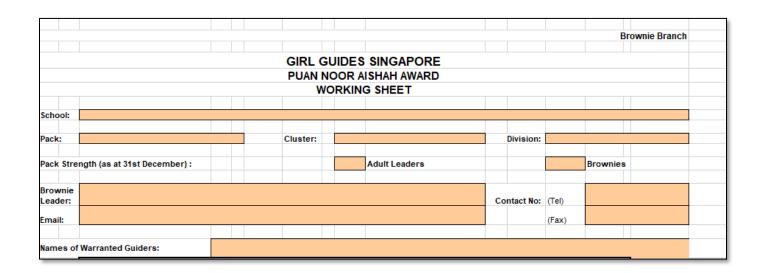




### Puan Noor Aishah Award Guide – How to Fill up the PNAA Form

Introduction PNAA Form and all documents should be submitted via the online form



- 1. Do not use abbreviations for your school's name in the PNAA form.
- 2. Specify the Pack No. in the PNAA form (e.g. ABC 1st Pack).
- 3. Ensure that the Guider's phone number and email address is accurate.
- 4. The number of Brownies (P2 P6) should tally with the Cockpit numbers, even if there are Brownies who are on long term MC etc.
- 5. The number of Brownie Leaders should tally with the number of names of the Brownie Leaders and Assistant Brownie Leaders
- 6. The number of Brownie Leaders and Brownies should tally with the capitation form submitted to HQ.
- 7. **Capitation Fee MUST be paid** for untrained Guiders in order to be recorded as Adult Leaders.
- 8. Different Packs **cannot** have the same Brownie Leaders.
- 9. **IMPT**: You must fill in the number of Brownie Leaders and Brownies at the top of the page. Otherwise, computation of the points cannot be carried out.

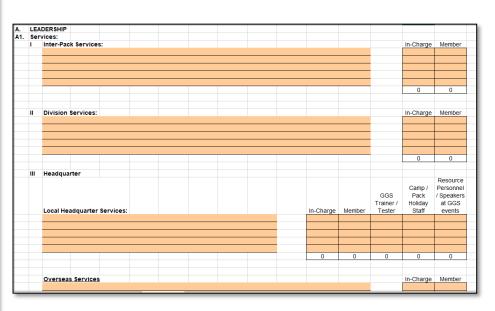
Evidence to be submitted: School Cockpit Attendance





### A1: SERVICES: ADULT LEADER

Α.	LEA	ADERSHIP				
A1.	Ser	vices:				
	I	Inter-Pack Services*				
		Activities In-Charge	3	x		members
		Activities Committee Member	1	x	-	members
	II	Division Services*				
		Activities In-Charge	3	x	-	members
		Activities Committee Member	2	x	-	members
	Ш	Headquarter Services*				
		Local				
		Committee In-Charge	5	x	-	members
		Committee Member	3	x	-	members
		GGS Trainer/Tester	2	x	-	members
		Camp / Pack Holiday Staff	2	x	-	members
		Resource Personnel / Speakers at GGS events	1	x	-	members
		мет ∪оокіе Sales target от ∠ tins per Adult Leader	4	x		members
		Fund Raising	4	x		activities
		Oversees				
		Overseas A etivities to Change				
		Activities In-Charge	5	X	-	members
		Activities Group Member	3	x	-	members



- 1. The same Guider cannot claim for more than one Pack. She also cannot claim for another Pack which is not her own.
- 2. Guiders from different Pack cannot claim for the same service/activity at the same event.
- 3. Only one Pack 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 organising activity'. (E.g. Prize Steward at Brownie Award Ceremony)
- 5. For the same event, you can claim for more than one Guider if these Guiders are from the same pack are involved in the same event.
- 6. You can claim for public sale of cookies as Resource Personnel at HQ activities.
  Claim for one Guider regardless of the number of days or Guiders involved.
  Public sale of cookies refer to the sale at various public place, e.g. NTUC FairPrice, which are organised by HQ. It does not refer to sale of cookies by your own Pack.
- 7. Guiders cannot claim for services under Campsite Cleaning



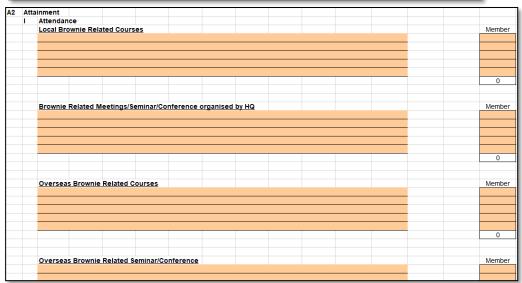


### A: LEADERSHIP

#### **A2: ATTAINMENT**

#### I Attendance

<b>A2</b>	Attainment				
	1	Attendance			
		Local			
		Annual General Meeting (AGM)	1	X	members
		World Thinking Day	1	X	members
		Annual Guiders' Conference	1	Х	members



- 1. Examples of Division Meetings: West Division Meeting Individual Committee Meetings are not considered
- 2. Examples of briefings for HQ Competitions
  - Brownie Revel Competition Briefing
- 3. Exmples of HQ meetings/briefings
  - CCAB & PNAA Briefings
- 4. HQ briefings that <u>cannot</u> be claimed:
  - Cookie sale briefing, CCAB Testers' Briefings for candidates
- 5. Examples of HQ Trainings:
  - FBM, ABC, Guiding Light, 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

II	Qualification			
	Pack Holiday License	5	X	members
	Warrant	4	X	members
	First - Aider	2	X	members
III	Award			
	WAGGGS/ AP Award	4	x	member
	HQ Initiated Award	2	x	member
IV	Length of Service			
	Year 1 - 5	1	X	member
	Year 6 - 10	2	X	member
	Year 11 - 15	3	x	member
	Year 16 - 20	4	x	member
	Year 21 above	5	х	member

- 1. From 2017 onwards, Packs must be led by at least one warranted Guider.
- 2. The same Guider cannot claim for more than 1 Pack
  She also cannot claim for another Pack which is not her own.



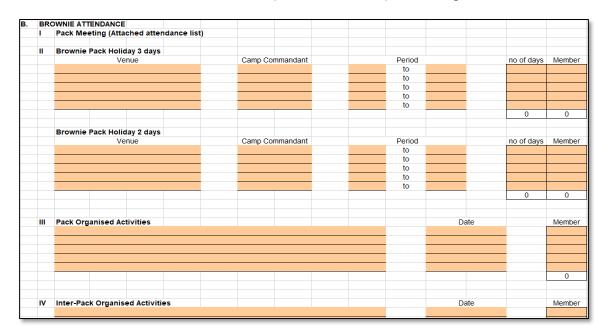


#### B: BROWNIE ATTENDACE

B.	BROWNIE ATTENDANCE						
	ı	Official Unit Meetings	0.5	X	members	X	official unit meetings

- 1. Official pack meetings are defined as those where full attendance for all unit members are required.
- 2. Key in the number, not percentage, of students who have more than 75% attendance.

The formula will automatically calculate the percentage.



- 1. Fill in the relevant information in the appropriate cells.
- 2. For a Pack Holiday to be claimable for PNAA, fill in according to the number of days/nights.
- 3. Camp must be minimum 2 consecutive days. Otherwise, it will be considered as a pack organised activity
- 4. Do not leave the dates blank

### III Pack Organised 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 caried out multiple times, you can key in the total number of Guides participating in that activity.
- 3. A Pack Organised activity must have participation rate of at least 50% of the total Pack from P2 P6.





### IV Inter-Pack Organised Activities

1. For Inter-Pack Organised Activities, indicate the names of the participating Packs. An Inter-Unit Activity consist of at least 3 packs.

### V Division Organised Activities

 If the event is a competition event, then claim under Competition only. Do not double claim under Activities, e.g. South Division Craft, South Division Amazing Race, West Division Zumba, etc

### VI Headquarter

## **Local Headquarter Organised Courses**

1. Courses include FBM and ABC, Cha Ching, etc which are conducted by HQ staff

## **Local Headquarter Organised Activities**

 If the event is a competition event, then claim under Competition only. Do not double claim under Activities e.g., National Brownie Revel Dance Challenge, National Brownie Revel Poster Design Competition.

### C: BROWNIE SERVICES

C.	BRC	WNIE SERVICES		
	L	School Yeoman Services	Date	Member
		School		
		National		
		Day		
		Celebrati		
		on	8-Aug-02	30

IV	Headquarter Yeoman Services		
	Item Presentation for GGS	Date	Member
	Master of Ceremony for Brownie Award Ceremony	23-Jul-02	1
			1
	HQ initiated Yeoman Services	Date	Member
	Cookie Sale at NTUC FairPrice	11-Nov-02	5

- 1. Claim only for the actual event. Do not claim for rehearsals or practices or preparations or trainings or briefings.
- 2. Do not leave the dates column blank
- 3. You can claim for public sale of cookies under HQ Initiated Yeoman Service. Public sale of cookies refer to the sale at various public place, e.g. NTUC FairPrice, which are organised by HQ. It does not refer to sale of cookies by your own Pack.

Evidence to be submitted: HQ Yeomen Service – Provide verification of services rendered (if any), eg. Email from HQ to verify that your Pack is required to sell cookies at NTUC.





#### D BROWNIE ATTAINMENT

#### D1 Badge Scheme

D.	BR	OVNIE ATTAINMENT	
D1.	Bad	dge Scheme	
	I	Brownie Interest	
		Name of WAGGGS/Interest / Proficiency Badges	Awardees
		Cook	5
		Pathfinder Pathfinder	3
		Tradition: Identity	2

- 1. From 2021 onwards, you need to submit GuidingLIGHT Badge Report for the Proficiency and Interest badges (sorted by badge type).
- 2. Make sure that you have bought all your badges within the Year of Assessment before submitting the PNAA form. You cannot claim for badges that you have not purchased.
- 3. You cannot claim for badges that you have purchased the previous years.
- 4. Do not buy the same bades for Brownies 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

#### **E** COMPETITION

II	Division Competitions:	Date Bronze Silver Gold	
	West Division Day Zumba Competition: Let's Get Physical	26-Mar-22	1
	West Division Day Upcycling Competition	26-Mar-22 1	
		1 0 1	
Ш	Headquarter Competitions:	Date Bronze Silver Gold	
	Pack Holiday Challenge		
	National Brownie Revel Dance Challenge	5-Nov-22 1	

- 1. Specify the names of each competition. Do not lump them together as Division Day competitions or Thinking Day Competitions
- 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 Pack, if you intend to apply for PNAA for your Pack, then when taking part in competition, you need to specify the Pack. Otherwise for PNAA computation, it will automatically be taken to be Pack 1.

## E3 Other Awards given to any Brownie (Edusave, Eagles, Character Award)

E3.	E3. Other Awards given to any Brownie (Edusave Eagles, Character Awar			Date			Award Received		
		Eagles Award		12-Nov-02			3		

- 1. Only ECHA and EAGLES awards are recognised.
- 2. Do not submit school-based awards given at the school level.