girl scouts of northern california

Service Unit Awards Packet

Adult Recognition

- Recognitions Overview
- Pin Placement
- Awards & Criteria
- Resources
- Shop Order Form

Updated: 3/12/2026

Service Unit Adult Recognition

Service Unit Adult Recognitions allow service units to create a culture of appreciation where Girl Scout volunteers feel valued for their service and contributions. Recognition includes both a formal process with awards given out in the spring and informal thank-you's, which can take place any time during the year.

Awards Process

There are a number of awards and insignia for significant service that a service unit can present to volunteers.

- The Service Unit Recognitions Coordinator publicizes awards & distributes nomination forms (This is typically done in the spring, but the timeframe is up to the service unit)
- SU then reviews nominations and approves or denies them based on award criteria.
- SU presents awards to volunteers
- Recognitions Coordinator adds awardee information to SU Awards Tracking Sheet or to previous SU awards list to maintain records

Award Celebrations

SU Recognitions Coordinator prepares awards.

- Order pins and patches using the Shop Order Form 4 weeks prior to the event
- Print certificates - templates linked on pages 3-4 of this packet

Plan your celebration! All service unit celebrations are different - ideas include:

- A luncheon, dinner, or dessert event in spring
- Present awards at a leader meeting and invite girls from troops to help in the celebration

Where to Place Award Pins

Service Unit Awards

The following awards can be ordered from the GSNorCal Shop online or via the shop order form. Fill out the Service Unit Shop Order form and email it to shop@gsnorcal.org. Please complete at least 4 weeks prior to your event.

Volunteer of Excellence

This is a national award issued by service units. It recognizes volunteers who have contributed outstanding service while partnering directly with girls in any pathway to implement the Girl Scout Leadership Experience through use of the National Program Portfolio or who have contributed outstanding service in support of the council's mission delivery to girl and adult members.

Criteria

- Must be an active Girl Scout volunteer with a current Girl Scout adult membership and an eligible background check or fingerprints on file.
- Successfully completed a term of service and requirements for the position
- Perform beyond expectations for the position to support the council's mission-delivery goals or deliver the GSLE to girls using the National Program Portfolio
- Actively recognize and practice inclusive behavior

Purchase via Shop Order Form | Certificate Template Download

Green Angel (GSNorCal Patch)

Recognizes an adult volunteer who brought Girl Scout program to her/his service unit in the most creative or innovative way for the year

Examples include a special service project, unique sponsorship, etc.

Purchase online or via Shop Order Form

Scoutdoor Award (GSNorCal Patch)

Recognizes a volunteer, leader, or troop that did especially creative or an exceptional number of outdoor activities

Purchase via Shop Order Form

Questions? Contact your Service Unit Recognition Coordinator or Lauren Uda, Membership Director: LUda@gsnorcal.org or 408-288-4190

Service Unit Awards

The following awards are GSNorCal certificates. Don't forget that service units can create their own unique service unit or troop awards! Customize each award by downloading and using the certificate template or create your own.

CERTIFICATE TEMPLATE

Rookie of the Year

Recognizes an outstanding NEW Troop Leader who did a fantastic job with her troop, girls, and adults throughout her first year

Leader must have completed council required trainings for new leaders and be a registered adult Girl Scout with an approved volunteer screening on file with the council

Family of the Year

Recognizes a family who has contributed outstanding service, such as supporting their troop, camps, special events, product sales, or fulfilling other significant roles

All types of families are eligible including single parent, guardians, etc.

Father/Man of the Year

Recognizes the most outstanding father or male volunteer, who always seemed to be there when the troop or the service unit needed him

Community Partner

Recognizes groups or individuals within the community who have had a positive impact on the service unit by volunteering, providing in-kind or financial donations, or providing other outstanding support to Girl Scouts

***All awards must be approved by the service unit. They do not require approval from the GSNorCal council.**

Don't forget that service units can create their own unique service unit or troop awards!

Service Unit Awards: Insignia

Service Units can also award Girl Scout volunteer insignia. These pins do not require approval from GSNorCal council. Local Girl Scout retail shops have limited quantities of pins in-store, so service units should use the Shop Order Form to order pins to ensure they receive the awards in time for their celebration

Volunteer Position Pin (GSUSA Pin)

Each position an adult member has in Girl Scouting has a corresponding colored position bar. The positions and colors are:

Yellow - Troop Volunteer and Volunteers In Training (girls)
Red - Program, Event, and Camp Volunteers
Orange - Series and Travel Volunteers
Light Blue - Service Team Volunteers and Council Volunteers
Lime Green - Learning Facilitators

Visit www.girlscoutshop.com for full listing of volunteer position pins

Adult Achievement Patch (GSUSA Patch)

Recognize adults' roles in Girl Scouts, with each color representing a spectrum of service (Council, Troop, Cookie, STEM, Outdoors, and Gold Award). Wear on your adult vest or everyday accessories like tote bags and hiking jackets.

- Council Board Member, Delegate, Service Unit Team, Council Trainer
- Troop Leader, Troop Co-Leader, Troop Volunteer, Troop Parent
- Cookie Program Volunteer, Cookie Parent, Cookie Expert
- STEM Volunteer, STEM Expert
- Outdoor Volunteer, Outdoor Expert
- Gold Award Supporter, Gold Award Mentor

Numeral Guard (GSUSA Pin)

Recognizes the number of combined years as a girl and adult member. Pins are available in 5-year increments: 5, 10, 15, 20, 25

For 30 years and above, recipients are recognized at Council Adult Recognition Events

Volunteer Service Award (GSUSA Pin)

Recognizes the number of years of active service as an adult volunteer in Girl Scouts. Pins are available in 5-year increments: 5, 10, 15, 20, 25

For 30 years and above, recipients are recognized at Council Adult Recognition Events

Resources

The gsHelpCenter has suggestions for volunteer appreciation ideas, resources to troop, council, and national awards, and other helpful information to help recognize volunteers for their amazing contributions to Girl Scouts. Pinterest and social media are also great places to get ideas for volunteer appreciation gifts and ceremonies.

How to Order Awards

Complete the Service Unit Shop Order Form (located at the end of this packet) and mail or email it to shop@gsnorcal.org, at least 4 weeks prior to your event. Awards can also be ordered using our online form. The following items can be purchased directly from the shop website: Green Angel Patch, Volunteer Position Pin, Adult Achievement Patch

Service Unit Award Tracker

Service units can use a spreadsheet, Google Forms, or another document to track award recipients annually. The Service Unit Recognition Coordinator should check with their service unit team to see there is an existing document they can update.

If no tracking document exists, this Google Sheet is an example of how awards can be tracked. Make a copy of the Google Sheet before editing and using the template. If the service unit would like to create their own tracker, we recommend the following details to be tracked each year:

- Recipient Full Name
- Award/Insignia Name
- Troop Number
- Year

Nomination Form for Service Unit Awards

The Service Unit Team and the Service Unit Recognition Coordinator should collaborate to come up with the best way to accept and track nominations that works form them. Google forms, fillable PDFs, or emails are a few ways nominations can be tracked. Recommended information to collect:

- Description and Deadline
  - Example: *Use this form to nominate a special troop or service unit volunteer for a Service Unit Award. Recipients typically are awarded for service above and beyond the their job duties or expectations for their position. You can review award descriptions and criteria in the Service Unit Awards Packet*
- Date:
- Award Name:
- Candidate Name, Email, Troop Number (if applicable):
- Submitter Name Email, Troop Number (if applicable):
- Space for description of candidate's accomplishments and how they met the criteria

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Service Unit Adult Recognition Shop Order Form

Order ahead and receive a **10% discount**.
Place orders 3-4 weeks prior to service unit event to ensure they arrive on time
This form is for service unit use only

Mail orders to:
Girl Scouts of Northern California
1301 Marina Village Pkwy #200
Alameda, CA 94501
Fax: 510-633-7925

Or order by:
Phone: (510) 562-8470
Email: shop@gsnorcal.org
Online Form

Name: _____Telephone: (_____)_____
Email:_____
Delivery Method (select 1):
☐ San Jose Office Pick Up ☐ Alameda Office Pick Up ☐ Ship (10 days):
Shipping address:
_____
SU Name/# _____ Date Ordered: _____
Date of SU Event: _____

Orders are limited to stock availability.

Name of Award	Quantity	Unit Price	Total Cost
Volunteer of Excellence (#09177)		x $18.00	$
Green Angel Patch (#63684080)		x $1.80	$
Scoutdoor Award (#636203014)		x $1.80	$

Name of Pin	Yellow (Troop) #14083	Red (Camp, Program) #14080	Orange (Series & Travel) #14082	Light Blue (SU Team) #14086	Lime Green (Learning Facilitator) #14500	Other:	Total Cost
Volunteer Position Pin $5.18 each							$
Name of Pin	**5 years #09609 #09973**	**10 years #09610 #09974**	**15 years #09615 #09975**	**20 years #09620 #09976**	**25 years #09625 #09977**	**Total # of Pins**	**Total Cost**
Numeral Guard $3.83 each							$
Volunteer Service Award $6.30 each							$

Name of Patch	Type and Quantity	Total Cost
Adult Achievement Patch $4.50 each		$

Total Order Amount	$ _____ *+ local sales tax*

Return Policies: No exchanges or refunds will be made after 60 days of purchase. No exchanges or refunds without a receipt. Returns and exchanges must be done at a GSNorCal retail store.
Payment Options: ☐ Check # _____ ☐ VISA ☐ American Express ☐ Mastercard ☐ Discover
To ensure the security of your information, we will call you on the telephone to get your credit card information.
The best time (Monday-Friday 9 - 5) to call you: _____a.m. _____p.m. #:(_____) _____-_____

Please add Local Sales Tax to your order before sending payment (tax percentage is for your city of residence)

Signature: _____ Date: _____