



## The Hong Kong Girl Guides Association Application Guidelines for Souvenir Items and Badges

All Units, Divisions, Region Associations and District Associations propose to produce souvenir items or badges for all kinds of Girl Guide events must obtain approval from the Region Development Team before production and distribution.

### Souvenir-design Objectives

1. Anniversary celebration activities
2. Souvenir for participants of events
3. Others (e.g. Friendship badge)

### Categories of Souvenir

- |                |                |
|----------------|----------------|
| 1. Cloth Badge | 2. Metal Badge |
| 3. T-shirt     | 4. Accessories |

### Regulations on design

1. The Emblem of HKGGA must be printed according to the restricted fonts, colour, size/ dimension.

#### 1.1 Souvenir

<b>HKGGA - Fonts</b>	THE HONG KONG GIRL GUIDES ASSOCIATION (Times News Roman) 香港女童軍總會 (細明體)
<b>HKGGA Emblem - Colour</b>	<div style="display: flex; align-items: center; justify-content: center;"> <div style="margin-right: 20px;">Pantone color 227c 及 Warm Red</div> </div>

#### 1.2 Cloth / Metal Badge

	Cloth Badge	Metal Badge
<b>HKGGA Emblem (Size /Dimension)</b>	Not less than 0.6 cm x 0.6 cm     0.6cm & not less than 20% of the  0.6cm shorter side of the cloth	Not less than <b>0.5cm x 0.5cm</b> 0.5cm 0.5cm
<b>HKGGA - Font</b>	THE HONG KONG GIRL GUIDES ASSOCIATION (Times News Roman) 香港女童軍總會 (細明體)	
<b>HKGGA Emblem - Colour</b>	<div style="display: flex; align-items: center; justify-content: center;"> <div style="margin-right: 20px;">Pantone color 227c 及 Warm Red</div> </div>	

2. The design should be submitted with specification of inspiration and features.

Application Procedure

1. The application form should be submitted **at least 2 months before** the activity and approved in Region Development Team Meeting. The result will be informed to the applicant one month prior to the activity.
2. Unit application: should be submitted by Guider-In-Charge.
3. Division application: should be submitted by Division Commissioner.
4. Region application: should be submitted by Assistant Chief Commissioner (Region).
5. Regional Association/ District Association application: should be submitted by Chairman.
6. The applicant should inform the senior Commissioner before submitting application to Region Development Team Meeting.
7. The photo of approved product must be submitted to the Headquarters for record prior to the activity.

Badges

1. The Badge wearing application is only applicable for Div./Region, the duration is subject to approve
2. Placement of badges on uniform

2.1 Cloth Badge

Happy Bee	Knapsack
Brownie / Guide	Back of the Sash
Ranger / Golden Guide / Guider / Commissioner	Not Applicable
Regional Association / District Association / Uniform / Non – Uniform Member	Not Applicable

2.2 Metal Badge

All Uniform Member	1. Badges should be placed on the right side of the chest 2. Only a maximum of 2 badges can be put on a uniform at the same time
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Souvenir T-Shirt

1. Both long sleeve and short sleeve T-shirts can be applied to be souvenir item for events, other articles of clothing will be not considered.
2. All approved souvenir T-shirts are only for memento purpose, it should not be wore as formal uniform for attending any Unit, Division or Headquarters events.