

Recognition FAQs

1. How do I nominate a volunteer for adult recognition?

Go to https://www.surveymonkey.com/r/gscnc_nomination and submit a nomination from a desktop computer or iPad. Please do not use cellphones as nomination information does not always transmit to the Council database. (For a step-by-step process, please see the bottom of this document)

2. What is the general criteria for adult award recognitions?

A nominee must have active membership with Girl Scouts Nation's Capital and owe no Council debt at time of nomination. Criteria for specific awards are outlined on our webpage, http://www.gscnc.org/en/for-volunteers/Adult_Recognition.html. Nominations must be for a specific service role that has not already been recognized over that time period. Check the historical record on the website to see what awards the person has previously received.

3. Isn't it better if I mention everything the nominee has ever done for Girl Scouts?

The best nominations highlight only one or two roles. Each service for a given year is allocated to a specific award. If you mention all the roles the nominee has ever held, it may prevent future recognition of that service.

4. Where are awards presented?

Awards presented locally, at the date and location of your choice: Outstanding Leader, Jan Verhage Spirit of Leadership Award, Volunteer of Excellence, Longevity awards for 5-25 years, Appreciation Pin, Plaque of Appreciation, and Certificate of Appreciation

Annual Meeting eligible awards: Sustained Service Award, Nation's Capital Pin, Honor Pin, Thanks Badge, Thanks Badge II, Capital Award, Knox Award, and Longevity awards for 30+ years.

Note: Most Annual Meeting awards can be presented at association events

5. How long does the whole process usually take?

It's usually 6-8 weeks from the time the nomination is received until it's approved and the award is obtained by the sponsor. However, this is completely dependent on how soon the endorsements are submitted. It can take as little as a month and as long as 6 months if we have to wait on endorsements.

6. If my endorsements are late, will the award be mailed out in time for presentation?

Nomination packets are not complete or sent for panel review until all endorsements are received, regardless of presentation date. As such, please submit endorsements in a timely manner to ensure presentation at the desired event.

7. Can I self-nominate?

Only longevity awards can be self-nominated, but you will follow the same steps as a normal nomination.

8. How many nominations can I submit?

You may nominate as many registered adults as you wish.

9. When are the deadlines for adult recognitions?

The deadline for a nomination to be recognized at Annual Meeting in April is February 14th. The deadline for submitting nominations this recognitions season is May 31. Endorsements will be accepted until June 15.

10. Can I submit paper nominations if internet is not reliable in my area?

Unfortunately, paper nominations and endorsements are not accepted for adult recognitions.

11. How long will it take to complete the nomination and endorsement surveys?

A nomination will typically take 10-20 minutes to complete. An endorsement will usually take 30 minutes to complete.

12. How will I know when my nomination is received?

The sponsor will receive a “thank you” email generated within 3 business days.

13. What if I am unsure which award the person should be nominated for?

First, consult the decision tree on our webpage to determine the appropriate recognition. Then, check the historical record on the website to see what awards the person has previously received.

On the nomination, please select “I am OPEN to panel suggestion for this award,” and either the association or Council recognitions panel will review nominations after receiving packet. They can make award modifications or suggestions without re-nominating the volunteer for a different award. If the sponsor selects “I feel STRONGLY this award should be given,” association or Council panel options are limited. An award change with this statement will not occur unless the sponsor agrees, otherwise award may be disapproved.

14. Am I able to cancel or withdraw a nomination after I sign and submit nomination?

You cannot withdraw a nomination online after you sign and submit. If you wish to cancel a nomination, contact hjmancuso@gscnc.org for further steps.

15. Once I start a nomination or endorsement can I save my spot and continue later?

Unfortunately no, once you start the nomination process you must finish in one session and submit after you enter your electronic signature.

16. Are nominations and endorsements saved online for me to review?

No, online responses are not visible to you after submission. For that reason, PLEASE save your answers in a separate document and copy them into the text box on the survey.

17. What if a nominee's achievements are further back than 10 years? Can I include those achievements in the nomination?

Yes, please include all achievements not previously recognized for an award.

18. Can I preview nomination questions before submitting?

Exact questions are automatically generated to be tailored to the award selected and time in Girl Scouts. Most nominations will require the following general information:

- Contact info of nominee (address, email, phone)
- Type of service (troop leader, SU Money Manager, Adult Educator, etc)
- Focus area of service (troop, Service Unit, Association, Council)
- Length of service

- Names and emails for endorsers

19. Who should write endorsements?

Anyone who can speak to the contributions and service of the nominee. This can be troop, Service Unit, or Association volunteers, girls, parents, or even staff members.

20. What will endorsers be asked?

Here are the general things you'll need to write about the nominee:

- What she/he/it has done to deserve this award
- Specific examples of how she/he/it has empowered girls or adults or gone “above and beyond” expectations
- The specific impact she/he/it has had on girls, families and/or adult volunteers. Include the specific number of girls/families/adults that were impacted
- Specific stories of support or contributions she/he/it did that impressed you
- Length of time she/he/it has spent in the service

21. Am I able to skip questions?

No, you have to answer all required questions. The form will not allow you to move forward with the nomination or endorsement if questions are blank.

22. Can I track my nomination once submitted?

Sponsors are notified when a nomination is submitted and after it is approved, but are not updated on every step of the process. You'll also receive emails when endorsements are submitted and when endorsers are sent reminders.

Step-by-step process for submitting a nomination

1. Go to http://www.gscnc.org/en/for-volunteers/Adult_Recognition.html, then click **Nominate a Volunteer** to start the process. Or, go directly to https://www.surveymonkey.com/r/gscnc_nomination
2. Complete information regarding nomination type, nominee's current position (i.e.; cookie manager, service unit manager, etc.), length of service, contact details, and other requested information.
3. If the nominee is award eligible, prompts will continue for nomination process, where you will confirm the award and enter contact information for endorsers. If the nominee is **NOT** award eligible, based on Girl Scout leadership or service time, a screen will show with a link suggesting creative ways to say thank you.
4. **You must** submit your electronic signature then click “Sign/Submit to GSCNC” for review. Nominations without electronic signature are not complete, and will not be processed.