

## Gold Award Proposal Checklist

Please use the following checklist to determine if you have addressed and are aware of all the necessary requirements to have your proposal reviewed. Upload your completed checklist in Step 5 of GoGold.

<b>Name</b>	<b>County &amp; State</b>	<b>Association &amp; Service Unit</b>
<b>Parent Name</b>	<b>Parent Email Address</b>	

<b>Checklist—Project Proposal</b>	<b>Yes</b>	<b>No</b>
Did you sign up for a Gold Award Panel Presentation? If yes, which Panel and time? Confirmation EBiz registration #: _____ Gold Award Panel location: _____ and Date/time: _____		
Did you complete the gsLearn Gold Award training course? (Required beginning Oct. 1, 2021) If no, please <a href="#">sign-up to review</a> the online module before submitting your proposal. This information will be verified by Council staff and your proposal returned if the course is incomplete.		
Did you attend a workshop (optional)? If yes where? _____ Date: _____		
Have you filled out the Hours Log that includes the following: <ul style="list-style-type: none"> <li>• 80 hours minimum of service?</li> <li>• Hours broken down into small chunks of no more than 2-3 hours?</li> <li>• No more than 20% of your hours are completed prior to approval of your project.</li> </ul>		
Do you have an Individualized Education Plan (IEP)/504 Plan or need to request accommodations for the Gold Award Process? If yes, please tell us how in the space below:		
In addition, have you considered the following guidelines from Volunteer Essentials? <a href="#">Volunteer Essentials Handbook</a>		
a. Collecting permission slips, photo release forms, and allergy information (i.e. food allergies if snacks will be served) for those under 18 years who will participate in your project? <a href="#">Council Forms</a>		
b. Ensuring a First Aid certified adult is present if you're hosting an event?		
c. Money Earning: Do you plan to use the Council approved crowdfunding site Give Campus?		
Will your project be held <b>in-person</b> ? Please make sure you have read <a href="#">GSCNC's COVID-19 Guidelines</a>		

Projects are reviewed by the Gold Award Panel during the second week of the month, with the option for a presentation. To schedule your presentation, please visit [www.gscnc.org](http://www.gscnc.org) and search 'panel review' on the Events calendar. The deadline for registering for a presentation is the same as the deadline for submitting your proposal, which is the 1st working day of the month. Notification of your Gold Award proposal decision is emailed by the end of the month your proposal has been reviewed. Please do not call or email Girl Scouts Nation's Capital for information on your proposal.

You may not, under any circumstances, begin the Take Action part of your project (Girl Scout Gold Award Step Six) until you receive approval from your Gold Award Mentor.