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**Adult Awards
in
Girl Scouts of
Gulfcoast Florida, Inc.**



Procedures & Nomination Forms



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Girl Scouts of Gulfcoast Florida, Inc.
4780 Cattlemen Road
Sarasota, Florida 34233
941-921-5358 or 800-232-4475



Service Center in Fort Myers
12651 Girl Scout Lane
Fort Myers, Florida 33913
239-561-1800 or 800-586-3186

INTRODUCTION

“Human beings want and need appreciation for the work they do. Whether in the form of a simple thank you for a small job well done or a formal commendation for years of faithful service in a key position of an organization, such acknowledgement is a signal to the recipient that she or he is noticed and appreciated - that she or he is recognized.”

GSUSA Adult Awards in Girl Scouting

Adult recognitions... What are they? Who gets them? Who gives them? Why?

The answers are simple. Everyone deserves thanks for a job well done. Adult awards, from Girl Scouts of the USA and from Girl Scouts of Gulfcoast Florida, Inc., are intended to show that person or group that we appreciate their work...that their efforts mean something...and that, yes, they were noticed.

The purpose of this book is to acquaint the volunteer with Girl Scouts of the USA and Girl Scouts of Gulfcoast Florida, Inc. awards along with offering guidelines to those who wish to recommend an individual for these awards.

Certainly **all** volunteers in the Girl Scout organization have made contributions to the development of the girls or contributions to the advancement of the movement or council. It is everyone's task to see that appreciation is bestowed. Those deserving should be recognized and called forward. Whether it is on a service unit level or at the annual meeting...whether it is a smile or a Thanks Badge...whether it is a poem in their honor or a home-baked piece of pie. The common denominator is...thanks - we appreciate you.

Start thinking about awards early in the year. Board approved nominations as well as year pin requests are due to council headquarters by **October 30**. Green Angel nominations, Certificates of Appreciation, Outstanding Leader and Outstanding Volunteer are due by **March 1**. All recommendations should be made in writing. All endorsements should be included with the nomination form, which is located in the back of this booklet.

If you have any questions regarding awards, please call the council headquarters in Sarasota.

Thank you,

The Council Awards Task Group

MEMBERSHIP NUMERALS

Membership numerals indicate total years of registered membership in Girl Scouting -- both girl and adult, active or associate, in any of the Girl Scout/Girl Guide organizations. They are available in five year intervals.

Year pins are contributed by Girl Scouts of Gulfcoast Florida, Inc. and are Arabic numerals. Membership numerals are presented at Girl Scout events including the annual meeting and spring regional meeting based on the number of years as a member.

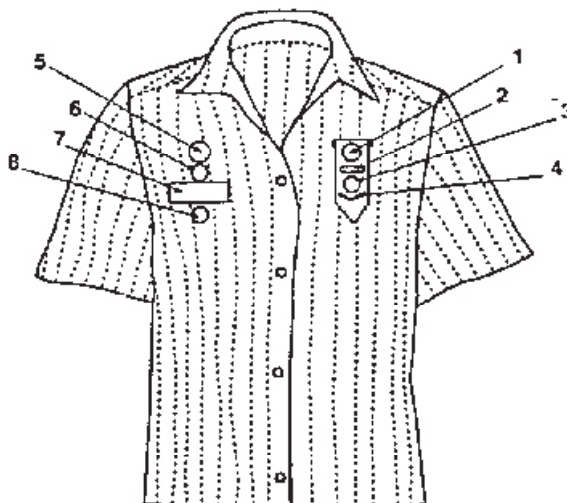
Numerals are not “awards” and do not require “permission” for their presentation.

Individuals are responsible for notifying their service unit manager when they are eligible for a numeral. This should be completed by **October 30**. Numerals will come through requests, not automatically from Girl Scout records.

Girl members may purchase, through their leaders, 5 and 10 year pins, if desired. Year pins replace membership stars.

INSIGNIA PLACEMENT GUIDE

1. World Trefoil pin
2. Adult position pin
3. Girl Scout membership pin
4. Membership numeral guard
5. Appreciation pin, Honor pin, Instructor-of-Trainers’ pin, Thanks Badge, or Thanks Badge II
6. Lifetime membership pin
7. Personalized identification pin
8. Girl Scout Bridge to Adult Girl Scout 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



Note: If an adult has received more than one special award (e.g., Appreciation pin, Honor pin), the last one received is generally the one worn above the nameplate on the uniform.

SERVICE UNIT ADULT AWARDS COMMITTEE

It is recommended that a committee be appointed to manage the adult awards on the service unit level. It is a short-term assignment for service team members or other interested volunteers in the service unit. Ideally, the group has members who complement each other with their skills and knowledge. The committee's size, structure, and composition should be flexible and reflect the diversity of the service unit. One person from each service unit should serve as the awards coordinator. Responsibilities of the committee include the following:

- ❖ Ensure that information regarding adult awards, nomination procedures, and applications are available throughout the service unit.
- ❖ Ensure democratic process is used in selecting award recipients in the service unit, which includes sensitivity to others and to constantly strive for utmost fairness.
- ❖ Review and approve all nominations for the Outstanding Volunteer and Outstanding Leader Awards.
- ❖ Submit Certificates of Appreciation and Year Pin forms to the council headquarters.
- ❖ Organize and coordinate efforts for council and national awards, including required letters of endorsement.
- ❖ Ensure all deadlines for adult awards are met.
- ❖ Keep records of adult awards given in the service unit.
- ❖ Work with council director of public relations to ensure adequate public awareness of the recipients.
- ❖ Oversee or make recommendations, as appropriate, for award presentations on the service unit level.



SERVICE UNIT AWARD PIN RECOGNITION

The Service Unit Award Pin was created to honor individuals at any time during the year for specific performance "above and beyond" the position held for a particular event or activity. This prestigious award fills the gap between encouraged, ongoing verbal or written "thank you's" given throughout the year and the traditional once a year national and local awards given at the annual meeting or service unit end-of-year celebrations. There is no limit to the number of Service Unit Award Pins that a recipient may receive or the number of Service Unit Award Pins a service unit might hand out during a particular month.

This award is managed at the service unit level with recommendations made by service unit members to the award coordinator or service unit manager. It is not necessary to have council approval for this award. The service unit maintains and record of who received the award, when it was given, and for what measurable "over and above" contribution. After the pin has been awarded, the service unit submits the recipients information to the volunteer development team to record and publish in the council newsletter.

OVERVIEW OF ADULT AWARDS FOR SERVICE

(Nominee may only be submitted for one (1) award per current year)

(Nominee may only receive each award one time - please check current Honor Roll booklet for eligibility)

SERVICE UNIT LEVEL (approved by service unit)

Each service unit may submit one or two nominee(s) for each award per current year

WHAT	WHY	WHO	HOW
Outstanding Volunteer	for service to service unit or program delivery area beyond the expectations for the position	any adult volunteer member	submit Outstanding Volunteer Award Information form to Council Awards Task Group
Outstanding Leader	for outstanding performance directly working with girls	a troop leader/advisor co-leader or coordinator	submit Outstanding Leader Award Information form to Council Awards Task Group

COUNCIL LEVEL (approved by Council Awards Task Group)

Each service unit may submit only one (1) nominee for each award per current year.

(Note: not every service unit will have some who qualifies for Green Angel every year.)

WHAT	WHY	WHO	HOW
Green Angel	recognizes outstanding support to girls and council	any adult volunteer member	submit Green Angel Nomination Form <u>and</u> (2) letters of endorsement to the Council Awards Task Group

NATIONAL LEVEL (reviewed by Council Awards Task Group, approved by Board of Directors).

Service units may submit more than one (1) nominee per award. Nominations may also be submitted by any individual or group familiar with the nominee.

WHAT	WHY	WHO	HOW
Appreciation Pin	for service to at least 1 service unit or county that furthers the council goals	any adult member	submit National Award Nomination Form <u>and</u> 4 letters of endorsement to the Council Awards Task Group
Honor Pin	for outstanding service to 2 or more geographic/service levels or program delivery audiences	any adult member	submit National Award Nomination Form <u>and</u> 4 letters of endorsement to the Council Awards Task Group
Thanks Badge	for truly outstanding service that benefits the total council and the entire movement	any adult member	submit National Award Nomination Form <u>and</u> 4 letters of endorsement to the Council Awards Task Group
Thanks Badge II	for continuing to contribute in outstanding ways that benefit the total council and the entire movement.	for a Thanks Badge recipient	submit National Award Nomination Form <u>and</u> 4 letters of endorsement to the Council Awards Task Group

Copies of nomination forms may be obtained from the service unit awards coordinator, the director of volunteer development at the council headquarters, or at the council website www.gsgcf.org. **(Please use current forms.)**

DEFINITION OF AWARDS

SERVICE UNIT APPROVAL

Outstanding Volunteer Award:

Criteria for Selection:

1. The candidate is a registered Girl Scout adult.
2. The candidate has completed appropriate training or demonstrated competence for the job, or both.
3. The candidate has performed at a level that exceeds expectations of the position as outlined in the position description agreement.

Potential candidates could be the following:

- ❖ A recruiter who has retained or increased adult or girl membership in an area beyond the goals set for that service unit.
- ❖ Any volunteer who consistently provides high quality contemporary programs for girls.
- ❖ A volunteer who has significantly increased Girl Scouting's positive image within a community through a wide variety of methods and media.

Outstanding Leader Award:

Criteria for selection:

1. The candidate is a registered Girl Scout adult.
2. The candidate has completed appropriate training, and has demonstrated competence in girl-adult partnership, communication, membership development, pluralism, and program delivery.
3. The candidate's work with girls has exceeded expectations for the position held as outlined in the position description or agreement.

Potential candidate could be the following:

- ❖ The troop leader/advisor whose creative activities attract increasing numbers of girls to the Girl Scout program.
- ❖ The troop leader/advisor who develops a series of activities to give girls an opportunity to interact with people from different cultures in the community.

Certificates of Appreciation:

The Girl Scouts of Gulfcoast Florida, Inc. Certificate of Appreciation is given to individuals or groups in or out of Girl Scouting. Examples include but are not limited to: banks, houses of worship, troop sponsors, program consultants, girl mentors. These certificates recognize troop, service unit, or council support. They are signed by the CEO and returned to the service unit or individual requesting certificate. Requests for certificates should be given to the service unit awards coordinator, service unit manager, or director of volunteer development.

COUNCIL AWARDS TASK GROUP APPROVAL

Green Angel Award:

This is a Girl Scouts of Gulfcoast Florida, Inc. adult award nominated by the service unit, submitted with two (2) letters of recommendation and the nomination form.

Criteria for selection:

1. The candidate is a registered Girl Scout adult.
2. The candidate's work directly benefits girls and contributes to the efforts of the entire council.
3. The candidate has completed appropriate training or demonstrated competence for the position, or both.
4. The candidate serves beyond the troop level in a service unit or council effort or participates on the troop level over and above normal troop activities.

Potential candidates could be the following:

- ❖ An event director who has consistently increased the number of girls involved in program through offering sports camps in underserved areas.
- ❖ An adult mentor who has worked with older girls and helped develop career paths and career shadowing on a council level.

BOARD APPROVED AWARDS

One of the four (4) letters of recommendation must be included from the service unit manager, membership specialist, or other supervisor with the nomination form. Staff members must be approved by their supervisor and the CEO.

Appreciation Pin:

Criteria for selection:

1. The candidate is a registered Girl Scout adult.
2. The candidate's service must benefit an entire service unit or program delivery audience in a way that furthers the council goals.
3. The candidate's service is outstanding, above and beyond the expectations for the position held.

Potential candidates could be the following:

- ❖ The service unit product sales coordinator of a very successful product sale.
- ❖ The director of an outstanding local day camp or program event, whose effective management results in an increase of participation by girls and adults over a period of time.
- ❖ A service unit manager whose management of a service unit has seen an increase in membership and stable retention over several years.

Honor Pin:

Criteria for selection:

1. The candidate is a registered Girl Scout adult.
2. The candidate's service must benefit two or more service units or program delivery audiences in a way that furthers the council goals.
3. The candidate's service is outstanding, above and beyond the expectations of the position held.

Potential candidates could be the following:

- ❖ An individual who directs a series of program events for the council or for an area within the council that brings together girls from different parts of the council.
- ❖ A trainer who has mastered a subject and has spearheaded an event open to other councils in the state.
- ❖ An individual who directs a membership outreach task group with positive results, in terms of a significant increase in girl and/or adult membership in underserved populations in several areas in the council.

BOARD APPROVED RECOGNITIONS CONTINUED

Thanks Badge:

Criteria for selection:

1. Candidate is a registered Girl Scout adult.
2. Candidate's service must benefit the total council or the entire Girl Scout movement.
3. Candidate's service is so significantly above and beyond the call of duty that no other award would be appropriate.

Potential candidates could be the following:

- ❖ 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, etc.
- ❖ An individual who carries a policy decision-making role at the local and national levels at a consistently high level.
- ❖ An individual who contributes significantly to the total Girl Scout organization in the delivery of Girl Scout program on an operational level.

Thanks Badge II:

Criteria for selection:

1. The candidate is a registered Girl Scout adult.
2. The candidate has received the Thanks Badge.
3. Since the receipt of the Thanks Badge, the candidate has provided distinguished service by:
 - ❖ continuing to perform at the same high level for an extended period of time, or;
 - ❖ increasing his/her sphere of influence; or;
 - ❖ using talents or skills to move into another field of endeavor within Girl Scouts.
4. The service benefits the total council or entire Girl Scout movement.
5. The service is outstanding and so significantly beyond expectation that no other award is appropriate.

Potential candidates could be the following:

- ❖ A candidate who, after years as an outstanding council trainer, successfully implements a training as a national volunteer.
- ❖ A program consultant, after developing math and science activities for girls councilwide, serves as director for a math and science event with statewide participation.
- ❖ An administrative volunteer who initiates a volunteer support system that successfully retains members in the council and which has been replicated in other areas throughout the council.

PROCEDURES FOR NOMINATING AWARDS

GENERAL PROCEDURES:

1. A service unit awards committee should be formed to nominate volunteers for adult awards. Individuals may recommend an adult member for a national award by completing the National Nomination Packet (see board approved recognitions, page 8).
2. **Consult current *Honor Roll* booklet for awards received by nominees before submitting application to avoid duplication.**
3. The CORRECT Award Nomination Form must be completed for each nomination submitted. These forms must be obtained through the service unit awards coordinator, the director of volunteer development at the council headquarters, or at the council website www.gsgcf.org. (**Please** use forms in the *Procedures & Nomination Forms* booklet for **current** year. Photo copies are acceptable.)
4. Accompany the forms with the appropriate number of endorsement letters.
5. Nominee may be submitted for only one award per current year.

SERVICE UNIT AWARD PROCEDURES:

(Outstanding Volunteer, Outstanding Leader)

1. Leaders and other volunteers may submit names to the service unit awards committee for all service unit awards. Service unit awards committees review nominations and determine the volunteer most appropriate for the award based on the criteria.
2. Complete the Service unit Award Information forms printed in this manual and submit to the council headquarters. Service units may submit two nominees for Outstanding Leader and two nominees for Outstanding Volunteer.
3. APPROVAL: granted by the service unit awards committee.
4. **DEADLINE: MARCH 1 (paperwork due to council headquarters).**

COUNCIL AWARD PROCEDURES:

(Green Angel Award)

1. Service units are encouraged to submit one nomination if there is a qualified nominee.
2. Leaders and other volunteers may submit names to the service unit awards committee for the Green Angel Award.
3. The service unit awards committee must review all nominations and determine the most appropriate candidate based on the criteria.
4. The service unit awards coordinator completes the Green Angel Nomination Form, includes TWO additional letters of endorsement, and submits these to the Council Awards Task Group.
5. APPROVAL: The Council Awards Task Group reviews and approves Green Angel nominations.
4. **DEADLINE: MARCH 1 (must be in the council headquarters)** - complete packet including Green Angel Nomination Form and TWO letters of endorsement.

PROCEDURES FOR NOMINATING AWARDS CONTINUED

NATIONAL AWARD PROCEDURES:

(Appreciation Pin, Honor Pin, Thanks Badge, Thanks Badge II)

1. Any individual or group (such as the service unit awards committee), who is familiar with the service performed, may submit an application that documents the nominee's service, impact, and results.
2. An individual or group may submit more than one nominee application for national awards.
3. Complete the National Award Nomination Form obtained from this booklet, from the director of volunteer development at the council headquarters, or at the council website www.gsgcf.org. Include FOUR additional letters of endorsement for each nomination.
4. Do not specify which award a nominee should receive. This will be determined by the Council Awards Task Group.
5. APPROVAL: The Council Awards Task Group will review nomination forms and letters of endorsement. Based on the geographic involvement (troop, service unit, county, council, national), impact, and results, the Council Awards Task Group will make recommendations for the appropriate national award to the council Board of Directors for approval. If the candidate does not meet the criteria for any national award, the Task Group will send a letter of explanation to the person submitting the nomination.
6. **DEADLINE: OCTOBER 30 (must be in the council headquarters)** - complete packet including National Award Nomination Form and FOUR letters of endorsement.

NATIONAL AWARD NOMINATION FORM

Include four letters of endorsement with this application.
Letters must include specific ways nominee has served beyond position expectations.

Name _____

Address _____ City _____ Zip _____

Current position(s) _____

Number of years in Girl Scouting _____ (for information only) Service unit (if applicable) _____

Previous awards earned (please include dates) by nominee:

Outstanding Leader _____ Green Angel _____ Honor Pin _____

Outstanding Volunteer _____ Appreciation Pin _____ Thanks Badge _____

Thanks Badge II _____

Previous position(s) held by nominee:

NOTE: The Council Awards Task Group will determine the appropriate national award based on the following information and 4 accompanying letters of endorsement.

Please give a detailed description of how nominee has delivered service beyond expectation of the position held highlighting their involvement, impact, and results at the:

Troop level:

Service unit level:

County level:

Council level:

National level:

Community level and other background:

Please list names and positions of individuals submitting letters of endorsement:

Name _____ Position(s) _____
Name _____ Position(s) _____
Name _____ Position(s) _____
Name _____ Position(s) _____

Information of person submitting nomination:

Name _____ Relevant position _____
Address _____ City _____ Zip _____
Phones -- Home _____ Work _____
Email _____

Signature of individual submitting nomination _____

Signature of Award Coordinator (if different than above) _____

Must submit to the council headquarters by October 30 to be considered. Include all endorsement letters.

Girl Scouts of Gulfcoast Florida, Inc. • Attn: Council Awards Task Group • 4780 Cattlemen Rd., Sarasota, FL 34233

TASK GROUP RECOMMENDATION

BOARD OF DIRECTORS

Recommended to receive

Date approved:

_____ award _____

Not recommended, or other suggestion

Comments:

Date _____

Signatures:

Council Awards Task Group Chair

Council President or CEO

Staff Advisor

**COUNCIL AWARD
GREEN ANGEL NOMINATION FORM**

Each service unit may submit one person to receive the Green Angel Award.

Include two letters of endorsement with this application. The letters must include specific ways the nominee has served beyond the troop level or at the troop level over and above normal troop activities.

Name of nominee _____ Service unit _____

Address _____ City _____ Zip _____

Overview of Girl Scout Positions (past and present)

Please describe in detail the significant volunteer service for which this person is being honored with the Green Angel Award. Be specific, highlighting demonstrated competence in girl/adult partnership, communication, membership development, pluralism and/or program delivery. Use a separate sheet if necessary.

Highlight service to girls _____

Highlight contributions which affect entire council _____

Service unit _____ Awards Coordinator _____

Address _____ City _____ Zip _____

Phone _____ Email _____

Return to: Girl Scouts of Gulfcoast Florida, Inc.
Attn: Council Awards Task Group
4780 Cattlemen Road
Sarasota, FL 34233

**SERVICE UNIT AWARD
OUTSTANDING LEADER AWARD INFORMATION**

Each service unit may select one or two person(s) to receive the Outstanding Leader award. This pin is service unit sponsored and council administrated for each nominee. After the service unit has selected a deserving leader(s), this form must be completed and submitted to the council headquarters.

Recipient _____ Service unit _____

Address _____ City _____ Zip _____

Troop # _____ How many years as a leader _____

Overview of Girl Scout Positions (past and present)

Please describe in detail the significant leader service for which this person is being honored with the Outstanding Leader Award. Be specific, highlighting demonstrated competence in girl/adult partnership, communication, membership development, pluralism and/or program delivery. Use a separate sheet if necessary.

Service unit _____ Awards Coordinator _____

Address _____ City _____ Zip _____

Phone _____ Email _____

Awards should be presented at your service unit awards ceremony.

**Return to: Girl Scouts of Gulfcoast Florida, Inc.
Attn: Council Awards Task Group
4780 Cattlemen Road
Sarasota, FL 34233**

CERTIFICATES OF APPRECIATION

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Must be submitted by March 1

(for end of year service unit celebration)

Girl Scouts of Gulfcoast Florida, Inc.

CERTIFICATE OF APPRECIATION REQUEST FORM

Service unit _____ Awards Coordinator _____

Address _____ City _____ Zip _____

Phone _____ Email _____

Number of certificates requested _____ (Max. 100 per service unit, please.)

Blank certificates will be mailed or delivered to service unit. Each will be signed by the CEO.

**Return to: Girl Scouts of Gulfcoast Florida, Inc.
Attn: Council Awards Task Group
4780 Cattlemen Road
Sarasota, FL 34233**



Guidelines for a Letter of Endorsement

To be included with nomination form:

Submit 2 letters of endorsement for Green Angel Nominations

Submit 4 letters of endorsement for all National Award Nominations

Girl Scouts of Gulfcoast Florida, Inc.
Attn: Council Awards Task Group
4780 Cattlemen Road • Sarasota, FL 34233

Re: Nomination of (name of nominee) _____

For: [Green Angel / National Award (do not specify level)] Green Angel National Award

Dear Council Awards Task Group:

Please state in your letter-in approximately 100 words or less - your reasons for endorsing this nominee.

Please include:

1. In what capacity are you familiar with the nominee's performance to Girl Scouting.
2. Highlight specific contributions or geographic involvement. (troop, service unit, county, council, national)
3. How the nominee's performance meets and/or exceeds criteria for recognition.
4. How the nominee's contributions have benefited Girl Scouting,
5. Any other comments or information that might be helpful.

Submitted by:

Name _____

Address _____ City _____ Zip _____

Daytime Telephone _____ Email _____

Please photo copy and cut enough copies for your service unit meeting each month.

Please help us to appreciate people in your service unit.

Your name _____

Your phone # _____

Nominee's name _____

Why you believe this person should be nominated for an award.

Please help us to appreciate people in your service unit.

Your name _____

Your phone # _____

Nominee's name _____

Why you believe this person should be nominated for an award.

Please help us to appreciate people in your service unit.

Your name _____

Your phone # _____

Nominee's name _____

Why you believe this person should be nominated for an award.

Please help us to appreciate people in your service unit.

Your name _____

Your phone # _____

Nominee's name _____

Why you believe this person should be nominated for an award.

Please help us to appreciate people in your service unit.

Your name _____

Your phone # _____

Nominee's name _____

Why you believe this person should be nominated for an award.

Please help us to appreciate people in your service unit.

Your name _____

Your phone # _____

Nominee's name _____

Why you believe this person should be nominated for an award.
