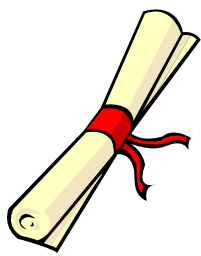


Adult Recognition Handbook



Thank you

Gracias

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Danke

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Adult Recognition Handbook

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Why recognize adults?

We give of our time, skills, knowledge, friendliness and love for so many reasons. One reason is that it makes us feel good. People don't volunteer because they expect a reward. They see a job to be done - and they do it.

But any organization that truly values its volunteers will validate and publicly recognize their contributions. Girl Scouts validates its volunteers by having job descriptions, job training and offering growth - or promotion - within the organization. We recognize them in many ways, but GSUSA and GSCNC has built visible recognition into the Girl Scout program to thank adults who give so much to help achieve its mission.

What are the recognitions?

Expressions of gratitude may take various forms, from informal words of thanks to formal acknowledgment from the council, or from greetings made by girls, to an official award.

Unofficial Awards

It is important, whenever possible, to acknowledge any service given, whether it is done merely with a smile and verbal "Thank You" or in a more tangible way. The type, duration and beneficiaries of service are all factors to consider when deciding how to say thanks. Handwritten notes and handmade tokens are appropriate in many cases. Girl Scout gifts, specialty items, certificates and Letters of Thanks are also appropriate ways to say thank you and are available from the Girl Scout Shop or Adult Volunteer Development Department. These require no approval. For more specifics, see "Expressions of Gratitude" on page 8.

Official Awards for Individuals and Groups

When an individual or group in Girl Scouting has served with unusual distinction, official recognition may be appropriate. Honoring superior service by Girl Scout adults and community friends is an established part of GSCNC's and GSUSA's program. These awards powerfully reinforce the qualities and service that Girl Scouting values and provide the means to acknowledge individual and service teams for their unique and outstanding contributions.

Recognition for Organizations and Sites

Just as Girl Scout volunteers should be thanked, organizations that offer support to Girl Scouts should be thanked and recognized. A simple thank you note may be sufficient, or troops may offer gifts of service to a sponsoring organization. For more extended service, certificates of appreciation or a plaque may be appropriate. See the topic "GSCNC Certificate of Appreciation and Plaque of Appreciation," on page 11 in "Descriptions of Official Awards."

Recognition of Longevity of Membership

The Membership Numeral Guard pin recognizes the individual for combined years of membership both as a girl and adult member of any Girl Scout or Girl Guide organization. It may be purchased at the Girl Scout Shop. Association Recognition Committees are encouraged to keep records of service and longevity and to initiate the appropriate presentation of these pins. See page 10 in "Descriptions of Official Awards."

Who can be recognized?

Any individual or organization that has been of service may be considered for recognition. Use the descriptions in this book to determine which might be the most appropriate recognition for a particular person or group at a particular time.

General criteria for official awards

If considering someone for an official award*, be certain that she or he meets the following general criteria:

1. Is registered as a member of GSUSA.
2. Is active within the Girl Scout Council of the Nation's Capital.
3. Owes no council debt.
4. Demonstrates a spirit of loyalty and dedication to the Girl Scout movement.
5. Is trained or has equivalent experience for the positions she or he has assumed.
6. Meets expectations of job description and gives service above and beyond what is required.

*Exceptions:

The GSCNC Certificate of Appreciation, Plaque of Appreciation, Capital Award, and Juliette Low World Friendship Medal may be presented to individuals or organizations outside the Girl Scout organization.

Specific recognition criteria are listed in "Descriptions of Awards," pages 10-21.

When is recognition appropriate?

The desire to recognize all dedicated volunteers must be balanced with an obligation to preserve the value of the awards. The descriptions in this booklet and the chart on page 22 should be carefully reviewed in order to select the most appropriate recognition for a nominee.

Previous work already honored by a Girl Scout award should not be included in a new request. Work that occurred during the same time period, but was not included in a previous honor, may be referenced. For example, if a volunteer was awarded the Appreciation Pin in 2000 for work in her service unit from 1996-1999, council-level work during the same time period may be used in a request for the Thanks Badge in the future.

Which recognition is appropriate?

Acceptance of any position, whether done on a paid or volunteer basis, implies a willingness to perform the duties stated in the position description and to devote the time necessary to perform those duties under normal circumstances. Therefore, while doing a "good job" and putting in many hours is certainly worthy of thanks, it does not necessarily indicate performance "above and beyond the expectations" of the position.

Each award description includes both a recommendation for focus of service as well as impact of service. Definitions of these terms follow, using the sample below from page 14.

Focus of Service

Focus refers to the areas or groups benefiting from the service. In many cases, a volunteer works with a troop, and/or coordinates service unit events, and/or participates on a council-wide committee or task group. Use the examples given for each award to help determine which one is most appropriate. The "Descriptions of Recognitions" section is arranged according to the focus of service.

Impact of Service

When you consider impact, consider both the number of years in a position and the results of a person's service.

Length of time in a position, while always deserving of appreciation and thanks, does not necessarily justify an official award other than the longevity pins. The results of service are more important than length of service, but often it takes some time in a position before a person can achieve truly outstanding results. Time of service that is less than the recommendation may be compensated for by exceptionally strong service at the level expected for a given award. In other words, truly outstanding service might make up for less time in a position, but time alone cannot make up for less than outstanding service.

GSUSA vs. GSCNC

Occasionally a candidate's outstanding service meets the criteria for more than one award and a sponsor could nominate this person for either a GSUSA or GSCNC recognition. In this case, one should consider which award might be more meaningful to the recipient. For example, an active volunteer who has made a great contribution at the local, association and council level might be a candidate for either the Honor Pin or the Nation's Capital Pin. If the person were relocating, the Nation's Capital Pin, which is specific to this council, might be the recipient's preference since it would be conceivable that the person might be recognized with the Honor Pin in another area at a future time.

Conversely, someone who has not been in our council for very long but who has served at similar levels in other councils might be a strong candidate for a GSUSA award. In this case, it might be necessary to contact her or his former council for more letters of endorsement.

FOCUS OF SERVICE; SERVICE UNIT OR ASSOCIATION	
<u>GSUSA: OUTSTANDING VOLUNTEER AWARD</u>	
<i>The Outstanding Volunteer Award was instituted in 1987 by GSUSA. It is awarded to an adult in a position other than leader; or in addition to leader; whose outstanding service benefits the service unit or association. The service is beyond the expectations of the position(s) such that it warrants local area recognition.</i>	
CRITERIA FOR SELECTION	
GENERAL: See General Criteria, page X.	
FOCUS OF SERVICE:	Benefits the service unit or association in a capacity other than troop leader or assistant leader. A leader or co-leader who also serves in other positions is eligible for the service offered in those other positions.
IMPACT OF SERVICE:	Significant service above and beyond the expectations of the position(s) held.
LENGTH OF SERVICE:	Service will usually have extended over a period of at least 2 years.

Who initiates and approves nominations?

Any individual or Girl Scout group familiar with a person's performance in a particular service can initiate a nomination for recognition. Within GSCNC, there are two groups of volunteers established specifically for the purpose of honoring adults, and they can be of tremendous help to anyone who needs guidance or support. All official awards are approved by one of these groups.

Association Recognition Committee

At the Association level, the Association Recognition Committee is responsible for recognitions. This committee should have representation from each service unit. If you wish to show appreciation for a leader or helping adult in your troop or service unit, you may contact the Association Recognition Committee for assistance. The Association Recognition Committee approves the following:

GSUSA awards: Outstanding Volunteer Award
Outstanding Leader Award

Association Awards: Many associations have developed their own awards. For information and application procedures, contact your Association Recognition Committee.

Council Recognition Panel

Council-wide, the Board of Directors appoints the Council Recognition Panel with a chair, a board representative, and a staff advisor. Generally, the Association Recognition Committee submits nominations to this panel for approval; however, individuals may submit nominations directly to the panel. The Council Recognition Panel has the sole authority to approve the following:

GSUSA Awards: Appreciation Pin
Honor Pin
Thanks Badge
Thanks Badge II

GSCNC Awards: Certificate of Appreciation
Plaque of Appreciation
Nation's Capital Pin
Capital Award
Knox Award

National Board of Directors of GSUSA

Juliette Low World Friendship Medal

Where are recognitions presented?

Both official awards and unofficial recognitions (see page 2 for definitions) are best given to the recipient on memorable occasions appropriate to the service and the recognition. Throughout the year, recognitions can be given at service unit events and at the fall and spring association meetings. Some awards, as stated in their descriptions, may be presented only at council events. The council annual recognition luncheon is held immediately after the council annual business meeting in April.

Consider making the presentation fun, and using a public ceremony that honors the individual or organization in front of her or his peers. Perhaps invite the troop, family or community members to add to the joy of the occasion. Have the presenter practice pronouncing the honoree's name correctly ahead of time. Girl Scout ceremonies books are useful resources for planning recognition ceremonies.

Association Recognition Committees

Purpose:

Association Recognition Committees serve to provide recognition to their members. They have the responsibility of encouraging recognition of adults and older girls and assisting with the submission of applications for these awards. They generally coordinate recognition activities at spring and fall association meetings, keep records of service for longevity and other awards, and sponsor nominations for recognition at the council level. They may host other association recognition events, such as teas for graduating seniors.

Composition of Committee:

Each association may determine how its committee is chosen, what its makeup will be, and what its responsibilities will be. It is the responsibility of the association chair to ensure the existence of an Association Recognition Committee that represents the entire association. Association Recognition Committee members may be elected by the association membership or may be appointed by the association chair. A yearly appointment or election with a three-year tenure is recommended. **Representation of each service unit must be ensured.** It is recommended to have at least one, and perhaps two, representatives from each service unit on the committee. An at-large position can represent members of the association who are not affiliated with any service unit. The committee chair role might rotate among service units.

A quorum must be present to conduct business. The association or the committee should determine what that quorum would be.

Ways of Work:

The chair and committee members should attend training. A schedule of regular meetings should be established in the fall, and the association chair and service unit managers should be kept informed of the schedule. Appropriate deadlines should be established. Discussion of all nominations should be open at committee meetings, but must remain confidential within the committee. Decisions should be made by a majority of those in attendance, providing that the quorum rule has been met. The committee should develop a consistent process for informing sponsors of decisions regarding a nomination. Service unit representatives to the committee must assure communication with service unit managers, while maintaining confidentiality.

Responsibilities

The Association Recognition Committee receives and approves nominations for Outstanding Leader and Outstanding Volunteer awards and any association-specific awards. Its members review the nominations and makes decisions concerning these awards. The association should determine who would pay for the awards and suggest appropriate presentation.

Other responsibilities may vary from one association to another. These responsibilities are generally defined by the association or its chair, or may be developed by the Association Recognition Committee itself with approval of the association membership or chair. Typical responsibilities include:

- Maintain association records of awards and longevity of service;
- Sponsor recognition events for the association, both for adults and older girls;
- Sponsor nominations for recognitions to be approved by the Council Recognition Panel and timely forwarding of those nominations to the panel (Note: Nominations may also go to the panel from other persons or groups within the council);
- Publicize recognition activities and information within the association;
- Pay tribute to someone who has made an outstanding contribution to the association's success.

Council Recognition Panel

Purpose:

The GSCNC Board of Directors established the Council Recognition Panel in 1978 to review and approve nominations for national and council awards.

Composition of Panel:

Panel appointments are made for three-year terms by the President of GSCNC and are approved by the Board of Directors. The maximum length of consecutive years of service for an individual member is six years, but an individual may be appointed again to the panel after an absence of at least one year. The panel is composed of two members from each of the four geographic areas of the council, one board member, a chairperson, and a staff advisor.

A quorum must be present to conduct business. A quorum consists of more than half of the voting members. The count of voting members may include absent panel members who have submitted (in advance) decisions on nominations. All panel members (except the staff advisor) are full voting members.

Ways of Work:

The panel establishes and publishes a schedule of meetings in the fall for the upcoming year. Nominations are submitted to the panel at the council office, and the staff advisor makes copies. These copies are mailed to all panel members prior to scheduled meetings, to allow time to review and reflect on the nominations.

Nominations for recognitions must be received at least eight weeks prior to the proposed presentation date. Discussion of all nominations is open at panel meetings, but must remain confidential within the panel. Decisions are by a majority of those in attendance, providing that the quorum rule has been met.

The panel chair or staff advisor promptly contact nomination sponsors to inform them of panel decisions.

Awards to be given at the annual council recognition event are retained and presented at the event by the panel. Awards for all other events are given to the sponsor of the nomination, who arranges to pick them up by contacting the staff advisor.

Annual Recognition Event

The panel is responsible for the annual council recognition event. This is usually held with a luncheon in conjunction with the Annual Meeting. The deadline for receipt of nominations for awards to be presented at this event is eight weeks prior to the event.

Detailed information about this event may be obtained from the panel chair or from the staff advisor.

Expressions of Gratitude

The suggestions, which follow, may be given to show appreciation to volunteers who serve in any capacity. These expressions of gratitude may be initiated by anyone—girls, parents, service unit teams and association members. Council Recognition Panel approval is not necessary for these suggestions.

Handicrafts:

Make a mobile, flower arrangement, special ceramic plaque, scrapbook, sampler, poster, decoupage, ornament, etc.

Written Thank You:

Send a brief note, poem, letter, special occasion card, scroll signed by members of the group, autograph book with signatures and comments from associates, or pictures of girls attractively framed.

Letter of Thanks:

May be given to any person, group or organization that has given a service to Girl Scouting. These 5"x7" cards, suitable for framing, are available from the Adult Volunteer Development Department at the council office without charge.

Miscellaneous:

Write an article for the service unit/association newsletter, or frame a picture of an event or program, provide a baby sitter, make a phone call, send a small plant or flowers, give baked goods with recipes, or offer gifts from the garden. Be alert for other creative, thoughtful ideas.

Girl Scout Tokens:

Look in the national Girl Scout Catalog. All tokens are available in the Girl Scout Shop at the council office or mobile shop. Items specific to GSCNC are also available.

Honorary Contributions:

Make a financial contribution to the Endowment Fund to be used for program grants or contact GSCNC Fund Development Department for information concerning the trust fund program.

Lifetime Membership:

Lifetime membership in GSUSA is open to any person 18 or older who accepts the beliefs and principles of the Girl Scout movement. Lifetime members receive a permanent membership card and recognition certificate; a lifetime subscription to *Leader* magazine; Girl Scout activity insurance coverage. Lifetime membership dues go to a national endowment fund, used to develop and support Girl Scout membership. To give a gift of lifetime membership, call your service unit registrar.

Certificates:

Many are available for purchase at the Girl Scout shop. The Association Certificate of Recognition requires the association chair's signature. It may be presented to any individual or group in or out of Girl Scouting for contributions of time, talents effort. The GSCNC Certificate of Appreciation, which requires Council Recognition Panel approval, is found in "Descriptions of Official Awards," page 11.

Descriptions Of Official Recognitions

The recognitions are arranged according to focus of service (for a definition, see page 4), with the exception of longevity awards, which are based solely on years of registration.

Remember: a particular recognition is not better than any other recognition. Look for the recognition or recognitions that best fit the volunteer's focus of service.

LONGEVITY OF MEMBERSHIP

Longevity of membership is calculated by totaling years of girl and adult registration, in any Girl Scout or Girl Guide organization.

Membership numeral guards recognize the individual for combined years of membership both as a girl and adult member. They may be purchased at the Girl Scout Shop. It is wonderful for service units and associations to honor their members by presenting these pins at recognition events. Association Recognition Committees are encouraged to keep records of service and longevity.

To nominate someone (or yourself) for a 20+ numeral guard, you must submit a Longevity Information Form. This gives the Association Recognition Committee or Council Recognition Panel information, which may be used for recognition ceremonies.

CRITERIA FOR SELECTION

GENERAL:	See General Criteria, page 3
FOCUS OF SERVICE:	N/A
IMPACT OF SERVICE:	N/A
LENGTH OF SERVICE:	Beyond the General Criteria, member must have been registered the appropriate number of years.

PRESENTATION OF AWARD

- Depending on number of years, award may be given at the service unit, association, or council level:
 - 5-15 years:** usually recognized at the service unit level
 - 20-25 years:** usually recognized at the association level
 - 30+ years:** may be recognized at the annual council recognition luncheon, and then given subsequently at 5-year intervals.
- For 30+ years, council pays cost.
- See page 26, "How to Obtain Awards."

APPROVAL REQUIRED

For 20-25 years, Association Recognition Committee
For 30+ years, Council Recognition Panel

EXAMPLES OF POSSIBLE CANDIDATES

Any current members who have been registered the appropriate number of years.

NOMINATION PACKET MUST INCLUDE

Form: Application for Official Adult Recognitions
Form: Longevity Information Form

FOCUS OF SERVICE: ANY GIRL SCOUT GROUP

GSCNC: CERTIFICATE OF APPRECIATION AND PLAQUE OF APPRECIATION

Both the Certificate of Appreciation and the Plaque of Appreciation recognize a high degree of service and support to the Girl Scout movement by an individual, site or organization in or out of Girl Scouting. The Plaque of Appreciation is appropriate for organizations, which have given service for more than 5 years or have had a council-wide impact.

CRITERIA FOR SELECTION

GENERAL:	Demonstrates understanding and support of the Girl Scout movement. Owes no council debt.
FOCUS OF SERVICE:	Benefits any Girl Scout group.
IMPACT OF SERVICE:	Significant service to any group within Girl Scouting.
LENGTH OF SERVICE:	Certificates of Appreciation do not carry a suggested length of service. For nominations for Plaques of Appreciation, service (and/or support) will usually have extended over a period of at least 5 years.

PRESENTATION OF AWARD

- May be given at council, association or service unit events, depending upon impact of service. The Panel suggests that Certificates and Plaques of Appreciation that recognize council-wide impact be presented at the annual council recognition event.
- The council pays cost.
- See page 26, "How to Obtain Awards."

APPROVAL REQUIRED

Council Recognition Panel

EXAMPLES OF POSSIBLE CANDIDATES

Potential candidates might include, but are not limited to:

- An organization whose in-kind sponsorship of a large event for girls ensures that high-quality program can affordably serve girls from all over the council.
- A church whose facilities have been used for seven years for joint association events, council-wide older girl programs and council training blitzes.

NOMINATION PACKET MUST INCLUDE

Form: Application for Official Adult Recognitions

Letters of Endorsement: 2, letters for both individuals and organizations should address the groups served, and the impact of the service.

FOCUS OF SERVICE: TROOP

GSUSA: OUTSTANDING LEADER AWARD

The Outstanding Leader Award, instituted in 1987 by GSUSA, is given to a leader or assistant leader at the service unit or association level. It recognizes leadership skills that include good communication and membership development.

CRITERIA FOR SELECTION

GENERAL:	See General Criteria, page 3.
FOCUS OF SERVICE:	Served in capacity of a troop leader or assistant leader.
IMPACT OF SERVICE:	Demonstrated outstanding achievements in the following three areas: <ol style="list-style-type: none">1. Leadership with girls (Girl/Adult Partnership)2. Communication with troop, family, service unit, and council3. Membership development (meeting or exceeding troop size agreed upon by the leader and service team in accordance with service unit's membership goals)
LENGTH OF SERVICE:	Service will usually have extended over a period of at least 2 years.

PRESENTATION OF AWARD

- May be given at association or service unit events.
- Association or service unit pays cost.
- See page 26, "How to Obtain Awards."

APPROVAL REQUIRED

Association Recognition Committee

EXAMPLES OF POSSIBLE CANDIDATES

Potential candidates might include, but are not limited to:

- An assistant leader whose girls include a girl who uses a wheelchair. The troop plans their activities so that everyone has a chance to succeed. She keeps the troop families informed of the troop's plans via a newsletter that includes articles written by the girls.
- A leader who continually finds ways to involve parents and other community resources so that her troop continues to grow and thrive. She delegates responsibility but ensures that safety standards are always met.
- A leader who works with a leadership team that rotates throughout the year. She maintains continuity but encourages each helping adult to take full responsibility for her or his turn. The girls plan their ceremonies and a portion of every meeting and have been successful in integrating new members into the troop throughout the year.

NOMINATION PACKET MUST INCLUDE

Form: Application for Official Adult Recognitions

Form: Adult Record of Service

Letters of Endorsement: 2

FOCUS OF SERVICE: TROOP, SERVICE UNIT OR ASSOCIATION

GSUSA: OUTSTANDING VOLUNTEER AWARD

The Outstanding Volunteer Award was instituted in 1987 by GSUSA. It is awarded to an adult in a position other than leader, or in addition to leader, whose outstanding service benefits the troop, service unit or association. The service is beyond the expectations of the position(s) such that it warrants local area recognition.

CRITERIA FOR SELECTION

GENERAL:	See General Criteria, page 3.
FOCUS OF SERVICE:	Benefits the troop, service unit or association in a capacity other than troop leader, assistant leader or advisor. A leader or advisor who also serves in other positions is eligible for the service offered in those other positions.
IMPACT OF SERVICE:	Significant service above and beyond the expectations of the position(s) held.
LENGTH OF SERVICE:	Service will usually have extended over a period of at least 2 years.

PRESENTATION OF AWARD

- May be given at association or service unit events.
- Association or service unit pays cost.
- See page 26, "How to Obtain Awards."

APPROVAL REQUIRED

Association Recognition Committee

EXAMPLES OF POSSIBLE CANDIDATES

Potential candidates might include, but are not limited to:

- A service unit event director who has managed a successful area-wide event on three or more occasions.
- A service unit product sales manager, who has efficiently promoted, managed and reported on at least two product sales.
- A troop/group chair for SHARE who has increased participation and amount of support from the families each year.

NOMINATION PACKET MUST INCLUDE

Form: Application for Official Adult Recognitions

Form: Adult Record of Service

Letters of Endorsement: 2

FOCUS OF SERVICE: AT LEAST ONE SERVICE UNIT OR ASSOCIATION

GSUSA: APPRECIATION PIN

The Appreciation Pin was instituted in 1976 by GSUSA. It honors outstanding service performed by the candidate which benefits at least one service unit or association and which contributes to the goals and objectives of the council.

CRITERIA FOR SELECTION

GENERAL:	See General Criteria, page 3.
FOCUS OF SERVICE:	Benefits at least one service unit or association.
IMPACT OF SERVICE:	Significant service above and beyond the expectations of the position(s) held.
LENGTH OF SERVICE:	Service will usually have extended over a period of at least 3 years.

PRESENTATION OF AWARD

- May be given at association or service unit events.
- Cost is paid by GSCNC.
- See page 26, "How to Obtain Awards."

APPROVAL REQUIRED

Council Recognition Panel

EXAMPLES OF POSSIBLE CANDIDATES

Potential candidates might include, but are not limited to:

- A troop leader who also served on the service unit team. Three years ago, he started and chaired a committee that organized service unit-wide events for Girl Scout special days and year-end bridging. He has continued to coordinate the celebrations, but has recruited other volunteers to chair individual activities, which has led to bigger and better events and more community exposure. These events have helped in girl recruitment, leading to a 10% increase in girl membership in the service unit over the past three years.
- A service unit SHARE manager who has, over a period of four years, initiated innovative ways of increasing both participation in and contributions to the campaign. She makes frequent contact with the troop SHARE leaders and often visits parent meetings and troop events to promote SHARE. Her service unit has had 100% troop participation for the past three years.

NOMINATION PACKET MUST INCLUDE

Form: Application for Official Adult Recognitions (usually signed by Association Recognition Chair)

Form: Adult Record of Service

Letters of Endorsement: 3

FOCUS OF SERVICE: AT LEAST TWO SERVICE UNITS OR ASSOCIATIONS

GSUSA: HONOR PIN

The Honor Pin was instituted in 1987 by GSUSA. It recognizes outstanding service performed by the candidate which benefits at least two service units or associations and which contributes to the goals and objectives of the council.

CRITERIA FOR SELECTION

GENERAL:	See General Criteria, page 3.
FOCUS OF SERVICE:	Benefits at least two service units or associations.
IMPACT OF SERVICE:	Significant service above and beyond the expectations of the position(s) held.
LENGTH OF SERVICE:	Service will usually have extended over a period of at least 4 years.

PRESENTATION OF AWARD

- May be given at council, association or service unit events.
- Cost is paid by GSCNC.
- See page 26, "How to Obtain Awards."

APPROVAL REQUIRED

Council Recognition Panel

EXAMPLES OF POSSIBLE CANDIDATES

Potential candidates might include, but are not limited to:

- An association chair that has been in her position for five years. When she started, attendance at association meetings was poor. She has visited all service units every year, which has resulted in doubling attendance at spring and fall association meetings. Four years ago, she initiated an overnight event for older girls in her association that has become an annual event with emphasis on girl planning.
- A volunteer who for the past three years has successfully directed a day camp serving several associations. She recruited a planning task group to expand the variety of activities included in the sessions, resulting in increased enrollment. Her diligence in seeking resources and training for her volunteer staff has encouraged three of them to become ongoing leaders, starting troops in previously unserved areas.
- An individual who directs a membership outreach task force with positive results, either in membership or in targeted groups served.

NOMINATION PACKET MUST INCLUDE

Form: Application for Official Adult Recognitions (usually signed by Association Recognition chair)

Form: Adult Record of Service

Letters of Endorsement: 4

FOCUS OF SERVICE: AT LEAST TWO SERVICE UNITS OR ASSOCIATIONS

GSCNC: NATION'S CAPITAL PIN

The Nation's Capital Pin was introduced by this Council in 1975 and is unique to GSCNC. The Nation's Capital Pin recognizes dedication and significant service in support of outstanding program for girls within the Girl Scout Council of the Nation's Capital. Such service must be above the expectations of the position(s) held.

CRITERIA FOR SELECTION

GENERAL:	See General Criteria, page 3.
FOCUS OF SERVICE:	Benefits at least two service units or associations.
IMPACT OF SERVICE:	Significant service to GSCNC that influences exceptional program for girls or makes a unique and significant contribution to the council.
LENGTH OF SERVICE:	Service will usually have extended over a period of at least 3 years in one or more adult positions.

PRESENTATION OF AWARD

- May be given at council, association or service unit events.
- Cost is paid by GSCNC.
- See page 26, "How to Obtain Awards."

APPROVAL REQUIRED

Council Recognition Panel

EXAMPLES OF POSSIBLE CANDIDATES

Potential candidates might include, but are not limited to:

- A volunteer who has been an outdoor trainer for three years. He has adapted this training into creative cooking session for older girls and it has become a popular feature for the annual Cadette/Senior Jamboree. Last year, he initiated an association newsletter aimed at retaining Senior Girl Scouts as adult volunteers.
- An advisor who has also been a teen consultant for four years. She has arranged several opportunities for older girls in her association to earn a variety of Interest Projects. She has also served for three summers as the teen coordinator for a council summer day camp. In this capacity she has assisted the girls in earning a variety of recognitions and has arranged for a field trip for the girls each year.
- Board member who has provided leadership in raising funds for the renovation of a council-owned camp. She successfully solicited \$250,000 from new contributors to the organization. As member of the speakers' bureau, she has delivered presentations to five different corporations resulting in the recruitment of 20 new resource volunteers.

NOMINATION PACKET MUST INCLUDE

Form: Application for Official Adult Recognitions (usually signed by Association Recognition Chair)

Form: Adult Record of Service

Letters of Endorsement: 4

FOCUS OF SERVICE: COUNCIL OR ENTIRE GIRL SCOUT MOVEMENT

GSUSA: THANKS BADGE

The Thanks Badge was instituted in 1912 by GSUSA. It recognizes outstanding service that benefits the total council or the entire Girl Scout movement and is so significantly above and beyond the call of duty that no other award would be appropriate.

CRITERIA FOR SELECTION

GENERAL:	See General Criteria, page 3.
FOCUS OF SERVICE:	Benefits the council or entire Girl Scout movement.
IMPACT OF SERVICE:	Continuous and outstanding service above and beyond the expectations of the position(s) held. Exemplifies the Girl Scout Promise and Law in her/his daily life.
LENGTH OF SERVICE:	Service will usually have extended over a period of at least 5 years in one or more adult positions.

PRESENTATION OF AWARD

- Due to the council-wide nature of this award, the Council Recognition Panel strongly recommends that it be given only at the council annual recognition event.
- Cost is paid by GSCNC.
- See page 26, "How to Obtain Awards."

APPROVAL REQUIRED

Council Recognition Panel

EXAMPLES OF POSSIBLE CANDIDATES

Potential candidates might include, but are not limited to:

- A volunteer who served as a troop advisor and Campus Girl Scout coordinator for six years at her previous council. In the past five years at GSCNC, she has contributed her professional expertise in financial management to a strategic planning task force and the Program Grants Panel. As a result, significantly more girls benefit from Girl Scout programs.
- A volunteer who spearheaded a major council-wide service project event over the course of five years which has become an annual event, anticipated not only by Girl Scouts but by the community at large. It generated positive media coverage each year as well as support from many local businesses. Donations included event materials as well as other contributions.
- An individual who initiates and successfully manages the extension of Girl Scouting to underserved populations within the council's jurisdiction, such as ethnic groups previously unserved, girls with disabilities or others.

NOMINATION PACKET MUST INCLUDE

Form: Application for Official Adult Recognitions (usually signed by Association Recognition Chair)

Form: Adult Record of Service

Letters of Endorsement: 4

FOCUS OF SERVICE: COUNCIL OR ENTIRE GIRL SCOUT MOVEMENT

GSUSA: THANKS BADGE II

The Thanks Badge was instituted in 1987 by GSUSA. It recognizes continued outstanding service given by a Thanks Badge recipient. The quality of service performed is the same as that for the Thanks Badge: "It is truly outstanding, benefits the total council or the entire Girl Scout organization, and is so significantly above and beyond the call of duty that no other award would be appropriate." Additionally, this award might acknowledge outstanding performance that surpasses the earlier achievement. It is a way of saying thanks again to an outstanding individual who has contributed greatly to Girl Scouting.

CRITERIA FOR SELECTION

GENERAL:	See General Criteria, page 3.
FOCUS OF SERVICE:	Benefits the council or entire Girl Scout movement.
IMPACT OF SERVICE:	Continuous and outstanding service above and beyond the expectations of the position(s) held. Exemplifies the Girl Scout Promise and Law in her/his daily life.
LENGTH OF SERVICE:	Service will usually have extended over a period of at least 10 years since receiving the Thanks Badge in one or more adult positions with sustained, continued service or increased services to the council or the Girl Scout movement.

PRESENTATION OF AWARD

- Due to the council-wide nature of this award, the Council Recognition Panel strongly recommends that it be given only at the council annual recognition event.
- Cost is paid by GSCNC.
- See page 26, "How to Obtain Awards."

APPROVAL REQUIRED

Council Recognition Panel

EXAMPLES OF POSSIBLE CANDIDATES

Potential candidates might include, but are not limited to:

- The chair of a strategic planning task group whose leadership inspired a pluralistic, visionary plan for the council.
- A board member whose continuous strong leadership in fund development has resulted in greater financial stability for the council.
- Building on years of service since receiving the Thanks Badge, an individual who has used her skills and talents as a council trainer and has expanded her activities to include chairing the council family giving program.

NOMINATION PACKET MUST INCLUDE

Form: Application for Official Adult Recognitions (usually signed by Association Recognition Chair)

Form: Adult Record of Service

Letters of Endorsement: 4

FOCUS OF SERVICE: COUNCIL OR ENTIRE GIRL SCOUT MOVEMENT

GSCNC: KNOX AWARD

The Knox Award was introduced in 1988, and is named in honor of sisters Lucy and Irene Knox, and their sister-in-law, Alma Knox. These amazing women showed lifelong dedication to this council and to the Girl Scout movement. The Knox Award honors individuals whose continuous service to GSCNC exemplifies the spirit, dedication and enjoyment of Girl Scouting and the principles of Juliette Low's movement.

CRITERIA FOR SELECTION

GENERAL:	See General Criteria, page 3.
FOCUS OF SERVICE:	Unselfish, dedicated, continuous service to GSCNC that has benefited and enriched the entire Girl Scout movement.
IMPACT OF SERVICE:	Continuous and outstanding service above and beyond the expectations of the position(s) held. Exemplifies the Girl Scout Promise and Law in her/his daily life. Demonstrates respect for the spirit of the movement. Shares love of Girl Scouting through interaction with girls, adults, the council, and the community. Is dedicated to the principles of Juliette Low's Girl Scout movement.

PRESENTATION OF AWARD

- Because of the significance and unique council-wide impact of this award, it may be given only at the council annual recognition event. The Knox Award is a gold trefoil on a circular silver pin, engraved with the honoree's name and date on the back. Also, an engraved nameplate on a Knox Award plaque is displayed at the council office.
- Cost is paid by GSCNC.
- See page 26, "How to Obtain Awards."

APPROVAL REQUIRED

Council Recognition Panel

EXAMPLES OF POSSIBLE CANDIDATES

Potential candidates might include, but are not limited to:

- A volunteer who has given lifelong service within this council. She has been troop leader, service unit manager, association chair and chair of numerous large events. Through her initiative and efforts, Girl Scouting has been brought to communities previously underserved, including troops for girls at-risk. Her development of meaningful programs for girls has resulted in increased retention of girls. She has also served as a member of council-wide task groups, where her ideas and efforts have kept the council responsive to the changing needs of the adult volunteers.
- An individual who began as a leader in this council some forty years ago, and who stays current and in touch with the needs of girls today. Her commitment is shown especially through her training, which reflects both the traditions of Girl Scouting and the issues contemporary society requires. Throughout her community, she is known as inspiration to countless girls and adults.

NOMINATION PACKET MUST INCLUDE

Form: Application for Official Adult Recognitions (usually signed by Association Recognition Chair)

Form: Adult Record of Service

Letters of Endorsement: 4, describing history and significance of service

FOCUS OF SERVICE: COUNCIL

GSCNC: CAPITAL AWARD

The Capital Award is a singular award instituted by GSCNC in 1972. It recognizes a distinguished degree of administrative performance by an adult whose superior contribution has created a positive and pronounced council-wide impact.

CRITERIA FOR SELECTION

GENERAL:	See General Criteria, page 3.
FOCUS OF SERVICE:	Benefits the entire council.
IMPACT OF SERVICE:	Demonstrates a superior level of administrative leadership, which has created a positive and pronounced council-wide impact of the highest merit.
LENGTH OF SERVICE:	Such service will have been given over a significant period of time.

PRESENTATION OF AWARD

- Because of the significance and unique council-wide impact of this award, it must be given at the council annual recognition event. The specific award is to be selected by the Council Recognition Panel. Since 1993, the panel has given a crystal replica of the U.S. Capitol building and a silver pin engraved with the name of the award, the date given, and GSCNC.
- Cost is paid by GSCNC.
- See page 26, "How to Obtain Awards."

APPROVAL REQUIRED

Council Recognition Panel

EXAMPLES OF POSSIBLE CANDIDATES

Potential candidates might include, but are not limited to:

- A volunteer who four years ago headed a task group to review the functioning of all council committees. She researched and analyzed the workings of each committee. She then made recommendations regarding restructuring and realignment to better serve the volunteers. Her work to streamline efforts, clarify roles, and develop more efficient ways of work has helped create smoother functioning of all council committees.
- A volunteer whose administrative leadership of the council family giving campaign over a six year period resulted in a significant expansion of the council's funding base.

NOMINATION PACKET MUST INCLUDE

Form: Application for Official Adult Recognitions (usually signed by Association Recognition Chair)

Form: Adult Record of Service

Letters of Endorsement: 3, speaking to council-wide administrative service

FOCUS OF SERVICE: INTERNATIONAL GIRL SCOUT COMMUNITY

GSUSA: JULIETTE LOW WORLD FRIENDSHIP MEDAL

The Juliette Low World Friendship Medal is a prestigious national award for excellence in promoting international understanding. The award may be given to an individual, an organization, or a council.

CRITERIA FOR SELECTION: INDIVIDUALS

1. Commitment

The nominee has made an outstanding contribution and a strong impact on world friendship and understanding through Girl Scouting over a significant period of time.

2. Contribution

The nominee brings new and inspiring ideas to international program activities.

3. Community Education

The nominee has promoted to the larger community the international dimension as part of the image and understanding of Girl Scouting.

4. Recognition

A council nominee must have received council recognition and/or recognition beyond the council for outstanding contributions to international understanding.

CRITERIA FOR SELECTION: ORGANIZATIONS

1. The organization has given special assistance in furthering international understanding in the community and in Girl Scouting.

2. The organization has provided special service or funds to promote international opportunities for Girl Scouts.









APPROVAL REQUIRED

The National Board of Directors of GSUSA considers and approves the nominations.

NOMINATION PACKET MUST INCLUDE

There is a special GSUSA application that must be used to apply for this award. Please contact the council Recognitions Staff Advisor for more information and an application. In addition, if the nomination is for an individual currently associated with GSCNC, supporting endorsements from the GSCNC President and GSCNC Executive Director are required. If the nominee is not currently associated with a Girl Scout council, the endorsement may be from two individuals active in Girl Scouting and familiar with its global aspects.

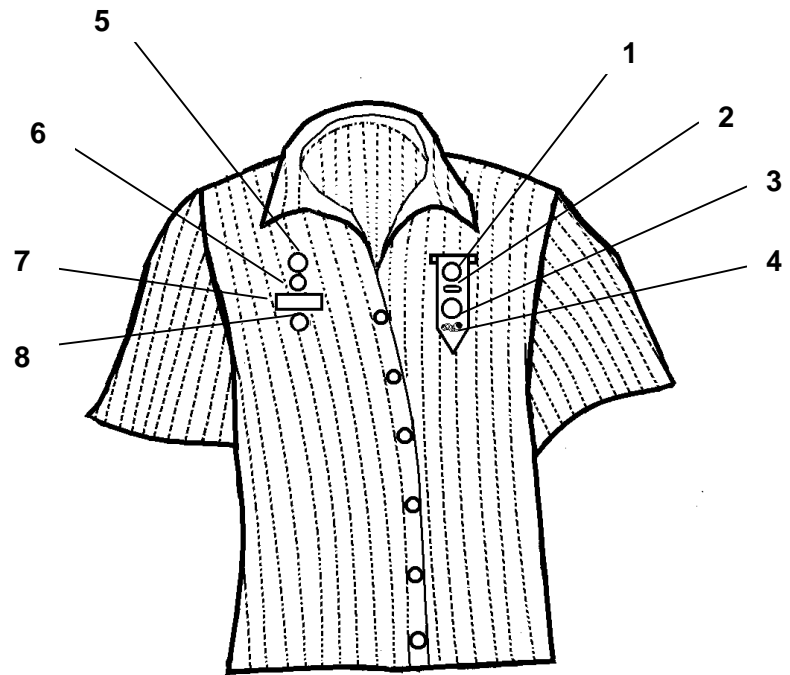
Principal Adult Recognitions in Girl Scouting

Focus of Service	What		Who
GSUSA Recognitions at Association or Service Unit Level	Outstanding Volunteer Award		For an adult member in a position other than, or in addition to, leader
	Outstanding Leader Award		For troop/group leader, assistant leader or advisor
GSUSA Recognitions at Council, Association or Service Unit Level	Appreciation Pin		For an adult member
	Honor Pin		For an adult member
	Thanks Badge		For an adult member
	Thanks Badge II		For a Thanks Badge recipient
GSCNC Recognitions	Nation's Capital Pin		For an adult member
	Knox Award		For an adult member
	Capital Award		For an adult in or outside of Girl Scouting

Why	How Approved; # of Letters Needed
For service to troop, service unit or association that is beyond the expectations of the position	Association Recognition Committee 2 letters needed
For outstanding performance in working with girls	Association Recognition Committee 2 letters needed
For moving a service unit or association toward achievement of the council's goals	Council Recognitions Panel 3 letters needed
For service to at least two service units or associations that furthers the council's goals	Council Recognitions Panel 4 letters needed
For truly outstanding service that benefits the total council or entire movement	Council Recognitions Panel 4 letters needed
For continuing to contribute in outstanding ways that benefit the total council or entire movement	Council Recognitions Panel 4 letters needed
For significant service within GSCNC that influences exceptional program for girls	Council Recognitions Panel 4 letters needed
For continuous outstanding service that benefits GSCNC	Council Recognitions Panel 4 letters needed
For superior administrative service that furthers the goals of GSCNC	Council Recognitions Panel 3 letters needed

Recognition Placement Guide

1. World Trefoil pin
2. Adult position pin
3. Girl Scout membership pin
4. Membership numeral guard
5. Appreciation Pin, Certified Executive Director's pin, Honor Pin, Instructor-of-Trainers' pin, Knox Award*, Nation's Capital Pin*, Thanks Badge, Thanks Badge II
6. Lifetime membership pin
7. Personalized identification pin
8. Bridge to Adult Girl Scouts pin, Girl Scout Gold Award, Girl Scout Gold Award Alliance pin, Leadership Development pin, Outstanding Leader Award, Outstanding Volunteer Award, Trainer's pin, Years of Service pin



*GSUSA confirmed that GSCNC official recognitions might be worn above or below the nametag.

Q: How does a person decide which pins to wear?

A: In addition to the Girl Scout membership pin and World Trefoil pin, it's most appropriate to wear only two pins. They should be the most meaningful or recent awards. People with numerous pins usually retire the remaining ones with honor, either placing them in a scrapbook or framing them together with certificates and other mementos.

-From *Adult Recognitions in Girl Scouting*, 1996, p. 46.

Packet Preparation and Forms

This section contains the forms needed to complete nomination packets. In addition, it provides valuable advice for letter-writers, as well as a sample letter of endorsement format.

Preparing a Nomination

Nomination Process

Nomination packet components:

Each nomination must be specific, accurate and include the following:

- Application form with first and second choice for award requested
- Adult Record of Service (with dates and positions of service), when appropriate
- Letters of Endorsement (number as specified in description of each award), when appropriate

Forms and further instructions are included in "Instructions for Nominations of Official Awards," pages 28 and 29.

Association Recognition Committees can help

Nominations requiring approval by the Council Recognition Panel may be sent directly to the Council Recognition Panel. However, the panel strongly recommends that such nominations be submitted to your Association Recognition Committee first for review and support. Such review by the Association Recognition Committee can be beneficial. They may make recommendations and suggestions that can help. Please check with the Association Recognition Committee chair for their specific deadline dates.

Allow plenty of time for the process

Send the packet to approving group (Association Recognition Committee, or Council Recognition Panel) within the required time frame. These packets are reviewed by groups of volunteers under strictest confidentiality. Thus, it is important that the packets be complete, legible and timely. They will be photocopied and distributed to members of the approving group for thoughtful review and decisions. As you can see, this process requires some time, so adhering to deadlines is important.

Meet deadlines

For nominations to be approved by the Council Recognition Panel, complete packets are due at least eight weeks before the proposed presentation date; complete packets must reach the council office by 5 pm on this date. If this deadline falls on a Saturday or Sunday, the deadline is moved to the immediately following Monday at 5 pm.

Panel decisions

If the panel or committee does not approve the first or second choice for award, sponsoring groups may resubmit applications with further supporting documentation. Deadlines must still be met, or presentation deferred. The final decision regarding recognitions remains with the approving committee or panel. Confidential files of all recognitions that have been approved and awarded are kept with the approving committee or panel.

How to obtain awards

In all cases where approval is required, the appropriate committee or panel will notify the sponsoring individual or group of the decision. Awards approved by the Council Recognition Panel are often presented at the annual council recognition event. In other cases, instructions for picking up the award from the council office are provided with the notification of the decision. The council pays the cost of these awards.

Awards approved by the Association Recognition Committee may be purchased at the Girl Scout Shop upon presentation of the signed authorization provided by that committee. Payment for these awards is the responsibility of the service unit or the association.

Action Plan for Sponsoring a Nomination



STEP ONE: IDENTIFY NOMINEES

Look around your service unit or association meetings and identify those going “above and beyond” their positions.



STEP TWO: RESEARCH NOMINEES

Talk to your Service Unit (SU) or Association Recognition Chair about this person. You will need to find out if she/he has received other recognitions, as well as learning about all the roles the person has (you might be surprised!). You may be able to use the person’s Adult Record of Service for this information.



STEP THREE: AWARD SELECTION

Using the information you’ve gathered, compare the person’s impact of service with those listed for each award in this handbook. Select appropriate award(s)—preferably a first and second choice. Read through what the Nomination Packet must include, an Adult Record of Service and the letters of endorsement required.



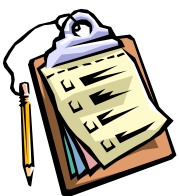
STEP FOUR: TIMELINE FOR PACKET

Determine when you would like the award to be presented if it is approved. The timeline for nomination packets to be submitted to the Council Recognition Panel is eight weeks prior to the presentation date. For awards approved by your Association Recognition Committee, the Recognition Chair will set her/his own deadlines. Getting letters of endorsement and the Adult Record of Service may take some time, so make sure to budget your time accordingly.



STEP FIVE: REQUESTING LETTERS OF ENDORSEMENT

Ask those who know the nominee in the positions for which she/he is being nominated for recognition. For example, if the focus of service for the award is at least two service units, ask for letters from others she has worked with at the SU level. If you need help finding letter-writers who have worked with the individual at the association or SU level, your field director may be able to provide assistance. Be sure to tell letter-writers what service to focus upon (troop, SU, association, and/or council work) and what time frame (e.g., past 5 years, past 10 years, lifetime in GS). In addition, give them a copy of the description page of the appropriate award, and the “Guidelines for Letters of Endorsement” from this handbook. The more guidance you give, the better letters you get!



STEP SIX: PREPARING YOUR PACKET

Use the checklist at the bottom of each award page to ensure you have completed all parts of the nomination packet. Send or drop off the packet to the appropriate approval committee.

Instructions for Nominations for Official Awards

The sponsor of a nomination should follow these instructions.

Please type or print legibly as these will be photocopied. For your convenience, computer disks are available from the GSCNC Information Center, or information may be typed on other paper, following the format.

1. Fill out the **Application for Official Adult Recognitions form** completely.
2. Include **Adult Record of Service**, when appropriate. For organizations, include the contact person's name and address, and include dates and type of service offered. Make sure dates and positions are accurate.
3. Include required number of **Letters of Endorsement**, when appropriate.
4. Send **complete nomination packet** to appropriate approving panel or committee. Please do not send incomplete packets.

Association Recognition Committee
Local address (check with Association Chair if necessary)

or

GSCNC Council Recognition Panel
4301 Connecticut Avenue NW #M-2
Washington, DC 20008

Nominations requiring approval by the Council Recognition Panel may be sent directly to the Council Recognition Panel. However, the panel strongly recommends that such nominations be submitted to your Association Recognition Committee first for review and support.

The materials may also be faxed to the Council Office fax at (202) 274-2161.

5. **Allow at least eight weeks prior to presentation for review by approving panel or committee.**
6. Final decision made solely by appropriate approving committee or panel. The Council Recognition Panel will promptly notify the sponsor of the nomination, as well as the Association Recognition Committee Chair, of Panel decisions.
7. Do not inform candidate of this action. Honorees to be honored at the Annual Council Recognition Luncheon will be sent an invitation unless sponsor requests otherwise. The hosts of the event handle invitations to other recognition events.

APPLICATION FOR OFFICIAL ADULT RECOGNITIONS

*Please print or type. Reasonable facsimile accepted. Form available on computer disk and at www.gscnc.org.
See Instructions for Nominations for Official Awards on page 28 of the Adult Recognition Handbook, 2004*

DATE: _____

TO: Please choose one **Council Recognition Panel** **Association Recognition Committee**

Candidate or Organization's Name: _____

If organization: Contact person and position: _____

Mailing address: _____

If individual: Association/Service Unit: _____ Troop: _____ GSUSA ID: _____

Address: _____

City, State, Zip: _____

Home Telephone: _____ Work Telephone: _____

E-mail: _____

Sponsoring Group: _____

Sponsor Name: _____ **Signature:** _____

Address: _____

City, State, Zip: _____

Home Telephone: _____ Work Telephone: _____

Association/Service Unit: _____ Girl Scout Position(s): _____

Signature of Association Recognition Chair: _____

(Recommended but not required for submission to Council Recognition Panel)

PROPOSED PRESENTATION DATE: _____ **EVENT:** _____

(Allow at least eight weeks for review by the appropriate committee or panel.)

**RECOGNITION
REQUESTED**

**# LETTERS
REQUIRED**

**# LETTERS
ENCLOSED**

(Please do not send packet until it is complete.)

For Association Recognition Committee Approval:

GSUSA:			
_____ Outstanding Volunteer	2	_____	
_____ Outstanding Leader	2	_____	
_____ Longevity Numerals (20-25)	Longevity Form Required	_____	

For Council Recognition Panel Approval: *(Use numerals to indicate 1st and 2nd choices:)*

GSUSA:			
_____ Appreciation Pin	3	_____	
_____ Honor Pin	4	_____	
_____ Thanks Badge	4	_____	
_____ Thanks Badge II	4	_____	
GSCNC:			
_____ Certificate of Appreciation	2	_____	
_____ Plaque of Appreciation	2	_____	
_____ Longevity Numerals (30+)	Longevity Form Required	_____	
_____ Nation's Capital Pin	4	_____	
_____ Knox Award	4	_____	
_____ Capital Award	3	_____	



Girl Scouts.

ADULT RECORD OF SERVICE



Girl Scouts.

Please print or type. Reasonable facsimile accepted. Use additional paper if needed.
Form available on computer disk and at www.gscnc.org.

Date: _____

Volunteer Name: First: _____ Middle: _____ Last: _____

Currently registered with GSUSA? _____ # years as girl _____ # years as adult: _____

GSUSA ID:* _____ Association/Service Unit: _____ Troop: _____ Any council debt?*

Street Address: _____

City/State/Zip: _____ Home Phone: _____

E-mail: _____

Girl Scout Position(s)	Focus of Service	Beginning Date	Ending Date	Previous Recognition?*
	<i>Troop, service unit, association, council (GSCNC or other), national (GSUSA or other)</i>	<i>(Best approx.)</i>		

Positions in Other Community Groups (current, and previous)	Date(s)

Previous Recognitions (Girl Scout or other)	Date(s)

*May be researched through your service unit manager
 **Indicate if the volunteer has already been honored for this position and/or years of service. This ensures that work previously recognized is not considered in the current nomination. For further explanation, see page 3. If you are unsure of which service has been previously recognized, simply list the recognition under "Previous Recognition," with the year it was presented.

Guidelines for Letters of Endorsement

It is the responsibility of the sponsor to solicit and secure the required number of letters of endorsement. These guidelines may be duplicated and should be given to persons preparing letters of endorsement.

Letters of Endorsement are used to support a nomination. They should reflect the total audience served and the variety of service given. Letters, which refer to different types of service, are far more useful than multiple letters that all speak about the same single instance of service. Extra letters are helpful only if they provide further documentation of service. Quality is more important than quantity.

Letters should come from people throughout the area served. Letters in support of a nominee for the Thanks Badge, for instance, should come from people throughout the council, reflecting council-wide service. When choosing letter-writers, consider what *aspect* of the candidate's service they can endorse and ask them to write specifically about that. Examples and supporting details of achievements should set your candidate apart from many other adults who are carrying out the same responsibilities.

Examples of Letters of Endorsement

Compare these two sets of examples:

1. A. "In addition to working with her Cadette troop, Sally Super took over as Service Unit Cookie Manager when Vera Volunteer resigned. It was a very successful sale."

 B. "When the current Service Unit Cookie Manager resigned, Sally Super volunteered to help. Although she had not worked with cookies for several years, she processed 19,000 boxes of cookies with no errors. Through skillful management techniques she enabled her service unit to be 'cookie debt-free', achieved 100% troop participation and increased cookie sales by 40 %."

2. A. "Annie Wan is a dedicated leader and an inspiration to all of us."

 B. "When her daughter bridged to Cadettes, Annie Wan formed a new Cadette troop whose membership grew rapidly to 40 girls. She enlisted the aid of several parents and trained them in girl ownership techniques. Under her leadership they divided the troop into interest groups which included gardening, working with a Junior troop with girls using wheelchairs (taking them swimming and bowling each month), canoeing and camping. Girl retention has increased to 95% for the past two years."

Note that in each choice B, the reader can see the *specific results* of the volunteer's actions.

Sample Nomination Packets

Sample nomination packets for each award approved by the Council Recognition Panel can be requested from your Association Recognition Chair or Council Recognition Panel staff advisor. These nomination packets are based on successful nominations actually processed by the Council Recognition Panel.

Instruction for Writing Letters of Endorsement

1. Use the format provided which follows under “Letters of Endorsement.” Include the four topic headings in your letter, or, alternatively, “Focus“ and “Impact“ may be combined into one heading, as long as both topics are addressed. Letters must be typed or printed in black or blue ink so that they can be legibly reproduced. Letters may also be submitted electronically via e-mail, videotaped, or audio taped.
2. Use your knowledge of the candidate’s activities to convey as fully as possible a sense of the person’s service. Describe how the service was of benefit to the troop, service unit, association, council or the entire Girl Scout movement.
3. Please write about as many of the qualifications, activities and service as you can personally document. You may include other relevant facts. Give accurate, pertinent facts, dates, and specific details. Examples and anecdotes are especially helpful. What sets your nominee apart from other adults with the same responsibilities?
4. Please verify accuracy. The information may be used as part of an awards ceremony. In particular, make sure that the address for the nominee is correct, as it may be used for sending an invitation to the annual recognition event.
5. Sign and date your letter. For e-mail letters, please use the following format for signatures:
/s/ Suzy Q. Training

Return it to your Association Recognition Committee Chair or other group initiating nomination for this award, adhering to their timeline. Remember, they have deadlines to meet. **The Council Recognition Panel must receive complete nomination packets at least eight weeks before the proposed presentation.**

SAMPLE LETTER OF ENDORSEMENT

See *Guidelines and Instructions on pages 31-2 of the Adult Recognition Handbook, 2004.*

Please type or print in black ink, using format below, on your own paper. Form available on computer disk or at www.gscnc.org.

DATE:

TO: *Please choose one* **Council Recognition Panel** **Association Recognition Committee**

FROM: Name
Signature
Street Address
City, State, Zip
Home & Work phone
E-mail
Association/Service Unit
Girl Scout Position(s)

SUBJECT: “**Letter of Endorsement for** (*insert Nominee’s Name or Organization’s Name*) ”

I. RELATIONSHIP:

How long have you known the candidate? Have you worked with the candidate? In what capacity? Please comment on the candidate's personal qualifications as appropriate, such as leadership skills, dependability, flexibility, initiative, sensitivity etc. If this is for an organization, please comment on the length of service to the Girl Scouts.

II. FOCUS OF SERVICE:

Please tell which group within Girl Scouting benefited from this service. Did the nominee work with girls? adults? what age level? troop? service unit? association? council? Include numbers served, and include dates, if possible. For organizations, please comment on the particular community of Girl Scouts that were served. Include numbers served, if possible.

III. IMPACT OF SERVICE:

Describe how service went above and beyond expectations of the position. Refer to job descriptions, available from service unit manager, Field Director or Council Information Center. Be as specific as you can. Try to answer as many of the following questions as apply.

- What were the results of the service performed? How long has the candidate been doing this service? Was there an unusual or lasting impact on the work of this council?
- As a result of the candidate’s leadership or actions, was there an extension or enrichment of troop, service unit, association, or council activities?
- Did the candidate participate in development of innovative or creative programs? Can you provide examples of girl ownership?
- Did the service contribute to increased retention, or outreach to girls or adults?

For organizations, describe particular events, activities or service performed. Explain how this service was significant for the community served, and answer the questions *above as applicable*.

IV. OTHER PERTINENT INFORMATION THAT MAY BE HELPFUL

Include whatever other details you think the reviewing panel or committee should know.

V. SIGNATURE

Sign and date your letter. For e-mail letters, please use the following format for signatures:
/s/ Suzy Q. Training

LONGEVITY INFORMATION FORM

Please include this form with a nomination for a longevity award. Reasonable facsimile accepted.

Date: _____

CANDIDATE'S Name:

First: _____ Middle: _____ Last: _____

Street Address: _____

City/State/Zip: _____ Home Phone: _____

Currently registered with GSUSA? _____ GSUSA ID # _____

years as girl: _____ # years as adult: _____

Note: This form is NOT used to determine whether or not you are eligible for a longevity award. That is determined solely by the number of years you have been registered. This form is used to capture meaningful information for possible use by the Council Recognition Panel and other groups. You may write as little or as much as you want.

Please describe a highlight from your days as a "girl" Girl Scout (if applicable):

Please explain how you became involved in Girl Scouts as an adult:

Please give a brief list of "highlights" from your years as a Girl Scout adult.



Girl Scouts.

CONFIDENTIAL



Girl Scouts.

**ASSOCIATION AUTHORIZATION FOR
PURCHASE OF GSUSA/GSCNC RECOGNITIONS**

Please type or print in black ink, using format below, on your own paper. Form also on computer disk and at www.gscnc.org.

The following recognitions have been approved. Purchase is authorized. Any volunteer may bring or mail this signed authorization to the GSCNC Shop to purchase the recognitions.

Outstanding Volunteer Recognition

For Name: _____ Assn/Service Unit _____
Name: _____ Assn/Service Unit _____
Name: _____ Assn/Service Unit _____
Name: _____ Assn/Service Unit _____

Use additional paper, if necessary.

Total Outstanding Volunteer: _____

Outstanding Leader Recognition

For Name: _____ Assn/Service Unit _____
Name: _____ Assn/Service Unit _____
Name: _____ Assn/Service Unit _____
Name: _____ Assn/Service Unit _____

Use additional paper, if necessary.

Total Outstanding Leader: _____

Jan Verhage Spirit of Leadership Award

For Name: _____ Assn/Service Unit _____
Name: _____ Assn/Service Unit _____
Name: _____ Assn/Service Unit _____
Name: _____ Assn/Service Unit _____

Use additional paper, if necessary.

Total Jan Verhage Spirit of Leadership: _____

Authorizing Signature:

Association Recognition Committee Chair

Assn #

Date

About the cover

To remind us that Girl Scouting is for every girl, everywhere, the cover of this handbook features “Thank you” in many languages. How many did you know? From top to bottom: English, Spanish, Korean, German, Yiddish, Hawaiian, French, Japanese, Swahili, Italian, Greek, Portuguese, Thai.

GSCNC Recognition Training

Learn more about adult recognition, preparing nomination packets, writing letters of endorsement and planning recognition ceremonies by attending:

390 - Adult Recognitions

Prerequisite: None

Description: Review the national and council awards, and discuss ways to keep everyone involved in the recognition process. Practice determining which awards are appropriate for which activities, and compare effective and less-than effective letters.

391 - Recognitions Ceremonies & Letter Writing

Prerequisite: 390

Description: Learn how to write letters that effectively convey the value of your nominee's efforts and how to coach others to write letters that get results. You'll also explore fun ways to make recognitions ceremonies memorable, and discover many informal ways of thanking others.

Find upcoming courses online at www.gscnc.org or in the latest issue of “In Addition”.

See you at training!



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