|  |  |  |
| --- | --- | --- |
| *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 Portfolio Holder for Approval (either* *guideprogramme@girlguidingnz.org.nz* *or* *rangerprogramme@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** |  |

*Portfolio Holder to forward to National Office. Email:* *info@girlguidingnz.org.nz*

|  |
| --- |
| **OFFICE USE** |
| **AWARD COMPLETED** | [ ]  Yes | **DATE** |  |

**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.