



**Girl Scouts of
Central & Southern New Jersey, Inc.**

**Adult Awards
Resource Booklet**

Revised January 2009

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Ways to Recognize Exceptional Performance

Bringing Girl Scouting to every girl everywhere is a huge task. Public recognition is a great way to acknowledge one's outstanding contributions. The Volunteer Awards Committee of Girl Scouts of Central & Southern NJ (GSCSNJ) accepts its mission of to provide a fair and judicious process for recognizing outstanding adult Girl Scouts.

This resource booklet contains information regarding the adult recognitions provided by Girl Scouts of the USA. Both the individual service units and GSCSNJ determine and present specific awards for exceptional performance. The Outstanding Volunteer Award, Outstanding Leader Award, Years of Membership, and Years of Service Shields are determined by and presented at the service unit level. The National Awards: Appreciation Award, Honor Award, Thanks Badge and Thanks Badge II are determined by and presented at the council level. Refer to the guidelines on the following pages for the detailed criteria requested on each application. Make sure to follow all instructions and provide one mailing for all information requested.

Finally, there will be times when someone has contributed in an exceptional manner, but s/he does not meet all the criteria to receive an award. In those instances, there are other ways in which a dedicated and hardworking adult Girl Scout can be recognized by peers in a kind and supporting environment. The following list provides some ideas for ways to recognize the selfless efforts of others. Juliette's Closet carries a variety of thank you items.

- * Take the time to mention a person's service and express thanks for a job well done
- * Send someone a bouquet of flowers with a thank you note
- * Treat a special person with a gift certificate to one of their favorite stores
- * Have a song on the radio dedicated to a special leader on Leader's Day
- * Invite a staff member to a service unit event and give them a token of appreciation made by a troop of girls
- * Have a troop put together cookie mixes and deliver them to persons who have made a positive impact on the troop
- * Write a thank you article for publication, detailing what was done, when and by whom
- * A Girl Scout troop can perform a service for a special person
- * Recommend a person for special training or participation in a special event
- * The sky is the limit – What are some of your creative ideas?

Some appropriate times to recognize individuals may include:

- * February 22 – Thinking Day
- * March 12 – Girl Scouting in the United States birthday
- * April 22 – Leaders Day
- * National Volunteers Week – The last full week of April
- * October 31 – Juliette Gordon Low's birthday
- * Service Unit events
- * Board or club meeting of an outside group rendering a service
- * Community or county recognition event
- * School or church event
- * Year-end membership ceremony
- * Immediately following the service rendered
- * Service Unit meeting

Guidelines for Adult Awards

1. The Volunteer Awards Committee is responsible for accepting all applications for National Awards, reviewing these applications in as non-biased a way as possible, ensuring that the application requirements have been met and deciding whether or not the nominee meets the criteria to receive the Council Award.
2. Prior to submitting a nominee's application the Sponsor must read the criteria very carefully and critically determine whether or not the individual is worthy of the award.
3. The Volunteer Awards Committee does not generally present an award to an individual in consecutive years unless extenuating conditions exist. In this instance, a detailed explanation, included in an additional letter, must be provided with the nominee's application.
4. The Volunteer Awards Committee makes every effort to appropriately match an award with the nominee's performance. At times the award history, award criteria, letter of endorsement and other information indicate that a different award is appropriate. In this situation, rather than deny the entire nomination, the Committee would contact the Sponsor of the nominee and explain the change.
5. Every nomination should be kept **confidential** until both the SUM and the Sponsor are notified by the Volunteer Awards Committee that the nomination has been approved. A **Sponsor** is the individual requesting the award. The **Endorser** writes an endorsement letter (letter of support) at the Sponsor's request.
6. Letters of endorsement may be written by anyone with knowledge of an adult's service in Girl Scouting. It is the committee's desire to recognize any individual who is giving worthy service to GSCSNJ and its members. At times, appropriate referrals come from outside the individual's own service unit.
7. Each service unit needs to keep records of volunteer activities, positions and dates. In addition, the service unit must retain copies of all award applications submitted to the committee. The Volunteer Awards Committee will communicate their actions and decisions to each service unit. Results of committee action(s) should be added to forms kept on file.
8. This packet is available at each service center office and the GSCSNJ website www.gscsnj.org.
9. Please complete the forms with as much information as can be found about the applicant. A narrative of the applicant's work or letter of endorsement is always helpful and appropriate. **For National Awards, one to four letters of recommendation must be attached.** Complete, detailed information makes it easier for the Committee to make a decision.
10. All required forms which require council Volunteer Awards Committee and/or Board approval should be forwarded to the Volunteer Awards Committee by the deadline set for that award. **Deadline for the Thanks Badge & Thanks Badge II awards is February 20. The deadline for other awards that need the committee's approval is no later than March 13.** Deadlines for service unit Level awards (Outstanding Volunteer and Outstanding Leader are set by the Service Unit Awards Committee.)
11. Each Service Unit Award Committee determines which "Service Unit Awards" it wishes to grant, the number of awardees for Outstanding Volunteer and Outstanding Leader (maximum of 5 per year,) the award deadline date, the process for determining the award recipient, and the presentation at a service unit function.

12. For **all awards**: An “Application Form for Official Adult Recognitions” is completed.

13. **For Service Unit awards**: The Service Unit Awards Committee will approve the service unit awards, fill out the “Service Unit Authorization for Purchase of GSUSA Recognitions” form, and send in the form to Bonnie Kelly (contact information below.)

This will ensure that enough of the awards are on hand for service unit purchases of the awards at each Juliette’s Closet.

14. For awards **which require council Volunteer Awards Committee and/or Board approval** paperwork may be submitted in the following ways:

Email: recognitions@gscsnj.org

Mail: GSCSNJ Volunteer Awards Committee
East Brunswick Service Center, 108 Church Lane, East Brunswick, NJ 08816

Phone: 732-821-9090 x 119

Fax: 732-821-4211

The council Volunteer Awards Committee’s staff liaison is Bonnie Kelly, Adult Development Manager. She can be reached at the contact information listed above or bkelly@gscsnj.org .

Adult Awards At A Glance

	Deadline Date	Presented at	Area Benefited by Service	Items Needed
Recognitions Awarded at the Service Unit Level				
Years of Membership Pins 5, 10, 15, 20 years	Set by SU	Set by SU	Includes girl & adult years	none
Years of Service Pins 5 years	Set by SU	Set by SU	Includes adult years of service only	none
Outstanding Volunteer	Set by SU	Set by SU	Beyond troop level	Application & 1 letter
Outstanding Leader	Set by SU	Set by SU	Troop	Application & 2 letters
Recognitions Requiring Volunteer Awards Committee Approval				
Years of Membership Pins 25, 30, 35...	March 13	Council Event	Includes girl & adult years	Application
Years of Service Pins 10, 15, 20...	March 13	Council Event	Includes adult years of service only	Application
Appreciation Pin	March 13	Council Event	Service Unit or area	Application & 2 letters
Honor Pin	March 13	Council Event	Two or more Service Units or areas	Application & 3 letters
Recognitions Requiring Volunteer Awards Committee and Board Approval				
Thanks Badge	February 20	Council Event	Total council or entire Girl Scout movement	Application & 4 letters minimum
Thanks Badge II	February 20	Council Event	Thanks Badge recipient, total council or entire Girl Scout movement	Application & 4 letters minimum



Deadlines are important! All application forms and required endorsement letters must be submitted to the Volunteer Awards Committee by the identified due date. Applications received after the due date will be considered for next year's ceremony.

Descriptions of Awards

Applications for awards should be submitted by the deadlines. Please use the appropriate forms and include letters of recommendation as required. Include as much information about the applicant as possible to make the review of the application easier to process.

Awards which may be presented by the Service Unit

Outstanding Volunteer Award

The Outstanding Volunteer Award recognizes an adult in a position other than leader or in addition to leader whose service benefits a geographic or program delivery unit, beyond a troop, such as service unit or area in a way that is beyond the expectations for the position.



Criteria:

1. The nominee is a registered Girl Scout
2. The nominee has completed appropriate training for the position
3. The nominee has performed at a level that exceeds the expectations of the position

Nomination/Approval:

An individual or group familiar with the nominee's performance submits an application or narrative account of the candidate's accomplishments. The application will be reviewed by the service unit awards committee. Approval will take place at the Service Unit Committee level.

Presentation:

The award will be presented at a service unit function. **Maximum of 5 per year**

Outstanding Leader Award

The Outstanding Leader Award recognizes troop leaders, co-leaders, assistant leaders (any volunteer serving on the troop leadership team) and leaders of other groups of girls. The award is given to recognize work which is outstanding and which exceeds the expectations for the position.



Criteria:

1. The nominee is a registered Girl Scout
2. The nominee has completed appropriate training for the position
3. The nominee has performed at a level that exceeds the expectations of the position

Nomination/Approval:

A parent, another leader, a service unit manager, or other person familiar with the leader's performance may complete an application. Include two letters of endorsement by girls or their families describing the outstanding qualities of the candidate and how many girls benefited. The application will be reviewed by the Service Unit Awards committee. Approval will take place at the Service Unit Committee level.

Presentation:

The award will be presented at a service unit function. **Maximum of 5 per year**

Years of Membership Pins 5, 10, 15, 20 years – Years of membership include both girl and adult years. The pin is a number on a chain which attaches to your membership pin. They are given in 5 year increments. Years of membership pins are available thorough Juliette's Closet. The 5, 10, 15 and 20 year increments are given out at the service unit level. Once someone has been a member for 25 years or more please contact the council recognitions committee so that they may be awarded their pin at the Council event.



Years of Service Pins 5 years - Years of service include adult years of service. The pin differs from the numeral guard in that it represents the number of years an adult volunteer has actively provided service. This pin is given out in 5 year increments. The 5 year increments are given out at the service unit level. Once someone has been a member for 10 years or more please contact the council Volunteer Awards Committee so that they may be awarded their pin at the Council event.



Awards that may be presented at the Council Event

Appreciation Pin – *National Award* – The service performed by the candidate is outstanding, above and beyond the expectations for the position held and is delivered to at least one area or service unit within the council jurisdiction. The nominee must be a registered Girl Scout. A minimum of two (2) letters of endorsement must be attached to the application.



Honor Pin – *National Award* – The service performed by the candidate is outstanding, above and beyond the expectations for the position held and is delivered to two or more areas or service units within the council jurisdiction. The nominee must be a registered Girl Scout. A minimum of three (3) letters of endorsement must be attached to the application.



Thanks Badge – *National Award* – The service performed by the candidate is truly outstanding, benefits total council or the entire Girl Scout movement and is so significantly above and beyond the call of duty that no other award should be appropriate. A minimum of four (4) letters of endorsement must be attached to the application.



Thanks Badge II – *National Award* – Recognizes outstanding service given by a Thanks Badge recipient. A minimum of four (4) letters of endorsement must be attached to the application.



Guidelines for Letter of Endorsement

The Sponsor fills in the Application Form for Official Adult Recognitions in this packet. It is the responsibility of the Sponsor to solicit and secure the required number of letters of endorsement. These guidelines may be duplicated and should be given to persons preparing letters of endorsement.

Letters of endorsement are used to support a nomination. They should reflect the total audience served and the variety of service given. Letters, which refer to different types of service, are far more useful than multiple letters that speak about the same single instance of service. Extra letters are helpful only if they provide further documentation of service. Quality is more important than quantity.

Letters should come from people throughout the area served. Letters in support of a nominee for the Thanks Badge, for instance, should come from people throughout the council, reflecting council-wide service. When choosing letter-writers, consider what aspect of the candidate's service they can endorse and ask them to write specifically about that. Examples and supporting details of achievements should set your candidate apart from many other adults who are carrying out the same responsibilities.

Examples of Letters of Endorsement

Compare these two sets of examples:

#1 –

- A. "In addition to working with her Cadette troop, Sally Super took over as Service Unit Cookie Manager when Vera Volunteer resigned. It was a very successful sale."
- B. "In addition to working with her Cadette troop, Sally Super volunteered to help. Although she had not worked with cookies for several years, she processed 19,000 boxes of cookies with no errors. Through skillful management techniques she enabled her service unit to achieve 100% participation and increased cookie sales by 40%."

#2 –

- A. "Annie Wan is a dedicated Leader and an inspiration to all of us."
- B. "When her daughter bridged to Cadettes, Annie Wan formed a new Cadette troop whose membership grew rapidly to 40 girls. She enlisted the aid of several parents and trained them in girl-led techniques. Under her leadership they divided the troop into interest groups which included gardening, working with a Junior troop with girls using wheelchairs (taking them swimming and boating each month,) canoeing and camping. Girl retention has increased to 95% for the past two years."

Note that in each choice B, the reader can see the *specific results* of the volunteer's actions.

Sample Letter of Endorsement

Your Name:
Your complete address:

Date:

Awards Committee
Council or Service Unit
Mailing Address

Dear Committee Member:

This letter is to endorse nominee's name as a recipient of the name of recognition. Nominee's name has provided excellent service in (her/his) capacity as position title.

This deserving volunteer went above and beyond the requirements of this position when (she/he) write a least one paragraph detailing one or several examples. You may choose to detail programs or projects this person has coordinated or perhaps, something that enriched the girls where this person provided the necessary leadership for implementation.

As a result of the selfless efforts of nominee's name, insert who or what benefited from the services of the nominee benefited in the following ways. Write at least one paragraph addressing this component.

Note: This paragraph is an opportunity for you to include any personal stories and comments that would highlight the character and contributions of this nominee.

Thank you for your consideration. Should you have any further questions, I may be reached during the evening at insert your evening phone number.

Sincerely,

Your signature
Type your name



CONFIDENTIAL

**SERVICE UNIT AUTHORIZATION FOR
PURCHASE OF GSUSA RECOGNITIONS**

Please type or print in black ink, using format below

The following recognitions have been approved by the Service Unit Awards Committee. Purchase is authorized.

Outstanding Volunteer Recognition

For Name: _____	Service Unit _____
Name: _____	Service Unit _____
Name: _____	Service Unit _____
Name: _____	Service Unit _____
Name: _____	Service Unit _____

Outstanding Leader Recognition

For Name: _____	Service Unit _____
Name: _____	Service Unit _____
Name: _____	Service Unit _____
Name: _____	Service Unit _____
Name: _____	Service Unit _____

Authorizing Signatures:

_____	_____	_____
Service Unit Manager	Service Unit	Date
_____	_____	_____
Service Unit Awards Committee Chair	Service Unit	Date

Please be sure to be prepared to leave a copy of this when ordering awards.