

Service Unit Awards Packet

Adult Recognition



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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 at www.gsnorcal.org/recognition under 'Service Unit Awards'

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, Associate Director of Volunteer Support: LUda@gsnorcal.org or 408-288-4190

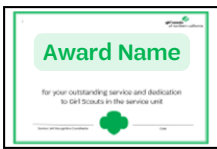


Service Unit Awards

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

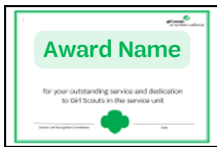
Family of the Year



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

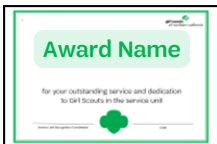
All types of families are eligible including single parent, guardians, etc.

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

Additional Awards

President's Volunteer Service Award

In addition to service unit awards and insignia, individual service units can apply and go through the process to become a Certifying Organization to give out the President's Volunteer Service Award (PVSA). [Eligibility Requirements](#)

This is NOT a Girl Scout award, and is led by the [AmeriCorps](#) and managed in partnership with [Points of Light](#).



About the PVSA

The President's Council on Service and Civic Participation founded the President's Volunteer Service Award to recognize the important role of volunteers in America's strength and national identity. Both youth and adults can receive this award annually. This award honors volunteers who are using their time and talents to positively impact communities and inspire those around them to take action.

For more information about becoming a Certifying Organization and how members in your service unit can earn this award, please contact info@gsnorcal.org.

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. Award 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

Resources (cont.)

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 for 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 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

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

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

Service Unit Adult Recognition Shop Order Form

Orders must be placed 4 weeks prior to service unit event in order to receive free shipping (one time per service unit, per year) <u>This form is for service unit use only.</u>	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 (type "free shipping for SU Awards" in the comments)
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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) <small>redesign - coming soon!</small>		x \$2.00	\$
Scoutdoor Award (#636203014)		x \$2.00	\$

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 \$5.50 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 \$4.00 each							\$
Volunteer Service Award \$6.50 each							\$

Name of Patch	Type and Quantity	Total Cost
Adult Achievement Patch \$5.00 each		\$

Total Order Amount	\$ _____ + local sales tax
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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: _____