



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



**Troop/Group/Pathway Edition**



## TABLE OF CONTENTS

INTRODUCTION -----	page 3
PHILOSOPHY OF RECOGNITION-----	page 4
PEOPLE TO THANK & RECOGNIZE-----	page 5
WHEN TO RECOGNIZE -----	page 6
SUGGESTED WAYS TO SHOW APPRECIATION-----	page 7
MEMBERSHIP NUMERALS -----	page 8
INSIGNIA PLACEMENT GUIDE-----	page 8
OVERVIEW OF ADULT AWARDS FOR ADULT SERVICE -----	page 9
DEFINITION OF AWARDS-----	pages 10-12
PROCEDURES FOR NOMINATING AWARDS-----	pages 13-14
CERTIFICATES OF APPRECIATION-----	back cover

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# 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.** All awards task group, board approved nominations as well as year pin requests are due to our council by **October 30th**. Certificates of Appreciation, Outstanding Leader and Outstanding Volunteer are due by **March 1st**. 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

# PHILOSOPHY OF RECOGNITION

Leaders say they are rewarded a hundred-fold for the work they do with the girls in their troops and for Girl Scouting. These rewards are often simple and manifested years later. They come at a time when least expected; from the least likely people; and in a most round-about fashion.

Not one of us would exchange these expressions of thanks and appreciation for anything. They reinforce that the goals of Girl Scouting and the goals we set for ourselves are good, valid and working. They provide a reason for satisfaction in ourselves. Recognition is the most important thing we do, and it should be done often.

## **TROOPS AND SERVICE UNITS**

Recognition should occur often at the troop or service unit level where numerous people work more often and more directly with Girl Scouts. These individuals give freely of their time, whether on a regular basis or for a short period.

Recognition is most meaningful when it comes from the people who are involved closely with the recipient and the service which is given. For example, a badge consultant would be thanked by the troop she worked with; a service unit public relations person would be thanked by the service unit; the council product sales task group would be thanked by the council.

## **RESPONSIBILITY**

Recognition is everyone's responsibility. "Thank you" and other gifts that go with it, should be a vital part of each girl's vocabulary and continue throughout life. Showing appreciation is an important part of one's growing awareness of self and others.

Girls, parents, and fellow volunteers should recognize others and recommend awards by troops, service units, or the board of directors.

# PEOPLE TO THANK & RECOGNIZE

Anyone whose efforts are sincerely focused on making the Girl Scout experience good for girls is someone we appreciate. Here is a partial list of people and organizations to recognize:

## WITHIN GIRL SCOUTING

Leaders & Co-Leaders  
Troop Committee Members  
Program Consultants  
Badge Consultants  
Learning Consultants  
Resource Friends of Girl Scouting  
Service Unit Team Members  
Event Directors  
Product Sales Coordinators  
Trainers  
Officers & Board Members  
Special Committee Members  
Staff

## WITHIN THE COMMUNITY

Schools  
Office Personnel  
Teachers  
Librarians  
Custodians  
Houses of Worship  
Merchants  
Newspapers  
Police & Fire Departments  
Organizations Providing Meeting Places  
Community Organizations  
Professional Groups  
Program Consultants  
Badge Consultants  
Learning Consultants  
Resource Friends of Girl Scouting

### PEOPLE MY TROOP/GROUP/PATHWAY NEEDS TO RECOGNIZE

Sponsor/Name:

Reason for recognition:

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## WHEN TO RECOGNIZE

If an award takes the form of a pin, patch, certificate or other tangible token, or is merely a formal thank you, presentation at an appropriate ceremony can highlight the expression of appreciation and enhance its significance for the recipient. When and how the recipient is recognized will make the expression of gratitude memorable.

Some times to keep in mind for recognition would include:

- ❖ October 31 - Juliette Gordon Low's birthday
- ❖ February 22 - *Thinking Day*, the birthday of both Lord Baden-Powell and Lady Baden-Powell
- ❖ March 12 - The birthday of Girl Scouting in the United States
- ❖ April 22 - *Girl Scout Leader's Day*
- ❖ National Volunteers Week - The last full week in April

Other occasions are:

- ❖ Council Annual Meeting
- ❖ Immediately following service rendered
- ❖ Year-end membership ceremony
- ❖ Geographic/service unit meeting
- ❖ Special recognition event
- ❖ Community or county recognition event
- ❖ Board or club meeting of an outside group rendering a service

## SUGGESTED WAYS TO SHOW APPRECIATION

It's the little, unexpected things that count so much when saying thank you. These special tokens of appreciation may originate from the thoughtfulness of girls, troops, sponsors, other adults, the service unit manager, etc.

Here are a few ideas girls or adults could do for special people:

- ❖ Send cards and letters
- ❖ Make a scrapbook of special memories
- ❖ Dedicate a service project in the name of someone special
- ❖ Plant a tree at your meeting place
- ❖ Give a handmade gift
- ❖ Do a service in a person's name
- ❖ Create cheers
- ❖ Donate in a person's name (such as a campership)
- ❖ Tape record a message of appreciation
- ❖ Plan a surprise party
- ❖ Plan a luncheon, tea or picnic
- ❖ Bake a cake or make a special recipe
- ❖ Make thank you calls
- ❖ CD of photos with or without music
- ❖ Sponsor recognition night

# 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.

Five and ten year pins can be presented at a service unit function. These are contributed by Girl Scouts of Gulfcoast Florida, Inc. and are Arabic numerals.

Membership numerals of 15, 20, etc., are recognized by Girl Scouts of Gulfcoast Florida, Inc. at the annual meeting.

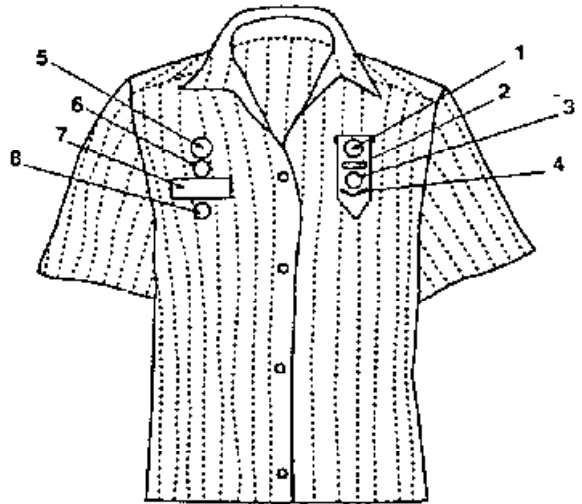
Numerals are not "awards" and do not require "permission" for their presentation.

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.

# 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](http://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](http://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 1ST (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: OCTOBER 30 (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](http://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.

## 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. Requests for certificates should be given to the service unit awards coordinator, the service unit manager, or individually to the director, volunteer development.

