



SILVER AWARD FINAL REPORT ATTACHMENTS

You must attach the following completed documents to your Final Report eForm.

This page intentionally left blank.



SILVER AWARD FINAL REPORT SIGNATURES PAGE

This signatures page is to be printed, completed by hand, scanned, and uploaded to the Silver Award Final Report eForm. If you have any questions please contact your local Program Specialist.

I hereby certify that I have completed my Journey prerequisite, put in at least 50 hours of my own time in designing and facilitating my Silver Award project, and have abided by the Girl Scout Promise and Law.

Girl Signature

I hereby certify that I supervised (Girl Name) _____ on the completion of her Silver Award pre-requisite, as described in her Final Report, and that I approve her Silver Award project.

Troop Leader Signature



SILVER AWARD TAKE ACTION PROJECT TIME LOG

TITLE OF PROJECT _____
 NAME _____

- The Silver Award Project should take a *minimum* of 50 hours.
- This log must be attached to your Final Report eForm – one log per girl (you cannot turn in a combined time log for your whole group).
- You may make copies of this form if you need additional space for hours.
- The below is a **template**. You may use your own document or spreadsheet provided that it is typed and includes the same information as the below template.

DATE	ACTIVITY	START TIME	END TIME	TOTAL # OF HOURS

TOTAL OF HOURS ON PAGE: _____



GOOD EXAMPLE OF A TIME LOG

DATE	ACTIVITY	START TIME	END TIME	TOTAL # OF HOURS
Nov. 23	Research/bag design <i>Researched possible places online to purchase the bags, information about plastic bags the environment, designed a possible bag choice.</i>	3:00 pm	6:30 pm	3.5
Nov. 25	Presentation of Research to Group <i>Presented and discussed research gathered by all girls, looked at bag designs.</i>	4:30 pm	6:30 pm	2
Dec. 9	Deciding on the bag, presenting info <i>Voted on bag designs, shared more information on plastic bags and their impact.</i>	4:00 pm	5:00 pm	1
Jan. 13	YouTube video, Facebook <i>Created informational YouTube video about plastic bags and their negative impact on the environment and advertised the event. Created a database of 75 Palisades merchants, Created a Facebook group and event to help promote the event.</i>	10:00 am	6:00 pm	8
Jan. 13	Discussed and agreed on bag cost <i>Discussed logistics of bags (number of bags to order, color, size, design, cost, and website).</i>	6:00 pm	8:00 pm	2
Jan. 21	Preparation of speeches <i>Shared YouTube videos, folded brochures, practiced speeches for merchants.</i>	4:00 pm	6:00 pm	2
Jan. 23	Spoke at Chamber of Commerce mixer <i>Spoke at the Spectrum Club about the event to 50 different merchants at a monthly mixer.</i>	7:30 pm	8:30 pm	1
Jan. 24	Palisades Greening Committee meeting <i>Spoke in front of reps from 8 different Palisadian schools about event.</i>	7:00 pm	8:00 pm	1
Jan. 25	Created newspaper article, spoke to Editor <i>Created newspaper article for the Palisadian Post, spoke to Features Editor, Sue Pasco about event and getting the article placed.</i>	1:00 pm	4:00 pm	3
Jan. 27	Meeting <i>Assigned places of worship to speak at, worked on speeches, shared information.</i>	4:00 pm	6:00 pm	2
Feb. 2	Preparation for training Junior Scouts <i>Created program to train Junior Girl Scouts and make helpful fact sheet for day of event.</i>	10:00 am	12:00 pm	2
Feb. 2	Folded brochures and trained girls <i>Through the skits and games, explained to younger Scouts how to react to a variety of situations such as a busy customer, a confused one, a rude one. Folded brochures.</i>	1:00 pm	3:30 pm	2.5
Feb. 3	Spoke to Palisades Presbyterian Church <i>Spoke at 9am service and 10:30am service about project and how to help.</i>	9:00 am	11:00 am	2
Feb. 4	Spoke to Palisades Elementary <i>Spoke at Palisades Elementary morning assembly about plastic bags and the event.</i>	9:00 am	10:30 am	1.5
Feb. 4	Talked to merchants about event <i>Spoke to Green Tea, Boca, Rumours, Ivy Greene, Chefmakers, and Andana about plastic bags, event, and hanging a sign in window.</i>	4:00 pm	6:00 pm	2
Feb. 9	Education & Bag Day 1 <i>Handed out bags in front of Ralphs and CVS. Educated customers about the harmful effects of plastic bags.</i>	9:00 am	5:00 pm	8
Feb. 10	Education & Bag Day 2 <i>Handed out bags in front of the Farmers Market, CVS and the Village Greene. Educated customers about the harmful effects of plastic bags and the damage that they cause to the environment.</i>	10:00 am	5:00 pm	7

TOTAL OF HOURS ON PAGE: 50.5



SILVER AWARD BUDGET AND EXPENSE REPORT FORM

NAME _____

TROOP # _____

- Use this template to prepare a budget prior to and track your expenses during your Silver Award project.
- If you have more entries to make than this form allows, you may attach additional sheets.
- The below is a **template**. You may use your own document or spreadsheet provided that it is typed and includes the same information as the below template.
- Only 1 form is required per project. You must attach this form to your Final Report eForm.

Income/In Kind Donations Report

<i>Source of Income/Donation</i>	<i>Anticipated Amount/Donation</i>	<i>Actual Amount/Donation</i>
Total Income:		

Expense Report

<i>Item</i>	<i>Anticipated Expense</i>	<i>Date Purchased</i>	<i>Where Purchased</i>	<i>Actual Expense</i>
Total Expenses				