

GGNO149/2017

Application for an extension to complete to Guides Aoraki Award / Queen's Guide Award

Please delete or cross out the one not applicable



<i>Section A and B to be completed by the Guide/Ranger</i>		DATE OF APPLICATION		
A: PERSONAL DETAILS				
NAME		AGE		DATE OF BIRTH
ADDRESS		UNIT NUMBER		
		REGIONAL HUB		
PHONE		EMAIL		
B: REASON FOR REQUEST				
Outline briefly why you want/need an extension (e.g. health, family, not in unit long enough; include details of what has not been completed and what time frame is required to complete them)				
EXPECTED COMPLETION DATE				
RANGERS: DATE JOINED		RANGERS: PEAK AWARD DATE		

Endorsements

C: LEADER'S ENDORSEMENT		D: REGIONAL HUB CO-ORDINATOR'S ENDORSEMENT	
NAME		NAME	
EMAIL		EMAIL	
PHONE		PHONE	
COMMENTS		COMMENTS	

Send to Portfolio Holder for Approval (either guideprogramme@girlguidingnz.org.nz or rangerprogramme@girlguidingnz.org.nz)

E: COMPLETED BY GUIDE/RANGER PORTFOLIO HOLDER			
EXTENSION GRANTED	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> APPLICANT NOTIFIED	<input type="checkbox"/> REGIONAL HUB CO-ORDINATOR NOTIFIED
EXTENSION FROM		TO	
COMMENTS			
PORTFOLIO HOLDER		APPROVAL DATE	

Portfolio Holder to forward form to National Office for a letter of extension. Email: info@girlguidingnz.org.nz

OFFICE USE	
AWARD COMPLETED	<input type="checkbox"/> Yes <input type="checkbox"/> No
DATE	

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Using this form

Action

Guide/Ranger to complete Section A and Section B

- This should be as soon as it is known that the upper age deadline will not be met and preferably one month before the deadline.
- Please include as much information as possible to ensure fair judgment of the situation.
- Forward to Unit Leader.

Unit Leader to complete Section C

- include additional information about the situation to support this application forward to Regional Hub Co-ordinator

Regional Co-ordinator to complete Section D

- Include any additional information about the situation, if required.
- Forward directly to Section Portfolio Holder or via National Office.

Section Portfolio Holder to complete Section E

- Advise via e-mail the applicant and Regional Hub Co-ordinator of the outcome.
- Forward form to National Office.

Regional Co-ordinator to advise

- unit leader
- relevant Local Co-ordinator

National Office to

- record details and
- arrange letter of extension