



girl scouts greater los angeles

Volunteer Award and Recognition Handbook



***Girl Scouting builds girls of courage, confidence and character,
who make the world a better place.***

October 2011

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Dear GSGLA Volunteers:

As we approach the time for nominating volunteers to be recognized at this year's recognition event, I am honored to introduce and welcome you to our 2011 Girl Scouts of Greater Los Angeles *Volunteer Award and Recognition Handbook*. I am very excited about this partnership and especially having this information formalized as a resource to honor our many amazing volunteers.

GSGLA Volunteers are the heartbeat and the core of our council. We couldn't serve the girls without you, and the untold hours of time that you give define our excellence as a council. We will never be able to say "thank you" enough, but this is just one way we can pay tribute to our volunteer workforce which leads and supports service delivery throughout our 4,000 square miles of Greater Los Angeles. What a wide, diverse and wonderful group!

The all-volunteer committee, led so thoughtfully by Cindy Bernsdorf, has met and reviewed your ideas and suggestions regarding the 2009 handbook. They took your suggestions and made some changes, so please be sure to look carefully through this updated Handbook. We were again so fortunate to have a committee comprised of GSGLA members representing all areas of our council.

The Committee used the findings of the 2008 GSUSA Research Institute study that indicated:

- Leaders want recognition from girls and parents
- Recognition should be ongoing, not just once a year
- Recognition is especially important early in the volunteer's career
- Online forms for nominations allow everyone access to be as inclusive as possible
- There needs to be an opportunity for self-nominated awards with a checklist to assist in determining which awards are most appropriate

The GSGLA awards recognize volunteers in the most inclusive manner possible, taking into account the many different and important ways that volunteers provide service. I encourage you to review the handbook while reflecting on the wonderful accomplishments of our volunteers, to join us in saying "thank you" at every opportunity to as many people as you can, to give recognition early, often, and to more and more people who translate the Girl Scout Leadership Experience to girls and young women across Greater Los Angeles.

You are the best! Thank you, thank you, thank you.

Yours in Girl Scouting,

A handwritten signature in black ink, appearing to read "Lise Luttgens".

Lise L. Luttgens
Chief Executive Officer
Girl Scouts of Greater Los Angeles

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Introduction

Adults volunteer in Girl Scouting for both fun and a sense of accomplishment. Appreciation is expressed in many ways to recognize individuals, in or out of Girl Scouting, for their contributions. Awards and earned recognitions provide a means to acknowledge individuals and Service Unit Teams for their unique service. Girl Scouts of Greater Los Angeles (GSGLA) places a high value on recognizing adults who make Girl Scouting possible for the girls in our council.

Acknowledgement of adult volunteers can happen in a number of ways, from an informal note of thanks to a more formal Girl Scout recognition. GSGLA promotes the use of National Girl Scout (GSUSA) awards and has developed unique council recognitions to honor extraordinary volunteers.

Council and national recognitions are often awarded in accordance with the sphere of influence in which the service was performed – direct service to girls (leaders), to service units, to regions or to the entire council. These recognitions are not given in any special order, but are determined by the recipient of the service. Some GSGLA awards may be received based on completion of a yearly ‘checklist’ of activities.

It is recommended that regional and council awards are not given to the same individual in consecutive years; however, during this time, continue to informally thank *great volunteers* and provide formal recognition to those who have not been recognized recently.

GSGLA maintains a Web site which includes all information available in this handbook. All award profiles, nomination forms, applications and order forms can be obtained at this web address: http://www.girlscoutsla.org/pages/for_volunteers/volunteer_recognition.html

Paper copies of these profiles and forms are available at local GSGLA Service Centers.

Here are some ways to be sure nominations are appropriate and timely:

- Recruit a Service Unit Award & Recognition Chairperson
- Review the Award Summaries in this handbook for an appropriate award
- Review the recognitions previously received by the candidate with Council Volunteer Development staff
- Ensure the candidate has not been previously recognized for the same body of work
- Use nomination/application forms included in this handbook and online
- Turn in the entire packet, including letters, before 5:00 pm on the deadline date

How to Use This Book

Select an appropriate award by referring to the Award Summaries. The Summaries will determine the approval process and when the application is due. Send awards needing approval by the Regional Award & Recognition Committee to your local service center. Awards for Service Unit volunteers are given to the Service Unit Award & Recognition Committee.

All nomination forms and application forms are included in this handbook, as well as sample letters of endorsement. Electronic nomination and application forms can be found on the Council Web site, http://www.girlscoutsla.org/pages/for_volunteers/volunteer_recognition.html. Additional forms



may be duplicated or ordered through any service center. A list of all service centers is included on the last page of this handbook.

Order forms are included for awards that are approved by the Service Unit. Service Units must send the forms and any payment necessary to the local service center at least 30 days before the award presentation. List the recipient names for each award with the order form to ensure the honorees' recognition will be recorded in GSGLA Council records.

Informal recognitions and thank yous may be used throughout the year. "Quick & Easy Recognitions" are included with ideas and resources in the last section of this handbook. Use these as often as needed.

How to Submit a Nomination or Application to the Service Unit Award & Recognition Committee

The Service Unit Award & Recognition Committee (SU A&RC) announces the deadline date for all Service Unit award nominations. The SU A&RC reviews the nomination forms for service given by leaders and other volunteers in the Service Unit.

1. Check the Award Summaries for 'Leader Achievement,' 'Service Unit Awards,' and 'Recognitions for any Adult GS Volunteer' to determine the appropriate award. Find out about previous awards the nominee has received. Fill out the nomination form completely, solicit and collect all endorsement letters before the deadline. The person making the nomination may not submit an endorsement letter. **Make a copy of everything to keep for your records.** Submit the entire packet to the SU A&RC before the deadline.
2. Checklists will be distributed at the beginning of the membership year for Recognitions involving a checklist. Complete the list and return it by the deadline.
3. Notify the SU A&RC or Service Unit Manager (SUM) when you complete 5 year increments of active adult volunteer service (Years of Service) or combined girl and adult membership (Numeral Guard).
4. Notify the SU A&RC about community businesses, organizations, or individuals who should be recognized by the Service Unit.

How to Submit a Nomination to the Regional Award & Recognition Committee

The Regional Award & Recognition Committee reviews awards for service to: more than one Service Unit, a Region, GSGLA, or the entire Girl Scout Movement.

1. Check both the 'Regional and Council Volunteer Awards – Summary' and the 'Recognitions for any Adult GS Volunteer – Summary' to determine the appropriate award for the individual.
2. Read the criteria and nomination form thoroughly. Be sure this recognition is the best award for the candidate. The Volunteer Development Staff at the service center will answer any questions.
3. Address all criteria completely and provide detailed information (see sample letters). It is the sole responsibility of the person filling out the nomination form to make sure all documentation is included with the application.
4. Provide a copy of the requirements for the award and sample letters to the people writing letters of endorsement in support of the nominee. The letters need to give examples of how the nominee fulfills the criteria. The person submitting the nomination form may not write a letter of endorsement.
5. The nominator is responsible for collecting and reviewing all information to ensure the nomination and letters document how the nominee meets the award criteria. The packet includes the nomination form and all letters of endorsement. Make sure the packet is complete.




**COPY THE APPLICATION AND LETTERS BEFORE SENDING THEM.
KEEP A COPY.**

6. Awards are presented at a time and place listed in the award profile. This could be at the Council Annual Award Event, a Service Unit event, geographic area event or at some venue with meaning to the recipient.
7. Nomination packets are due to any service center by 5:00 p.m. on the deadline date.

Girl Scouts of Greater Los Angeles

SUMMARY OF RECOGNITIONS FOR ANY ADULT GS VOLUNTEER

PRESENTED TO: ADULT GIRL SCOUT VOLUNTEERS AT THE TROOP, SERVICE UNIT, REGIONAL, COUNCIL OR BOARD LEVELS

Recognition	Criteria	Nomination Procedure	Deadline
Volunteers of the Month	Adult GS Volunteer online recognition for service that supports SU, region, or council	Online nominations are made for web thank you acknowledgement	Last Monday of each Month
GSUSA Numeral Guard 	Combined girl and adult membership years of Girl Scouting in five-year increments	Submit an application with number of girl and adult years as a member to the Service Unit (5-25) or Regional (30+) Award & Recognition Committee	45 days prior to Service Unit Recognition Event for 5-25 Second Friday in December for 30+ at Council Awards Event
GSUSA Years of Service 	Number of years of Active Adult Volunteer Girl Scout Service in five-year intervals	Submit an application with number of years of active adult volunteer service to the Service Unit (5-20) or Regional (25+) Award & Recognition Committee	45 days prior to Service Unit Recognition Event for 5-20 Second Friday in December for 25+ at Council Awards Event
GSUSA Outstanding Volunteer 	Adult Girl Scout Volunteer in a Position Other than Troop Leader who has given Outstanding Service	Submit a nomination form and two letters of endorsement as appropriate for service given, to the Service Unit or Regional Award & Recognition Committee	45 days prior to Service Unit or other appropriate Recognition Event
Girl Scout Community Image Award 	Adult Girl Scout Volunteer who involves Girl Scouts or promotes Girl Scouting in an organization or community outside of Girl Scouts	Submit a nomination form to the Service Unit Award & Recognition Committee	45 days prior to Service Unit or other Appropriate Recognition Event

Volunteers of the Month

Deadline: Last Monday of every month, through the Council Web site

The Volunteers of the Month is an online recognition that can be given to any adult volunteer for an act of service to a service unit, region or the council as a quick, easy, and timely thank you.

Nomination

Anyone who is aware of volunteers who have performed some type of service over the last month may submit the nomination through the Council's Web site,

http://www.girlscoutsla.org/pages/for_volunteers/volunteer_month.html

Recipients' names are posted monthly.

Example of Possible Candidates

- A dad who spent the day loading cases of cookies into cars on delivery day
- A recruiter who held a recruitment event in the local park
- The service unit registrar who registered the service unit on time
- A group of leaders who took their older girl troops to work at a booth at the local "Children's Day"
- The SU treasurer for giving a workshop at the SU Leader meeting to help new leaders set up bank accounts
- A board member who supported a local fund development effort by attending the event and talking to future donors
- An Adult Learning Facilitator who set up all the tables and chairs and arranged for the facility used for the Leaders' Fair

Form of Recognition

The named Volunteers of the Month are listed on the Council Web site monthly. Recipients may be announced by the Service Unit at their monthly meetings or another appropriate event.

Numeral Guard



Deadline: 45 days prior to need, submit to **Service Unit Award & Recognition Committee** or Second Friday in December, to the **LOCAL SERVICE CENTER**

The Numeral Guard recognizes the combined number of years accumulated as a registered member, girl and adult, in 5-year increments. Girl Scouts of Greater Los Angeles recognizes adult members with **30 years or more** as registered Girl Scouts. All others should be recognized at their Service Unit ceremony.

Application

When the award is for less than 30 years, the Service Unit Application and the Order Form must be completed and submitted with payment to the Service Center, 30 days prior to need. This can be done by an individual or by the Service Unit.

When the award is for 30 years or more, the Council Application must be submitted to the Service Center, by the Second Friday in December. This can be done by an individual or by the Service Unit.

The candidate's accumulated number of years, as a registered girl and adult member, may be verified through council and/or service unit records.

Form of Recognition

The Numeral Guard is a number pin in five-year increments that is attached by a chain to the Membership Pin, purchased by the service unit or council depending on the number of years of membership. Numeral Guards for 30 years or more of membership are awarded at the Council Awards Event. Numeral Guards representing 25 years or less are purchased by the service unit, or individual, and may be presented at a Service Unit ceremony.

Years of Service



Deadline: 45 Days Prior to Need, submit to **Service Unit Award & Recognition Committee** or Second Friday in December to the **LOCAL SERVICE CENTER**

The Years of Service awards are presented in 5-year increments to candidates active as registered Girl Scout adult members. These pins represent only the years of active service as an adult. Girl Scouts of Greater Los Angeles recognizes adult members with **25 years or more** of active volunteer service. All others should be recognized at their Service Unit ceremony.

Application

When the award is for less than 25 years, the Service Unit Application and the Order Form must be completed and submitted with payment to the Service Center, 30 days prior to need. This can be done by an individual or by the Service Unit.

When the award is for 25 years or more, the Council Application must be submitted to the Service Center, by the Second Friday in December. This can be done by an individual or by the Service Unit.

The candidate's accumulated number of years as an active adult member may be verified through council and/or service unit records.

Form of Recognition

The Years of Service pin is a pewter and blue pin with the number of years of service, in five-year increments, engraved in the middle. It is purchased by the council for candidates with 25 years or more of adult volunteer service, and awarded at the Council Awards Event. Years of Service pins representing 20 years or less are purchased by the Service Unit, or individual, and may be presented at a Service Unit ceremony.

NUMERAL GUARD OR YEARS OF SERVICE

APPLICATION FORM FOR COUNCIL RECIPIENTS

ORDERS DUE TO LOCAL SERVICE CENTER

SECOND FRIDAY IN DECEMBER, BY 5 PM

One form per award per person please. Check one only!

If the person is receiving both awards, please submit one form for each award.

_____ **Numeral Guard:**
of combined Girl and Adult Years _____
30 years or more (in 5 year increments) will be presented at council ceremony
(5 - 25 years use Service Unit form)

_____ **Years of Service Pin:**
of Active Adult Years only _____
25 years or more (in 5 year increments) will be presented at council ceremony
(5 - 20 years use Service Unit order form)

Name of Nominee: _____

Address: _____

Years registered as a girl: ____ Years registered as an adult: ____ Total years registered: ____

Name and address to mail pin if different from nominee and if presentation is **NOT** at council ceremony.

Name: _____

Address: _____

Person submitting this form: _____

Phone Number: _____ Date submitted: _____

Region and Service Unit: _____

Outstanding Volunteer

(Volunteer other than Leader)



Deadline: 45 days prior to presentation event, submit to **Service Unit or Regional Award & Recognition Committee**, as appropriate for service given

The Outstanding Volunteer pin recognizes an adult volunteer serving in position other than Troop Leader/Co-Leader who has delivered outstanding service to Girl Scouting.

Criteria for Selection

1. A registered adult Girl Scout volunteer serving in a capacity other than a troop leader or co-leader who has received appropriate training or has equivalent experience for the position held is eligible for nomination.
2. The service performed is beyond expectations for the position held in one or more of the following areas: Membership, Program, Fund Development, Pluralism, Marketing and Communications, Strategic Leadership/Governance, Human Resources, or Increased Community Visibility.
3. The candidate actively recognizes, understands, and practices the values of inclusive behavior.

Nomination and Approval Procedures

1. An individual familiar with the service performed **submits the nomination form** to document the service as well as its scope and impact in relation to the award criteria.
2. **Submit two (2) endorsement letters** from individuals familiar with the service performed by the nominee. The letters should be sufficiently detailed to support the award criteria.
3. The Service Unit or Regional Award and Recognition Committee, as appropriate for service given, reviews the nomination form & two letters for approval.

Example of Possible Candidates

- An area event director who has managed successful area wide events on three or more occasions
- A day camp director who has run a day camp so successfully that participation has increased over a two year period
- A person who has long tenure with the service unit and a consistently high level of performance
- A Service Unit product sales manager who has efficiently promoted and managed at least two product sales
- A program consultant (e.g., Gold Award Consultant) who has retained or increased membership within the area
- An Adult Learning Facilitator who consistently provides outstanding enrichment and leadership development sessions in two or more pathways.

Form of Recognition

The GSUSA Outstanding Volunteer award is a pin showing a white chain and gold trefoil against a red background. The Service Unit (or Council, depending on service) purchases the pin and presents it with a certificate in a folder at an appropriate Recognition Event.

Girl Scouts of Greater Los Angeles

OUTSTANDING VOLUNTEER NOMINATION FORM
45 DAYS PRIOR TO NEED - SUBMIT TO SERVICE UNIT OR REGIONAL
AWARD & RECOGNITION COMMITTEE AS APPROPRIATE FOR SERVICE GIVEN*
(Submit all required information/letters with nomination form)

Date: _____

NOMINEE (Please print)

Name: _____ Present Girl Scout Position: _____

Mailing Address: _____

Phone: (_____) _____

E-mail: _____

Region and Service Unit: _____

PERSON SUBMITTING NOMINATION FORM (Please print)

Name: _____ Present Girl Scout Position: _____

Mailing Address: _____

Phone: (_____) _____

Email: _____

Region and Service Unit: _____

Nomination should remain a secret from the nominee in case the nomination is not approved. Should this award be approved by the Service Unit Award & Recognition Committee, it will be presented at the Service Unit Award Ceremony. Recipients may be given their letters of endorsement and application. You will be notified of the committee's decision.

Verification by Service Unit Manager or Volunteer Development staff

___ The candidate is a registered volunteer

___ The candidate has completed required training for the position held

Nomination Process

- ❖ **Read the award** profile, fill out **nomination form** and submit with **two supporting letters** detailing the information required.
- ❖ **Make a copy** of nomination form and supporting information to keep
- ❖ **Submit by deadline date**
- ❖ List of nominee's previous awards may be supplied by staff if needed

* If this award is for an individual for service to the region or council you must submit the application to the Regional Award & Recognition Committee by the Second Friday in December.

FOR USE BY AWARD & RECOGNITION COMMITTEE ONLY

___ Endorsed by Committee

___ Nominee invited

___ Person nominating advised

Girl Scout Community Image Award



Deadline: 45 days prior to need, submit to the Service Unit Award & Recognition Committee

The Girl Scout Community Image Award recognizes a Girl Scout volunteer who involves Girl Scouts in other organizations or promotes Girl Scouting in the community.

Criteria for Selection

1. An active adult Girl Scout volunteer who involves or promotes Girl Scouts in the community.
2. A positive image of Girl Scouts in the community results from the promotion of Girls Scouts in another group or agency or the nominee as a Girl Scout, provides outstanding service to other groups or agencies in the community.

Nomination and Approval Procedures

1. An individual or group familiar with the community interaction **submits the nomination form** that documents the Girl Scout-community relationship and describes how it enhances Girl Scouting in the larger community.
2. **Submit one or more endorsement letters** from individuals familiar with what the nominee has accomplished. The letter(s) should be sufficiently detailed to support the award criteria.
3. The Service Unit Award & Recognition Committee reviews the nomination form & the endorsement letter(s) for approval.

Example of Possible Candidates

- An adult Girl Scout volunteer who is a member of the Chamber of Commerce or similar organization that gets Girl Scouts involved in community projects.
- Girl Scout volunteer involved with youth sports that promotes Girl Scout membership along with the sports program.
- Adult Girl Scout volunteer helping Girl Scouts earn Religious Awards which have been developed by their religious organization.

Form of Recognition

The Girl Scout Community Image Award consists of a framed certificate purchased by the service unit and presented at an appropriate event.

GIRL SCOUT COMMUNITY IMAGE AWARD NOMINATION FORM

NOMINATION DUE TO SERVICE UNIT AWARD & RECOGNITION COMMITTEE

DATE PUBLISHED BY YOUR SERVICE UNIT

(Submit all required information/letters with nomination form)

Date: _____

Date of Presentation: _____

NOMINEE (Please print)

Name: _____ Present Girl Scout Position: _____

Mailing Address: _____

Phone: (_____) _____

E-mail: _____

Region and Service Unit: _____

PERSON SUBMITTING NOMINATION FORM (Please print)

Name: _____ Present Girl Scout Position: _____

Mailing Address: _____

Phone: (_____) _____

Email: _____

Region and Service Unit: _____

Should this award be approved by the Service Unit Award & Recognition Committee it will be presented at an appropriate event. Recipients may be given their letter(s) of endorsement and nomination. You will be notified of the committee's decision.

Nomination Process

- ❖ **Read the award** profile, fill out **nomination form** and submit with **one or more supporting letters** detailing the information required.
- ❖ **Make a copy** of nomination form and supporting information to keep
- ❖ **Submit by deadline date**
- ❖ List of nominee's previous awards may be supplied by staff if needed




FOR USE BY SU AWARD & RECOGNITION COMMITTEE ONLY

_____ Endorsed by Committee

_____ Person nominating advised

SUMMARY OF LEADER ACHIEVEMENT AWARDS

PRESENTED TO: ADULT GIRL SCOUT LEADERS OR CO-LEADERS WORKING DIRECTLY WITH GIRLS

Recognition	Criteria	Nomination Procedure	Deadline
<p>First Year Leader</p> 	<p>Leaders and Co-Leaders who completed first year of leadership, took required training, and committed to serve a second year</p>	<p>Submit a name to Service Unit Award & Recognition Committee</p>	<p>45 days prior to Service Unit Recognition Event</p>
<p>Leader with a Heart</p> 	<p>Leaders and Co-Leaders for outstanding program delivery and troop leadership</p>	<p>Girls, parents, or co-leader from troop submit the nomination form and two endorsement letters to the Service Unit Award & Recognition Committee</p>	<p>45 days prior to need for an appropriate presentation</p>
<p>GSUSA Outstanding Leader</p> 	<p>Leaders and Co-Leaders for Outstanding Performance in Working with Girls</p>	<p>Submit a nomination form and two endorsement letters to the Service Unit Award & Recognition Committee</p>	<p>45 days prior to Service Unit Recognition Event</p>
<p>Also See RECOGNITIONS FOR ANY ADULT GIRL SCOUT VOLUNTEER</p>			



First Year Leader

Deadline: 45 days prior to need to Service Unit Manager

The First Year Leader award recognizes an adult volunteer who has completed their first year as Leader or Co-Leader of a troop, taken the required trainings and an enrichment class, and committed to serving a second year as Leader or Co-Leader.

Criteria for Selection

1. The nominee is a registered Leader or Co-Leader who has completed all required trainings and an enrichment class.
2. The Leader/Co-Leader has committed to serving a second year as Leader or Co-Leader.

Nomination and Verification Procedures

1. An individual or group familiar with the service performed submits the name of the Leader or Co-Leader, Troop Number and Program Level to the Service Unit Manager with an indication of where the award should be presented.
2. The Service Unit Award & Recognition Committee reviews the list of names for required training and confirms commitment to continue as a Leader or Co-Leader and orders awards 30 days prior to date of presentation.

Form of Recognition

The First Year Leader award is a patch paid for by the Service Unit, and awarded at the Service Unit level, or if appropriate, at a troop meeting.

Leader With A Heart



Deadline: 45 Days before Recognition Event,
submit to Service Unit Manager

The Leader With A Heart award is given to a Leader or Co-Leader by parents and girls in the troop who believe the nominee to be outstanding in program delivery and troop leadership. Nominee must have completed all required trainings.

Nomination

A parent, co-leader, or older girl familiar with troop activities fills out the nomination form giving details to support the nomination. Two or more additional parents, co-leaders or girls write letters of endorsement. The letters should include examples of the leader's special qualities and details of activities of the troop. Girls are encouraged to write letters. Letters may be collected from all girls in the troop and will be given to the nominee with the award.

**Give the nomination form and letters to the Service Unit Manager or
SU Award & Recognition Committee for review.**

Example of Possible Candidates

- A leader who has consistently progressed the troop and achieved a milestone, whether a large trip, a bridging event, or completing a community service project or award.
- A leader who looks for every opportunity to expose the troop to new experiences, whether by camping, field trips, or service projects.
- A leader who has provided assistance and reassurance, whether to the entire troop or to an individual girl and/or girl's family, through a time of adversity.

Form of Recognition

The Leader With A Heart Award is a heart-shaped pin with the words, "Leader with a Heart." This recognition will be paid for by the Service Unit and awarded at a troop event or ceremony. It can be presented more than once.



Outstanding Leader

Deadline: 45 days prior to Service Unit Award event,
submit to Service Unit Award & Recognition Committee

The GSUSA Outstanding Leader pin recognizes a leader or co-leader for outstanding performance in working with girls.

Criteria for Selection

1. The candidate is a registered Girl Scout troop leader or assistant troop leader.
2. The candidate has completed required training.
3. The candidate's performance as a leader is so outstanding in nature that it merits recognition by the service unit. Competence must be demonstrated in at least two of the following:
 - Involving adults in the community to help broaden the program opportunities for girls.
 - Increasing girl membership to support the council membership goal
 - Using the three Girl Scout Leadership Experience (GSLE) keys – Discover, Connect, and Take Action – to provide a wide range of program activities with girls
 - Effectively using the GSLE processes – Girl Led, Learning by Doing and Cooperative Learning
 - Helping girls to recognize, understand, and practice the values of inclusive behavior

Nomination and Approval Procedures

1. An individual or group familiar with the service performed **submits the nomination form**. The form will document the service and its scope and impact in relation to the award criteria.
2. **Submit two or more letters of endorsement** from members of the troop or members of their families. Letters should state the outstanding leadership qualities of the candidate in delivering Girl Scout program and the results achieved.
3. The Service Unit Award & Recognition Committee reviews the information and approves the nomination if criteria are met.

Form of Recognition

The GSUSA Outstanding Leader Award is a pin showing a Leadership torch against a yellow background and a certificate in a folder from the service unit. It is purchased by the service unit and presented locally, at a service unit award event allowing friends and families to participate.

Girl Scouts of Greater Los Angeles

OUTSTANDING LEADER NOMINATION FORM
NOMINATION DUE TO SERVICE UNIT AWARD COMMITTEE
DATE PUBLISHED BY YOUR SERVICE UNIT

(Submit all required information/letters with nomination form)

Date: _____

NOMINEE (Please print)

Name: _____ Leader or Co-Leader Troop #: _____

Mailing Address: _____

Phone: (_____) _____

E-mail: _____

PERSON SUBMITTING NOMINATION FORM (Please print)

Name: _____ Present Girl Scout Position: _____

Mailing Address: _____

Phone: (_____) _____

Email: _____

Verification by Service Unit Manager or Volunteer Development staff

___ The candidate is a registered leader or co-leader

___ The candidate has completed required training for the position held

Nomination should remain a secret from the nominee in case the nomination is not approved. Should this award be approved by the Service Unit Award & Recognition Committee it will be presented at the SU Award Ceremony. Recipients may be given their letters of endorsement and application. You will be notified of the committee's decision.

Nomination Process

- ❖ **Read the award** profile, fill out **nomination form** and submit with **two or more supporting letters (from others)** detailing the information required.
- ❖ **Make a copy** of nomination form and supporting information to keep
- ❖ **Submit by deadline date**
- ❖ List of nominee's previous awards may be supplied by staff if needed

FOR USE BY SU AWARD & RECOGNITION COMMITTEE ONLY

___ Endorsed by Committee

___ Person nominating advised

Girl Scouts of Greater Los Angeles

NOMINATION OF _____ BY _____

Please state how this person has accomplished the criteria needed for Outstanding Leader. Be as detailed and specific as possible listing qualifications and particular instances. Please be sure answers support the service needed to qualify for this award. Attach two or more letters from at least two additional parents and/or girls supporting this leader's nomination.

Candidate must demonstrate competence in at least two of the following:

- Involving adults in the community to help broaden the program opportunities for girls.
- Increasing girl membership to support the council membership goal
- Using the three Girl Scout Leadership Experience (GSLE) keys – Discover, Connect, and Take Action – to provide a wide range of program activities with girls
- Effectively using the Girl Scout Leadership Experience processes – Girl Led, Learning by Doing and Cooperative Learning
- Helping girls to recognize, understand, and practice the values of inclusive behavior

1. Describe how the candidate demonstrated competence in one of the above areas.





2. Describe how the candidate demonstrated competence in a second of the above areas.

3. Describe how the candidate's performance is outstanding beyond the expectations of the job

Girl Scouts of Greater Los Angeles

SUMMARY OF SERVICE UNIT AWARDS


PRESENTED TO: ADULT GIRL SCOUT VOLUNTEERS WITHIN THE SERVICE UNIT AND MEMBERS OF THE WIDER COMMUNITY

Recognition	Criteria	Nomination Procedure	Deadline
<p align="center">Volunteers of the Month</p>	Adult GS Volunteer online recognition for service that supports SU, region, or council	On-line nominations are made for web thank-you acknowledgement	Last Monday of each Month
<p align="center">GSUSA Outstanding Volunteer</p> 	Adult Girl Scout Volunteer in a Position Other than Troop Leader who has given Outstanding Service	Submit a nomination form and two letters of endorsement as appropriate for service given, to the Service Unit or Regional Award & Recognition Committee	45 days prior to Service Unit or other Appropriate Recognition Event
<p align="center">GSUSA Appreciation Pin</p> 	Adult GS Volunteer who has given Outstanding Service to at least one Service Unit or Program delivery audience while contributing to the council's goals.	Submit a nomination form and two or more endorsement letters to the Regional Award & Recognition Committee	Second Friday in December for Council Awards Event
<p align="center">Family Award</p> 	GS Family honored for Outstanding Continuous Service benefiting one or more Service Units for a minimum of three years	Submit a nomination form and two endorsement letters to the SU A&R Comm.	45 days prior to need for an appropriate presentation
<p align="center">Service Unit Team Position Awards</p>	Each Service Team member meets position checklist criteria.	Submit completed checklist for Service Team Positions to the Service Unit Award & Recognition Committee	45 days prior to Service Unit Recognition Event
<p align="center">GSUSA President's Award</p> 	Service Unit Team or Program Delivery Team has met Council Goals in Membership, Fund Development, and Visibility while reflecting diversity and practicing inclusive behavior	Submit a nomination form to the Regional Award & Recognition Committee	Second Friday in December for Council Awards Event

Girl Scouts of Greater Los Angeles

SUMMARY OF SERVICE UNIT AWARDS

PRESENTED TO: ADULT GIRL SCOUT VOLUNTEERS WITHIN THE SERVICE UNIT AND MEMBERS OF THE WIDER COMMUNITY

Recognition	Criteria	Nomination Procedure	Deadline
<p>Community Service to Girl Scouts</p> 	<p>Organization, business, or individual outside of Girl Scouts who provides superior service, contribution, or assistance to Service Unit or Troop</p>	<p>Service Team member or Troop leader provides information of service to the Service Unit Award & Recognition Committee</p>	<p>45 days prior to need for an appropriate presentation</p>
<p>Also see RECOGNITIONS FOR ANY ADULT GIRL SCOUT VOLUNTEER</p>			

Volunteers of the Month

Deadline: Last Monday of every month, through the council website

The Volunteers of the Month is an online recognition that can be given to any adult volunteer for an act of service to a service unit, region or the council as a quick, easy, and timely thank you.

Nomination

Anyone who is aware of volunteers who have performed some type of service over the last month may submit the application through the council Web site,

http://www.girlscoutsla.org/pages/for_volunteers/volunteer_month.html

Recipients' names are posted monthly.

Example of Possible Candidates

- A dad who spent the day loading cases of cookies into cars on delivery day.
- A recruiter who held a recruitment event in the local park.
- The service unit registrar who registered the service unit on time.
- A group of leaders who took their older girl troops to work at a booth at the local “Children’s Day”
- The SU treasurer for giving a workshop at the SU Leader meeting to help new leaders set up bank accounts.
- A board member who supported a local fund development effort by attending the event and talking to future donors.
- An Adult Learning Facilitator who set up all the tables and chairs and arranged for the facility used for the Leaders’ Fair.

Form of Recognition

The Volunteers of the Month recipients are listed on the council website monthly. Recipients are also announced by the Service Unit at their monthly meetings or another appropriate event.

Outstanding Volunteer

(Volunteer other than Leader)



Deadline: 45 days prior to presentation event, submit to Service Unit or Regional Award & Recognition Committee, as appropriate for service given

The Outstanding Volunteer pin recognizes an adult volunteer serving in position other than Troop Leader/Co-Leader who has delivered outstanding service to Girl Scouting.

Criteria for Selection

1. A registered adult Girl Scout volunteer serving in a capacity other than a troop leader or co-leader who has received appropriate training or has equivalent experience for the position held is eligible for nomination.
2. The service performed is beyond expectations for the position held in one or more of the following areas: Membership, Program, Fund Development, Pluralism, Marketing and Communications, Strategic Leadership/Governance, Human Resources, or Increased Community Visibility.
3. The candidate actively recognizes, understands, and practices the values of inclusive behavior.

Nomination and Approval Procedures

1. An individual familiar with the service performed **submits the nomination form** to document the service as well as its scope and impact in relation to the award criteria.
2. **Submit two (2) endorsement letters** from individuals familiar with the service performed by the nominee. The letters should be sufficiently detailed to support the award criteria.
3. The Service Unit or Regional Award and Recognition Committee, as appropriate for service given, reviews the nomination form & two letters for approval.

Example of Possible Candidates

- An area event director who has managed successful area wide events on three or more occasions
- A day camp director who has run a day camp so successfully that participation has increased over a two year period
- A person who has long tenure with the service unit and a consistently high level of performance
- A Service Unit product sales manager who has efficiently promoted and managed at least two product sales
- A program consultant (e.g., Gold Award Consultant) who has retained or increased membership within the area
- An Adult Learning Facilitator who consistently provides outstanding enrichment and leadership development sessions in two or more pathways.

Form of Recognition

The GSUSA Outstanding Volunteer award is a pin showing a white chain and gold trefoil against a red background. The Service Unit (or Council, depending on service) purchases the pin and presents it with a certificate in a folder at an appropriate Recognition Event.

Girl Scouts of Greater Los Angeles

OUTSTANDING VOLUNTEER NOMINATION FORM
45 DAYS PRIOR TO NEED - SUBMIT TO SERVICE UNIT OR REGIONAL
AWARD & RECOGNITION COMMITTEE AS APPROPRIATE FOR SERVICE GIVEN*
(Submit all required information/letters with nomination form)

Date: _____

NOMINEE (Please print)

Name: _____ Present Girl Scout Position: _____

Mailing Address: _____

Phone: (_____) _____

E-mail: _____

Region and Service Unit: _____

PERSON SUBMITTING NOMINATION FORM (Please print)

Name: _____ Present Girl Scout Position: _____

Mailing Address: _____

Phone: (_____) _____

Email: _____

Region and Service Unit: _____

Nomination should remain a secret from the nominee in case the nomination is not approved. Should this award be approved by the Service Unit Award & Recognition Committee, it will be presented at the Service Unit Ceremony. Recipients may be given their letters of endorsement and application. You will be notified of the committee's decision.

Verification by Service Unit Manager or Volunteer Development staff

- ___ The candidate is a registered volunteer
- ___ The candidate has completed required training for the position held

Nomination Process

- ❖ **Read the award** profile, fill out **nomination form** and submit with **two supporting letters** detailing the information required.
- ❖ **Make a copy** of nomination form and supporting information to keep
- ❖ **Submit by deadline date**
- ❖ List of nominee's previous awards may be supplied by staff if needed

* If this award is for an individual for service to the region or council you must submit the application to the Regional Award & Recognition Committee by the Second Friday in December.

FOR USE BY AWARD & RECOGNITION COMMITTEE ONLY

___ Endorsed by Committee ___ Nominee invited ___ Person nominating advised



Appreciation Pin

Deadline: Second Friday in December to
Regional Award and Recognition Committee

The Appreciation Pin recognizes an adult volunteer who has delivered outstanding service to at least one service unit.

Criteria for Selection

1. The candidate is a registered Girl Scout volunteer.
2. The candidate has significantly contributed to meeting one or more council goals in membership growth and retention, fund development, or increased community visibility in one service unit.
3. The candidate actively recognizes, understands and practices the values of inclusive behavior.

Nomination and Approval Procedures

1. An individual or group familiar with the service performed **submits the nomination form** to document the service and its scope and impact in relation to the award criteria.
2. **Submit two (2) endorsement letters** from individuals familiar with the service performed by the nominee. The letters should be sufficiently detailed to support the award criteria.
3. The Regional Award Committee reviews the nomination form & two letters for approval and recommendation to the Board. Nominees may be reviewed by the Board of Directors.

Example of Possible Candidates

- The manager of a highly successful product sale
- The director of an outstanding local day camp or program event
- A person who develops and implements a successful annual family giving program that exceeds financial goals.
- A service unit manager or team member whose contributions lead to an increase in membership and retention among girls and adults.

Form of Recognition

The GSUSA Appreciation Pin is a gold-toned pin with the Girl Scout logo, purchased by the council and presented at the Council Award Ceremony with a certificate in a folder from the council.

Girl Scouts of Greater Los Angeles

APPRECIATION PIN NOMINATION FORM

NOMINATION DUE TO LOCAL SERVICE CENTER

SECOND FRIDAY IN DECEMBER BY 5 PM

(Submit all required information/letters with nomination form)

Date: _____

NOMINEE (Please print)

Name: _____ Present Girl Scout Position: _____

Mailing Address: _____

Phone: (_____) _____

E-mail: _____

Region and Service Unit: _____

PERSON SUBMITTING NOMINATION FORM (Please print)

Name: _____ Present Girl Scout Position: _____

Mailing Address: _____

Phone: (_____) _____

Email: _____

Region and Service Unit: _____

Nomination should remain a secret from the nominee in case the nomination is not approved. Should this award be approved it will be presented at the Council Award event. Recipients may be given their letters of endorsement and application. The recipient will receive an invitation to attend the ceremony. You will be notified of the committee's decision.

Nomination Process

- ❖ **Read the award** profile, fill out **nomination form** and submit with at least **two supporting letters** detailing the information required.
- ❖ **Make a copy** of nomination form and supporting information to keep
- ❖ **Submit by deadline date**
- ❖ List of nominee's previous awards may be supplied by staff if needed

FOR USE BY GSGLA A&RC ONLY

_____ Endorsed by Committee

_____ Approved

_____ Nominee invited

_____ Person nominating advised

Family Award



Deadline: 45 days prior to need
to the Service Unit Award & Recognition Committee

The Family Award recognizes a Girl Scout Family for at least three years of outstanding contributions to one or more service units.

Criteria for Selection

1. More than one member of the same family is a registered adult volunteer with GSGLA.
2. The family supports GSGLA with outstanding service beyond normal expectation.
3. Members of the family have provided continuous service which benefits one or more service units, over a minimum of three years.

Nomination and Approval Procedures

1. An individual or group familiar with the service performed **submits the nomination form** to document the service and its scope and impact to one or more service units.
2. **Submit two (2) endorsement letters** from individuals familiar with the service performed by the nominee. The letters should be sufficiently detailed to support the award criteria.
3. The Service Unit A & R committee reviews the nomination & two letters for approval for the service unit level recognition.

Example of Possible Candidates

- A family who works together to provide program opportunities for girls in their service unit.
- A family in which the eligible members are involved at the council and service unit level to provide Girl Scout opportunities to girls throughout a region. One member may be on the service team and another is a board committee member.
- A family in which multiple members are active Adult Learning Facilitators who provide numerous well evaluated training and enrichment sessions for leaders and other adult volunteers.

Form of Recognition

The Family Award consists of a certificate for the family and a gift tailored to the family's interests purchased by the service unit and presented at an appropriate event.

Girl Scouts of Greater Los Angeles

FAMILY AWARD NOMINATION FORM

**NOMINATION DUE TO SERVICE UNIT OR LOCAL SERVICE CENTER
45 DAYS PRIOR TO NEED**

(Submit all required information/letters with nomination form)

Date: _____

Date of Presentation: _____

NOMINEE (Please print)

Name: _____ Present Girl Scout Position: _____

Mailing Address: _____

Phone: (_____) _____

E-mail: _____

Region and Service Unit: _____

PERSON SUBMITTING NOMINATION FORM (Please print)

Name: _____ Present Girl Scout Position: _____

Mailing Address: _____

Phone: (_____) _____

Email: _____

Region and Service Unit: _____

Nomination should remain a secret from the nominee in case the nomination is not approved. Should this award be approved by the SU Award & Recognition Committee it may be presented at an appropriate venue and occasion for service given. Recipients may be given their letters of endorsement and application. You will be notified of the committee's decision.

Nomination Process

- ❖ **Read the award** profile, fill out **nomination form** and submit with **2 supporting letters** detailing the information required.
- ❖ **Make a copy** of nomination form and supporting information to keep
- ❖ **Submit by deadline date**
- ❖ List of nominee's previous awards may be supplied by staff if needed

FOR USE BY SU AWARD AND RECOGNITION COMMITTEE ONLY

_____ Endorsed by Committee

_____ Person nominating advised

Service Unit Team Position Awards

The Keys to a Successful Membership Year are the Service Team Volunteers!

When the founder of Girl Scouts brought her ideas to the girls of the United States of America, she left them in the capable hands of adult volunteers! They are renowned for the quality of their service. In order to recognize their contributions, accomplishments and actions, these awards provide a concrete documentation to honor the high standards that are set and met.

During the membership year each member of the Service Team should keep the checklist up-to-date and use it as a measure of team member development. On the requested date, turn the checklist in to the Service Unit Award and Recognition Committee. When the checklist is verified a recognition award will be presented. This award is a small measure of the outstanding work provided on behalf of girls.

Award Checklist and Approval Procedure

1. The candidate is a registered Girl Scout member of a Service Team.
2. The Service Team member obtains the checklist and keeps it up-to date through the year.
3. A copy of the completed checklist is kept by each Service Team member for their records.
4. The completed signed checklist is turned in to the Service Unit Award & Recognition Committee by the date requested.
5. The Service Unit Award & Recognition Committee verifies the information, approves the award, and places the order at least 30 days prior to need.

Form of Recognition

The Service Unit Team Position Award is a pin purchased by the Service Unit and presented at a Service Unit Recognition Event. Each team position is represented by a different charm and may be received by an individual once for each team position.

Service Team Volunteers are the KEYS that unlock the endless possibilities, enriching the lives of each Girl Scout!

SERVICE UNIT MANAGER AWARD

CHECKLIST:

Take Service Unit Manager Training and at least one additional training and/or workshop offered by Girl Scouts or a community agency.

Date of SUM Training: _____

Title of additional: _____ Date: _____

Recruit and designate Service Team members, familiarize them with their position description.

Date completed: _____

Create roster and distribute to troop leaders and the Service Center.

Date completed: _____

Present a signed letter of agreement to each Service Team member and leader yearly.

Date: _____

With the membership staff, set a realistic membership goal for the Service Unit. Make a plan with the Service Team and staff to meet that goal.

The goal number set: _____ Number reached: _____

Attend Service Unit Manager Meetings. Dates: _____

Plan and preside at regular Service Team Meetings. Dates: _____

Plan and preside at regular Service Unit Leader meetings. Dates: _____

Delegate, direct and coordinate the work of the Service Unit Team and Leaders in the Service Unit. Activities demonstrating this goal were:

SUM Signature: _____ Date: _____

Verified by: _____ (Membership Service Delivery Specialist)

SERVICE UNIT PRODUCT SALES CHAIR AWARD

CHECKLIST:

Take product sales training offered by Girl Scouts.

Date: _____

Discuss and agree on the specifics of the position description with the Service Unit Manager.

Date: _____

Meet with all Troop Product Sales Chairs/Leaders in the Service Unit to explain forms and procedures for each product.

Date: _____

Agree on product sales goals and plan strategies to meet the target numbers.

Target goal: _____ Actual number: _____

Activities to meet this goal were:

Turn in all paperwork on time. Date: _____

Attend or contribute to the council wide evaluations from the cookie and/or fall product sale.

Date: _____

Attend and participate in Service Unit Leaders Meetings as needed.

Dates: _____

Signature: _____ Date: _____

Verified by: _____ (SUM)

MEMBERSHIP RECRUITER AWARD

CHECKLIST:

Take Service Unit Recruiter Training and at least one additional training and/or workshop opportunity offered by Girl Scouts or a community agency.

Date of Recruiter Training: _____

Title of additional: _____ Date: _____

Discuss and agree on the specifics of the position description with the Service Unit Manager.

Date: _____

Schedule and attend when necessary, parent or organizational meetings for all re-organized or new troops assigned to you.

Number of meetings scheduled: _____ Number attended: _____

Recruit leadership that meets *Volunteer Essentials* standards.

All assigned troops meet leadership *Volunteer Essentials* standards as of this date:

Place girls in assigned troops.

Number of girls placed: _____

Participate with Service Team in setting a realistic membership goal and make a positive plan to meet it.

The goal number set: _____ Number reached: _____

Participate in 60% of regular Service Team meetings. _____%

Participate in 60% of regular Service Unit meetings. _____%

Make a follow-up contact with assigned leaders in the spring to discuss present troop size, bridging needs, and spring registration.

Dates of discussions: _____

Signature: _____ Date: _____

Verified by: _____ (SUM)

TROOP CONSULTANT AWARD

CHECKLIST:

Take Service Unit Consultant Training and at least one additional training and/or workshop opportunity offered by Girl Scouts or a community agency.

Date of Consultant Training: _____

Title of additional: _____ Date: _____

Discuss and agree on the specifics of the position description with the Service Unit Manager.

Date: _____

Initiate original contact with each troop assigned.

Dates: _____

See that new troop adults are oriented.

Number of assigned new troops: _____ Number oriented: _____

Make a monthly contact, apart from the Service Unit Meetings, with each assigned troop to evaluate the actions and or/needs of the troop program. Report the progress of all assigned troops to the SUM.

Dates: _____

Participate with Service Team in setting realistic membership and program goals, and make a positive plan to meet them.

The goal number set: _____ Number reached: _____

Participate in 60% of regular Service Team meetings. _____%

Participate in 60% of regular Service Unit Leaders meetings. _____%

Signature: _____ Date: _____

Verified by: _____ (SUM)

SERVICE UNIT REGISTRAR AWARD

CHECKLIST:

Take Registrar training. Take at least one other training and/or workshop opportunity offered by Girl Scouts or a community agency.

Date of Registrar Training: _____

Title of additional: _____ Date: _____

Discuss and agree on the specifics of the position description with the Service Unit Manager

Date: _____

Train troop Leaders on registration procedures.

Dates: _____

Register Service Unit on time.

Date: _____

Maintain Service Unit registrations and transfers.

Entries: _____

Participate in setting a realistic membership goal for the Service Unit and make a positive effort to meet it.

The goal number set: _____ Number reached: _____

Participate in 60% of regular Service Team meetings. _____%

Participate in 60% of regular Service Unit Leader meetings. _____%

Signature: _____ Date: _____

Verified by: _____ (SUM)

SERVICE UNIT TEAM MEMBER WITH A SPECIAL ASSIGNMENT

(Includes Awards Chair, Secretary, Treasurer, Media Representative,
Special Event Chair, Family Partnership Chair, Other)

CHECKLIST:

Take appropriate training for the position. Take at least one other training and/or workshop opportunity offered by Girl Scouts or community agency.

Date of Training: _____

Title of additional: _____ Date: _____

Confer with the Service Unit Manager and agree on the specifics of the position description. List the major responsibilities.

List activity to meet this goal: _____

Goal met ___ Yes ___ No

List activity to meet this goal: _____

Goal met ___ Yes ___ No

List activity to meet this goal: _____

Goal met ___ Yes ___ No

List activity to meet this goal: _____

Goal met ___ Yes ___ No

Complete and submit appropriate paper work, evaluations and reports within specific time limits.

Time limits met ___ Yes ___ No

Participate in 60% of regular Service Team meetings. _____%

Participate in appropriate meetings of the Service Unit. _____ Yes

Signature: _____ Date: _____

Verified by: _____ (SUM)

President's Award



Deadline: Second Friday in December to Regional Award & Recognition Committee

The President's Award recognizes the efforts of Service Unit Teams or Program Teams in moving toward achievement of GSGLA's goals and objectives.

Criteria for Selection

1. All Team members are registered Girl Scout volunteers.
2. The Service Unit must have significantly contributed by meeting one or more council goals in membership growth and retention, fund development, or increased community visibility.
3. The Service Unit must reflect the diversity of the area they serve.
4. The Service Unit actively recognizes, understands, and practices the values of inclusive behavior.

Nomination and Approval Procedures

1. Members of the Service Unit Team or SU Award & Recognition Committee **submit the application form**. The form will document the service and its scope and impact in relation to the award criteria.
2. The Regional Membership Lead reviews the application for approval by the Regional Award & Recognition Committee if the criteria are met. Nominees may be reviewed by the Board of Directors.

Form of Recognition

A certificate is given to the Service Unit Manager(s). The President's Award is presented at the Council Award Ceremony.

Girl Scouts of Greater Los Angeles

PRESIDENT'S AWARD

The President's Award: Girl Scouts of the U.S.A. has recommended this special award to recognize a Service Unit moving its assigned area towards the council's goals and objectives during the fiscal year.

SUMMARY OF CRITERIA

To earn the *President's Award*, GS Service Units must achieve 100 points out of a total of 140.

Those Service Units

who apply for the *President's Award* but do not meet the necessary points will earn the *Goal Setter Service Unit Award (presented at Service Unit Level)*

1. Each member of the Service Unit Team has taken orientation or training appropriate for the position held.
2. Each member of the Service Unit Team is a registered Girl Scout.
3. Delivery of Girl Scout program is effective resulting in the retention of 65% or more of troop/group leadership.
4. Members of the Service Unit Team have delivered Girl Scout program effectively, resulting in the retention of 65% or more girls
5. Overall girl membership for the Service Unit has reached or surpassed the goal.
6. The Service Unit has evidence of maintaining contacts in the community (e.g., scheduled talks to civic groups, sponsoring agreements, community profile updates.)
7. Reports required by GSGLA have been submitted on time.
8. The Service Team encourages adult participation in fund development and has increased annual giving support to the council.
9. The Service Unit team maintains ongoing communications with each troop/group and liaison for individually registered girls in its jurisdiction.

INSTRUCTIONS

1. Complete the application in consultation with your Membership Specialist – staff support signature is required.
2. Submit completed application to the _____ by the _____ in December.

Form of Recognition

The Service unit Award is a GSUSA Award and is awarded annually at the appropriate Recognition Event.

SUBMITTED BY

Name: x		SU Name: x	
Position: x	Phone (h): x	Phone (w): x	
Address: x		City: x	Zip: x
Email: x			

Description of GS Service Unit: (area it covers, schools, etc.)

X

Girl Scouts of Greater Los Angeles

CRITERIA 1: SERVICE UNIT TEAM – 15 POINTS

All members of the Service Unit Team are registered adult Girl Scouts. 75% of the Service Unit Team members have received adult education for their position within the past three years. All core Service Unit Team members have taken adult education appropriate for the position held at least every 3 years (Service Unit Manager, Registrar, Product Sales, and Recruitment)

GS Service Unit Team Profile – complete for all Service Unit Team Members (please print or type)

Name	Service Unit Team Position	Type of adult education taken, date and location for position held

CRITERIA 2: GS TROOP LEADER RETENTION – 15 POINTS

Members of the Service Unit Team have delivered Girl Scout program effectively, resulting in the retention of 65% or more adults in leadership positions (01 & 02). (This information is readily available from Membership Specialist)

GS Troop Leaders (01, 02) registered last year	GS Troop Leaders (01, 02) registered this year	GS Troop Leaders (01, 02) registered last year & continued this year	% of GS Troop Leaders Retained
x	x	x	x

NOTE: If less than 65%, explain what factors prevented your Service Unit Team from achieving this goal.

X

Girl Scouts of Greater Los Angeles

CRITERIA 3: GIRL RETENTION – 15 POINTS

Members of the Service Unit Team have delivered Girl Scout program effectively, resulting in the retention of 65% or more girls.

Girls registered last year	Girls registered this year	Girls registered last year & continued this year	% of Girls Retained
X	X	X	X

NOTE: If less than 65%, explain what factors prevented your Service Unit team from achieving this goal.

X

CRITERIA 4: GIRL MEMBERSHIP – 15 POINTS

Overall girl membership for the Service Unit has reached or surpassed the membership goal agreed upon by the Service Unit and the Membership Specialist. (This information is readily available from your Membership Specialist.)

Total Overall Girl Membership Goal	Total Girls Registered	% of Girl Membership Goal Achieved
X	X	X

Verified by SUM____ Verified by MS____

CRITERIA 5: COMMUNITY CONTACT AND COMMUNICATION –10 POINTS

Members of the Service Unit Team establish and/or maintain contacts in the community to retain and increase girl and adult membership (i.e., participate in a parade, schedule talks to civic groups, conduct Service Unit service projects, hold flag ceremonies with the community, etc. In addition, Service Unit Team members actively publicize Girl Scouting within their communities (i.e., contribute articles to local newspapers, conduct celebrations at local houses of worship for Girl Scout Sunday, etc.).

X

Girl Scouts of Greater Los Angeles

CRITERIA 6: FUND DEVELOPMENT PARTICIPATION – 10 POINTS

The Service Team encourages adult participation in fund development and has increased annual giving support to the council.

Percentage of GS troops that received Family Partnership campaign materials.

Percentage of GS troops who participated in the Family Partnership campaign.

CRITERIA 7: FUND DEVELOPMENT GOAL – 15 POINTS

Members of the Service Unit Team have actively promoted adult participation in fund development and have achieved at least 75% of their Family Partnership goal.

How much did your GS Service Unit give last year?

This year's GS Service Unit Family Partnership goal.

How much did your Service Unit give this year?

If less than 75% please list reasons:

CRITERIA 8: CUSTOMER SERVICE – 10 POINTS

- A. How has recognition of volunteers been implemented at the SU level?
- B. What is your Service Unit team doing to provide customer service to individually registered girls?
- C. How does your SU team support other Pathways?

Girl Scouts of Greater Los Angeles

CRITERIA 09: COUNCIL REPORTS – 15 POINTS (all completed) 10 POINTS (2 OF 3)

Members of the Service Unit Team have submitted timely reports. Check all that are completed:

- 75% of GS Troop/Group annual Financial Reports submitted by deadline.
- Service Unit Annual Financial Report submitted by deadline
- Partnership Goal Statements (PGA) completed

CRITERIA 10: ACCOMPLISHMENTS AND CHALLENGES – 10 POINTS

Working with your Membership Specialist, discuss in detail your accomplishments and challenges and describe how these will be included in next year's action plan. Indicate how the SU work has significantly contributed to meeting one or more council goals in membership growth and retention, fund development, or increased community visibility.

X

Membership Specialist signature: _____

Service Unit Manager signature: _____

Community Service to Girl Scouts Certificate



Deadline: 45 Days prior to need, submit to the Service Unit Award & Recognition Committee.

The Community Service to Girl Scouts Certificate recognizes service to a Girl Scout Service Unit or troop(s) by any person, community business or other organization outside of Girl Scouts.

Nomination

An individual or group familiar with the service performed fills out the nomination form giving details to support the nomination. Additional letters of endorsement are encouraged.

Give the nomination form and any letters to the Service Unit Manager or SU Award & Recognition Committee for review.

Examples of Possible Candidates

- A church that provides meeting space for troops
- A community business that donates materials for a Service Unit program such as a camping skills workshop or an International Tasting Bee
- A professional organization which provides a workshop of science activities for Girl Scouts

Form of Recognition

The Community Service to Girl Scouts Certificate consists of a certificate printed by the Service Unit (or Service Center if requested) with appropriate wording for individuals and/or companies. The Service Unit covers the cost of framing or mounting the certificate and presenting it at an appropriate event.

COMMUNITY SERVICE TO GIRL SCOUTS CERTIFICATE NOMINATION FORM

NOMINATION DUE TO SERVICE UNIT AWARD & RECOGNITION COMMITTEE DATE PUBLISHED BY YOUR SERVICE UNIT

(Submit all required information with nomination form)

Date: _____

Date of Presentation: _____

NOMINEE (Please print)

Organization Name (if applicable): _____

Name: _____

Mailing Address: _____

Phone: (_____) _____

E-mail: _____

PERSON SUBMITTING NOMINATION FORM (Please print)

Name: _____ Present Girl Scout Position: _____

Mailing Address: _____

Phone: (_____) _____

Email: _____

Region and Service Unit: _____

The Service Unit Award & Recognition Committee will review the nomination. The award should be presented at an appropriate event. Recipients may be given their letters of endorsement and application. You will be notified of the committee's decision.

Nomination Process

- ❖ **Read the award** profile; fill out **application form** detailing the information required.
- ❖ **Make a copy** of application form and any supporting letters or other information to keep
- ❖ **Submit by deadline date** listed above
- ❖ List of nominee's previous awards may be supplied by staff if needed

FOR USE BY SU AWARD & RECOGNITION COMMITTEE ONLY

_____ Endorsed by Committee _____ Person nominating advised _____ Forward to Service Center

Girl Scouts of Greater Los Angeles

NOMINATION OF _____ **BY** _____

Please state how this person, business or organization provided community service to Girl Scouts. Be as detailed and specific as possible listing qualifications and particular instances.






1. Describe the service that was provided to Girl Scouts.

2. Who benefited from the service provided?

Girl Scouts of Greater Los Angeles

SUMMARY OF REGIONAL OR COUNCIL VOLUNTEER AWARDS

PRESENTED TO: ADULT GIRL SCOUT VOLUNTEER FOR SERVICE IN MORE THAN ONE SERVICE UNIT, A REGION, OR THE ENTIRE COUNCIL

Recognition	Criteria	Nomination Procedure	Deadline
<p>Helping Hands</p> 	Adult Volunteer or group who gives exceptional, continuing service over at least five years for a specific project that benefits the entire Council or a Region	Submit a nomination form and two endorsement letters to the Regional Award & Recognition Committee	45 days prior to need for an appropriate presentation
<p>GSUSA Honor Pin</p> 	Adult GS Volunteer for Outstanding Service who contributes to council goals benefiting two or more Service Units, or a Region or the Council	Submit a nomination form and three or more endorsement letters to the Regional Award & Recognition Committee	Second Friday in December for Council Awards Event
<p>Platinum Service Award</p> 	Adult GS Volunteer for outstanding simultaneous service to both the Service Unit and either the Region or Council for three years after receiving the Appreciation Pin and either the Honor Pin or Thanks Badge		Second Friday in December for Council Awards Event
<p>GSUSA Thanks Badge</p> 	Adult GS Volunteer for Outstanding Service in a leadership role to the Council or entire Girl Scout Movement over the last four years	Submit a nomination form and four or more endorsement letters to the Regional Award & Recognition Committee	Second Friday in December for Council Awards Event
<p>GSUSA Thanks Badge II</p> 	Adult GS Volunteer for Outstanding Service to the Council or National GS organization for at least three years after receiving the Thanks Badge.	Submit a nomination form and four or more endorsement letters to the Regional Award & Recognition Committee	Second Friday in December for Council Awards Event
Also See RECOGNITIONS FOR ANY ADULT GIRL SCOUT VOLUNTEER			

Helping Hands



Deadline: 45 days prior to need
to the Regional Award & Recognition Committee

The Helping Hands Award recognizes an outstanding adult volunteer or group who has given continuous service for a specific regional or council project over the last five years.

Criteria for Selection

1. The candidate is a volunteer who has been continuously involved in a specific project that affects a region or the council for five or more years.
2. The candidate's service has been exceptional in nature.
3. The candidate does not qualify for any other council award or a GSUSA award.

Nomination and Approval Procedures

1. An individual or group familiar with the service performed **submits the nomination form** to document the service and its scope and impact on a region or the council.
2. **Submit two (2) or more endorsement letters** from individuals familiar with the service performed by the nominee. The letters should be sufficiently detailed to support the award criteria.
3. The Regional Award & Recognition Committee reviews the nomination form & two letters for approval.

Example of Possible Candidates

- A parent who has given continuous service hosting the regional Cookie Cupboard
- A parent or local environmental group who has given continuous service at Council Campground Clean-Up/Repair Weekends
- A volunteer from the local school district gives service as presenter for a Regional Adult Learning Event such as Leader Enrichment Conference for at least five years

Form of Recognition

The award consists of a gift and a certificate purchased by the council and presented at a venue and occasion appropriate to the service given (Cookie Rally, opening day of the camp, etc.)

Girl Scouts of Greater Los Angeles

HELPING HANDS NOMINATION FORM

**NOMINATION DUE TO LOCAL SERVICE CENTER
45 DAYS PRIOR TO NEED**

(Submit all required information/letters with nomination form)

Date: _____

Date of Presentation: _____

NOMINEE (Please print)

Name: _____

Mailing Address: _____

Phone: (_____) _____

E-mail: _____

Region and Service Unit: _____

PERSON SUBMITTING NOMINATION FORM (Please print)

Name: _____ Present Girl Scout Position: _____

Mailing Address: _____

Phone: (_____) _____

Email: _____

Region and Service Unit: _____

Nomination should remain a secret from the nominee in case the nomination is not approved. Should this award be approved by the Regional Award & Recognition Committee it may be presented at an appropriate venue and occasion for service given. Recipients may be given their letters of endorsement and application. You will be notified of the committee's decision.

Nomination Process

- ❖ **Read the award** profile, fill out **nomination form** and submit with **two or more supporting letters** detailing the information required.
- ❖ **Make a copy** of nomination form and supporting information to keep
- ❖ **Submit by deadline date**
- ❖ List of nominee's previous awards may be supplied by staff if needed

FOR USE BY GSGLA AWARD & RECOGNITION COMMITTEE ONLY

_____ Endorsed by Committee

_____ Person nominating advised



Honor Pin

Deadline: Second Friday in December
to Regional Award and Recognition Committee

The Honor Pin recognizes an adult volunteer who has delivered outstanding service to two or more Service Units or to a Region.

Criteria for Selection

1. The candidate is a registered Girl Scout volunteer who has significantly contributed to meeting one or more council goals in membership growth and retention, fund development, or increased community visibility in a Region or two or more service units.
2. The candidate actively recognizes, understands and practices the values of inclusive behavior.

Nomination and Approval Procedures

1. An individual or group familiar with the service performed **submits the nomination form** to document the service and its scope and impact in relation to the award criteria.
2. **Submit three (3) endorsement letters** from individuals familiar with the service performed by the nominee. The letters should be sufficiently detailed to support the award criteria.
3. The Regional Award & Recognition Committee reviews the nomination form & three letters for approval and recommendation to the Board. Nominees may be reviewed by the Board of Directors.

Example of Possible Candidates

- GS adult volunteer who directs a successful day camp open to girls beyond the service unit.
- An adult volunteer who manages consistently successful program events for a region
- A GS adult volunteer who manages excellent training and enrichment events for a region as demonstrated by event evaluation results
- A volunteer who introduces Girl Scouting to the wider community through significant community actions
- An Adult Learning Facilitator who consistently provides outstanding enrichment and leadership development sessions to volunteers working directly with girls in two or more pathways.

Form of Recognition

The GSUSA Honor Pin is a green enamel pin with the Girl Scout trefoil surrounded by laurel wreath, purchased by the council and presented at the Council Award Ceremony with a certificate in a folder from the council.

Girl Scouts of Greater Los Angeles

HONOR PIN NOMINATION FORM

**NOMINATION DUE TO LOCAL SERVICE CENTER
SECOND FRIDAY IN DECEMBER, BY 5 PM**

(Submit all required information/letters with nomination form)

Date: _____

NOMINEE (Please print)

Name: _____ Present Girl Scout Position: _____

Mailing Address: _____

Phone: (_____) _____

E-mail: _____

Region and Service Unit: _____

PERSON SUBMITTING NOMINATION FORM (Please print)

Name: _____ Present Girl Scout Position: _____

Mailing Address: _____

Phone: (_____) _____

Email: _____

Region and Service Unit: _____

Nomination should remain a secret from the nominee in case the nomination is not approved. Should this nomination be approved the award will be presented at the Council Award event. Recipients may be given their letters of endorsement and application. The recipient will receive an invitation to attend the ceremony. You will be notified of the committee's decision.

Nomination Process

- ❖ **Read the award** profile, fill out **nomination form** and submit with **three supporting letters** detailing the information required.
- ❖ **Make a copy** of nomination form and supporting information to keep
- ❖ **Submit by deadline date** listed above
- ❖ List of nominee's previous awards may be supplied by staff if needed

FOR USE BY GSGLA A&RC ONLY

_____ Endorsed by Committee

_____ Approved

_____ Nominee invited

_____ Person nominating advised

Platinum Service Award



Deadline: Second Friday in December to the Regional Award & Recognition Committee

The Platinum Service Award recognizes an outstanding adult volunteer who continues to give simultaneous service to their service unit **and either** their region or the entire council for at least three years after receiving previous National awards.

Criteria for Selection

1. The candidate is a registered Girl Scout volunteer who has received the Appreciation Pin **and either** the Honor Pin or Thanks Badge at least three years ago.
2. The candidate has served in two different positions simultaneously. One position serves the service unit and the other position serves either a Region or the Council.
3. The candidate has provided consistent high quality service beyond the expectations of the positions which benefits Girl Scouting since receiving the last of the above National awards
4. Service is given in a manner that sets a positive example for others of what it means to be a Girl Scout adult

Nomination and Approval Procedures

1. An individual or group familiar with the service performed **submits the nomination form** to document the service, its scope and impact on the service unit and region/council.
2. **Submit three (3) endorsement letters** from individuals familiar with the service performed by the nominee. The letters should be sufficiently detailed to support the award criteria.
3. The Regional Award & Recognition Committee reviews the nomination form & three letters for approval and recommendation to the Board. Nominees may be reviewed by the Board of Directors.

Example of Possible Candidates

- Volunteer who has successfully served at least 3 years on the Service Unit Team and been a highly evaluated Council Adult Learning Facilitator for several years.
- Volunteer who chairs an annual Service Unit event that is well-evaluated and has been an active and highly contributing member of multiple Council or Regional level committees over the last 3 years.
- Service unit manager who, year after year, organizes for her region a successful fundraising event to benefit the Council as a whole.

Form of Recognition

The Platinum Service Award is a silver colored pin with the letters 'GS', purchased by the council and presented at the Council Award Ceremony with a certificate in a folder from the council.

Girl Scouts of Greater Los Angeles

PLATINUM SERVICE AWARD NOMINATION FORM

**NOMINATION DUE TO LOCAL SERVICE CENTER
SECOND FRIDAY IN DECEMBER BY 5 PM**

(Submit all required information/letters with nomination form)

Date: _____

NOMINEE (Please print)

Names: _____ Present Girl Scout Positions: _____

Mailing Address: _____

Phone: (_____) _____

E-mail: _____

Region and Service Unit: _____

PERSON SUBMITTING NOMINATION FORM (Please print)

Name: _____ Present Girl Scout Position: _____

Mailing Address: _____

Phone: (_____) _____

Email: _____

Region and Service Unit: _____

Nomination should remain a secret from the nominee in case the nomination is not approved. Should this award be approved it will be presented at the Council Awards event or as requested. Recipients may be given their letters of endorsement and application. The recipient will receive an invitation to attend the Council ceremony. You will be notified of the committee's decision.

Nomination Process

- ❖ **Read the award** profile, fill out nomination form and **submit with three supporting letters** detailing the information required.
- ❖ **Make a copy** of nomination form and supporting information to keep
- ❖ **Submit by deadline date** above
- ❖ List of nominee's previous awards may be supplied by staff if needed

FOR USE BY GSGLA AWARD COMMITTEE ONLY

_____ Endorsed by Committee

_____ Approved

_____ Nominee invited

_____ Person nominating advised

Thanks Badge

Deadline: Second Friday in December
to Regional Award & Recognition Committee

The GSUSA Thanks Badge recognizes an adult volunteer who has delivered outstanding service to the entire Council or the entire Girl Scout movement.



Criteria for Selection

1. The candidate is a registered Girl Scout volunteer.
2. The candidate has taken a leadership role at the council level during the previous four years in one or more of the following areas:
 - a. Increasing membership growth and retention
 - b. Increasing the percentage of adult-generated funding in the total council income
 - c. Increasing innovative program opportunities councilwide
 - d. Developing broad participation in policy-influencing through the democratic process
 - e. Ensuring that inclusive behavior is recognized, understood and practiced at all levels

Nomination and Approval Procedures

1. An individual or group familiar with the service performed **submits the nomination form** to document the service and its scope and impact on GSGLA or GSUSA.
2. **Submit four (4) endorsement letters** from individuals familiar with the service performed by the nominee. The letters should be sufficiently detailed to support the award criteria.
3. The Regional Award & Recognition Committee reviews the nomination form & four letters for approval and recommendation to the Board. Nominees may be reviewed by the Board of Directors.

Example of Possible Candidates

- The director of a successful council Destination event that results in increased extension and retention of older girls and significant positive publicity for GSGLA
- The chair of GSGLA's fund development committee who develops and implements a plan that significantly increases the percentage of adult-generated funding for GSGLA.
- A volunteer who plays a policy decision-making role at a consistently high level and attracts broad participation in policy influencing through the democratic process.
- A volunteer who has provided expansion of council training teams and opportunities that resulted in a significant increase in training effectiveness and participation council-wide.

Form of Recognition

The GSUSA Thanks Badge is a gold filled enamel disc and blue ribbon, purchased and presented by the council at the Council Award Ceremony with a certificate in a folder from the council.

Girl Scouts of Greater Los Angeles

THANKS BADGE NOMINATION FORM

**NOMINATION DUE TO LOCAL SERVICE CENTER
SECOND FRIDAY IN DECEMBER BY 5 PM**

(Submit all required information/letters with nomination form)

Date: _____

NOMINEE (Please print)

Name: _____ Present Girl Scout Position: _____

Mailing Address: _____

Phone: (_____) _____

E-mail: _____

Region and Service Unit: _____

PERSON SUBMITTING NOMINATION FORM (Please print)

Name: _____ Present Girl Scout Position: _____

Mailing Address: _____

Phone: (_____) _____

Email: _____

Region and Service Unit: _____

Nomination should remain a secret from the nominee in case the nomination is not approved. Should this award be approved it will be presented at the Council Award Ceremony. Recipients may be given their letters of endorsement and application. The recipient will receive an invitation to attend the ceremony. You will be notified of the committee's decision.

Nomination Process

- ❖ **Read the award** profile, fill out **nomination form** and submit with **four supporting letters** detailing the information required.
- ❖ **Make a copy** of nomination form and supporting information to keep
- ❖ **Submit by deadline date**
- ❖ List of nominee's previous awards may be supplied by staff if needed

FOR USE BY GSGLA A&RC ONLY

_____ Endorsed by Committee

_____ Approved

_____ Nominee invited

_____ Person nominating advised

Thanks Badge II

Deadline: Second Friday in December to
Council Award and Recognition Committee



The GSUSA Thanks Badge II for continuing service recognizes an adult volunteer who has already received the Thanks Badge and who has continued to contribute in extraordinary ways that benefit the total council or the entire Girl Scout movement.

Criteria for Selection

1. The candidate is a registered Girl Scout volunteer who has received the Thanks Badge.
2. Since the receipt of the Thanks Badge the candidate has continued to take a leadership role at the GSGLA council level. This distinguished service has been demonstrated by continuing to perform at the same high level, increasing the sphere of influence, or using skills and talents to move into another field of endeavor during the previous three years.
3. The service benefits the total council, or entire Girl Scout movement, and is so outstanding and so significantly beyond expectations that no other award is appropriate.

Nomination and Approval Procedures

1. An individual or group familiar with the service performed **submits the nomination form** to document how the service has benefited GSGLA or GSUSA.
2. **Submit four (4) endorsement letters** from individuals familiar with the service performed by the nominee. The letters should be sufficiently detailed to support the award criteria.
3. The Regional Award & Recognition Committee reviews the nomination form & four letters for approval and recommendation to the Board. Nominees may be reviewed by the Board of Directors.

Example of Possible Candidates

- A council adult learning facilitator who, after directing council-wide adult enrichment events, successfully implements a statewide or Southern California training event.
- A program consultant who, after developing math and science activities for girls council-wide, serves as a director for a math and science event with multiple councils.
- A board member whose continuous strong leadership in fund development has resulted in greater financial stability for GSGLA.

Form of Recognition

The GSUSA Thanks Badge II is a gold-filled enamel disc with a blue band inside the outer gold band, purchased by the council and presented at the Council Award Ceremony with a certificate in a folder from the council.

Girl Scouts of Greater Los Angeles

THANKS BADGE II NOMINATION FORM

NOMINATION DUE TO LOCAL SERVICE CENTER

SECOND FRIDAY IN DECEMBER BY 5 PM

(Submit all required information/letters with nomination form)

Date: _____

NOMINEE (Please print)

Name: _____ Present Girl Scout Position: _____

Mailing Address: _____

Phone: (_____) _____

E-mail: _____

Region and Service Unit: _____

PERSON SUBMITTING NOMINATION FORM (Please print)

Name: _____ Present Girl Scout Position: _____

Mailing Address: _____

Phone: (_____) _____

Email: _____

Region and Service Unit: _____

Nomination should remain a secret from the nominee in case the nomination is not approved. Should this award be approved it will be presented at the Council Award Ceremony. Recipients may be given their letters of endorsement and application. The recipient will receive an invitation to attend the ceremony. You will be notified of the committee's decision.

Nomination Process

- ❖ **Read the award** profile, fill out **nomination form** and submit with **four supporting letters** detailing the information required.
- ❖ **Make a copy** of nomination form and supporting information to keep
- ❖ **Submit by deadline date**
- ❖ List of nominee's previous awards may be supplied by staff if needed

FOR USE BY GSGLA AWARD COMMITTEE ONLY

_____ Endorsed by Committee _____ Approved

_____ Nominee invited _____ Person nominating advised

Girl Scouts of Greater Los Angeles

NOMINATION OF _____ **BY** _____

Please state how this person has accomplished the criteria needed for the Thanks Badge II. Be as detailed and specific as possible listing qualifications and particular instances. Please be sure answers support the service needed to qualify for this award. Attach four letters from four additional people supporting this person's nomination.

1. List the date the Thanks Badge was received: _____
2. Describe the service rendered and who benefited – GSGLA or GSUSA. Include how the candidate has taken a leadership role at the council level, increased the sphere of influence, or used skills and talents to move into another field of endeavor during the previous three years
3. Give reasons this service was significantly beyond expectations of position held (outstanding service).

QUICK & EASY RECOGNITIONS FOR THE ENTIRE YEAR

THANK YOUs

YOU MAY ASK “WHY DO WE GIVE THANK YOUs?”

Awards or Recognitions are given when a person meets all the criteria for that certain award. A “Thank You” is given to volunteers and leaders for a job well done and/or to show appreciation for their efforts. These may be given at any time and hopefully in front of their peers. Thank Yous can be given for being a product manager, chair of an event, helping at Service Unit Events, taking troops on outings, or many different things. They should be timely, given as soon as possible. Here are some ideas for Thank Yous.

- ❖ Casserole for a leader who has just taken her troop on an outing and does not have to cook a meal for her family when she gets home.
- ❖ Cover the costs for a Girl Scout training or workshop – or offer to babysit while the Leader is taking it.
- ❖ Girl Scout mug and a bag of coffee or tea.
- ❖ Put a sign outside her/his door, “Our Girl Scout Leader lives here. Thank You.”
- ❖ Flowers
- ❖ Wrap a few cinnamon buns or cupcakes with a note saying, “Thanks for working your buns off” or “You take the cake!”
- ❖ Candle: “No one holds a candle to you. Thanks for your leadership.”
- ❖ A gift certificate
- ❖ Pasta Spoon: “Girl Scout Volunteers provide wonderful “Pastabilities for girls”
- ❖ Million Dollar Chocolate Bar: “Thanks a Million”



Internet References

Here is a list of the URL for websites you might like to check out for more ideas.

<http://www.scoutingweb.com/scoutingweb/SubPages/ThankYou.htm>

<http://www.scoutingweb.com/scoutingweb/training/Awards.htm>

Or, go to Google and type in Girl Scout awards, recognition, “thank you volunteers”

“Just for Fun Taglines”¹

Squirrel &/or Bag of Peanuts: *“I’m nuts about the new Journey Series.”*

Ice Cream Scoop & Baskin-Robbins Ice Cream Candy: *“Have you heard the latest scoop?.. Volunteer Weekend was a huge success!”*

Starburst Candy: *“Congratulations... You are a Star.”*

Life Savers: *“You’ve been a real LIFESAVER!”*

Garden Gloves: *“Thanks for digging in and lending a helping hand!”*

Samoas Lip Gloss: *“Just when you do so much, you are always willing to do some moa.”*

Sunglasses: *“We love your bright ideas.”*

Million Dollar Chocolate Bar: *“Thanks a million.”*

Measuring Cups: *“Thanks, Girl Scout Volunteers! You really ‘measured up’ during volunteer recruitment.”*

Popcorn Bag: *“Just ‘popping’ in to say, thanks for helping me today!”*

Seeds: *“Plant the seeds and watch girls grow with Courage, Confidence, and Character.”*

Guitar: *“Girl Scout Volunteers ROCK & ROLL!”*

Bright Colorful Band Aids: *“We appreciate our First Aiders!”*

Berry Jam: *“You are ‘berry sweet!”*

Pom-Poms: *“Three cheers for our Product Sales Team!”*

Magic Wand: *“You make the ‘Magic’ happen on our Learning Team!”*

Lemonade Mix: *“We love your recipe for Volunteer Service”*

- 1 Tablespoon of Patience
- 1 teaspoon of Smiles
- ½ teaspoon of Sincerity
- ¼ teaspoon of Dedication
- Mix well and serve constantly

¹ from Girl Scouts of Southeast Florida
October 2011

10 Things to Remember About Giving Recognitions²

- **Give it or else.** If you don't recognize people they will feel unappreciated and go elsewhere to have their needs met.
- **Give it frequently.** People forget quickly that they received a "Thank You." So – staff, volunteers, parents, and girls – keep doing it!
- **Give it different ways.** Use more than one method. Not everyone likes the same thing. Here are four methods:
 - From a person, for the work the volunteer did. (Good job, Thank you)
 - From a person, for being part of the organization. (Recognize Birthday, You are always so positive, Leader's Day)
 - From the organization, for work the volunteer did (Volunteers of the Month from http://www.girlscoutsla.org/pages/for_volunteers/volunteer_month.html, Appreciation Pin).
 - From the organization, for being part of the team. (Years of Service, newsletter story about person – not based on a single thing done)
- **Give it honestly.** Don't give praise unless you mean it. If you praise poor performance, the praise you give to others for good work will not be valued. If you are praising effort, say so.
- **Give it to the person, not the work.** Praise the organizers of the event rather than the event itself.
- **Give it appropriately for the achievement.** Small accomplishments should be praised with low-effort methods, large accomplishments should get something more.
- **Give it consistently.** Those doing the same work should receive recognition of the same type or effort.
- **Give it on a timely basis.** Show appreciation as soon after the event as possible. Don't make people wait.
- **Give it in an individualized fashion.** Be personal. Match the person's motivation for volunteering: feels good to help, learn new skills, meet new people
- **Give it for what you want more of.** Recognize those doing a good job now, as well as those you want to encourage to do better.

² Adapted from Volunteer Management, By Steve McCurley and Rick Lynch
October 2011

Recognition Highlights from Research by GSUSA**

Recognitions with overwhelming (80%+) or strong appeal (70% - 80%):

Volunteer ideas (p17&18)

- Recognized by troops/individual girls 88.9%
- Free Girl Scout trainings and workshops 88.5%
- Council shop discounts 87.5%
- Acknowledgment in council publications 82.7%
- GSUSA awards (badges, pins) & certificates 80.2%
- Council-specific awards (badges, pins) & certificates 78.7%
- Award for new volunteers 78.2%
- Volunteer-of-the-Month gift certificate 76.7%
- Have open volunteer nominations (online) so anyone can nominate volunteer 76.6%
- Acknowledgment on council or national Web site 72.4%
- Local unit event 71.5%
- Tickets to reserved, local recreational or theme park 71.1%
- Handwritten thank-you notes 70.8%

New Ways of Recognizing Volunteers:

Council ideas (p10)

- Host a spa or relaxation party for volunteers to take time out for themselves
- Create new recognitions at the council and service unit levels
- Post service unit recognitions on council Web site
- Compile and disseminate book of bright ideas on Leader Appreciation Day
- Streamline awards process into one easily accessible awards information booklet
- Recognize episodic, short-term, and community volunteers formally at end of service instead of only at annual awards dinner
- Tailor recognitions toward age groups (i.e., 18–25 year olds not interested in awards dinners or pins may be offered cool Girl Scout T-shirts, movie night for themselves and their families)
- Create a self-nominating “super volunteer” award for volunteers who have completed a certain number of items on a list
- Promote leader appreciation to parents, girls, and families

Ideal Ways to Recognize Volunteers: Staff ideas (p11)

- GSUSA develop and offer a greater variety of recognition awards that *volunteers can choose for themselves* (e.g., letter to employer, personalized gift certificate, free movie tickets, free spa treatment, free and fun learning opportunity, weekend getaway for honoree, scholarships for honorees, free and fun family day, retreat at Edith Macy Conference Center)
- Highlight volunteer honorees on council Web site with “Volunteer of the Week/Month”
- Highlight all volunteer honorees in local/national media during prime time
- Hold a luncheon in volunteer’s honor with local TV coverage, where all honored volunteers do not have to pay.
- Have continuous & open volunteer nominations or kudos on Web site. A process so anyone (other volunteers, girls, families, staff) can recognize volunteers
- Hold large national recognition in New York City hosted by GSUSA, where each council sends best volunteer (leader, service area manager, etc.) to be honored
- Have local, regional, national public figures/celebrities/GSUSA honor volunteers at award ceremonies
- Have troops/individual girls recognize the honorees and host the recognition event
- Recognize volunteer honoree’s employer operating under “paid leave time to volunteer”
- Host leader convention (possibly by GSUSA), where GSUSA CEO and other senior staff would attend and recognize volunteer honorees

** Volunteer Recognition Research, Full Report GSRI, 2008

How to Write a Letter of Endorsement

The Award & Recognition Committees use letters of endorsement along with the nomination form to determine if nominees have fulfilled the criteria necessary to receive the appropriate award. Therefore, it is important that letters be specific, well thought out, and neatly written (typed, if possible). Award recipients will be given the letters that were written in support of their nomination. Letters must be submitted with the nomination form by the deadline date. Sample letters are included in this handbook. Use them as a help, but be sure that the letters written reflect both the viewpoint of the author and the accomplishments of the nominated individual.

Give those who are writing letters a copy of the award description, this page and a sample letter to help them produce letters that will support the nomination.

Letters of endorsement should include:

- The date
- Name of nominee
- Title of recognition
- How the letter writer knows the nominee and for how long.
- Tell how the nominee has met the level of service required to receive the award. (If the award is for service to the service unit or region then do **not** include examples of troop leadership. An award for a troop leader is **not** supported by mention of service team jobs unrelated to girls.)
- Include examples of the nominee's performance which explain how the service was beyond what others in the same position have done.
- Tell how the nominee's contributions have benefited Girl Scouting.
- Any other comments or information that might be helpful.
- Name of person writing the letter with phone number, email etc for future contact.

Sample letters follow.

Girl Scouts of Greater Los Angeles

SAMPLE LETTER OF ENDORSEMENT

April 15, 2010

Edith Macy, Nomination for Outstanding Leader

Dear Green Brigade SU Award & Recognition Committee,

I am very happy to support Edith Macy, leader of Troops 1405 & 215 in the Green Brigade Service Unit, for the GSUSA Outstanding Leader Award. Edith has been a Girl Scout leader for the past 7 years. She is a strong woman who leads two very active and involved Girl Scout troops for her two daughters. She works full time as a teacher and also involves the troops in school events.

I have worked alongside Edith, as her Co-Leader in both troops, for the last two years. Our girls know that they can count on her to always do her very best to make sure that their Girl Scout experience is a great one. She ensures this by keeping current in Council policies & training, and she makes sure the girls are always involved in the decision making process in regards to troop programming and direction. Under her leadership, the girls have grown as people and as Scouts.

The Cadettes are given outstanding leadership opportunities as they help with the Brownie troop, sharing Girl Scout ways and teaching the younger girls new skills, while working on portions of their Journeys and badges. Edith goes out of her way to recruit girls from underserved neighborhoods and bring them into our troops. The Brownies have been learning to relate to each other, as well as the older girls, as part of their extended Girl Scout family. They are thrilled to “teach” the Cadettes songs they have learned. Each girl has earned lots of recognitions, including (for the older girls), the Bronze Award. Many of our Cadettes are currently working to earn the Silver Award. Edith has helped to instill the girls with a sense of purpose, self-confidence and accomplishment.

The girls in both troops, along with all of us in the Green Brigade Service Unit, are so incredibly lucky to have Edith as a Leader. She is talented, dedicated, loyal and competent. She is also fun and insightful. She is a fabulous person and a true Girl Scout who shares herself, her time and her knowledge without hesitation.

For her incredible dedication and for the many lives she has touched as a Girl Scout Leader, I wholeheartedly support the nomination of Edith Macy as a deserving recipient of the GSUSA Outstanding Leader Award.

Sincerely,

Suzie Scout

Suzie A. Scout, Co-Leader Troops 1405 & 215
1234 Chappaqua Rd
Briarcliff Manor, CA 24680
555 456-7890
suzie@camp.now

Girl Scouts of Greater Los Angeles

SAMPLE LETTER OF ENDORSEMENT

Juliette G. Low
7 Spanish Moss Lane
Savannah, CA 12345
(555) 123-2468
daisy@home.now

Girl Scouts of Greater Los Angeles
Woodlands Region
827 Spruce Hwy
Douglas Fir, CA 77665

Appreciation Pin for Lou Henry Hoover

February 7, 2010

Dear Award & Recognition Committee Members:

I support the nomination of Lou Henry Hoover as a deserving recipient of the GSUSA Appreciation Pin. Lou has served with me on the Golden Sun Service Unit Team for the past 5 years and for 7 years as leader for Troop 1812. She created our Service Unit Website, which has greatly streamlined communications among leaders and other Service Unit volunteers. The website provides a centralized location for forms and information, and our new wiki allows leaders to share ideas. Lou is the go-to person for all things Internet.

Lou is also an accomplished performer – she sings as part of a duo and has entertained hundreds of Scouts at various events throughout the years, including our Service Unit Spring Camporee and Thinking Day Events. She has also entertained thousands of people in the community on her long-running local cable program “Learn and Do”. She transfers these lessons to the Service Unit meetings, and helps leaders “learn and do” everything from beading projects and making pancakes, to how to use different computer software and start a hobby or collection.

I have benefited from her encouragement of individual leaders in our Service Unit, her intricate knowledge on many subjects and her ability to teach in “plain language” that everyone can understand. She is a true “hands-on” kind of person who values human relationships and embraces the Girl Scout Mission.

I could not recommend her more highly for this honor, as Lou is extremely deserving of receiving the GSUSA Appreciation Pin.

Yours in Scouting,

Daisy Low

Juliette G. Low, Leader Troop 1962
Treasurer Golden Sun SU

Girl Scouts of Greater Los Angeles

SAMPLE LETTER OF ENDORSEMENT

February 14, 2010

To: GSGLA Adult Recognition Committee

Re: Mildred Mudd
Nomination for Thanks Badge

To Whom it May Concern,

I would like to support Mildred Mudd's nomination to receive the GSUSA Thanks Badge. I have known Millie as a leader and integral part of the Shining Star Service Unit for the last 12 years. During this time she has also given of herself to help leaders and girls throughout GSGLA develop a love and respect for nature.

She has been a Council Trainer for the last 6 years, focusing on Outdoor Skills. She developed an innovative overnight training program where the adults experience a true-to-life campout. They learn all the camping skills they will need to teach their own girls and even make eco-friendly kaper charts to determine their camp responsibilities. She served on the Council Properties Committee for two years and then volunteered as Camp Director for both Mistletoe Camp and Green Pines the following three years. This past summer, Millie served as one of the Co-Leaders for the Council sponsored Savannah Travel Troop, working with girls and adults to earn the money for their trip. These titles tell the capacities in which Millie has served, but they do not tell the whole story.

Millie is the consummate Girl Scout. She has set a standard that inspires all scouts. She has helped countless girls and adult volunteers learn to enjoy the out-of-doors and take that joy (and camping skills) back to girls in their troop. Many of these troops are in the poorest parts of the city where open space is no longer available. They relish the opportunity to sleep under the stars, learn to find Polaris, the North Star, and bake brownies in a box.

I can think of none more deserving for this most prestigious award. I strongly recommend that Mildred Mudd, a most deserving and devoted Girl Scout, be awarded the coveted GSUSA Thanks Badge.

Sincerely,

Mazie Scout

A. Mazing Scout, Shining Star Service Unit Manager
420 Samoa Ave.
Trefoil, CA 12345
(555) 234-5432
allabout@cookies.now

Service Unit Award & Recognition Committee Responsibilities

- ❖ The Service Unit Award & Recognition Committee (SU A&RC) reviews the nomination forms for service given by leaders and other volunteers in the Service Unit. It should develop a system for encouraging nominations from its members for deserving individuals. Make the information regarding nomination procedures known to everyone in the Service Unit including the deadline date for return of forms and letters.
- ❖ Distribute information about Recognitions involving a Checklist at the beginning of the membership year.
- ❖ In order to ensure availability of recognitions, establish a deadline for return of the completed form which allows 35 to 45 days prior to your award presentation. Orders for recognitions require at least 30 days prior to the recognition event to be processed at GSGLA.
- ❖ The SU A&RC makes its own determination for awards in the Service Unit. They review all nominations and applications for earned and checklist recognitions. If a decision is made to nominate an individual for an award requiring Regional approval, all requirements listed in that section, including deadlines must be adhered to.
- ❖ The SU A&RC will determine which community businesses, organizations or individuals will be recognized by the Service Unit and make appropriate arrangements to award and deliver the recognitions.
- ❖ The SUM fills out the order form for certificates, patches/pins, Years of Service and Numeral Guards, including payment and recipients' names. It is sent according to instructions on the order form 30 days prior to the event.
- ❖ The Service Unit makes its own decision regarding an event for distribution of the recognitions.

Girl Scouts of Greater Los Angeles

NUMERAL GUARD AND YEARS OF SERVICE

APPLICATION FORM FOR SERVICE UNIT OR INDIVIDUAL **

SUBMIT WITH SERVICE UNIT ORDER FORM TO LOCAL SERVICE CENTER

30 DAYS PRIOR TO NEED

ORDER FORM FOR _____ SERVICE UNIT IN _____ REGION

NUMERAL GUARDS

Volunteer Name	Girl Years	Adult Years	Total Years	5	10	15	20	25	30
Totals									

YEARS OF SERVICE PINS

Volunteer Name	Adult Years	5	10	15	20	25
Totals						

** Submit with payment and Service Unit Order Form

Girl Scouts of Greater Los Angeles

SERVICE UNIT ORDER FORM (Please print)

ORDERS DUE TO LOCAL SERVICE CENTER SHOP 30 DAYS PRIOR TO NEED

PERSON SUBMITTING ORDER FORM FOR _____ SU IN _____ REGION

Name: _____ Present Girl Scout Position: _____

Mailing Address: _____

Phone (_____) _____ Email: _____

Quantity	Award	Recipient Name* (Use Separate page for Multiple Names)	Unit Price	Price
	First Year Leader †		\$1.75	
	Leader with a Heart		\$3.00	
	Outstanding Leader *		\$3.50	
	Outstanding Volunteer *		\$3.50	
	Service Unit Team Position Award		\$7.00	
	Service Unit Manager (gavel)		\$2.75	
	SU Registrar (laptop)		\$2.75	
	Memb. Recruiter (bullhorn)		\$2.75	
	Troop Consultant (hands shaking)		\$2.75	
	SU Product Sales Chair (cookie)		\$2.75	
	+ Special Assignment (star)		\$2.75	
	Numeral Guards**		\$3.00	
	Years of Service Pins**		\$4.10	
			Subtotal	
			9.75% Sales Tax	
			Shipping & Handling	
Date:			Total	

*If multiple recipients, list on separate page indicating name and award for GSGLA records

†For SU Team with Special Assignment, also list assignment

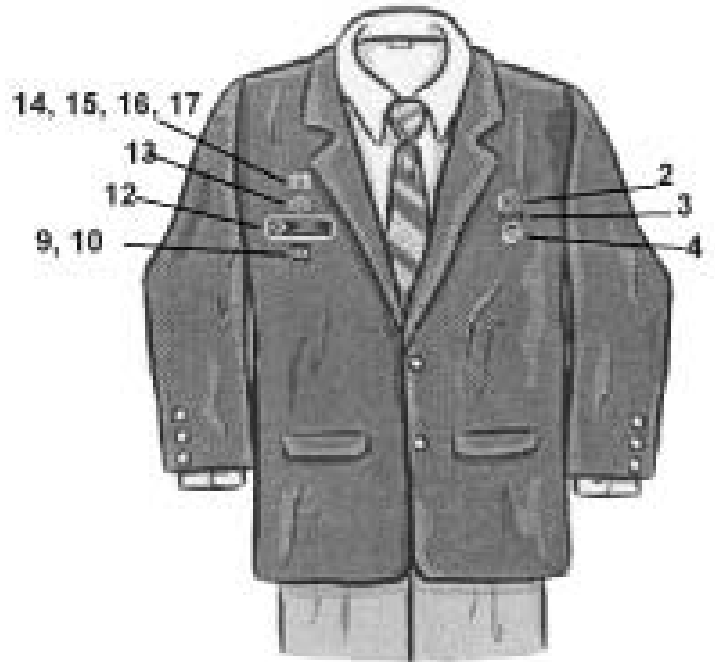
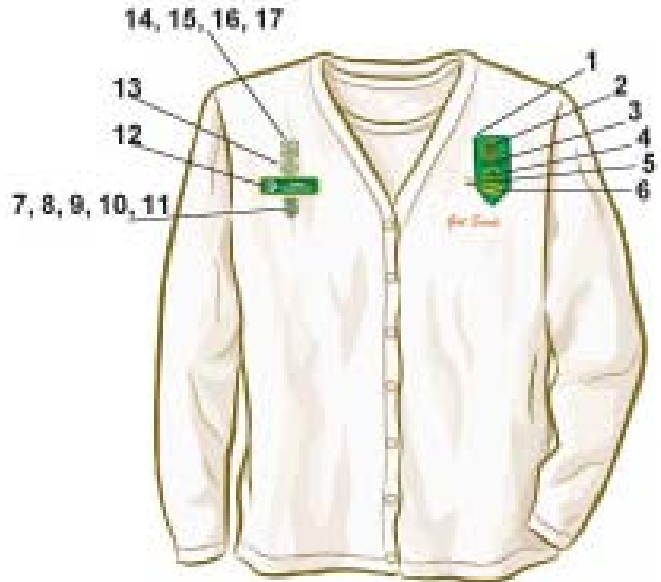
‡ For First Year Leader attach verification form

**For Numeral Guards and Years of Service Pins, include form with names & number totals

Girl Scout Recognitions Placement

Adult Women

- 1 Adult Insignia Tab
- 2 World Trefoil Pin
- 3 Adult Position Pin
- 4 Girl Scout Pin (traditional or contemporary)
- 5 Membership Numeral Guard
- 6 Campus Girl Scout Guard
- 7 Girl Scout Gold Award
- 8 Bridge to Adult Girl Scouts Award
- 9 Years of Service Pin
- 10 Outstanding Volunteer Pin
- 11 Outstanding Leader Pin
- 12 Personalized ID Pin
- 13 Lifetime Membership Pin
- 14 Appreciation Pin⁺
- 15 Honor Pin⁺
- 16 Thanks Badge⁺
- 17 Thanks Badge II⁺



Adult Men

⁺ If an adult has received more than one special recognition (e.g. Appreciation Pin, Honor Pin, etc.), the last one received is generally the one worn on the uniform.

Girl Scouts of Greater Los Angeles

Girl Scouts of Greater Los Angeles Service Centers

Judy Hubbs

jhubbs@girlscoutsla.org

Arcadia Service Center

101 E. Wheeler Ave.
Arcadia, CA 91006
T (626) 677-2200 x 2214
F (626) 447-0683

Judy Hubbs

jhubbs@girlscoutsla.org

Montclair Service Center

9525 Monte Vista Ave.
Montclair, CA 91763
T (909) 399-0808 x 2348
F (909) 267-3274

Mary Murdock

mmurdock@girlscoutsla.org

Woodland Hills Service Center

20931 Burbank Blvd. Suite A
Woodland Hills, CA 91367
T (818)886-1801 x 2315
F (626) 677-2515

Kay Chilson

kchilson@girlscoutsla.org

Lancaster Service Center

2330 Mall Loop Rd. #119
Lancaster, CA 93536
T (661) 723-1230 x 2359
F (626) 677-2559

Kay Chilson

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Santa Clarita Service Center

21515 Soledad Canyon Rd. #118
Santa Clarita, CA 91350
T (661) 287-1985 x 2359
F (626) 677-2559

Faye VanDyke

fvandyke@girlscoutsla.org

Marina Service Center

4551 Glencoe Ave. Suite 140
Marina del Rey, Ca. 90292
T (310) 450-3720 x 2263
F (626) 677-2463

Faye VanDyke

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Long Beach Service Center

4040 N. Bellflower Blvd.
Long Beach, CA 90808
T (562) 421-8456 x2263
F (626) 677-2463