### Gold Award Proposal Checklist

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

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<tr>
<th>Name</th>
<th>County &amp; State</th>
<th>Association &amp; Service Unit</th>
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<tr>
<th>Parent Name</th>
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#### Checklist—Project Proposal

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<th>Yes</th>
<th>No</th>
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Did you sign up for a presentation? If yes which panel and time?

- Confirmation EBiz registration #: ____________
- Gold Award Panel location: _________________ and time: ____________

Have you filled out the Hours Log that includes the following:

- 80 hours minimum of service?
- Hours broken down into small chunks of no more than 2-3 hours?
- No more than 20% of your hours are completed prior to approval of your project.

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:

Did you attend a workshop? If yes where? ________________ Date: ____________

In addition, have you considered the following guidelines from Volunteer Essentials?

- [Volunteer Essentials Handbook](#)

  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? [Council Forms](#)

  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?

Projects are reviewed by the Gold Award Panel during the second or third week of the month, with the option for an in-person presentation. To schedule your presentation, please visit [www.gscnc.org](http://www.gscnc.org) and search ‘panel presentation’ on the Events calendar. The deadline for registering for a presentation is the same as the deadline for submitting your proposal, which is the first 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.