

<https://tinyurl.com/gqspna2021>

GIRL GUIDES SINGAPORE PUAN NOOR AISHAH AWARD WORKING SHEET										Guide Branch		
YEAR OF ASSESSMENT:										2021		
School:										Updated 2020		
Company:										Division:	Submission for:	
Company Strength (as reflected in latest school cockpit) :										No. of Adult Leaders	No. of Guides (Sec 1 to 5)	No. of Guides (Sec 1 - Sec 3 only)
												[Imp: Submit Cockpit attendance]
Captain:										Contact Nos.:	(Tel)	
Email:											(Mobile)	
Lieutenant/s:											(School Fax)	
Unit Helper/s (YA):												

- 1 Do not use abbreviations for your school's name in the PNAA form as well as the badge certificates and badge summary sheets.
- 2 Specify the Coy No. in the PNAA form as well as the badge certificates and badge summary sheets.
- 3 Ensure that the Guider's phone number and email address is accurate.
- 4 The number of Guides (Sec 1-3) and (Sec 1-5) should tally with the Cockpit numbers, even if there are Guides who are on long term MC etc.
- 5 The number of Adult Leaders should tally with the number of names of the Lieutenants (Adult Leaders) and Captain.
- 6 Different Coys cannot have the same Captain and Adult Leaders.
- 7 IMPT: You must fill in the number of Adult Leaders and Guides at the top of the page. Otherwise, computation of the points cannot be carried out.

Evidence to be submitted: School Cockpit Attendance

A ADMINISTRATION (LEADERS)

- | | | | | | | | | | | | |
|-----------------------------|------------------------------|---|--|----------|--|-----------------------------------|--|--|--|--|--|
| 1 | | | | | | | | | | | |
| A. ADMINISTRATION (LEADERS) | | | | | | | | | | | |
| I | Census (Complete submission) | Q points awarded if the census is updated by deadline 30 April) | | 0 | | (impl. Submit HQ Membership Form) | | | | | Select Y (Yes) or N (No) from the drop-down list |
| II | Capitation Fees | Q points awarded if the capitation fees is submitted by deadline 30 April) | | 0 | | | | | | | |
| | | | | subtotal | | 0.0 | | | | | 0.0 |

Select Y if the deadlines are met. Otherwise select N.

Evidence to be submitted: HQ Membership Form (signed by HOD CCA)

B LEADERSHIP (LEADERS)

I Attendance at Guide Related Briefings/Meetings/Trainings

21	B.	LEADERSHIP (LEADERS)									
22	I	Attendance at Guide Related Briefings/Meetings/Trainings									
23		Division Meetings (does not include briefings for competitions or planning sessions or committee meetings)									
24		Date	Name/s of Adult Leader/s who attended the meeting							No. of Adult Leaders	
25											
26											
27											
28											
29											
30		Briefings for HQ Competitions									
31		Date	Name of Competition			Name/s of Adult Leader/s who attended the Briefing				No. of Adult Leaders	
32											
33											
34											

- 1 Examples of Division Meetings: North Division Pow Wow session
Individual Committee Meetings are not considered.
- 2 Examples of briefings for HQ competitions:
 - Camp Challenge Briefing
- 3 Examples of HQ meetings/briefings
 - Coast to Coast Trail Hike
- 4 HQ briefings that cannot be claimed:
 - Cookie sales briefing, BPA bench marking, PGA briefing for candidates.
- 5 Examples of HQ Trainings
 - Pioneer, Homemaker, BTC
 - You can only claim once regardless of the number of days of the training. (Except for BTC, you can claim separately for the Theory and the Residential Camp).

II Qualification of Adult Leaders

II Qualification of Adult Leaders		No. of warranted Guiders
Name/s of Guiders who are warranted	1	
	2	
	3	
subtotal		0.0
Total for this Section		0.0

From 2017 onwards, Unit must be led by at least one warranted Guider.

- 2 The same Adult Leader cannot claim for more than 1 Coy.
She also cannot claim for another Coy which is not her own.

C MEMBERSHIP

C. MEMBERSHIP									
No. of Guides (Sec 1 - 5) who have attendance 75% and above (as reflected in the Cockpit records)						0			
Total no. of Guides (Sec 1 - 5) in the Company (as reflected in the Cockpit records)						0.0%			
Percentage of Guides who have attendance 75% and above								0.0	
						subtotal			

- 1 Key in the number, not percentage, of students who have attendance more than 75%. The formula will automatically calculate the percentage.

D PARTICIPATION

I, II, III CAMP

I Blended Camp <i>[min. 2 days consecutively with a mixture of online/offline activity]</i>									
Venue	no. of tents used	Camp Commandant	Period			No. of Days	Members		
				to					
				to					
				to					
			No. of Camps		x	4	=	0	

II Day Camp <i>[min. 2 full days consecutively include at least 1 outdoor activity]</i>									
Venue	no. of canvas tents	Camp Commandant	Period			No. of Days	Members		
				to					
				to					
			No. of Camps		x	5	=	0	

III Day Camp with camp mock-up <i>[min. 2 full days consecutively including setting up at least 1 canvas tent + 1 set of tent gadgets + 1 kitchen shelter + 1 kitchen dresser + 1 fire altar + at least 1 other outdoor activity]</i>									
Venue	no. of canvas tents used	Camp Commandant	Period			No. of Days	Members		
				to					
				to					
			No. of Camps		x	6	=	0	

- 1 Fill in the relevant information in the appropriate cells.
- 2 For a camp to be claimable for PNAA, the number of participating Guides must be at least at least 50% of Sec 1 to Sec 3 membership throughout the year of assessment.
- 3 Fill in the number of camps conducted, not the number of participants.
- 4 Camp must be minimum 2 consecutive days. Otherwise, it will also be considered as an enrichment activity.
- 5 Do not leave the dates blank.

IV UNIT ORGANIZED ACTIVITIES

- 1 Do not leave the dates column blank. If the same activity is carried out multiple times, you may key in multiple dates, or 'every Unit meeting' or 'twice a term' etc.
- 2 Do not leave the Members column blank. If the same activity is carried out multiple times, you can key in the total number of Guides participating in that activity.
- 3 A Unit organized activity must have a participation rate of at least 50% of the Sec 1-Sec 3 membership. Otherwise select 'N'.
- 4 For Inter-CCA Activity, indicate the names of the participating CCAs. An Inter-CCA Activity consists of at least four CCAs, including Girl Guides.
The number of members does not include the number of participants from the other CCAs.

V DIVISION ACTIVITIES

- 1 If the event is a competition event, then claim under Competition only. Do not double claim under Activities. E.g. South Division playoffs, East Division Wide Game Challenge, North Division Outdoor Challenge, North Division Amazing race, etc.

VI HQ ACTIVITIES

- 1 Claim for PGA Camp only when your Guides attend as participants, not as candidates.
- 2 If the event is a competition event, then claim under Competition only. Do not double claim under Activities. E.g. Wee Kim Wee Challenge, BP Quest, etc

E1 SERVICES: ADULT LEADER

- 1 The same Adult Leader cannot claim for more than one Coy.
She also cannot claim for another Coy which is not her own.
- 2 Adult Leaders from different Coys cannot claim for the same service/activity at the same event.
- 3 Only one Coy can claim for hosting school.
- 4 Be specific in the description of role. For instance, do not use the term 'resource personnel', or 'aid in organizing activity'.
- 5 For the same event, claim for one Guider regardless of the number of guiders or activities involved.

I

Division Services

Activity/Event	Name/s of Adult Leader/s involved	Brief description of role	Hosting school	Committee Member					
World Thinking Day									
Division Day	Tan Lim Mui, Jasmine Loh	In-charge of the activities at 2 stations		Y					
Committee Member	Tan Lim Mui	Set up station to teach guides how to make gadgets		Y					
				N					
				N					
				N					
			0	2					
							subtotal	4.0	4.0

II

Headquarter Services

Activity / Event / Committee	Name/s of Adult Leader/s involved	Brief description of role	Commissioner	Committee Member	SYF/ NDP	Camp Resource Personnel	Trainer / Tester	HQ Events / Activities Resource Personnel		
BPA Testers (Round 1 & Round 2)	Tan Li Meng, Jasmine Loh	Tester for planning and execution rounds					1			
Thinking Day	Tan Li Meng, Jasmine Loh	Set up booth on Asia Pacific; train the flag bearers						1		
Garden by the Bay Facilitation Training	Tan Lay Meng, Jasmine Loh	Supervise the Guides						1		
			0	0	0	0	1	2		
							subtotal	3.0	3.0	

- 6 You can claim for public sales of cookies as Resource Personnel at HQ Activities. Again, claim for one Guider regardless of the number of days or Guiders involved. Public sales of cookies refer to the sales of cookies at various public places, which are organized by HQ. It does not refer to sales of cookies by your own Unit.
- 7 Services by YAs cannot be claimed for PNAA.
- 8 Guiders cannot claim for services under Campsite Cleaning.

E2 SERVICES: GUIDES

- 1 Claim only for the actual event. Do not claim for rehearsals or practices or preparations or trainings or briefings.
- 2 For the same event, even if the Guides carry out several different duties, claim them together in the same row.
- 3 Do not leave the dates column blank.
- 4 Different Coys cannot claim for the same service at the same event (except when they form part of the Contingent for National Day or Founder's Day).
- 5 Campsite cleaning does not refer to the cleaning of Camp Christine at the end of your Company Camp.
- 6 Claim for a maximum of ten Guides per school for flag-raising ceremony. Specify how often the Guides carry out this duty.

- 7 Guides can claim for serving as patrols for BPA candidates, provided the tester is not a Guider from their own school. Claim once only.

Evidence to be submitted: HQ Yeomen Service – Provide verification of services rendered (if any)

F GUIDE ATTAINMENT

1

[illegible]

From 2021 onwards, you need to submit GuidingLIGHT badge report for the Gold, Silver, Bronze, Proficiency and Interest badges (sorted by badge type).

- 2 Make sure that you have bought all your badges (Gold, Silver, Bronze, Proficiency and Interest) within the Year of Assessment before submitting the PNAA form. You cannot claim for badges that you have not bought.
- 3 You cannot claim for badges that you have bought the previous years.
- 4 Do not buy the same badges for Guides who have already been awarded these same badges the previous years. You cannot claim for these badges.

Evidence to be submitted:

1. GuidingLIGHT badge report and / or
2. Official verification from NYAA Council for Guide NYAA Badges (if any)

G COMPETITION

- 1 Specify the names of each competition. Do not lump them together as Division Day competitions or Thinking Day Competitions.

31.	Participation (Winning and Non-winning)						
I	Division Competition (Specify the name of the competition)		Date				No. of Competition
	Division Day: Healthy Meals for Healthy Life		3-Apr-20				1
	Division Day: We Match - Real Tic Tac Toe		3-Apr-20				1
	Outdoor Challenge: Creative Gateway		20-Jul-20				1
	Outdoor Challenge: Tent Pitching		20-Jul-20				1
							4

G2. Achievement / Competitions Won										
I Division Competition (Specify the name of the Competition)						Date	Merit	Bronze	Silver	Gold
Division Day: Healthy Meals for Healthy Life						3-Apr-20				1
Division Day: We Match - Real Tic Tac Toe						3-Apr-20				1
Outdoor Challenge: Creative Gateway						20-Jul-20	1			
Outdoor Challenge: Tent Pitching						20-Jul-20	1			
							2	0	0	2

- 2 For each competition, the number of competitions is always 1, regardless of the number of teams or entries submitted.
- 3 For schools with more than one Coys, if you intend to apply for PNAA for your Coys, then when taking part in competitions, you need to specify the Coys. Otherwise for PNAA computation, it will automatically be taken to be Coy 1.

H INITIATIVES

- 1 Units must carry out projects from 3 different categories to earn maximum points. At the end of each project, a reflection must be submitted via the online platform in any form of media within one month of completion of the project.
- 2 Online link for submission of Initiative – <https://tinyurl.com/guideinitiative>
Description of each initiative must always contain the relevant details such as dates, no. of Guides involved, and brief description of what the Guides does at each session. Initiatives not submitted via the Online platform will not be counted.
- 3 **Leading in Context** – Badge activity must be that recognised from WAGGGS (<https://www.wagggs.org/en/>). Guiders can refer to the official WAGGGS website or the supporting list that Guide Branch has issued.
- 4 **Leading for Girls' Empowerment** – Advocacy Project must follow the Guidelines as set in the Advocacy Toolkit (<https://www.wagggs.org/en/resources/advocacy-toolkit-speak-out-her-world/>) There should be a key decision maker in the project. Advocacy is not equivalent to seeking awareness of the project. An example of advocacy would be WAGGGS Action Body Confidence.
- 5 **Leading for Impact** – Service learning must always be carried out to a Social Service Agencies (SSA).
For Service Learning, the minimum 3 sessions should not have more than one planning or training session. For example, you can have 1 training, 1 fund-raising and 1 interaction. Or 3 interaction sessions OR 1 planning and 2 interactions OR 2 fund-raising and 1 interaction sessions. BUT NOT 2 planning/training sessions and 1 interaction session.
Service learning must be carried out to the same Social Service Agencies (SSA).
If schools wish to work with other agencies, do clarify with the Guide Branch Commissioner before proceeding.

- 6 Brownies or church or Girls' Brigades are not Social Service Agencies (SSA).
- 7 **Leading for Innovation** – Guides are involved in an innovation project.
- 8 **Leading Relationships** - At least 5 Guides collaborating with at least 5 participants from another CCA/Brownie Unit/Guide Unit to create an impact with a minimum of 3 sessions with at least 1 interaction of 3 hours. Impact is defined as making an impact to Guiding, the community or the world
(<https://www.waggs.org/documents/300/BeTheChange.pdf>)
- 9 If an activity is claimed under INITIATIVE, then it cannot be claimed again under ACTIVITIES or SERVICE or ADULT LEADERS' SERVICE or BADGES.