

# 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		
<b>A: PERSONAL DETAILS</b>				
NAME		AGE		DATE OF BIRTH
ADDRESS		UNIT NUMBER		
		REGIONAL HUB		
PHONE		EMAIL		
<b>B: REASON FOR REQUEST</b>				
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](mailto:guideprogramme@girlguidingnz.org.nz) or [rangerprogramme@girlguidingnz.org.nz](mailto: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 TO			
PORTFOLIO HOLDER		APPROVAL DATE	

Portfolio Holder to forward to National Office. Email: [info@girlguidingnz.org.nz](mailto:info@girlguidingnz.org.nz)

OFFICE USE			
AWARD COMPLETED	<input type="checkbox"/> 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.