



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**

				Brownie Branch	
GIRL GUIDES SINGAPORE PUAN NOOR AISHAH AWARD WORKING SHEET					
School:					
Pack:		Cluster:		Division:	
Pack Strength (as at 31st December):		Adult Leaders		Brownies	
Brownie Leader:				Contact No: (Tel)	
Email:				(Fax)	
Names of Warranted Guiders:					

- Do not use abbreviations for your school's name in the PNAA form.
- Specify the Pack No. in the PNAA form (e.g. ABC 1st Pack).
- Ensure that the Guider's phone number and email address is accurate.
- The number of Brownies (P2 – P6) should tally with the Cockpit numbers, even if there are Brownies who are on long term MC etc.
- The number of Brownie Leaders should tally with the number of names of the Brownie Leaders and Assistant Brownie Leaders
- The number of Brownie Leaders and Brownies should tally with the capitation form submitted to HQ.
- Capitation Fee MUST be paid** for untrained Guiders in order to be recorded as Adult Leaders.
- Different Packs **cannot** have the same Brownie Leaders.
- 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**

A. LEADERSHIP				
A1. Services:				
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
III Headquarter Services*				
<u>Local</u>				
Committee In-Charge	5	x	-	members
Committee Member	3	x	-	members
GGG Trainer/Tester	2	x	-	members
Camp / Pack Holiday Staff	2	x	-	members
Resource Personnel / Speakers at GGS events	1	x	-	members
Met Cookie Sales target of 2 tins per Adult Leader	4	x	-	members
Fund Raising	4	x	-	activities
<u>Overseas</u>				
Activities In-Charge	5	x	-	members
Activities Group Member	3	x	-	members

A. LEADERSHIP											
A1. Services:											
I Inter-Pack Services:							In-Charge		Member		
							0	0			
II Division Services:							In-Charge		Member		
							0	0			
III Headquarter											
Local Headquarter Services:							In-Charge	Member	GGG Trainer / Tester	Camp / Pack Holiday Staff	Resource Personnel / Speakers at GGS events
							0	0	0	0	0
Overseas Services							In-Charge		Member		

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

A2 Attainment					
I	Attendance				
	<u>Local</u>				
	Annual General Meeting (AGM)	1	x		members
	World Thinking Day	1	x		members
	Annual Guiders' Conference	1	x		members

A2 Attainment											
I	Attendance										
	<u>Local Brownie Related Courses</u>										
											Member
											0
	<u>Brownie Related Meetings/Seminar/Conference organised by HQ</u>										
											Member
											0
	<u>Overseas Brownie Related Courses</u>										
											Member
											0
	<u>Overseas Brownie Related Seminar/Conference</u>										
											Member

- Examples of Division Meetings: West Division Meeting
Individual Committee Meetings are not considered
- Examples of briefings for HQ Competitions
 - Brownie Revel Competition Briefing
- Exmples of HQ meetings/briefings
 - CCAB & PNAA Briefings
- HQ briefings that cannot be claimed:
 - Cookie sale briefing, CCAB Testers' Briefings for candidates
- 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		members
	HQ Initiated Award	2	x		members
IV	Length of Service				
	Year 1 - 5	1	x		members
	Year 6 - 10	2	x		members
	Year 11 - 15	3	x		members
	Year 16 - 20	4	x		members
	Year 21 above	5	x		members

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 ATTENDANCE

B. BROWNIE ATTENDANCE									
	↓	Official Unit Meetings	0.5	x		members	x		official unit meetings

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

B. BROWNIE ATTENDANCE									
I Pack Meeting (Attached attendance list)									
II Brownie Pack Holiday 3 days									
Venue			Camp Commandant		Period		no of days		Member
					to				
					to				
					to				
					to				
					to				
							0		0
Brownie Pack Holiday 2 days									
Venue			Camp Commandant		Period		no of days		Member
					to				
					to				
					to				
					to				
							0		0
III Pack Organised Activities									
						Date		Member	
								0	
IV Inter-Pack Organised Activities									
						Date		Member	

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

III Pack Organised Activities

- 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
- 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.
- A Pack Organised activity must have participation rate of at least 50% of the total Pack from P2 – P6.

**IV Inter-Pack Organised Activities**

- 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**

- 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. BROWNIE SERVICES			
I	School Yeoman Services	Date	Member
	School National Day Celebration	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

- Claim only for the actual event. Do not claim for rehearsals or practices or preparations or trainings or briefings.
- Do not leave the dates column blank
- 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. BROWNIE ATTAINMENT									
D1. Badge Scheme									
I. Brownie Interest									
Name of WAGGGS Interest / Proficiency Badges									Awardees
Cook									5
Pathfinder									3
Tradition: Identity									2

- From 2021 onwards, you need to submit GuidingLIGHT Badge Report for the Proficiency and Interest badges (sorted by badge type).
- 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.
- You cannot claim for badges that you have purchased the previous years.
- Do not buy the same badges 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
III. Headquarter Competitions:					Date	Bronze	Silver	Gold
Pack Holiday Challenge								
National Brownie Revel Dance Challenge					5-Nov-22		1	

- Specify the names of each competition. Do not lump them together as Division Day competitions or Thinking Day Competitions
- For each competition, the number of competitions is always 1, regardless of the number of teams or entries submitted.
- 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. Other Awards given to any Brownie (Edusave Eagles, Character Award)					Date	Award Received		
Eagles Award					12-Nov-02			3

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