

Bronze Award Packet

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# Adult Roles to Assist the Girl Scout(s) in the Bronze Award Process

Girl Scouts is a “by girls, for girls” experience. All activities must be girl-led. Yet to be successful, each girl working to achieve the Bronze Award needs to interact with several adults. Each adult has a different role.

Girl Scout Troop Leader: The interested Girl Scout(s) notifies this person that she would like to earn her Bronze Award. The Troop Leader provides general assistance to the Girl Scout(s) in developing, planning, and evaluating her/their progress in the steps towards the Bronze Award. This person also helps her understand any rules or regulations set by GSUSA and GSNorCal. The Troop Leader should point the Girl Scout(s) to the online training and documentation. Instead of telling the Girl Scouts what to do, the Troop Leader should ask questions until s/he is satisfied the Girl Scout knows what to do. As this is a learning process the Troop Leader may need to gently guide the girl(s) down the correct path.

Parent or Guardian: Parents and guardians play a significant role in supporting a girl during the Bronze Award process. This role includes being a coach, mentor, cheerleader, sounding board, and chauffeur. However, a parent should never be a taskmaster, as this must be the GIRL’s project.

Project Advisor: The Project Advisor is someone who gives expert/professional advice related to the specific project. The advisor may be associated with the organization that the girl is working with or may have professional knowledge about the topic or skill of the project. Many times, more than one advisor is used: one with expertise in the subject matter and another with expertise in the age group or cohort the project involves. Most of the time one Project Advisor is considered the main Project Advisor and everyone else are considered consultants. The Project Advisor is not to aide in the design or development of the project. The advisor is there to provide encouragement, expertise, and to be a sounding board. If during the project the Project Advisor is no longer able to assist the Girl Scout, the Girl Scout will need to find another Project Advisor to step in. If different Project Advisors have to stop then the Troop Leader can step in a sub for the Project Advisor so the Girl Scout can continue to do and finish her Bronze Award Project. For the Bronze Award the Troop Leader can also act as the Project Advisor from the beginning.

**Girl Scouts should only “Go for the Bronze” if it is something that they personally want to do.** You should not undertake this process for your parent, troop leader, or anyone else. The Bronze Award process requires a lot of work.

# Bronze Award Process: Steps to earn the Bronze Award

1. Be a registered Girl Scout in Northern California between the grades of 4<sup>th</sup> and 5<sup>th</sup>.
2. Complete your prerequisites.
  - a. 1 Junior Journey
  - b. Yes, you must complete the Journey completely including all badges and the Take Action Projects at the end.
3. Read the Bronze Award Packet.
4. Attend a training.
  - a. There is an online training you can view at your own leisure.
5. Build your team.
  - a. If your troop is willing you can work with your troop and everyone can earn their Bronze Award together.
  - b. You will want to look around your community and see who else can help if you need more volunteers.
6. Investigate your community for issues.
  - a. Discuss with community members who are experts in the issue or the community you are looking at helping. During this step is when you will most likely find your project advisor(s) and when you will find some of your team members.
7. Research the cause of these issues.
  - a. This must come from more than two types of research. Types of research include but are not limited to: talking to people, researching news articles, researching scholarly articles, research on your own, and research information in books.
8. Research what is already happening.
  - a. You and your group should research what is already going to help alleviate this issue and root cause.
  - b. Is someone already doing what you want to do?
    - i. Is it currently working or does it need to be modified?
  - c. Is someone getting paid for what you want to do for free? (Awards projects cannot take away a paid job)
  - d. If you do your project will it affect the root cause of your issue?
9. Discuss plans/project you could do that would reduce or eliminate the root cause and affect the issue.
10. Use your troop leader, project advisor and other adults to help refine your idea, and create a plan.
11. Work on your Project.
  - a. Once you have approval to start from your troop leader you will need to start logging your hours, including phone calls and emails.
  - b. If you run into any issues, talk with your Troop Leader to make sure your project still meets the requirements.
12. Complete your project and have your troop leader submit your Final Group Report.
  - a. This form can be found on our website [www.gsnorcal.org/forms](http://www.gsnorcal.org/forms).
13. Celebrate!
  - a. After your Bronze Award has been approved by your troop leader, you will be able to go to your local Girl Scout store to purchase your Bronze Award Pin.
  - b. There are other Bronze Award items available for your celebration!
14. Ceremonies.
  - a. You can hold your own ceremony, participate in your troop's ceremony, and/or your Service Unit's ceremony. If you hold your own ceremony you will need a registered Girl Scout to give you your pin.

# GSNorCal Bronze Award Rubric for Troop Leaders

Meets Standards	Needs Improvement	Description
		The project is led by the troop, a group of girls, or is a solo project.
		Candidates meet all prerequisites. (Grade, Registered as a Girl Scout, Journey.)
		Project provides an opportunity to lead others and team is identified.
		Target audience is clearly identified. (Can be within Girl Scouts)
		Each girl spend 20 or more hours on the project
		The girls understand the issue they are helping to reduce. They understand what the root cause is, and are trying to affect the root cause.
		Rules, Regulations & Safety Issues are identified & plans are included on how to address by troop leader and girls.

# Bronze Award Take Action Project

A Take Action Project identifies the root cause of a community issue, involves community partners, and has long-term benefits. It not only will benefit others and your community, but should also be important and meaningful to you. The project must take at least 20 hours of planning, leadership, and implementation per girl working on this project to earn the Bronze Award.

Your Bronze Award Take Action Project must be needed for real change and identified by an organization, an identified community, and/or through research.

## Providing Service

Service is an integral part of the Girl Scout experience. Service means doing something helpful without the expectation of payment or any reward. It is an opportunity to show leadership, to make a difference in the lives of others, and to make a positive impact on the community and the world.

Service is a way of relating experience and knowledge to the needs of others. It is not merely doing something for someone, but helping when and where you are needed.

## The Difference Between Service Projects and Take Action

Service Projects are extremely helpful to the community, but normally only solve an immediate need for a short amount of time. Donating food to the animal shelter is a great example of service but once the food donated has been used up, then the animal shelter will be back in the same position it was before and will need more food.

Take Action projects may not solve an immediate need, but rather the long term issue. An example is creating a beach clean-up for you and volunteers, and finding out that the trash lids are being opened by animals. You then create an animal-proof trash lid that gets implemented on all trash cans at that beach. When you do a beach clean-up it helps for that day, and maybe a couple of days after, but it does not address the reason the beach was covered in trash in the first place.

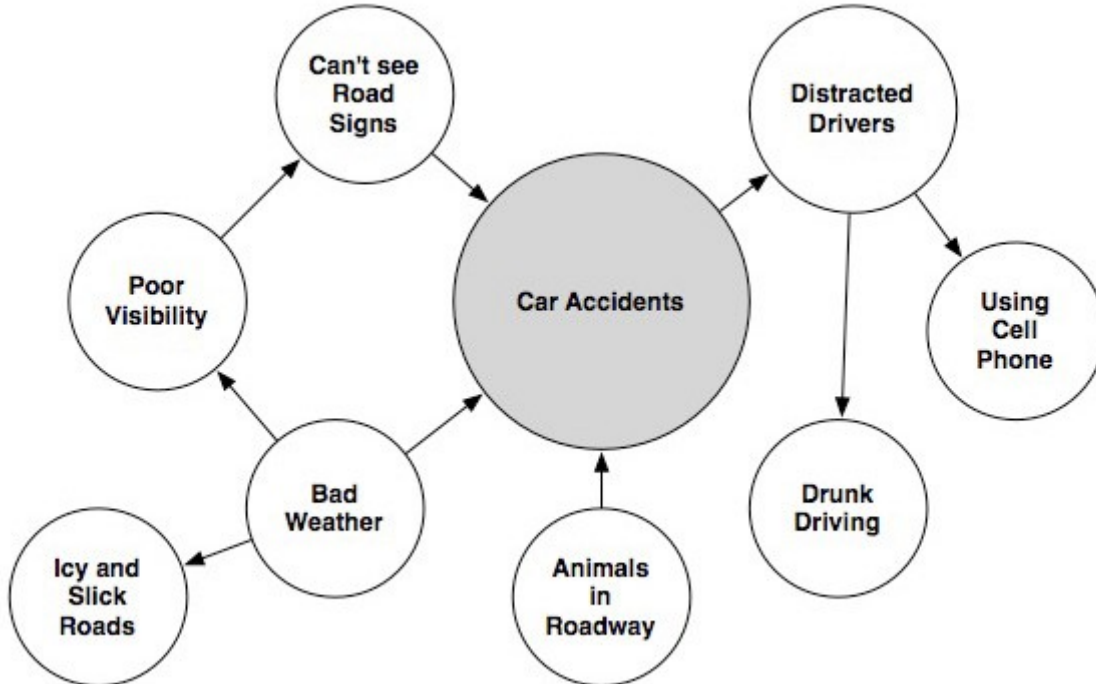
Here is an interesting example. Imagine you are at the park near a river and you hear a cat cry near the river. You go over to investigate and find that there is a cat in a crate floating down the river. You immediately jump in to save the cat. After you saved that cat a second one comes down the river, and a third. You gather some friends to help get these cats out of the river, but what's the root of the problem? Someone is putting cats in the river upstream! A community service project is helping the cats get out of the stream, a Take Action Project is finding and stopping the person who is putting cats in the river. It may not immediately solve the issue, but it will reduce or eliminate the root cause which greatly impacts the issue for a long time.

# Mind-Mapping Tool

Create your own mind-mapping diagram like the one shown here, using one of the issues facing your community. There is a template on the next page for you to use. Follow these instructions.

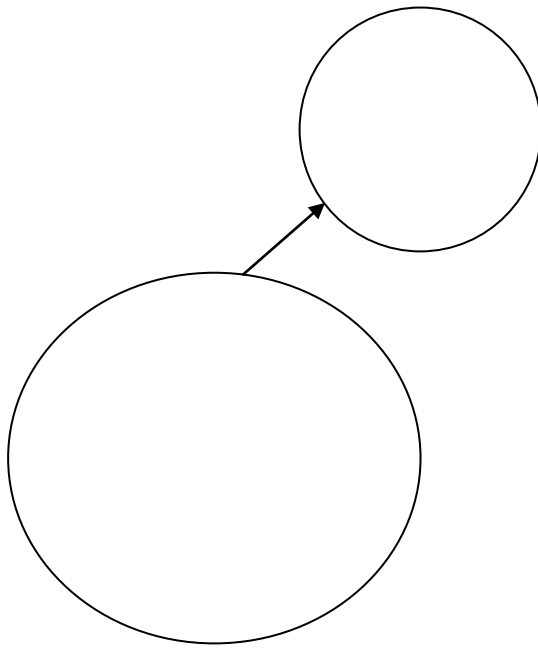
- Write the community issue in the middle of the paper or anywhere that works for you.
- Think about what some of the causes of this issue could be. In this example, one of the main causes of car accidents is bad weather. Notice how many different causes connect from bad weather.
- Now, try connecting the different causes you come up with to each other and to the main issue. How do the causes connect to each other?
- Do you see a pattern?

This activity will help you come up with different ways to approach a problem, as well as different ways you might go about addressing it.





# My Mind Mapping Tool



# Is your idea a possible Bronze Award? Check List

Using the chart below answer the questions about your project by using the Yes and No boxes. If you answer No to any question then your idea could be a valuable service, but is not **yet** a Bronze Award. Add the component(s) missing to make your idea shine!

If you answered Yes to every question, then your idea seems to be a viable Bronze Award project, but changes may need to happen. Talk to your Troop Leader for Approval.

Yes	No	Question
		Did you find an issue in the community backed by research from multiple sources?
		Did you research to find out what was causing it?
		Did you research to find out what was already in place to help alleviate the issue?
		Did you develop a plan with the help of community members who know about the issue to reduce or eliminate the root cause?
		Is your project a new take on what is already in place because current measures are not working? OR Is your project similar to what is already in place because current measures are working but are not sufficient enough? (How do you know? Back your project up with research)
		Is the project developed challenging for you?
		Will you be able to demonstrate leadership while enacting your project?
		Do you have help and support from the community?
		Do you have a target audience?
		Will each girl be able to spend 20 hours on this project? (Volunteer's hours do not count)

# Rules and Regulations to Consider While Planning for Your Award Project

These are common rules and regulations that apply to almost all projects. Some projects will encounter uncommon rules and regulations not listed here. This is where your troop leader will come in handy. Your troop leader and you should review the common rules and regulations so that you are prepared to answer any questions, and meet these regulations with ease.

## General Project Requirements

1. You cannot start work for your Bronze Award prior to completing all prerequisites. Journeys can be started during the summer between your 3<sup>rd</sup> and 4<sup>th</sup> grade year.
2. Your Bronze Award Take Action Project must demonstrate interaction with others in a leadership capacity. This can be with your troop mates.
3. A Bronze Award Take Action Project cannot be a community service project that is currently established at that location. This includes volunteering for a Soup kitchen, donating food to an animal shelter, or fostering an animal.
4. A Bronze Award Take Action Project is not a collect (or make) and donate project. (Although it may have a collection or making and donating, items only, portion.)
5. The Bronze Award project must take a minimum of 20 hours per girl to complete and can take anywhere from a few months to a few years to complete depending on how many girls are working on the project together.

# Money and your Bronze Award Project

The Girl Scout Cookie sale is the leading entrepreneurial program for girls. No university has produced as many female business owners as the Girl Scout Cookie Program. Council-sponsored product sales are really the best way for girls to earn money to pursue their goal. The sales are beloved by the community and come with program, sales, and marketing materials and support that help girls run a great business.

With every season of cookies and fall product sales, another generation of girls learns five important skills:

- Goal setting – Girls who set goals are more likely to reach or exceed those goals – from selling cookies or magazines to completing their science project on time!
- Decision making – A Girl Scout who is participating with her troop on deciding how to use troop proceeds increases her confidence to make decisions about spending baby-sitting money or being a leader to resist negative peer pressure.
- Money management – Girls who learn to handle orders, inventory, and customer's money grow to manage their own allowance, income from a part-time job while still in school, a checking account or their own cell phone bill!
- People skills – Girls learn to listen and have confidence in speaking with others while asking for support of themselves and Girl Scouts with a purchase of cookies, chocolates, or magazines. She learns she can also work well with others on school projects or team sports, and asks for directions from her teacher to achieve her best!
- Business ethics – A Girl Scout is honest and responsible at every step of the Program and learns that being trustworthy and honest are good personal attributes that have benefits in earning the respect of others in school, in college, and in the workplace!

And most of all, girls gain a tremendous amount of confidence. It's not easy to ask people to buy something—you have to speak up, look them in the eye, and believe in what you're doing—all skills that help a girl succeed now and throughout the rest of her life. The product sales programs are a great opportunity to talk to people about your Bronze Award. Talk to people about your project and ask them to support you by giving a Gift of Caring donation, purchasing cookies/nuts, and renewing their magazine subscription. As an experienced Girl Scout, you already know how to sell cookies and nuts. You don't have to stand in front of a store at a booth. What are some other ways you can sell the products?

One of the challenges that confronts every girl looking at earning a Highest Award is the financial aspect. The most efficient way to generate revenue and gain support of your Bronze Award project is to participate in both fall product sales and the cookie program. Aside from participating in product sales, any additional money earning and/or seeking gifts may not be conducted/pursued prior to project approval. Product Sale hours cannot count towards your project hours, but you can use the money earned towards your project. The product sale funds will go into your troop's account. You will need to talk to you troop prior to product sales to ensure that they will save that money for your Bronze Award Project.

As a Junior Girl Scout seeking support for your Bronze Award project, the ability to pursue in-kind donations is an important consideration. If you choose to participate in additional money earning opportunities please remember that your troop must participate on the product sales at a minimum level. The minimum level is 48 items on average per girl in the troop in the last 12 months. E.I. if you are in a troop of 10 girls the troop must sell 480 items in the past 12 months between the cookie and/or fall product sales.

## Things You Can Do:

- **Money-Earning:** These are activities that are planned and carried out by girls and supported by adults to earn money for the group treasury. The income from group money-earning activities never becomes the property of individual members—girls or adults—and is used to support group program activities including award projects. Examples include: troop, group, or girl leading an award project holds a garage sale, or a bake sale, a troop provides babysitting at a community meeting and received donations from parents using the service, or a service unit, troop, or group sells donuts and coffee at community event. Special Note: The troop or group must already have completed the pre-approved money-earning activities at a minimal level in the last 12 months (48 items on average per girl in the troop between the cookie and/or fall product sales) in order to engage in additional money-earning money to support program activities including award projects.  
**Forms and procedures for Money-Earning :** Submit Money-Earning Application at least 4 weeks before the activity. The Money-Earning application can be found in our form library by going to [www.gsnorcal.org](http://www.gsnorcal.org) and clicking on Forms.
- **In-Kind Donations:** These are gifts of useful supplies, meeting space or services given in lieu of traditional cash donations to a non-profit organization. Examples include: Donuts and coffee are donated by a local grocery store, or anytime a troop, group, or award project led by a girl receives a donation of goods and/or services (supplies, food, equipment, etc.)  
**Forms and procedures for In-Kind Donations:** Fill out the Donation Form. Please specify that the donation is for a Bronze Award. The Donation Form can be found on our website at [www.gsnorcal.org/forms](http://www.gsnorcal.org/forms).
- **Cause-Related Marketing:** This is when a business donates a percentage of their sales or profits when customers bring in promotional flyers distributed by the non-profit group. An example would be a troop, group, or girl leading an award project passes out flyers for a pizza night at a local restaurant. The restaurant in turn will donate a percentage of the proceeds for patrons who bring the flyer.  
**Forms and procedures for Cause-Related Marketing:** You will need to fill out a Donation Form. The Donation Form can be found on our website at [www.gsnorcal.org](http://www.gsnorcal.org) in the forms section.
- **Fundraising:** This is the direct solicitation of businesses, organizations, or individuals asking for funds to support award projects. Fundraising is the responsibility of adults; girls are not allowed to ask for donations to fund their Girl Scout projects or to benefit other organizations. This includes crowd source

funding sites including but not limited to GoFundMe, Kickstarter, Indy Go-Go, and CauseVox. An example would be: girls doing a Bronze Award project will speak at a local Soroptomist Club and the adults will ask for a donation to help fund their project after their speech.

**Forms and procedures:** Check with the council fund development department BEFORE soliciting a donation of greater than \$500.00. Donations of \$500 or greater MUST have a written plan and budget for its proposed use. Financial donations MUST have a Donation Form submitted to GSNorCal. The Donation Form can be found on our website at [www.gsnorcal.org](http://www.gsnorcal.org) in the forms section. The Fund Development Department can be reached at [helpdeskfdmailbox@girlscoutsnorcal.org](mailto:helpdeskfdmailbox@girlscoutsnorcal.org).

- **Grants:** These are amounts of money given by organizations for a specific purpose, like an award project. Grants are easily found online through search engines. Troops, groups, or girls interested in applying for grants must do their own research and find one that fits your project. Girls applying for grants that are only available to youth applicants do not need to ask for permission from the council.

**Forms and procedures:** To apply for a grant that is not youth based and is greater than \$250.00 you must contact at the Fund Development Department BEFORE applying. The Fund Development Department can be reached at [myu@girlscoutsnorcal.org](mailto:myu@girlscoutsnorcal.org).

## Things nobody wants to see you doing:

- Asking businesses or friends and neighbors for money by yourself. Solicitation of money from organizations is only done by adults. You must partner with an adult to do this.
- Selling retail items or selling via the internet to earn money.
- Using your project as a fundraiser for any organization, including Girl Scouts. Donating money to an organization, including leftover money, is not allowed. Money for projects must be budgeted to spend the entire amount on the project. This may mean adding additional components to the project. Award Projects are not fundraisers.
- Holding raffles, bingos, poker night, or other games of chance to raise money. Yes, that is gambling and we do not support gambling as Girl Scouts.
- Money-earning projects where you are potentially doing an activity that someone else normally is hired to do. You cannot take a job away from people, including store workers, maintenance staff, gardeners, cleaners, or other service providers.
- Projects where GSUSA might be perceived as endorsing a product, political viewpoint, or cause. This includes retail product sales, demonstration parties, being paid to pass out flyers for a candidate or freebies at a business with the exception of restaurant nights.
- Projects where the money goes to an individual rather than to the troop.
- You are not permitted to engage in “crowd-funding” opportunities such as GoFundMe.

# Getting Donations of Stuff (In-Kind Donations)

- Research the stores and companies you would like to ask for donations of items. List the name of the business, the exact address, and the name of the manager or owner that you would need to contact. Make sure you research multiple locations as well as store or companies. If you are turned down by one, it is good to have back up stores or companies to ask for donations. The more you ask, the greater your chance of getting the supplies or services you need.
- Write a letter explaining who you are and that you are doing a Bronze Award project. Describe what the Award is, including what you are planning to do for the project and finally—how they can help. Spelling, grammar, or punctuation mistakes are not acceptable. This donation request letter is a reflection of your writing skills as well as a tool to sell your particular project. Do not use contractions. Be sure to sign your letter and have your advisor sign it as well. For help in writing the letter see the letter outline included in this packet.
- Print out the letter and take it to the store or company. Ask to speak to the manager or owner to explain what you are doing and what you need in person. When you go to the business, make sure you take an adult with you; they are required as your partner to ask for donation of items. If you are asking a company that you cannot visit because it is not local, it is okay to mail the letter.
- If you take your letter to a business or organization and they require it on letterhead, please contact your Volunteer Development Manager (VDM) (GSNorCal Staff Member) for assistance in putting your letter on official letterhead. You need to get your letter reviewed by your coordinator prior to contacting your VDM. If you do not know who your VDM is please call 800-447-4475 ext 0.
- If you get the donation of items, you **must** fill out a donation form. Fill out the form saying who made the donation and what its value is and submit it online. The council will then note the donation and send an official thank-you letter to the store or company and make sure they get important tax deduction information for their business. This form can be accessed on our web site at [www.gsnorcal.org](http://www.gsnorcal.org) under forms.
- Be sure you send a thank-you card as well.

# Sample Letter Outline

TODAY'S DATE:

CONTACT NAME (if you don't have one, get one. This is very important)

TITLE

COMPANY'S NAME

ADDRESS

CITY, STATE, ZIP

Dear Mr./Ms. (name)

**FIRST PARAGRAPH:** This is the paragraph which you would inform the potential donor who you are and what troop you are from. This is a short paragraph—usually 2-3 sentences.

Points to cover (pretty much in this order)

1. Who you are.
2. Why you are doing a project.
3. What a Gold/Silver/Bronze Award is.

**SECOND PARAGRAPH:** This is what your particular project is and how what you are proposing will benefit the community. If your project impacts another organization, give a brief description of that organization and how serving that organization will impact the community. A good strategy is to pick 2-3 points you want to make about the organization (if you are collaborating with an organization) and how your project will benefit that organization and the community. The length of this paragraph will vary depending on the information you want the donor to have. Remember, this is your project so **SELL IT!**

1. First sentence should be the project name and what you hope to achieve by doing this project.
2. Next two sentences should give more detail about the project, and again the impact it will have on the community.
3. When including location, if you are holding a workshop, for example, include the name of the facility but do not include an exact address. Do include the date with the day and time the event will take place.

**FINAL PARAGRAPH:** If you are asking for one or just a few items, describe them in this paragraph explaining how they can help your project and the community. If you are asking for a list of specific items it is best to attach a sheet with your wish list and add a deadline to respond. This gives the ask some urgency, and by when the project needs to be completed. In this paragraph you thank your donor for how they have supported the community in the past and for the supporting Girl Scouts of Northern California.

Sincerely,

Your Signature

Your Name

Your Title (Senior or Ambassador Girl Scout)

Your Advisor's Signature

Your Advisor's contact information in case a manager is not available



# Some Questions about Money

## **Can you use your own money on your Bronze Award project?**

Yes, you may also receive help from your family and friends. However, part of the Bronze Award process is working with others to earn money. The Bronze Award is not meant to be a hardship on a family or individual, but rather a learning opportunity on how to creatively fund your project. When designing your project, it is important to think creatively about how you can make a difference without personally continuing to fund the project.

Some ideas for activities to earn money include: pet walking, pet care, babysitting, lawn mowing, plant/house sitting, recycling, homework helping/tutoring, respite care for family caregivers, making jewelry, creating cards, calligraphy, and helping at parties. The possibilities are endless!

## **What if my project costs more than the money I can potentially earn?**

If you feel that you will not be able to fund your project, but it's truly what you want to do, you should think creatively about how to fund it. There are many different ways you can go about funding your project from in-kind donations, to money earning events, badge events, bake sales, grants, and many more! Through many types of funding we have had girls build hospital wings and bathrooms without spending a dime of their own money.

## **Can I charge for a Girl Scout event to earn money?**

If you are conducting an event as a Girl Scout (badge workshop, etc.) and plan to charge a fee above the cost of materials, you must first have this approved as a Money-Earning Event by submitting the Money-Earning Form. In addition, you must be clear in your advertisements and materials that this is a money-earning event for your Bronze Award project. The money you earn has to go into a Girl Scout account. This is generally your troop, but they must agree to be the custodial account. If your troop does not agree to be the custodial account then you can get help from another troop, or your Service Unit.

## **I know you can't raise money for other organizations, but can I do it on my own?**

As an individual, you can volunteer for other organizations and raise money on their behalf; however any funds raised cannot be put towards your Bronze Award project nor can the count the hours toward your Bronze Award service hours. Additionally, you may not present yourself as a Girl Scout to the public in this process since you are volunteering for another organization.

For example, if your local Red Cross chapter is raising money to purchase training dummies, you may participate under their supervision as an individual volunteer, but you cannot count that service as part of your time toward ANY Girl Scout award or service hours. However, you CAN plan a Bronze Award project using the equipment that was purchased as part of your efforts as a volunteer for that organization.

# Travel and Your Award Project

All Bronze Award projects involve travel at some level. This could be driving to a local school or organization or it could mean flying to another country. ALL award projects need to follow the Girl Scouts of Northern California travel regulations.

**A Girl Scout trip for a Bronze Award Project is defined** as anytime you are in charge of transporting people from one place to another. For example say after one of your troop meetings your troop decides to help you out and go to the site of your project together. Since everyone is going together and carpooling it is considered a trip. Another example is if you have more than one site and are helping volunteers get from one site to the other. Before traveling, ensure that you have an adult in place for the following roles who has taken the required training for their role.

**Troop Trip Organizer-** Assists girls in planning, budgeting, and organizing short outings, overnights, or longer trips. Training for this role is required.

**Troop Driver-** Drives girls and adults on field trips, outings, and trips and ensure that the proper safety procedures are all followed while transporting girls. Training for this role is required.

**First Aider-** Provides first aid as needed during troop/group activities. Must have a current First Aid/CPR certification **and** have completed GSNorCal online Girl Scout First Aider course. Training for this role is required.

## **Before any trip make sure that you do the following:**

1. Submit the Trip or High-Adventure Approval Form to your Service Unit Team 4 weeks - 1 year prior to your activity (depending on the type of trip). They will forward the form to the council for final approval.
2. Review the Safety Activity Checkpoints related to the activity/trip.
3. If the trip or activity involves High-Adventure Activities vendors/facilities must be approved. To find a list of High-Adventure Approved Vendors please go to our website at [www.gsnorcal.org](http://www.gsnorcal.org).
4. Ensure that all drivers have complied with the troop driver guidelines and have completed the troop driver training. Group lead is responsible for receiving a copy of a current state-issued driver's license for each driver for any trip requiring council approval. Group lead is responsible for ensuring that each vehicle to be used in transporting girls for any trip has current insurance coverage. If groups rent a vehicle they can also purchase Girl Scout auto insurance.

## **General Guidelines**

- There must be least one adult first aider traveling with the group.
- GSUSA recommends 2 adults to each car.
- Each vehicle should be supplied with a First Aid kit.
- Ensure you have the proper adult-girl-ratio for the trip.
- Additional Accident & Sickness Coverage must be purchased for trips lasting 3 nights or more, out of state or international.

Make sure that you are following all travel regulations whether local or long distance, short or extended!

## Safety, Insurance and Your Award Project

When preparing for your Bronze Award, please take a moment and review the safety resources for awards to make sure that you are following the council guidelines. Many project need additional insurance at some point. Go through the following questions to see if you will need additional insurance or not:

- Does your Award Project require meeting up or utilizing a facility that requires a Certificate of Liability Insurance? Make sure you ask the facilities managers of the locations you plan on utilizing for your award activities to make sure that all the required contacts and certificates are signed and obtained (such as the case with schools or public use buildings within cities).
- Does your Award Project include the participation of Non-Girl Scout participants such as non-registered siblings, parents, volunteers, friends or assistants? Do you or your troop travel work with non-girl scouts to take action?
- Does your Award Project require you to travel out of the State of California, or Internationally?
- Are there any participants in your Award Project that do not have personal health insurance?
- Does your Award Project include any activities that are considered "High Adventure"? A list of high adventure activities can be found on the Girl Scouts of Northern California Website.
- Does your Award Project require you be away from home for 4 or more consecutive days?

If any of these conditions apply to you, you need to purchase insurance.

What to do if your Award Project requires council support or approval:

- If you've checked with the facilities and city managers for the sites you will be using or visiting for your Award Project and they require that a contract be signed and/or a Certificate of Liability Insurance be issued, then please fill out this form:  
[www.tinyurl.com/GSNorCalCOI](http://www.tinyurl.com/GSNorCalCOI)

- For non-member insurance, Plan 2 would be the recommended insurance. This insurance covers all non-scout participants who will be working with or alongside the girls during their project.
- If you or any participants in your Award Project do not have personal insurance, Plan 3P is recommended to cover all participants during the days of your Award Project. For purchasing Plan 2 or Plan 3P insurance please use this form: [www.tinyurl.com/GSNorCalPlanInsurance](http://www.tinyurl.com/GSNorCalPlanInsurance)
- If your Award Project requires traveling out of the State of California, it is required that you purchase Plan 3E insurance. This insurance must cover all days that you will be traveling and working on your project. Insurance must be purchased for each participant, per day. The form must be filled out completely along with listing which Award you are fulfilling. Non-Scout participants who are traveling out of state with you for your award project will need to be covered until Plan 3E insurance. No other insurance will need to be purchased.
- If you are planning on traveling internationally for your Awards project, Plan 3PI insurance is required to cover you and everyone participating in your Awards Project. This insurance will need to be submitted with the roster of all participants.
- If your Awards Project falls under the High Adventure Category, please make sure you check with Council to make sure the activity and vendor you plan on using for your activity is approved. For most High Adventure activities, an approved vendor must be utilized, and a first aider is required.
- For all "High Adventure or trips" for Awards Projects that include traveling, a High Adventure and Travel Approval form must be filled out and submitted to council. The form can be filled out online here: [www.tinyurl.com/GSNorCalTravelApproval](http://www.tinyurl.com/GSNorCalTravelApproval). Do not move forward with your event without this confirmation of approval. For any questions, please call the travel department at x1108
- All forms submitted for Certificates of Liability Insurance, Plan Insurance, and High Adventure/Travel Forms must be submitted 2-4 weeks before your event for processing. In all cases, a confirmation of processing and approval will be emailed out. Please make sure you note on all request forms that you are requesting for your Bronze Award.
- If you have any questions about getting insurance or if you need approval, please call the Travel and Insurance specialist at x1108
- All insurance purchased is non-refundable and all dates must be accurate as these cannot be changed. Council will support each girl to the best of our ability in providing liability and plan insurance, but scouts who do not follow the guidelines provided by council will not be covered under Girl Scout Insurance. Please make sure you follow all the guidelines provides if you have any questions about what is required before your Award Project Event dates, please contact us at [Insurance@girlscoutsnorcal.org](mailto:Insurance@girlscoutsnorcal.org), [travel@girlscoutsnorcal.org](mailto:travel@girlscoutsnorcal.org) or call at x1108

# Media and Your Award Project

Media is present in almost all projects which includes but is not limited to videos, photos, websites, blogs, and flyers. Any media that will be given to the public must be approved by council staff before distributing. Any Girl Scout Bronze Award Project media must note that it is for a Bronze Award Project, and it must note your council (GSNorCal). With permission you can use the Girl Scout Logo, or the Girl Scout NorCal logo on your media. If you have any media to be reviewed, or if you would like to request use of the Girl Scout or Girl Scout NorCal Logo you will need to contact the Staff Liaison at [awards@girlscoutsnorcal.org](mailto:awards@girlscoutsnorcal.org). More information about common types of media are below.

## Videos, Fliers, and Photos and Your Award Project

The main thing to be sure of in creating a video, flier or using photos in your award project is SAFETY! When creating a video, movie, public announcement, fliers, photos, or documentary you must be sure that it is not done in someone's home where the location of that girl or leader can be traced. So, you need to avoid things like filming the front of the home with the address or street, filming the driveway with the car license plate visible, filming the neighbors houses or cars, etc. You must get any media approved by council prior to posting or distributing materials.

When using people in the films or photos, regardless of the age, you must get written consent to have them in your film or photos in order to show the material publicly. If the person in the film or photos is a minor, including young adults that are still in high school but are 18 years old, they must have parent signatures on the consent forms. Adults in the film or photos must also have a signed consent form. The photo/video release form can be found in the appendix under additional forms. You can use the one provided or create your own based off of our form to specify exactly what the media will be used for. If you create your own, like any other form of media it will need to be approved by the Staff Liaison by emailing your request to [awards@girlscoutsnorcal.org](mailto:awards@girlscoutsnorcal.org).

## Website Creation and Your Award Project

These guidelines are written for adult volunteers, older girls, and others considering developing a Web page for an Award Project. Although there is some "how to do it" information, the guidelines are not meant to lead you through the construction process.

We leave that to the experts. We suggest that you find someone who knows the technical and legal aspects of Web construction, and someone who is capable of making it a learning experience for you. All websites and media to be distributed or available for the public to see must be approved by the council prior to public access.

Information posted to the Internet on a Web page can be read by people all over the world. Therefore, safety and how you represent yourselves as Girl Scouts should be the guiding principal of any Web-based endeavor, even if your information is password protected. This includes issues of privacy, language use, sponsorship, links, and use of any kind of copyrighted material (writing, music, brand images, and pictures).

### Is a Web Page Right for Your Project?

Developing a Web site for an Award Project can be a great learning activity for girls. Unless you have expertise within your team, or are using a Web development template, consider recruiting technical expertise. Girls should be involved in the process at all levels—decision-making, research, writing, graphics, and the Web page creation.

Consider the following when deciding whether or not to develop a Web page:

- Research your target audience regarding Internet access. Family Internet access will determine whether a Web page will be limited to advertising your group, or used as a communication vehicle. If your target audience doesn't have Web access, you will have to communicate information in a different manner.
- Determine why you want a Web page. Is it because you need to get important information out to your target audience? Is it to post important dates and notices? Is it a scrapbook record for later use by someone who is going to continue your project? Is it a place to keep track of the work you have done? Ensure that if your website it to get information out to your target audience that you target audience will be able to access it, and that this information is not already on a website.
- Determine if your webpage will be able to reach your target audience. If it is an informational page how will your target audience know that it's there? Will it show up

#### Online Safety Checklist

- Have you used first names only of all girls?
- Do you have parent/guardian permission to use pictures showing someone under 18?
- Do you have permission to use pictures of adults?
- Have you used an e-mail address overseen by an adult as your contact address that can be given to the next web administrator?
- Have you followed guidelines in the Online Safety Pledge? [http://www.girlscouts.org/internet\\_safety\\_pledge.asp](http://www.girlscouts.org/internet_safety_pledge.asp)
- Do you screen all postings before they are posted on your site?
- Have you discussed the importance of keeping a “secret” password secret, and set up a plan for changing the password periodically?
- Do you have a statement on your site ensuring visitor privacy?
- Have you checked all your links to make sure they comply with GSUSA guidelines?
- Do you have a plan in place for updating your Web page?

on an internet search? How will it be advertised?

- How many websites already exist on your topic? Why are there this many, are they working, and will another website really make any impact, or will it just get lost?
- How much will it cost? Are you part of someone else's site, or are you purchasing your rights to your own Web address? Will there be additional costs for a password protected site? Does that site provide a way to keep individual files and downloads? Does it have a calendar function? Does it have e-mail and comment box features?
- Consider the time needed for site upkeep. Who will be responsible for posting changes? How often do you want to change the site—weekly, bi-weekly, monthly, quarterly, yearly?
- Discuss whether your site will remain an information-only site, or whether you want additional functions, such as an interactive component, which may require password protection.

### Getting Started

If you or your team decides to post a Web page, begin with the following:

Spend time looking at other Web sites. Note what you like about them. Search for other "Girl Scout Award" sites or sites similar to what you are looking at doing. Note any safety or copyright issues you encounter when looking at other Girl Scout sites after you have reviewed the sections on safety and copyrights.

(See <http://www.girlscouts.org/councilfinder/> for a listing of council sites.)

Research hosts for your site on the Internet. This is where your council and your technical person can be of great help.

There are many places online that will host your page for free and even help you develop the look of your page. These are generally user friendly. Be careful on what you look at as some sites say they are free but charge you for other things. Research the site you want to use before agreeing to use it.

Most sites no longer require knowledge of HTML, XML, or other programming languages. You may need to scale back your graphics or to break your content into separate pages so that your webpage does not take a long time to load.

Creating an outline of the information of your site or a site map is a great way for people to understand the layout of your website as well as navigate your site. There should be at least a link on every page to your site map. You can also put your site map on the bottom of every page.

The kind of site you decide to use will either limit or broaden your options/designs of your page.

### Developing Your Web Page



Write the text for your page(s). Check for spelling and grammar carefully. Ask other people to help you proofread as well. Not all pages will automatically check your spelling and grammar.

Create or find graphics on the World Wide Web for your page. Be sure not to use graphics that are copyrighted by someone else without their permission. More information about copyright laws can be found below. Read and follow the rules above about use of Girl Scout symbols/logos.

Consider any links you want to create between your site and other sites carefully. Each linked site should contain only material that is safe and suitable for children and appropriate for Girl Scouts using the Web. Make sure that these website are reliable sources as anyone can post anything on the internet. Avoid sites that contain inappropriate advertising or lack of educational value. Ads change frequently, sometimes every few seconds, so it may be impossible to keep track of these links from your site! Make sure to check your links every couple of months to ensure that the other sites are still active and being updated with the latest information.

### Publishing Your Web Page

There are many ways to post the pages you create on the Internet. You may have to pay a monthly fee, especially if you go over allotted space for free services, or if you want extras, like chat, file sharing, etc. Most Internet service providers or search engine sites, such as AOL, Yahoo, or Google have publishing options. They also provide a list of suggested hosting options, as well as many helpful hints about Web site development and establishing "user communities". Look for security features, privacy features, amount of space available, and cost from a provider. Check with your Girl Scout council as well.

If you are offered space on a Web site that is a private business or owned by an individual, be very cautious. You become associated with that person's domain name (Internet address). You should NOT be associated with a commercial business unless it is clear that they are sponsoring space only, and you should check out the site content and its links, as well as the business to see whether you are in appropriate company for a Girl Scout group. For example, it might not be appropriate to be sponsored by a winery or a gun shop, but it would be OK to be on the site of your local library or your public newspaper with other non-profit youth groups. A site that has links to adult shops would not be appropriate. If your group's sponsor offers you space, you should check with your Girl Scout council before accepting; they can help you word a statement that needs to be placed on your page or the page of your sponsor to indicate that the sponsorship of the page does not indicate Girl Scout endorsement of the host site.

Create an e-mail account specifically for your Web site. It should be monitored by an adult. Never use a personal e-mail account for your Web site.

Never post full names of girls, girl e-mail addresses, family e-mail addresses, or troop or group meeting places on a public Web page.

Have only one or two adults as the administrators, or a girl/adult in partnership. Rotate the responsibilities if other team members are interested in learning how to administer a site.



Determine a schedule for updating your site before it is posted. Some sites will only need to be updated quarterly, or when something is meant to be shared, such as a workshop date has been determined or a recording of your presentation. Be sure to remove old sites from free hosting services or links to sites that no longer exist.

Determine a schedule for changing the password(s) and who should have access to them.

### Corresponding with the Public

Some sites allow or require a comment box that anyone can comment on. It is best to disable comments if possible or set up regular intervals in which to read, respond to, or delete comments whichever is the best course of action. Every message whether you or someone else posted or will post it should be read by someone (usually an adult), edited where necessary, and then posted, or deleted. Do not post full names and addresses or e-mails of individuals posting on your website. You may post first name, troop/group and city or state. You do not have to post every message sent to you.

If you ask people to leave e-mail addresses, you must have a privacy statement. If you do write back, it must be through the group e-mail, not a personal e-mail, with adult oversight. You must promise not to share e-mail addresses with others.

Never correspond on any topic not related to your Web site or Girl Scouts on your Girl Scout e-mail. For example, you should never respond to ads, someone wanting to meet in person, requests for money, or questions about where your group meets.

If someone leaves you a comment asking a question about your project, write a response and have someone else (usually an adult) read it over before you reply.

If you get a comment that is mean, degrading, or not relevant to your website you should delete it right away, and not respond to it. If you are not sure check with a trusted adult as to the best course of action.

### FAQ's About Girl Scout Symbols and Clip-Art

#### **Q: What are Girl Scout symbols?**

A: GSUSA symbols are trademarked graphics, such as the Girl Scout logo, Girl Scout badges, and Girl Scout interest project patches, official pins and awards.

#### **Q: Are there guidelines for use of these symbols?**

A: Yes. Girl Scouts of the U.S.A. symbols cannot be used without authorization from Girl Scouts of the USA. Permission may be granted to Girl Scout groups wishing to use the Girl Scout logo on their Web page only after a written request has been submitted. There are rules for use of the GSUSA logo. For example, the logo must appear on a solid colored background, it may not be put into another graphic or used as background "wallpaper" or watermark, or be made into buttons.

For more about obtaining permission go to “Terms and Conditions,” on the Girl Scouts of the USA Web site ([http://www.girlscouts.org/terms\\_conditions.asp](http://www.girlscouts.org/terms_conditions.asp)).

**Q: If I have used Girl Scout trademarked symbols and haven't followed the guidelines, what should I do?**

A: Change your design.

**Q: Why get excited about the misuse of Girl Scout symbols?**

A: GSUSA must protect the integrity of its trademarked symbols and their use. If the symbols are misused, they no longer send a clear message about who we are. If Girl Scout symbols are used with a product, people may assume that GSUSA endorses that product. If they are used without permission, they may be used inappropriately.

**Q: What about using art work from Girl Scout books?**

A: Artwork is also protected by copyright laws. More important, it may be owned by the artist. Even Girl Scouts of the USA doesn't always have permission to reproduce it, once it has been used for a specific purpose.

**Q: Where can we get graphics for use on our site?**

A: Many sites on the Web, maintained by companies and individuals, offer free graphics for use by individuals and non-profit organizations. It is important to read the legal statements and special instructions for downloading from each site you visit. Make sure that the artwork is owned by the site giving permission for use.

## Glossary

Browser—software and a “user friendly” interface that allows access to pages and sites on the World Wide Web, as well as a search function for finding pages related to specific topics. A browser has features that allow the user to do things once there, such as downloading files or saving pictures. Popular browsers include Google Chrome, FireFox, Internet Explorer, and Safari.

Comment Box—an electronic message center, where visitors can leave messages, which are either live or screened, then posted. Usually focused on specific topics.

Home page— a name for the first page of any collection of Web pages or a Web site, often referred to as the “front door” of a Web site.

HTML— abbreviation for hyper text mark-up language, which is the basic code-based language used with text to create Web pages.

Internet—a decentralized global system developed to link computer networks around the world using the TCP/IP Protocol (Transmission Control Protocol/Internet Protocol) that was developed and has evolved from the ARPANET (the original Internet) of the late 1960's. When referring to the global net, Internet is always capitalized. An “internet” or

“intranet” refers to computers that are connected together for internal use. An intranet can be on the Internet or be found at a site where computers are hooked together.

List Serve—a collection or list of e-mail addresses that are kept together. When you send out an announcement, you place the name of the list serve in the address window and the e-mail goes to everyone on the list serve.

Pass word protection—ensures that unauthorized users do not access the computer or Web pages. A password is a secret combination of characters (letters and numbers) that allow the user to access a page or files online.

Search engine—this is a program, often included in or linked to by a browser or found at its own address, such as Google.com or Bing.com, which allows you to search either a data base of Web pages or the World Wide Web.

Site map—this is a layout of your site that shows where all the pages are, and the main way to get to them. The map is normally linked with each page.

URL— stands for Uniform Resource Locator, or the address used to locate a Web page. Girl Scouts of the USA’s URL is <http://www.girlscouts.org>. The first section (http) says it is written in hypertext markup language, then that it is on the World Wide Web (www), under the name of “girlscouts” and that we live in the domain name of organization (org). You have to register to have your own unique URL; however, you can be hosted by a Web site, sharing their URL, with an extension that gives you a specific address.

Web host—provides server space, Web services, and file maintenance for Web sites created by individuals or other companies who do not have their own server. Subscribers to Internet Service Providers (ISPs) often are given limited Web space for their own Web site, or there is a fee charged, depending on the complexity.

Web page(s)— printable pages on the World Wide Web. Often used in place of “home page” when describing a personal site. Each page has its own URL or Universal Resource Locator.

Web server—a dedicated computer or system of computers that allows content to be served to a Web browser and sent to a user’s Web browser. The browser and server communicate using HTTP language. There are different types of servers that provide different functions using different computer languages, such as Audio/Video servers that allow for streaming video; Chat Servers, which allow groups of people to talk with each other; Groupware Servers, which allow for people to work together online; and FTP or File Transfer Protocol Servers, which allow files to move through cyberspace.

Web site—a name for a collection of Web pages hosted on a Web site. Most individuals refer to their page or pages as “Home page” or “Web page” rather a Web site, which is usually much more extensive, expensive, and professional. GSUSA calls its collection of Web pages a Web site because of its size and complexity. It’s “Home page” is at [www.girlscouts.org](http://www.girlscouts.org).

World Wide Web (WWW or Web)—a global system of linking documents, pictures, sounds and other kinds of files across the Internet. The WWW is graphics intensive, as compared to the initial Internet, which started out hosting documents and files.

## Copyright Law

A copyright is a legal right to copy. It is a personal property right assigned by state and federal laws. Copyright is a protection for published material that has been created by a person and gives that person exclusive right to the use of that material. Many of these people expect to make money from their creative minds or talents. Copyright occurs at the moment of creation of the work. Permission is needed to use their material in a public place or with people other than ones immediate family. Material may include words, music, photographs, illustrations, dance, etc. Using copyrighted material without permission could result in a lawsuit, fine or even criminal charges.

### Copyrighted Material

Material having protection under the copyright law include:

1. Written words – fiction, non-fiction, essays, articles, poems, directories, speeches, computer databases, computer software programs, ads, scripts, newspapers, research reports, written jokes
2. Music – musical notations and words
3. Drama – plays, scripts, screenplays and accompanying music
4. Pictures – sketches, cartoons, photos, drawings, paintings, posters, product labels, slides, greeting cards, maps, charts, sculptures, jewelry, dolls and fabric designs
5. Audiovisual – movies, videos, filmstrips, slide shows, projected drawings
6. Audio – recorded music, voice, sound effects, birdcalls, animal sounds
7. Dance – choreographed routines, not popular dance steps

When categories overlap – such as a movie having music or dance – all are protected.

### Copyright Owner's Rights

A copyright owner can sell, license, or leave the copyright to someone in a will. A copyright owner also has rights to any variation of the original material such as a book to a movie, a song to a tape, or a performance to a video recording.

### Public Domain

Many works developed before the 20th century are not copyrighted and therefore belong to the public. Any work for which the copyright has expired belongs to the public. Once in the public domain, the work no longer has protection and may be copied. A credit should always be given for use of the work, even if it is public domain.

### Copyright Violation or Infringement

A copyright violation occurs when someone uses copyrighted material in any form without permission. Copyright violations are illegal. Innocent intent is not a defense.

### Exemptions From Copyright

The concept of Fair Use sets limits on copyright law in order to protect the public's right to use of material that would not hurt the copyright holder economically.

An example of Fair Use is limited performance of certain materials for educational, non-profit purposes. Conditions are that there is no charge, no use of commercial equipment and no further transmission or recording. Credit should always be given for use of the work.

Another example of Fair Use is limited photocopying of certain materials for educational purposes. A trainer, for example, may make a single copy of copyrighted material for training purposes but must include the copyright credit on that material. Photocopying of sheet music is an exception to this rule.

Music **may not** be copied for performance or for inclusion in a songbook, etc. Use of song sheets at any time **is not legal, without appropriate permissions.**

### **Copyright of Electronic Material**

Copyright law includes many different types of work, including audio recordings, cassettes, movies, CD's, video recordings, computer programs and the Internet. Home taping of electronic material for private, personal use is legal. These materials cannot be used for further transmission or used beyond that individual. Therefore, a troop leader or trainer cannot record material and then use it for Girl Scout purposes.

There is an exception to the electronic copyright law for materials viewed in distance learning for further use in educational settings. A program may be recorded and then used during the first 10 consecutive days after it is made. It cannot be altered. After the 10 days, a decision should be made as to whether the tape should be bought or licensed. It must be destroyed after 40 days unless it is licensed. No material can ever be recorded from cable TV services such as Showtime, the Disney Channel, CSPAN, ESPN, HBO, etc.

In general it should be assumed that all copyright laws apply to material found on the internet, unless otherwise stated. There are many sites that sell licenses to use images and clip art, or make it available for free legally. Always read the licensing guidelines for stock art found on the internet. If you cannot find licensing information, or if you've copied something from a web page, assume it is protected under copyright.

Computer software programs generally require a license for each computer on which the program is to be run, however there are some exceptions such as "*Open-Source*" software and "*Shareware*". Always read the licensing agreement for software before installing it.

### **Copyright Permission**

To use copyrighted material, you must obtain permission from the copyright holder in writing. Allow 4-6 weeks. You must give the following detailed information:

- title, author, composer, etc.
- description of the exact material to be used
- nature of the use or transmission and how often it will be used
- number of copies to be made
- how the material will be produced
- type of audience
- whether the material will be sold and the price
- date by which permission and proper credit information is needed

When using copyrighted permission, you must always credit the work.

### **Helpful Hints**

- Girl Scout publications and materials are copyrighted and permission must be obtained for use even by persons within the organization
- Troops and groups cannot record or sell recordings of music, even sung by themselves, without permission from the holder of the copyright of each piece of music used.
- Use of song sheets – even just of words – is not legal. A copy of the words can be projected onto a screen or written at the front of the room.
- Performance of music is allowed at a members-only social function of a non-profit organization.
- A licensing agreement is needed to show a movie or commercial video at a public performance. This can be obtained from the Motion Picture Licensing Bureau.
- Live performances of dramatic or musical works in Girl Scouting require a special event fee or copyright permission if performers are paid or event is used as a fundraiser.

Some material adapted from, “A Guide to Copyright and Permissions”, published by GSUSA.

## Project Events and Your Award Project

For most events, fairs, carnivals, series, or programs that you hold for your project, you need to take event manager training prior to planning the event. Event Manager Training is online at [www.gsnorcal.org](http://www.gsnorcal.org) under training. This training will cover everything that you need to make sure happens to have (a) successful and safe event(s).

## Council Resource Guide

The Council Resource Guide (CRG) also called Volunteer Essentials has a lot of valuable information that pertains to Girl Scouts in general and thus to your project as well. Take care to follow the guidelines within this resource too. Your troop leader should have a copy, or you can look at the electronic copy found on our website [www.gsnorcal.org](http://www.gsnorcal.org), search term CRG or Volunteer Essentials.

## Trainings

There are several trainings on our Volunteer Learning Portal that are great for girls looking at getting their Bronze Award, and many for adults who would like to help girls. To get to these trainings please go to [www.gsnorcal.org](http://www.gsnorcal.org) and click on Training on the top. You will be directed to our online training portal. You will need to log in, or sign up in order to take the trainings. Below is a list of recommended trainings and what each training covers.

Safety Wise- This will go over general Girl Scout first aid and procedures. First Aiders are required during part of most Bronze Award Projects. Your First Aider will need to take this training and be trained in First Aid and CPR.

Girl Scout First Aider- This will go over procedures for first aid at an event. First Aiders are required during part of most Bronze Award Projects. Your First Aider will need to take this training and be trained in First Aid and CPR.

Money Matters- This training goes over money management in terms of troop funds. As Bronze Award money management is handled in the same way that troop funds are, this is a great training to take to ensure you know how to handle money and what you can and can't do.

Bronze Award Training- This goes over the Bronze Award from start to finish and is a great resource for girls and adults.

Service Unit Event Manager- This training is great if you plan on holding any type of event, workshop, series, etc. it will inform you of things you must do in order to have a successful event.

Volunteer-Run Camp Director- This will go over what is required of a volunteer-run camp, and a volunteer-run Camp Director as some Bronze Award project consists of a camp or camp like component.

Troop Driver- This is great for anyone who plans to drive other around for your Bronze Award Project. If you are providing transportation for anyone then the drivers must take this training and be a registered driver. Anyone under the age of 18, still in High School, or still registered as a Girl Scout girl are not allowed to drive anyone!

# Frequently Asked Questions

## Adults:

- **Who can be an advisor on the Bronze Award project?**
  - Parents or Troop Leaders
- **Who approves the Bronze Award?**
  - The Troop Leader approves the Bronze Award.
- **What if the Troop Leader approves the Bronze Award and it is not acceptable?**
  - The Troop Leader should be fully prepared and understand the rules and regulations of the Bronze Award according to the packet of information given. They should not begin to mentor a group of Girl Scouts without knowing the base requirements of an award project.

## Deadlines:

- **When do I have to finish my Bronze Award?**
  - The Bronze Award project must be finished by September 30<sup>th</sup> following the completion of the 5<sup>th</sup> grade. (That is September 30<sup>th</sup> of the beginning of the 6<sup>th</sup> grade.)
- **If I am in a troop with girls that are in a grade behind me, can I get an extension to do a Bronze Award project with them and turn it in after the deadline?**
  - No. If you are in a mixed grade troop you should either plan to begin and end the project earlier or split into two groups allowing the older girls to complete their Bronze Award before the deadline.

## General:

- **How do I get started on the Bronze Award?**
  - Start by visiting our website and reading The Girl Scouts Bronze Award Packet for Girl Scout Juniors, which will explain how to start as well as all the steps involved. Take the online training course if needed.
- **Where can I find information about the Bronze Award specific to the Girl Scouts of Northern California?**
  - Visit our website at [www.gsnorcal.org/awards](http://www.gsnorcal.org/awards) and it will give you all of the information that you need to start and complete the awards at all three levels.
- **Do I have to turn in a report for the Bronze Award?**
  - Yes, the Bronze Award is completed at the troop level and your troop leader need only notify the Girl Scouts of Northern California through the Bronze Award Final Report.



- **What is the difference between a Journey Take Action project and an Award Take Action project?**
  - The Journey Take Action project is formulated as a team and based on the topic of the Journey. It is done within the Journey to complete and earn the Journey Awards. The Journey Take Action project may be done by a group of girls or an individual girl. It has no specified number of hours to earn it and may be focused within Girl Scouts.
  - The Bronze Award Take Action project is based on the interest of the girls in the Bronze Award team and also on the needs of the community. The Bronze Award Take Action project has a suggested minimum number of hours to earn of 20 per girl. They must develop a team of volunteers to assist them in the project.
- **Can the project volunteer hours be counted in the girl hours for the project?**
  - No, the 20 hours needs to be that of each of the girls on the Bronze Award Take Action project team. The volunteer hours are nice to track to see how many hours went into the project overall, but they cannot count other people's hours as their own.

**Prerequisites:**

- **Do I have to finish the prerequisites before beginning the Bronze Award project?**
  - Yes, that is why they are called prerequisites – “pre” meaning before and “requisites” meaning requirements. They are required to be completed before beginning the project.
- **There are only 2 Journey books listed in The Girl Scout Bronze Award Guidelines for Girl Scout Juniors, does that mean the third one does not count?**
  - All Junior Level Girl Scout Journeys available to date are acceptable Bronze Award prerequisites.
- **Is the Journey the only thing I have to do before starting my Bronze Award project, just one book?**
  - No. Once you complete the Journey, you must use The Girl Scout Bronze Award Guidelines for Girl Scout Juniors to go through the process of formulating a Bronze Award project.
- **For the Bronze Award, do I have to complete an entire Journey, including the Journey Take Action project before I can formulate my project and get started?**
  - Yes, you must complete the entire Journey. You will know you have completed it when you have earned every award offered in the Journey.
- **If I complete the entire Journey, including the Journey Take Action Project, and then complete an Award Take Action Project, then I will be doing two Take Action Projects!**
  - Yes, to earn the highest award as a Junior Girl Scout, you will be helping the community two separate times.

# What NOT To Do

## When Planning For A Bronze Award

**Set up a project where you show no leadership.**

*You need to have a volunteer team working on your project assisting you if you are not working in a group.*

**Put together a project that is a fundraiser to donate money to an organization.**

*This is not allowed in any of the Awards.*

**Have your mom or Girl Scout Leader call the council for you to ask questions.**

*This is your project and not your mom's or your Troop Leader's. Show your leadership skills by making that contact yourself. They can be right next to you, or even on the phone with you if you want.*

**Plan a project that is less than minimum hours.**

*Bronze Award projects are targeted at 20 hours per girl and you must plan for that amount. If you have 10 girls in the project then the project will need to be a 200 hour project.*

**Plan a project that is just collecting and donating items to an organization.**

*Collecting a donating is a great SERVICE project but it is just service.*

**Put a few small projects together to make up the hours.**

*This Award is one complete project not a set of smaller projects combined.*

**Find a project online that someone else did and copy it.**

*You should be finding a problem in your neighborhood that needs fixing and developing your own project to fix it. Just because someone else did it does not mean that it will work for your project.*

**Do a "canned" project, or work backwards when planning.**

*A "canned" project is a project in a box, one that can be transferred from one organization to another and does not need an organization to specify the need for the project to work. Working backwards is when you have a project or idea you want to implement before researching the issues or organization and you try to fit an issue to your project.*

# Individually Registered Girl Scouts

If you are an individually registered member of Girl Scouts, there are some slight differences in the process.

## Paperwork

Since you are not in a troop, you must work with your Service Unit or another troop leader to get approval and your form submitted.

## Money

You cannot earn money for yourself as an individual Girl Scout. Money you earn (from product sales, etc.) must go into an account held by a group/ troop, or your service unit. Creating a contract between you and the troop or Service Unit is a good way to protect both parties. You will first want to contact your Service Unit to look for help and a troop, and if you are unable to find someone through your Service Unit then you will want to contact Council Product Sales Staff by calling 800-447-4475 ext 0.

In order to use any funds, you must present your need/s to that group. There is no guarantee that you will have access to the full amount of money that you earned. The dispersal of funds is a group decision. We suggest you first check with the troop/group and come to an agreement prior to getting their help.

Always remember...

## Tips for Success

- Plan ahead – remember Murphy’s Law, anything that can go wrong will go wrong. Failing to plan is the same as planning to fail. Your leadership skills can only help you get back on track if you have a plan.
- Don’t procrastinate until your final deadline ... break up your work into smaller, manageable segments and give each part a separate earlier deadline.
- Ask questions.
- Keep in touch with your leader, advisor, mentor, and anyone who can help you succeed.
- Document EVERYTHING as it occurs. This makes it easier to see how you are progressing. Trying to “recreate” a timeline at the end isn’t useful, accurate, or honest.
- Plan your work, and then work your plan!

For further information:  
Girl Scouts of Northern California  
[www.gsnorcal.org](http://www.gsnorcal.org)

# Appendix

Here are the additional forms that you may need for your Bronze Award Project. These are not required to submit your Final Report, but they may be required for something you are doing in your project.

## Minor Photo Release

This form can be used as is or edited for specific use. Anyone under the age of 18, or those who are still in High School will need this form for any media use of their name, likeness, etc.

## Adult Photo Release

This form can be used as is or edited for specific use. Anyone who has graduated from High School and is over the age of 18 will need this form for any media use of their name, likeness, etc.



girl scouts  
of northern california  
Girl Scouts of Northern California with  
offices in: Alameda, Chico, Eureka,  
Red Bluff, Redding, San Jose, Santa Rosa,  
& Ukiah  
T (800) 447-4475  
F (510) 633-7925  
www.GirlScoutsNorCal.org

## Minor Photo Release

I hereby give my consent for (minor's name)

to appear in photographs taken and used by Girl Scouts of Northern California and its assigns or successors, in publications/media and whatever ways they may desire, including audiovisual productions, television and electronic transmission; furthermore, I hereby consent that such photographs digital files and plates from which they are made shall be the property of the photographer, and the Girl Scouts of Northern California shall have the right to duplicate, reproduce, and make other uses of such photographs and plates for Girl Scout publicity and publications as they may desire free and clear of any claim whatsoever on my part. The photographer will not sell the photos without permission of the Girl Scouts of Northern California. I am of legal age, and freely sign this release, which I have read and understand.

IN WITNESS WHEREOF I have hereunto set my hand, in the state of California this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Parent/Guardian Signature

Parent/Guardian Printed Name

Address

City/State/Zip

### RETURN FORM TO YOUR LOCAL AREA OFFICE VIA MAIL OR FAX

**Alameda Office**

1650 Harbor Bay Pkwy  
Suite 100  
Alameda, CA 94502  
Phone: (510) 562-8470  
Fax: (510) 633-7925

**Mendocino County Service Center**

P.O. Box 658  
Ukiah, CA 95482  
Phone: (707) 463-2888

**San Jose Office**

1310 S. Bascom Ave  
San Jose, CA 95128  
Phone: (408) 287-4170 or (650)  
968-8396  
Fax: (408) 287-8025

**Chico Office**

50 Landing Circle  
Chico, CA 95973  
Phone: (530) 343-1904  
Fax: (530) 343-6465

**Red Bluff Service Center**

933 Jackson Street  
Red Bluff, CA 96080  
Phone: (530) 528-8655 OR (800)  
223-1904  
Fax: (530) 528-8694

**Santa Rosa Office**

4852 Old Redwood Hwy  
Santa Rosa, CA 95403  
Phone: (707) 544-5472 or (800)  
734-4757  
Fax: (707) 544-5477

**Eureka Office**

3203 T Street  
Eureka, CA 95503  
Phone: (707) 443-6641 OR (800)  
655-1092  
Fax: (707) 443-0496

**Redding Office**

2217 Hilltop Drive  
Redding, CA 96002  
Phone: (530) 221-6180  
Fax: (530) 221-5340



### Adult Photo Release

Girl Scouts of Northern California with offices in: Chico, Eureka, Alameda, Red Bluff, Redding, San Jose, Santa Rosa, & Ukiah  
T (800) 447-4475  
F (510) 633-7925  
www.GirlScoutsNorCal.org

I hereby give my consent for

\_\_\_\_\_ to appear in photographs taken and used by Girl Scouts of Northern California and its assigns or successors, in publication(s)/media and whatever ways they may desire, including audiovisual productions, television and electronic transmission. Furthermore, I hereby consent that such photographs, digital files and plates from which they are made shall be the property of the Photographer, and the Girl Scouts shall have the right to duplicate, reproduce and make other uses of such photographs and plates for Girl Scout publicity and publications as they may desire free and clear of any claim whatsoever on my part. The Photographer will not sell the photos without permission of Girl Scouts of Northern California. I am of legal age, and freely sign this release, which I have read and understood.

IN WITNESS WHEREOF I have hereunto set my hand, in the state of California this \_\_\_\_\_ Day \_\_\_\_\_ Year

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Please return this signed form to your local Girl Scouts of Northern California office