

## APPENDIX 2

### Sample Letter of Commendation

*(Reprinted from a Letter of Commendation given to a Member)*

Ms. ....  
 Provincial Archives Adviser  
 Membership  
 Girl Guides of Canada-Guides du Canada (name of province) Council

Dear .....,

It is with great pleasure that I acknowledge, on behalf of the Provincial Council, your contribution to the Girl Guides of Canada-Guides du Canada in (name of province) with this Letter of Commendation.

As the Provincial Archives Adviser for the Provincial Council, you had the unique and exciting opportunity to provide proper care and safe keeping of our textual records, publications, magazines, photographs, scrapbooks, uniforms, insignia and other artifacts which hold the history of more than 90+ years of Guiding history in our Province. During the time of your position on the Provincial Council, you also had the special challenge of re-locating our Provincial Archives from their former residence into a new location within our Provincial Council Building and in so doing, to begin the process of properly cataloguing true archival materials, clearing up and removing non-archival materials, securing those materials that needed proper holding containers, setting up displays of archival records, uniforms, and insignia, and securing special funding to ensure this work was completed in a timely manner with the proper equipment. Thank you for your time and dedication in the preservation of our Guiding history.

Please accept this Letter of Commendation as a token of our appreciation.

\_\_\_\_\_  
 Provincial Commissioner

\_\_\_\_\_  
 Date