National & Council Awards Packet
Adult Recognition

What’s inside?
√ Recognitions Overview
√ Where to Wear Award Pins
√ Nomination Process and Tips
√ Award Criteria
√ Timeline and Key Dates
Adult Recognition in Girl Scouting

Girl Scouts of Northern California is fortunate to have so many individuals who share their time, talents, and skills to be a positive influence in the lives of others, and we want to make sure our dedicated volunteers are recognized! Volunteers want to know that their time and energy are appreciated and that they are valued, and recognition is an important way to retain the invaluable women and men who volunteer with Girl Scouts.

**Formal Recognitions**

For truly significant service, there is a formal adult recognition program in Girl Scouting. These council and national awards recognize outstanding accomplishments that go well beyond what would be expected for the position held.

Adult volunteers, staff, and people/organizations outside Girl Scouting who provide invaluable support to Girl Scouts can be nominated.

![Award Icon]

View our award descriptions and criteria (pages 5-7) to determine which award is the best fit for your candidate(s).

Submit online nomination and letter of endorsement forms by June 30th at gsnorcal.org-recognition

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**Informal Recognitions**

Keep in mind that volunteer appreciation can happen all year long!

Recognitions might be made on special Girl Scout holidays, at service unit meetings, at a special recognition event, immediately following service rendered, at community recognition events, etc.

Make sure to check out:

- **Service Unit Awards Packet** for service unit level awards like Volunteer of Excellence, Father of the Year, and customizable certificates that service units can give their volunteers each year
- **GSNorCal Pinterest board** for easy thank you gift ideas (pinterest.com/gsnorcal/volunteer-appreciation-ideas/)

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**Where To Wear Award Pins**

![Award Diagram]

- Latest /Highest Award Pin
- Lifetime Pin
- ID Pin
- Years of Volunteer Service Pin
- Adult Insignia Tab
- WAGGGS Pin
- Volunteer Position Pin
- Membership Pin
- Numeral Guard

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**Questions?** Contact Amy Dodd, Volunteer Recognition Manager: ADodd@gsnorcal.org or 800-447-4475 ext. 8011
Nomination Process

Our nomination process is easier than ever and only requires two forms that are submitted online by June 30th. Any Girl Scout troop, service unit, council staff, or individual can nominate a volunteer for an award.

Here’s how you do it!

**Step 1**
Review the Adult Recognitions At-a-Glance (pages 5-7) to find the right award for your nominee.

**Step 2**
Check the past awardee list (online) to see what awards your candidate may have already earned.

**Step 3**
Complete the online Nomination Form
- Submit at www.GSNorCal.org/recognition (National & Council Awards)
- Make sure to include:
  - How the candidate met the award criteria
  - Specific accomplishments
  - The impact the candidate has had
  - How the candidate exceeded expectations for their role
  - Growth - candidate’s new accomplishments and service since they received their last award

**Step 4**
Recruit an additional person to complete and submit the online Letter of Endorsement form and recruit the required number of people to sign it
- Submit at gsnorcal.org/recognition (Nominate a Volunteer)
- Only ONE endorsement form with multiple signatures is submitted
- Endorsers may not be the same person writing the nomination
- Endorsement letters should be different than the nomination statement to give a different perspective and additional information

**Deadline**
Make sure the Nomination Form and Letter of Endorsement are submitted online by June 30.

Questions? Contact Amy Dodd, Volunteer Recognition Manager: ADodd@gsnorcal.org or 800-447-4475 ext. 8011
# How To Write A Strong Nomination

We want to know how fabulous your award candidates are so we can recognize them! This chart shows how a statement, with a little thought, can become a stronger nomination statement for the Adult Recognition Task Group’s review.

<table>
<thead>
<tr>
<th>INITIAL STATEMENT:</th>
<th>THOUGHTFULLY CONSIDER:</th>
<th>STRONG NOMINATION STATEMENT:</th>
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</thead>
<tbody>
<tr>
<td>“She has been a leader for a long time.”</td>
<td>How many years? Through which levels?</td>
<td>“For 11 years, she has led a large troop from Daisies, persevering through the difficult middle school years, to their current Senior Troop.”</td>
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<tr>
<td>“She is a great leader.”</td>
<td>What kind of leadership qualities does she bring? What makes her stand out?</td>
<td>“She continually brings leadership opportunities to the girls. She encourages a girl-led approach by allowing girls to vote on and implement their activities.”</td>
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<tr>
<td>“She always goes above and beyond.”</td>
<td>Be specific! Tell a story about the great benefits those around her receive due to her efforts.</td>
<td>“Her troop voted to start the aMuse Journey. Because she has never considered herself a “creative soul” when it came to artistic endeavors, she recruited troop parents, artists and actors as resources for her girls to draw from. As a result, the girls have had a great time meeting community experts and discovering parent talent in their own troop! They now have several opportunities for Take Action projects.”</td>
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<tr>
<td>“She’s has been the best day camp administrator we have ever had.”</td>
<td>Be specific! Tell a story about the support given to the girls, and how the girls benefitted.</td>
<td>For the past ten years this fabulous volunteer has headed up a day camp that supports 200 – 300 girls yearly. She has recruited adult help when there didn’t seem to be any. At one point day camp was in danger of being cancelled until this volunteer stepped in and started an email and phone campaign to recruit the needed volunteers to hold the camp.”</td>
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# Award Criteria - Adult Recognition

## NATIONAL AWARDS

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<thead>
<tr>
<th>AWARD</th>
<th>CRITERIA</th>
<th>ENDORSEMENTS</th>
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| Appreciation Pin | • Service performed by the nominee is above and beyond the expectations for the position held  
• Service made an impact on one geographic area within the council’s jurisdiction  
• Be an active, registered adult Girl Scout with approved volunteer screening on file with the council.                                            | 1 endorsement letter with 2 signatures           |
| Honor Pin        | • Service performed by the nominee is above and beyond the expectations for the position held  
• Service made an impact on two or more geographic areas within the council’s jurisdiction  
• Be an active, registered adult Girl Scout with approved volunteer screening on file with the council.                                         | 1 endorsement letter with 3 signatures (It is suggested that 1 endorsement be from the second area of service) |
| Thanks Badge     | • The outstanding service performed by the nominee resulted in outcomes that benefitted the total council or the entire Girl Scout organization  
• Service is so significantly above and beyond the call of duty that no other award would be appropriate  
• Be an active, registered adult Girl Scout with approved volunteer screening on file with the council.                                             | 1 endorsement letter with 4 signatures           |
| Thanks Badge II  | • Has received the Thanks Badge  
• The outstanding service performed by the nominee resulted in outcomes that benefitted the total council or the entire Girl Scout organization  
• Service is so significantly above and beyond the call of duty that no other award would be appropriate  
• Be an active, registered adult Girl Scout with approved volunteer screening on file with the council.                                             | 1 endorsement letter with 4 signatures           |
<p>| President’s Award (Certificate) | • Recognizes the efforts of a service delivery team or committee whose exemplary service in support of delivering the Girl Scout Leadership Experience surpassed team goals and resulted in significant, measurable impact toward reaching the council’s overall goals | None required                                    |</p>
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| Alliance Award                            | An organization or business that has developed a council-wide alliance that facilitates Girl Scouting on a significant level, i.e.  
- Co-sponsor council-wide activities  
- Provide a substantial in-kind gift that impacts council services                                                                                                                                  | 1 endorsement letter with 1 signature |
| Chris Arkley Significant Impact Award      | • Perform at a level that exceeds the expectations of the position as outlined in the position description  
- Significantly impacted one area of the council operations or policy such as:  
  - Service unit  
  - Board of Directors  
  - Council task group  
- Continued outstanding service for 3 years after receiving the Appreciation Pin  
- Be an active, registered adult Girl Scout with approved volunteer screening on file with the council                                                                                         | 1 endorsement letter with 2 signatures |
| Dennis Chew Outstanding Fundraiser Award    | • Promote and expand business and community support to Girl Scouts of Northern California  
- Significantly contributed to a substantial increase in contributions received by the council  
- Perform at a level that exceeds the expectations of the position held as outlined in the position description                                                                                   | 1 endorsement letter with 2 signatures |
| Heritage Award                             | • Has been a Girl Scout member for 10 or more years  
- Promotes the history of Girl Scouts through artifact preservation, restoration, sharing and/or by planning and attending heritage events/programs  
- Is knowledgeable of the history of Girl Scouting and uses history to help the council reach its service delivery goals  
- Be an active, registered adult Girl Scout with approved volunteer screening on file with the council                                                                                     | 1 endorsement letter with 2 signatures |
| Outdoor Trailblazer Award                  | • Provide experiences that inspire, are creative, and offer recreational and educational opportunities for girls through group interaction and self-discovery in the outdoors  
- Goes beyond a troop experience, making the outdoor experience possible for a wide number of girls through mentorship or facilitation of adults from numerous troops using the Girl Scout Leadership Experience in the outdoor program  
- Be an active registered adult Girl Scout or group with approved volunteer screening on file with the council                                                                                     | 1 endorsement letter with 2 signatures |
| Phyllis Jones Amistad Award                | • Has demonstrated commitment to diversity by contributing to help the council reach its strategic goal of diversity and inclusion through significantly increasing the number of diverse Girl Scouts in a troop, service unit, outreach program, or camp over a period of time (not just one event)  
- Be an active registered adult Girl Scout or a group of registered Girl Scouts (group can be a service team, group of teens, or group of adults)  
- Have approved volunteer screening on file with the council if adults are working with girls                                                                                       | 1 endorsement letter with 3 signatures |
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| Maud Whalen Continued Exceptional    | • Previously received the Honor Pin  
• Significantly contributed to meeting one or more council goals in membership growth and retention, fund development, or increased community visibility in two or more geographic areas over a sustained period of time  
• Consistently perform at a level that exceeds the expectations of the position as outlined in the position description  
• Serve as an exceptional role model for other adults and girls  
• Be an active, registered adult Girl Scout with approved volunteer screening on file with the council | 1 endorsement letter with 3 signatures (It is suggested that 1 endorsement be from the second area of service) |
| Service Award                        |                                                                                                                                                                                                          |--------------------------------------------------------------------------------------------------------|
| Eleanor L. Thomas Exemplary Leadership Award | • Have an extraordinarily profound impact on girls' lives through her/his empowerment of those girls as shown in the girls' endorsement letters  
• Provide the girls with exceptional leadership opportunities through exemplary implementation of the girl led model for at least five years  
• Serve as an exceptional role model for girls and other adults  
• Be an active, registered adult Girl Scout with approved volunteer screening on file with the council  
• Be an active troop/group leader that has completed the required troop leadership courses | 1 endorsement letter with 3 adult signatures AND 3 letters written by girls (Total of 6 endorsers)   |
| Ruth Robertson Commitment to Excellence Award | • Provide service that essentially changes the organization for the better  
• Actively recognize, understand, and practice the Girl Scout philosophy and values  
• Demonstrate a high level of volunteer commitment in various fields  
• Demonstrate long-term commitment to the Girl Scout organization through at least ten years of service  
• Be an active, registered adult Girl Scout with approved volunteer screening on file with the council | 1 endorsement letter with 4 signatures                                                                 |
| Circle of Empowerment Award          | • Empower others to deliver the Girl Scout mission by providing support, guidance, and professional development to other Girl Scout adults  
• Serve as an exceptional role model, mentor and coach whose guidance enables others to realize their full potential in Girl Scouting  
• Shares her/his passion and vision for the Girl Scout movement in a way that lights a flame in others to serve girls  
• Demonstrate long-term commitment to the Girl Scout organization through at least ten years of service  
• Be an active, registered adult Girl Scout with approved volunteer screening on file with the council | 1 endorsement letter with 4 signatures                                                                 |
# Adult Recognition Timeline

**Key Dates:**
- **√ June 30th** - Nomination forms due
- **√ Late August** - Nominators contacted regarding approval or denial of awards
- **√ Early September** - Nominators have 5 business days after being contacted to appeal any decisions
- **√ Fall** - Local Recognition Events

**Timeline:**

<table>
<thead>
<tr>
<th>Date/Period</th>
<th>Event Description</th>
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<tr>
<td>June 30th</td>
<td>Online Nomination Forms and Endorsement Letters due</td>
</tr>
<tr>
<td>Upon receipt</td>
<td><strong>Volunteer Recognition Manager reviews the nominations</strong> for accuracy and completeness. Nominators are contacted if any further information is needed.</td>
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<tr>
<td>Upon receipt</td>
<td><strong>Volunteer Recognition Manager obtains approval</strong> from the candidate's Volunteer Development/Membership Manager or staff liaison (or supervisor, if the candidate is a Girl Scouts of Northern California staff person).</td>
</tr>
<tr>
<td>August</td>
<td><strong>Adult Recognition Task Group meets</strong>&lt;br&gt;1. Review of nominations is based on the award criteria and the information provided, not on personality or identity.&lt;br&gt;2. After review of the nomination, the Adult Recognition Task Group members vote to recommend that the award be: 1) approved, 2) approved but change of award category, or 3) not approved&lt;br&gt;3. Members casting a negative vote must be prepared to state the reasons they feel the nomination does not meet the criteria for the award.&lt;br&gt;4. Each nomination package is reviewed individually, and a vote is taken at the end of the review before the next package is reviewed.</td>
</tr>
<tr>
<td>September (After Review)</td>
<td><strong>Nominators are notified of the status of their nominations</strong> within 5 business days of the vote. If a nomination was not approved or a different award was approved, information will be shared regarding what is needed to make a stronger nomination if the nominator decides to use the appeals process.</td>
</tr>
<tr>
<td>Within 5 Business Days</td>
<td><strong>APPEALS:</strong> Nominations may be revised and resubmitted within 5 business days of notification. The appeals go to the Chief Mission Delivery Officer, who will review the information in the revised nomination and make a final decision.</td>
</tr>
<tr>
<td>September</td>
<td>Approved nominations are submitted to the Board of Directors for final approval.</td>
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<tr>
<td>September</td>
<td>Awardees are invited to their local celebration event.</td>
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<tr>
<td>Fall</td>
<td><strong>The awards are presented</strong> in the fall (typically October) at local or regional Recognition Events.</td>
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