



Recognitions Coordinator

Primary Responsibilities

Promote service unit and national/council awards.
Recognition of achievements of youth members within the service unit.

Support and oversee appreciation and recognition of volunteers within the service unit.

Qualifications

Registered and background screened.

Familiarity with both service unit and council/national awards and nomination process. Understanding of awards and recognitions available to youth members.

Your Commitment

- Complete position-specific training as needed.
- Participate in Fall Kick-Off Summit
- In partnership with SU team, host annual recognition event to acknowledge the achievements and hard work of youth members and adult volunteers.

Ongoing Tasks

- Track higher awards achievements by youth members.
- Educate the service unit adults on the process and timeline for council and national award nominations.
- Ensure that nominations for council and national awards are submitted by the service unit as appropriate and that relevant volunteers are recognized.
- Maintain records of past SU award recipients.
- If the SU is a Presidential Service Award certifying organization, maintain records and ensure presentation of awards.

Your Impact

When adult volunteers feel recognized and appreciated for all of their hard work, it results in a happier and more fulfilled service unit!

When youth and adult volunteers in younger troops see what our older members are achieving, it inspires them and helps to keep them in Girl Scouts.

Adult volunteers who feel seen and appreciated are far more likely to return next year!

Encouraging Community Engagement

- Engage with troop leaders and other volunteers to promote awards and encourage them to nominate the people they feel have had a big impact on their troop this year.
- Involving the community in recognizing the work of others brings people together!

Recognitions Coordinator Resources & Ideas



Service Unit Awards

- These awards are given out by service units to their leaders and volunteers. While spring is the typical timeline, SUs can decide on their own timeline and deadlines.
 - A list of awards can be found in our [Service Unit Awards Packet](#).
 - Service units can also create their own awards. Customizable templates, thank you cards, and other resources are located in the [gsHelpCenter](#).
 - The [Volunteer Appreciation Ideas for Service Unit Teams](#) document has ways to celebrate your volunteers through out the year.
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National & Council Awards

- National & Council awards consist of the national GSUSA-created awards and the GSNorCal council-created awards.
 - A list of awards can be found in our [National & Council Awards Packet](#).
 - These awards include an online nomination and letter of endorsement process, requiring the collaboration of multiple people and signers. All submissions must be received by **June 30th** each year, after which, they are reviewed by the council's Volunteer Recognition Committee and either approved or denied.
 - Anyone can nominate someone for an award, but service units typically discuss who to nominate to ensure their local volunteers are considered for awards.
 - For more information on these type of awards check out the [National & Council Awards](#) article in the gsHelpCenter.
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Other Celebration Opportunities

- Reach out to troops to see if any youth members earned a Highest Award or any other leadership award, in the past year. The service unit can choose to recognize these Girl Scouts at their own ceremony or part of a service unit-wide recognition event.
 - Thank & show appreciation to leaders and volunteers year-round (i.e. Thank you note after planning an event, shout out at a meeting, etc.)
 - **Leader Appreciation Day is April 22**
 - **Volunteer Appreciation Month is April**
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Additional Resources

- gsHelpCenter: [Volunteer Appreciation](#)
- Recognitions Coordinator Training in [gsLearn](#)
- GSNorCal Pinterest Board: [Volunteer Appreciation Ideas](#)
- Recognition quick links: www.gsnorcal.org/recognition