GGNO149/2019

Application for an extension to complete to

Guides Aoraki Award / Queen's Guide Award

Please delete or cross out the one not applicable

Section A and B to be completed by the Guide/Ranger		**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 ENDORESEMENT**	
NAME		**NAME**	
EMAIL		**EMAIL**	
PHONE		**PHONE**	
COMMENTS		**COMMENTS**	

Send to the National Programme Adviser for approval (nationalprogramme@girlguidingnz.org.nz)

E: COMPLETED BY GUIDE/RANGER PORTFOLIO HOLDER			
EXTENSION GRANTED	☐ Yes ☐ No	☐ **APPLICANT NOTIFIED**	☐ **REGIONAL HUB CO-ORDINATOR NOTIFIED**
EXTENSION TO			
PORTFOLIO HOLDER		**APPROVAL DATE**	

National Programme Adviser to forward to National Office. Email: info@girlguidingnz.org.nz

OFFICE USE			
AWARD COMPLETED	☐ Yes	**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 two months 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 Hub Co-ordinator to complete Section D

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

Section Portfolio Holder to complete Section E

- Advise via email the applicant, Unit Leader and and Regional Hub Co-ordinator of the outcome.
- Forward form to National Office.

National Office to

- record details.