

Tips for Writing a Letter of Support

- Begin with an introduction which identifies the Member being nominated, the award being applied for and a summary of the Member's role(s) and accomplishments.
- In the body of the letter, explain why the individual is deserving of the award. Use specific examples within the letter. You can break the examples down into paragraphs and refer to her accomplishments in the areas of:
 - Guiding
 - Family / Home life
 - Work
 - Personal (illness, disability, challenges)
 - Community life (other volunteering)
- Be sure to include all aspects of the individual being recognized to offer a complete picture of the person.
- Use clear, concise language that states, in your own words, why you think this person should receive this particular Award.
- Try to tie in as many Guiding examples as possible. You can include: positions held; mentoring roles; creativity of unit meetings; support of girl greatness; Link or Trefoil Guild involvement; special events or committees; parent, girl and other Member feedback.
- Letters can come from: Guiders, parents, girls, friends, other volunteer agencies, employers/colleagues, professors etc.
- Every person asked to write a letter of support should be given a copy of the sample letter included in this booklet.

GIRL GUIDES OF CANADA - BRITISH COLUMBIA COUNCIL
AWARDS WORKSHOP



Descriptive Words for Letters of Support

Able to supervise
 Allows others to grow
 Analyze
 Appreciative
 Awaken others to joys of
 Guiding
 Beloved and faithful
 Bridge Builder
 Bright
 Bring determination
 Bubbly
 Business-like
 Cajoled, planned, created
 Candid
 Caring
 Challenges
 Cheerful
 Child centred
 Commitment to excellence
 Committed
 Communicator
 Composed
 Confident
 Conviction
 Co-operative manner
 Coped
 Courageous
 Courteous
 Dedicated
 Dedicated Motivator
 Delegates
 Dependable
 Determined
 Diplomatic
 Disciplinarian
 Does the best
 Dynamic
 Eager to try
 Effective
 Efficient
 Empathetic
 Empowers people
 Encouraging
 Energetic
 Enliven
 Enthusiastic
 Excellent rapport
 Firm
 Flexible
 Forthcoming
 Forthright

Friend to all
 Friendly, professional manner
 Generosity of spirit
 Generous in feedback
 Genuine interest
 Genuine, real
 Gives autonomy to Guiders
 Gives thoughtful advice
 Go out of your way for
 materials
 Goal Oriented
 Goal setter
 Good communicator
 Good evaluator
 Good humoured
 Good judgement
 Good natured
 Good supervisor
 Hardworking
 Has a clear vision
 Helpful
 High energy level
 Honest
 Implementer
 Industrious
 Initiated
 Innovator
 Inspiring
 Instils confidence
 Jolly disposition
 Kind
 Knowledgeable
 Knows policies and procedures
 and established practices
 Leader
 Looks wide
 Loyal
 Made others comfortable
 Open to ideas
 Organized
 Patient
 Personification of Guiding
 Philosophical
 Pleasantly diplomatic
 Poised
 Positive
 Positive attitude
 Positive driving forces
 Practical
 Problem Solver
 Productive

Professional dedication
 Prompt
 Purposeful
 Pursued knowledge
 Puts kids first
 Ready sense of humour
 Reasoned recommendations
 Recognized by others
 Reliable
 Renaissance Guider
 Resolve
 Resourceful
 Respect individual as different
 Respector
 Role model
 See the kernel of the problem
 Sees the big picture
 Sense of mutual respect
 Sensitive
 Sets high standards
 Shares
 Shares leadership
 Shepherded
 Sincere, candid approach
 Skilled
 Solid, current
 Sound common sense
 Steady
 Stimulate
 Strong advocate
 Strong inter-personal skills
 Strong team member
 Supportive
 Talents
 Team builder
 Team Player
 Tenacious
 Thoughtful
 Tolerant
 Understanding
 Unflappable
 Unflinchingly
 Unselfish and untiring support
 Up to date
 Valued
 Very encouraging
 Vision
 Well organized
 Willingness to listen
 Wise assessor
 "Zero in" on critical areas

APPENDIX 1

SAMPLE SUPPORT LETTER

(Reprinted from the Newfoundland and Labrador Awards booklet)

January 1, 2008

Dear Members of the Awards committee:

It gives me great pleasure to write this letter in support of the application for the Medal of Merit for Mary Jane Guider.

I have known Mary Jane since 1994; she has given unselfishly of her time and energy to the girls and to Guiding. We have worked together at the unit level as well as on the district council. Mary Jane is always the first to "Lend a Helping Hand" when adult Members are needed. In 1996, when the Contact Guider of the Brownie Friendship Camp took ill and had to leave the position, Mary Jane volunteered to rearrange her family vacation to ensure that the girls were still able to go to camp.

In 1996, she became a member of the food services staff at a provincial event. Mary Jane was "a ray of sunshine" despite the rain that fell every day of the camp! Both the girls and staff will remember her sunny disposition. She played a large part in making this event a wonderful experience for everyone.

In 2000, she agreed to be the chairwoman of an area event for approximately 1,500 participants. Her organizational skills were very evident as everyone enjoyed the day of games, food and fellowship.

In 2001, she sat on the committee for the "Anniversary of Guiding" and ultimately became responsible for the invitations and food for the day. Mary Jane recruits leaders at work and tells all she meets they really are missing something if they are not involved in Guiding. Her positive comments about Guiding make her a great ambassador for our organization.

Mary Jane's husband and family of two daughters and a son are also very supportive and involved in the numerous activities in which she participates. She is also an active member in her church and community; and in her spare time, she loves to sew.

Mary Jane is truly deserving of the Medal of Merit.

Yours truly,

Mabel Guider