Award]</p> <p>(i) Award: _____ Presenting organization: _____</p> <p>(ii) Award: _____ Presenting organization: _____ <i>[Please add items as necessary.]</i></p>	Yes		No					
<p>5. Being a division team member / committee member of HKGGA activity</p> <p>Guider Name: _____</p> <p>Position: _____</p>	Yes		No					
<p>6. Guider qualifications</p>	<p>Yes [Please use ✓ to select the qualifications held.]</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><input type="checkbox"/> The Pack Holiday Licence Issue date: _____ Date of last camp staff duty: _____</p> <p><input type="checkbox"/> The Camper's Licence Issue date: _____ Date of last camp staff duty: _____</p> <p><input type="checkbox"/> The Hong Kong Holiday Permit Issue date: _____ Date of last camp staff duty: _____</p> </div> <div style="width: 45%; border-left: 1px dotted black; padding-left: 5px;"> <p><input type="checkbox"/> Quartermaster Certificate</p> <p><input type="checkbox"/> Campfire Leader Certificate</p> <p><input type="checkbox"/> Adult Canoeist Permit</p> <p><input type="checkbox"/> Adult Canoeing Charge Permit</p> <p><input type="checkbox"/> Adult Dragon Boat Helm Permit</p> <p><input type="checkbox"/> Appointed Trainer</p> <p><input type="checkbox"/> Resource Team</p> <p><input type="checkbox"/> Other qualifications <i>[please specify]</i></p> <p>_____</p> </div> </div>		5	0		No		
Sub-total					/30			



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(E) WAGGGS educational programmes		2		0	
1. Conducted WAGGS educational programme-related functions/activities <i>[e.g. World Thinking Day, International Guides Programmes]</i>	Yes		No		
				Sub-total	/2
				Grand total	/132

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: _____