



Silver Award Workbook



Name: _____ Date: _____

HOW TO USE THIS WORKBOOK

This workbook has two parts:

- Part 1: [Silver Award Guidelines for Girl Scout Cadettes](#)
- Part 2: [Girl Scouts of Greater Los Angeles Silver Award Guidelines](#)

Part 1 should be used to guide a girl through brainstorming ideas and refining a project idea into a Silver Award Take Action Project. A girl can complete the activities in Part 1 on her own, with her troop, or in a Girl Scouts of Greater Los Angeles (GSGLA) Silver Award Workshop.

Part 2 provides tools for Troop Leaders and girls to evaluate their project based on Take Action criteria. It also details GSGLA-specific policies on topics such as money earning and provides information on turning in a Final Report, obtaining your pin, and attending a Silver Award Ceremony.

WHO TO CONTACT

Questions about anything Silver Award related? Refer to this workbook first, then the Girl Scouts of Greater Los Angeles (GSGLA) website. If you *still* can't find the answer, contact the Program Specialist for your region.

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All GSGLA Business Hours
8:30 am–5:00 pm, Monday–Friday
Closed the 2nd & 4th Monday of each month



PART 1:

The Silver Award Guidelines for Girl Scout Cadettes

The Girl Scout

Silver Award

Guidelines for Girl Scout **Cadettes**



Girl Guidelines

Have you ever looked around your neighborhood or school and wondered how you could make a change for the better? Going for the Girl Scout Silver Award—the highest award a Girl Scout Cadette can earn—gives you the chance to show that you are a leader who is organized, determined, and dedicated to improving your community. Earning the award puts you among an exceptional group of girls who have used their knowledge and leadership skills to make a difference in the world.

Here are the steps you'll take to earn your Girl Scout Silver Award:

1. Go on a Cadette Journey.
2. Identify issues you care about.
3. Build your Girl Scout Silver Award team or decide to go solo.
4. Explore your community.
5. Pick your Take Action project.
6. Develop your project.
7. Make a plan and put it into motion.
8. Reflect, share your story, and celebrate.

Once you complete your Journey, the suggested minimum time for earning your Girl Scout Silver Award is 50 hours. These suggested hours are a guide. You can start by planning the time in chunks, dividing it up by the steps.

As a Girl Scout, you are committed to doing your very best with each step, but how much time per step is different for every Girl Scout, so the hours aren't a rule. Remember, too, that the hours include the fun and challenges you'll share with your Silver Award team. Each step you take toward making a difference in the world around you gives you a great chance to learn and grow, and that will make your award project an amazing one!

Step 1

Step 1: Go on a Cadette Journey

The first requirement for earning your Girl Scout Silver Award is completing one Cadette Journey. This important step helps you build the skills you need to take on your award project and understand how to show leadership through the Discover, Connect, and Take Action keys.

Once you've finished your Journey, celebrate your accomplishment, and get ready to move forward toward your goal: earning a Girl Scout Silver Award! (Tip: Keep your Journey(s) handy as you work toward your award—you might find yourself going back to it for ideas.)

The Girl Scout Silver Award

Step 2

Step 2: Identify Issues You Care About

To solve any problem, you must first identify it. Start by asking yourself what matters most to you.

- Do you find yourself reading articles about endangered species?
- Do you worry about where homeless children sleep at night?
- Do you wish that younger students had a cheerful place to stay after school while waiting for their parents to pick them up?

If so, what connections can you make between the issues that you care about and the issues in your own community?

Start by jotting down some issues that concern you in the following Issues Chart. You're not choosing your project yet, just tuning in to the topics you care about.

Issue Chart

Issue That Concerns You	Why Is It Important to You?	How Does This Issue Affect Your Community?

Step 3

Girl Guidelines

Step 3: Build Your Girl Scout Silver Award Team

There are two ways to earn your Girl Scout Silver Award: You can work with a small team of three to four girls, or you can create and implement your own project.

- **Small team model:** The girls you work with can be Girl Scouts, non-Girl Scouts, or a combination of both. If the other Girl Scout Cadettes on your team also wish to earn the Girl Scout Silver Award, each girl must play an active role in choosing, planning, and developing the team's Take Action project. Keeping your team small ensures that everyone can participate fully. You and your team will also partner with others in the community to complete your project.
- **Solo model:** You can create and implement a project on your own. However, if you choose the solo option, you will still want to partner with others in your community (friends, neighbors, and business owners) in order to earn your award. After all, leaders like you know how to team up with others, even when they're in charge.

If you've decided to work independently, you can skip to Step 4. If you're working with other Girl Scout Cadettes who also wish to earn the Girl Scout Silver Award, use the following tips to create a great team.

Build a team whose members all commit to:

- Respecting different points of view and ways of working
- Contributing to the project—everyone needs to help out!
- Accepting constructive suggestions
- Working together to create and develop a plan
- Resolving conflicts

Team members don't always agree, but leaders know how to help others get along. When disagreements arise, remember:

- To be considerate and respectful of your fellow teammates
- To be a sister to every Girl Scout on your team
- That cooperation is very important when working with others

After you've built your team, hold your first meeting! If you don't know each other well—or even if you do!—play a team game to get better acquainted. Spend some time discussing what makes a great team and how you'd like your team to work together. Write everyone's suggestions on a large piece of paper, and post that paper on the wall every time you have team meetings. Before the end of your first meeting, discuss how often you want to get together and where you'll meet.

The Girl Scout Silver Award

Step 4

Step 4: Explore Your Community

Now that you have begun to think about issues that concern you, it's time to do some exploring to find out what your community needs are and where your areas of interest and the community needs may overlap.

Communities are groups of people who have something in common. You belong to many communities: Your school is a community, for example. So is your math class or your debate team. Even kids who ride the same bus every day are a community. Other communities include your neighborhood, your place of worship, your town, and so on. Think about what communities you belong to.

After you've listed your communities, think of ways to "map" them. A community map is a drawing that shows the community's needs and resources, including contacts who might help you when you start working on your Take Action project.

The key to making a community map is observation. Because a community is made up of people, you'll be looking for what people need—that is, what will improve their lives, help them out, or make them happier. To get started, try walking through your school, biking around your neighborhood, or taking a bus ride through your town. During the course of your travels, you'll naturally see different aspects of your community as you shop at stores, gather at your Girl Scout meeting place, go to school, and so on.

You can also visit places (such as the library, town hall, or community center, or your church, synagogue, or mosque) where there are people and resources who can help you identify community needs. You might even attend one or more town meetings to find out what concerns people in your area.

Continue to draw your map by writing down the things you see that could be improved or places where your special talents and skills could be used. (Tip: Go back to your Journey(s) for more ideas about spotting community needs.) When you meet people who might be able to help you with your project, jot down their names and contact information in the following Community Contact List.

Girl Guidelines

Community Contact List

Community Contact	Organization	Contact Information	How They Can Help

Now it's time to talk to people to get in-depth information about community issues. As you conduct interviews, you'll improve your communication skills, begin to see how your time and talents can make an impact, and build a network of contacts you may need when you do your Take Action project.

Start by talking to people you know, such as neighbors or teachers, and then asking them to introduce you to other people in your community, such as business owners, neighbors, teachers or school officials, religious leaders, council members, police officers, and staff members at community centers.

Note: Always be safe when you talk to new people! Discuss safety tips with your troop/group volunteer and family, and always go with a friend or team member. Also, before going online, remember to sign the Girl Scout Internet Safety Pledge at the front of your Badges section. And, of course, never give out your address or any other personal information when you're on the Internet.

Prepare your questions ahead of time so you can use your interview time wisely. Here are some questions to get you started:

- I'm interested in doing a project that will help the community. What are some of the issues affecting our community? Do you know about how people have tried to work on these issues in the past? What worked? What didn't work?
- Can you suggest a project I could do to address one of these issues?

The Girl Scout Silver Award

Step 5

Step 5: Pick Your Take Action Project

You've come a long way to get to this point! Now that you've thought about the issues you care about and explored your community, it's time to choose a project based on what you've learned.

Before you pick your project:

- Review your Issues Chart, community map, and interview notes. If you are working with a team, do this together, of course! If you are on your own, pull a few people together (such as your troop/group volunteer, friends, sisters or brothers, a teacher, and so on) to help you sort through all you have gathered.
- Choose a project based on what matters most to you or where you think you can create some positive change. If you have a hard time deciding, write a pro/con list for each choice. If you are working on this part solo, ask your troop/group volunteer for help.
- Many issues are big and complicated—and hard to fix! It might be a good idea to narrow your focus. Pick just one aspect of your issue, and then develop a solution to that specific problem. (Imagine focusing a camera lens in order to get a clear picture. The process of focusing an idea so that it's simple and clear is just like that.)
- Remember, you can always go back to your Journey(s) for project ideas and examples.

After you've chosen your project, make sure everyone is clear about what you want to do and why. As a team, answer these questions:

- What is our project?
- Why does it matter?
- Who will it help?

Think about the following:

- Which of your leadership skills do you think you'll use as you work on your Take Action project?
- How will these skills help you better understand who you are and what you can do?
- How will you live the Girl Scout Promise and Law while earning your Girl Scout Silver Award?

Step 6

Girl Guidelines

Step 6: Develop Your Project

Now that you've chosen a project, it's time to make a plan.

Before You Start

The following questions will help you think through your project before you get started:

- What steps do we need to take to reach our goal?
- What special talents can each girl use to help make the project a success?
- What did we learn when we earned our Girl Scout Cadette Journey awards that will help us make sure this project runs smoothly?
- Do we know enough to get started or do we need more background information? Where can we get that information?
- Which groups or organizations can we work with? Who can we ask for help?
- How can we get other people involved?
- What supplies will we need?
- How will we earn money for our project, if necessary? Your troop/group volunteer can help you come up with money-earning ideas that follow Girl Scout policies. You can also ask for donations—for example, if you want to create a mural, the owner of the local hardware store may give you paint. And remember, your time and talents are often more important than money. For example, one girl was worried about food waste at her school. She could have raised money to buy compost bins. Instead, she used her advocacy skills to persuade school and town officials to set up a composting system. So be creative! You may realize you don't need that much money after all.
- How much time do we need to finish our project? Is that timeline realistic?

Make It Last

You'll be investing a lot of yourself in your project, so of course you'll want to develop it in such a way that it keeps going even after you're done. After all, this is a chance for you to make your mark in your community!

For example, if you think the kids at your local elementary school need more interesting stuff to do at recess, you might plan a week of special activities. But then what? Well, how about planning team games that the fourth-graders can do with the second-graders all the time? Your Take Action project keeps going and going and going...

Remember to keep it simple! A clear, focused, and well-thought-out plan can often be more sustainable than taking on a huge project.

The Girl Scout Silver Award

Here are some examples of Take Action projects that will last:

Take Action Project #1

Problem: Kids can't walk to school safely because there aren't any sidewalks.

Root cause: Lack of planning when the roads were built.

Solution with long-term impact: Create a petition asking that a sidewalk be built, get local residents to sign it, and present it to the city council.

Making the solution sustainable:

- Once the sidewalk is built, it will be in place for years, offering a safe route for future generations.
- You may need to encourage kids to change their habits and walk—that can be a fun group activity.

Take Action Project #2

Problem: Children in homeless shelters often struggle in school.

Root cause: Lack of stability and family resources, both financial and emotional.

Solution with long-term impact: Work with a local homeless shelter and school to establish an ongoing tutoring program that matches student volunteers with children in the shelter.

Making the solution sustainable:

- Work with the school and shelter to find adult staff members who will continue to coordinate the program.
- Establish a transition tradition, such as an end-of-school-year party, where potential new student volunteers can meet current volunteers and people in the homeless shelter.

Find a Project Advisor

Your project advisor is an expert who can answer specific questions about your issue. Look at your list of the people you met while researching issues. Is there someone who can serve as a project advisor? If you have not yet met anyone who is familiar with your issue, talk to your troop/group volunteer. She or he might be able to help you identify experts in your community.

Make a Global Connection

Think about others who may have worked on the same problem in the past, or check the Internet to see how others around the globe deal with your issue. What can you learn from their approach? Consider how you may be able to extend the reach of your project into other communities besides your own. Are there ways to share your plan with other communities who are facing the same issue? Can you create a plan that other people could use to replicate your project in their own communities?

Girl Guidelines

Take One Last Look

By this point, you're probably anxious to get started. But before you get going, take a step back and look at your project one more time. You may need to narrow your focus a bit more or shift your approach slightly in order to make the project work. That's okay! Taking some time to fine-tune your project now will make it easier to actually get it done.

Ask other people for feedback, especially your troop/group volunteer. She or he will make sure your project idea is complete and meets all the requirements for a Girl Scout Silver Award Take Action project.

Even though you've done a lot of work already, remember to be open to new ideas and suggestions. You may need to rethink certain parts of your project idea, but this will help you refine your project and make it better. Once your project idea meets the requirements, you'll be ready to get started!

The Girl Scout Silver Award

Step 7

Step 7: Make a Plan and Put It into Motion

It's time to get started! Your project needs to involve action by you and your Silver Award Team (if you have one), from the planning stages all the way to earning the Girl Scout Silver Award.

Build a list of what you need to do and how it can be done, and then figure out who will be doing what. Remember that you're a team, so one or more girls can volunteer for each task. Also decide when each task needs to be finished. Then write all the information in a Make a Plan Chart like the one that follows.

Make a Plan Chart

What Is the Task?	Who Will Do It?	How Will the Task Be Done?	When Will It Be Done?
Research how a petition is presented to the city council.	Monique	Talk to a council member or the mayor	September 7

When your steps are identified and your plan is set . . . do it! Keep a record as you go by taking photos, shooting video, or making a scrapbook. Not only will it make it easier to share your story when you're finished, but it's lots of fun!

Step 8

Girl Guidelines

Step 8: Reflect, Share Your Story, and Celebrate

Congratulations, you have completed a project that makes a difference! Take some time to reflect on what you have accomplished.

These questions may get you started:

- **What did you discover about yourself?**
- **How did you connect with your local and global communities? Who do you know now that you didn't know before?**
- **What did you learn from others who worked to solve the same problem?**
- **How did that help you make your project better?**
- **What skills did you gain (such as public speaking, team building, advocacy, blogging, and so on) that help you as a person and a leader?**
- **What impact did your Take Action project have on your community? How will it go on past your involvement?**
- **How did you live the Girl Scout Promise and Law?**

Demonstrating to an audience what you have learned sets the stage for even broader impact, and is sometimes the best way for you to recognize what you have accomplished and see how much you have grown. It will also help you get others inspired to act!

Here are some ideas for how you can share your story:

- **Create a Web site or blog about what you have learned and how your project will help your community.**
- **Log on to some Web sites where you can share your story:**
 - **World Association of Girl Guides and Girl Scouts:** www.wagggg.org/en/projects
 - **TakingITGlobal:** www.tigweb.org
 - **Global Youth Service Day:** www.globalyouthserviceday.org
- **At a workshop for community members, present what you have learned and what your project will do for the community. Or do a presentation for a group of younger Girl Scouts—you will definitely inspire them!**
- **Make a video about your project and post it online. Invite friends, community leaders, and people from organizations that are tackling a similar issue to watch and share your video with others.**
- **Write an essay or an article for your local or school newspaper.**

As you wind down your project, remember to thank all the people who helped you along the way, from the people you interviewed to those who drove you around town! Not only is this good manners, but also an inspiration to people when they hear what you've done—and they'll be proud to know they helped make it happen.

Now celebrate your accomplishment! You took the challenge and made a difference in your world!



PART 2:

Girl Scouts of Greater Los Angeles Silver Award Guidelines

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Where information in Part 2 is particularly relevant to Troop Leaders, you will
 see this symbol:





SILVER AWARD BASICS

The Silver Award is the second highest award a Girl Scout can earn in Girl Scouting in the United States. It recognizes personal leadership and effort as well as a Girl Scout's measurable and sustainable impact on a community that is important to her. The Girl Scout Silver Award project should benefit a girl's community, which can include her school, Girl Scout council, city or town, or global community, and can be earned as an individual or as part of a group.

The Silver Award can only be earned by Girl Scout Cadettes (i.e. girls in grades 6-8).

STEPS TO THE SILVER AWARD

There are eight steps to earning your Silver Award. *The Girl Scout Silver Award: Guidelines for Girl Scout Cadettes* ([Part 1 of this workbook](#)) provides more information on and tools to help you complete each step.

1. Go on a Cadette Journey.
2. Identify issues you care about.
3. Build your Girl Scout Silver Award team (no more than 4 girls) or decide to go solo.
4. Explore your community.
5. Pick your Silver Award Take Action Project.
6. Develop your project.
7. Make a plan and put it into motion.
8. Reflect, share your story, and celebrate.

TIME COMMITMENT

Generally, the eight steps of the Silver Award, including the Journey, will take you about one year to complete.

After completing the Journey, a girl will plan and implement a Silver Award Take Action Project. To earn the Silver Award, **EACH GIRL SCOUT** working on the project must log a **minimum of 50 hours** of planning, leadership, implementation, and reflection. More detail on what can and cannot be included in these 50 hours is on [page 16](#).



SUGGESTED TIMELINE

The following timeline suggests that girls aim to earn their Silver Award by spring of their seventh grade year. This is recommended because it gives girls the entire eighth grade year to relax, travel, and do other fun activities. Such a relaxed year is a good break for the girls before they begin working on their Gold Award. This timeline also gives the eighth grade year as a buffer in case the Silver Award takes longer than anticipated.



GROUP SIZE

The maximum number of Girl Scouts on a Silver Award team is **FOUR**. Girls may also pursue solo projects.

DEADLINES

March 1. The Final Report must be submitted by March 1st in order to participate in that year's ceremony. You will always be invited to a ceremony – if you submit after March 1, you will simply be invited to the following year's ceremony.

September 30. All work on the Girl Scout Silver Award must be completed and a Final Report submitted before September 30th after the girl graduates from 8th grade.

APPROVAL

The Silver Award is a Troop Leader approved project! However, Troop Leaders should not approve projects that do not meet the Silver Award standards detailed in the next section. The "Silver Award Tips & Guidance" on [page 25](#) is a tool to help the Troop Leader determine whether a project meets these standards. Use this document both at the beginning and at the end of the girl's project.





SILVER AWARD STANDARDS

Girl Scouts should only pursue their Silver Award if it is something that they personally want to do. You should not undertake this process for your parent, Troop Leader, or anyone else. The entire Silver Award process requires passion, dedication, and a significant time commitment. In order to have a successful Silver Award project, it must be one that **YOU** are truly passionate about.

SILVER AWARD TAKE ACTION PROJECT DEFINITION

A Silver Award “Take Action Project” requires that you draw on your experience, education, and personal values. If you have done a Journey or a Bronze Award, you have completed a Take Action Project.

GSUSA defines the following Take Action outcomes for all Take Action Projects, from Journeys to the Gold Award:

- **Girls can identify community needs** – you identify community needs and the root cause of the issue.
- **Girls are resourceful problem solvers** – you develop creative ways to solve problems that may arise while implementing their project.
- **Girls advocate for themselves and others, locally and globally** – as you learn about the issues in your community and work to solve them, you stand up for issues you believe in, influence policy, and identify ways to continue your project goals into the future.
- **Girls educate and inspire others to act** – you educate others about the issues that are important to the community and inspire others to act.
- **Girls feel empowered to make a difference in the world** – you develop leadership skills and use the knowledge gained through your experience to improve the community...and the world.



SILVER AWARD PROJECT KEYS

A high-quality Silver Award Take Action Project will meet five key standards:

- Identify the root cause of a community issue
- Find a national and/or global link
- Demonstrate leadership, and involve community partners
- Have long-term benefits and sustainable support
- Be measurable

These standards raise the caliber of a project from a service project, which may only address a short-term need, to a Take Action project. Troop Leaders, as approvers of the girl's projects, are responsible for ensuring that projects meet these standards – use the “Tips and Guidance” tool ([page 25](#)) at the beginning *and* end to evaluate a girl's project. Each standard is described in more detail below.



Identify the Root Cause of a Community Issue

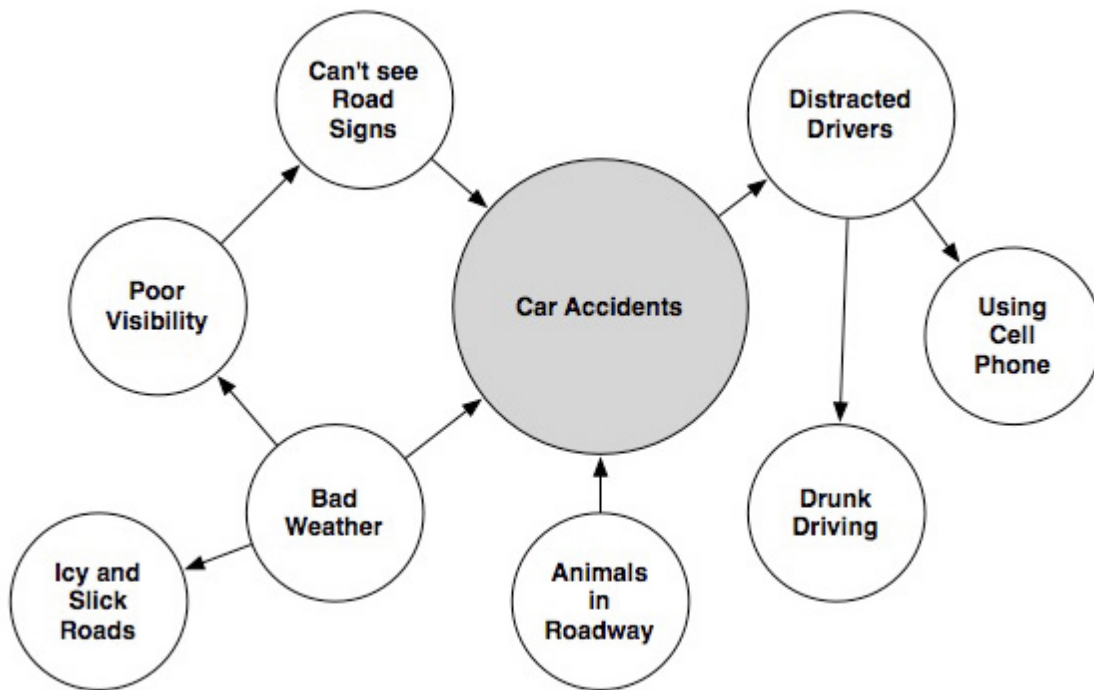
To address a community issue, you must first narrow down the issue to its root causes. This allows you to focus on a project topic that is achievable within the parameters of the Silver Award.

A mind map is a tool that can assist you in determining a root cause. Refer back to Part 1 of this workbook and your issues chart. Select an issue you care about and then follow these instructions to create your own mind map:

1. Write the community issue in the middle of the paper or anywhere that works for you.
2. Think about what some of the causes of this issue could be – ask yourself “**why** is this issue a problem?” In the below example, one of the main causes of car accidents is bad weather. Notice how many different causes connect from bad weather.
3. Now, try connecting the different causes you come up with to each other and to the main issue. How do the causes connect to each other? Do you see a pattern?

The outermost circles are **ROOT CAUSES** – these are the topics that you can successfully address in a Silver Award Take Action Project. Select one or two and you have the foundation of a strong Silver Award project!

Create your own mind-mapping diagram like the one shown below, using one of the issues facing your community. Doing this will help you come up with different ways to approach a problem, as well as different ways you might go about addressing it.



National and/or Global Link

Identifying a national and/or global link doesn't mean you need to travel or expand your project across the globe. It's likely that the issue you've been working towards addressing is relevant worldwide – it can be found in your own local, regional, or national community and across the globe. Whether it's poverty, hunger, illiteracy, homelessness, or pollution.

Research how other areas, communities, or countries address your issues. Seeing how other people and place implement solutions might inspire your actions and will absolutely show you a national or global connection. Consider reaching out, explaining your ideas, and asking for their advice, ideas, and even collaboration. You can use what you learn to inform your project. Plus, these kinds of partnerships can be excellent ways to ensure your projects sustainability.

Demonstrate Leadership

It isn't a leader's job to do everything; rather it's the leader's job to make sure everything gets done. You will demonstrate leadership by recruiting and engaging a diverse team of volunteers from your network and around the community. Share your vision to help align your team. You can also map out activities, set schedules, create a communication plan, and solve changes if the arise.



Involve Community Partners

A service project is done *for* a community, a Take Action project is done *with* a community. Refer to your Community Contact List in Part 1 of this workbook. You should design, develop, and carry out your project in collaboration with one or more of the community partners you listed.

You may want to involve many community partners in different roles. Your main partner might provide a resource for your project, and a location for your events. However, other partners might be a source of volunteers or a link to a network of people knowledgeable about your project.

Having discussions with potential community partners EARLY in your project will help you refine the root causes identified above into an implementable project.

The most useful action you can take to ensure you have an effective and successful project is **TALK** to several of your potential community partners. They know what their community needs and what works. It is strongly recommended that you set up several phone or in-person interviews with potential partners *prior to finalizing your project idea*.

Prepare for your interviews by coming up with a list of 5-7 questions, such as:

- What are the biggest challenges/problems that you have faced or are facing?
- What do you think is the root cause of these issues?
- What will it take to address these issues?
- Are there any resources available to do that?
- What do you consider to be the strengths of the community?

Take action projects require partnering with the community you're service, so be sure to enlist appropriate individuals, groups, or organizations before, during, and after your project to ensure they are engaged. Ideally, your project will provide the community you serve with a much-needed solution.



Measurability and Sustainability

Ensuring the sustainability and measurability of your Silver Award project is critically important to the success of your project.

Measurability: Your impact is measurable when you collect information or data throughout your project and use it to show that your actions have had a positive effect on the community and/or contributed to addressing your issue.

Think about what you can **count** in order to measure the effectiveness of your project. This means that you will need to set a goal or two! That way, when you measure your results you'll know how effective your project was overall. Goals can feel intimidating but remember, you're setting them for yourself – and they are adaptable.

Sustainability: Sustainability means that your project, as well as the work towards addressing your issue, carries on or continues even after you're done your part and earned the Silver Award. In a nutshell: you'll put a plan in place that ensures your Silver Award creates a lasting change. Sustainability isn't a one size fits all. There are many ways you can ensure your project is sustainable.



Benefits of Earning A Silver Award

1. The Girl Scout Silver Award is recognized as the second highest award in Girl Scouting. It is a national award with national standards, awarded by your council on behalf of Girl Scouts of the USA.
2. You are recognized as a future community leader if you have earned the Girl Scout Silver Award as an individual or as part of a group.
3. Although you don't have to do the Girl Scout Silver Award before going for the Girl Scout Gold Award, completing the Girl Scout Silver Award will help develop your skills and abilities that will allow you to successfully earn the Girl Scout Gold Award.
4. You'll find yourself supported by the community in many ways while on your quest for leadership. Being a Girl Scout will open many doors.
5. Having your family members pitch in to help with your project can be fun! It can be a positive time spent working together.
6. Believe it or not, younger girls will look up to you when you earn this award. Are you prepared to help mentor someone?
7. Learning to work closely with a group to accomplish your goal for the community can be a lesson in cooperation, leadership, and compromise. Teamwork is a skill that goes beyond the sports field.
8. Working on a Girl Scout Silver Award is a safe way to build your leadership skills while acting on a community issue you really care about.
9. You will build skills and expand your knowledge. Who knows what you can accomplish before you set the goal and go for it!
10. You will create change in the world around you.
11. Working on the project with friends can be a lot of fun!



ADULT ROLES IN THE SILVER AWARD

TROOP LEADER



This is the GIRL'S project but the Troop Leader may need to act as a project manager.

The girl should:

- Come up with the idea herself (or as a group)
- Do ALL communicating (with Council, community)
- Take all actions to implement the project

The Troop Leader should:

- Review project ideas at the *beginning* based on Take Action criteria (use tool on [page 22](#))
- Not create roadblocks
- Devote meeting time to the Silver Award
- Help with time management (but do not be a task master)

If you do have multiple groups working on different projects in your troop, it is recommended that you bring in parents or other troop volunteers. Consider having one parent or troop volunteer be the main adult point-of-contact for each group.

Troop Leaders are also responsible for approving the project and attesting to this approval via their signature on the Final Report. Troop Leaders should not approve a project that does not meet the standards of a Take Action Project.

PARENT/GUARDIAN

The Girl Scout Silver Award is the highest award in Girl Scouting that a Cadette can earn. It represents a girl's commitment to herself and to her community, as she focuses on leadership, career exploration, personal challenges and completing a project that will benefit her community. It takes many hours of preparation, planning and work to accomplish the goals a girl has set for herself.

Parents/guardians play a significant role in supporting a girl's path to the Girl Scout Silver Award. As a parent you may be called upon to be coach, mentor, cheerleader, sounding board and chauffeur.

As a parent, you are not expected to be a taskmaster — this is the girl's project. However, you can assist a girl by:

- Reading through the materials provided to girls regarding these awards so that you feel comfortable offering support.



- Encouraging and supporting her, but not pressuring her. “Going for the Silver” is something that a girl has to want to do herself.
- Helping her choose a topic that will become the basis for her project if she asks for ideas. Remember, however, that the topic is based on her passions, not yours.
- Aiding her in accessing a network of adults who can lend insight, provide contacts, and point to resources. You may work with someone who has just the skill set your daughter needs in an advisor, or someone who belongs to a service club that your daughter and her advisor can approach for financial assistance.
- Supporting a girl in following any Girl Scout safety or money earning guidelines during her path to the Girl Scout Silver Award. This is important to assure the safety of your daughter and the integrity of the Girl Scout program.
- Allowing your Girl Scout to stumble and learn the lessons that come with the Girl Scout Silver Award project. She will have a Girl Scout Silver Award project advisor, an adult who has been trained to assist her in partnership.
- Realizing that your Girl Scout is capable, competent and worthy of respect as she assumes more responsibilities within her community. Provide her with positive and constructive support on this journey.
- Attending the Silver Award Ceremony and joining in the celebration as your Girl Scout is honored for her accomplishments.

PROJECT ADVISOR

A Project Advisor is someone who has specific knowledge or experience about the issue you are addressing in your project. For example, if you are doing a project to benefit a homeless shelter, your project advisor might be the person who runs the shelter; or if you are doing a literacy project, the project advisor might be a librarian. It is recommended that you find a Project Advisor, but it is not a requirement.



MONEY EARNING

As a Cadette Girl Scout seeking support for your Silver Award project, the ability to pursue donations (either monetary or in-kind) is an important consideration. Work with your Troop Leader and other adult advisors to determine specifically what is required to meet the needs of your project.

The easiest way to earn money for your Silver Award?

Participate in the cookie and fall product programs!

Decide AS A TROOP to use product sale money for Silver Award projects – this should be the girls' decision, not the Troop Leader's.

TROOP ADDITIONAL MONEY EARNING ACTIVITIES



If you choose to participate in Additional Money Earning Activities, 50% of the girls in your troop must earn the participation patch in BOTH the Fall Product & Cookie Program, and send at least 15 emails through the programs systems, most recent to the date you plan to hold the money earning activity.

Under GSGLA policies, an “Additional Money Earning Activity” is an event or activity for which you are charging a fee and the purpose of which you specifically advertise as earning money for your Girl Scout Silver Award. This definition includes:

- Events that involve four or more troops,
- “profit-making” money-earning events/activities (>\$250 profit),
- and “break-even” money-earning events/activities (<\$250 profit).

In sum, if you are representing yourself as a Girl Scout in your money earning activity, you must follow the GSGLA Special Events and Money Earning (SEME) policies laid out in the [SEME Manual](#). Refer to the SEME manual as well for the process and forms to request approval for an Additional Money Earning Activity.

The SEME process can be quite time consuming so make sure you plan ahead. In addition, work with your Troop Leader/Mentor and Staff Liaison to determine exactly what is required to meet the needs of your project. If you are feeling stressed about money, go back to your budget and see what you can do differently to meet your goals.

The following list details some Additional Money Earning Activity ideas. Remember, if you advertise these events as supporting a Girl Scout, you must follow the SEME policies.

- Provide childcare at school events, during the holiday season, or at community events. (Don't forget to have an adult trained in first aid present.)
- Recycle aluminum cans and plastic water/sports drink bottles.
- Offer activities and face painting at community events or during the holiday shopping season.



- Wrap gift packages during the holidays. Check with malls and larger stores.
- Provide classroom or birthday party games and cupcakes on order. Busy moms will appreciate not spending the time cooking or going to the store.
- Walk and care for pets.
- Babysit.
- Perform yard work.
- Be creative! Make jewelry, creating cards, do calligraphy, etc.

For the most up-to-date GSGLA Money Earning policies please refer to [Volunteer Essentials](#) and the [SEME Manual](#).

You may also hold a Restaurant Night to help fund your Silver Award project, but prior to the event, you must submit a [Special Events and Money Earning \(SEME\) E-Form](#).

DONATIONS

Besides Additional Money Earning Activities and product sales, you may obtain funds and goods (known as “in-kind”) to support your Silver Award project through individual and business donations. There are a number of important GSGLA regulations that affect such donations (detailed in the table below).



Donation Type	Regulation
Monetary donations AND Tax deductible monetary donations	Checks must be made payable to Girl Scouts of Greater Los Angeles and sent to GSGLA Development Department, 1150 S Olive St, Los Angeles, CA 90015. Expect 4-6 week turnaround before funds are returned. Note: There is not a cap on amount of a donation from an individual donor.
In-kind donations	Girls may solicit in-kind donations from friends, family, organizations, and local businesses in support of her project. Note: there is no longer a need to submit a form for approval from GSGLA.

For more information regarding tax deductible gifts or the in-kind donation processes, call Elise Herra-Green, (626) 677-2264.

Soliciting Donations.



Girls may not directly solicit monetary or in-kind donations. As the Girl Scout, you describe your project to others, write letters, create a presentation, and compose emails in order to receive your request.



PROHIBITED MONEY EARNING ACTIVITIES

As a Girl Scout, you are prohibited from engaging in the following money earning activities:

- **Raising money for another organization.** You cannot have a bake sale, performance, or other activity and give the proceeds to another organization. You cannot ask for pledges to benefit another cause or hold a benefit to raise money.
- **Money-earning projects where you are potentially doing an activity that someone else normally is hired to do.** You cannot take a job away from people, including store workers, maintenance staff, gardeners, cleaners, or other service providers.
- **“Cheap labor” disguised as a money-earning project.** You are being taken advantage of and potentially taking away the job of someone who should be paid more money. That’s why there are child labor and minimum wage laws.
- **Projects where the Girl Scout organization might be perceived as endorsing a product, political viewpoint, or cause.** This includes product sales (such as Creative Memories), being paid to pass out flyers for a candidate or freebies at a business, with the exception of restaurant nights.
- **Projects where the money goes to an individual rather than to the troop.**
- **Selling anything on the Internet.**
- **“Crowd-funding” opportunities such as Kickstarter, Go Fund Me, or IndieGoGo.**



MONEY EARNING FAQ

Can you use your own money on your Silver Award project?

Yes, within reason. You may also receive help from your family and friends. However, part of the Silver Award process is working with others to earn money. Earning a Silver Award is not meant to be a hardship on a family or individual, nor is it meant to provide those who have access to personal financial resources with an edge. When designing your project, it is important to think creatively about how you can make a difference with little or no money.

What if my project costs more than the money I can potentially earn?

It is better to succeed with a smaller project that is within your budget. Be realistic about what you can and cannot do. Work with your Troop Leader and community partner to develop a reasonable budget. If your resources are not sufficient, then you need to rethink your project. Planning is the key.

Can I use social media to solicit donations for my Silver Award project?

No. You may use Facebook, Twitter, and other platforms to raise awareness and obtain general support for your project but conversations about donations need to be done in a direct manner, i.e. by phone, by email, in person.

Can I charge for a Girl Scout event to earn money?

If you are conducting an event as a Girl Scout and plan to charge a fee, you must follow the GSGLA Special Events and Money Earning policies as detailed in *the [SEME Manual](#)*. Work with your Troop Leader or Program Specialist to ensure that you are following these policies. Provisions should also be made for those who cannot afford the fees to your event. In addition, you must be clear in your advertisements and materials that this is a money-earning event for your Silver Award.

I know you can't raise money for other organizations, but can I do it on my own?

As an individual, you can volunteer for other organizations and raise money on their behalf; however, any funds raised cannot be put towards your Silver Award project nor can the count the hours toward your Silver Award hours. Additionally, you may not present yourself as a Girl Scout to the public in this process since you are volunteering for another organization.

Can I donate goods to another organization?

Yes, you may donate goods to another organization in lieu of money. However, this should not be the only part of your project because it then becomes a collection project, which is not permitted.



HOURS

The Silver Award is a minimum 50-hour project. It is incredibly important that you keep track of your hours **as you work** on your project – you do not want to reach the end and have to remember everything you did.

Methods for Keeping Track of Hours. Below are several methods that have worked for other girls, but the most important thing is to choose a method that is most convenient and easy for you.

- Notebook (paper and pen)
- Time tracking apps, such as Hours (iOS) or Timesheet (Android)
- Excel spreadsheet
- Google Sheets – most recommended as it allows you to easily sum up your hours and have access to your time log at all times through the Google Drive smart phone app

What You Cannot Count for Hours. The following do not count toward your 50 hours:

- Travel time
- Time spent preparing your Final Report
- Time spent on Additional Money Earning activities (fundraising) that exceeds 15% of your total hours
- Time spent volunteering at an existing event or organization
- Volunteers' time (e.g. you may not count the hours of people helping you with your project toward your hours)



SILVER AWARD FINAL REPORT

The [Silver Award Final Report](#) is an eForm and must be completed and submitted **online**.

The eForm is savable for up to 30 days by clicking “Save and Continue Later” at the bottom of the page. You will receive a unique link to your Final Report that is valid for 30 days. However, it is recommended, for ease of use, that you create a word processing version of the answers to the essay questions so that you do not lose any data when completing the eForm.

Each girl (regardless of individual or group project format) must complete and submit her own online Silver Award Final Report eForm. In order to attend the Silver Award Ceremony or purchase the Silver Award pin, girls must submit their Final Report eforms.

A complete Final Report includes the eForm as well as [three attachments](#) to the eForm:

- Signature Page
- Detailed Time Log (totaling at least 50 hours)
- Detailed Budget (money spent, donations, etc.)

Prior to starting on the eForm, it is strongly recommended that you have complete versions of the attachments scanned and ready to be attached. You may also submit high quality photos of the attachments as long as they are of a size and resolution that will make them easily readable.

SILVER AWARD CEREMONY

GSGLA Silver Award Ceremonies generally take place in May. GSGLA gifts all Silver Awardees their Silver Award pin, letter from the CEO, and certificate of achievement.



GENERAL SILVER AWARD FAQs

What grade must a girl be in before beginning to work on her Silver Award project?

The girl must be in the 6th grade to begin working on the prerequisites (Journey). She has until September 30th after her 8th grade year to complete the process. Work cannot continue past that point into her 9th grade year.

Does Council need to approve my proposed Silver Award project?

No, you only need approval from your Troop Leader for your project to start.

Who provides FINAL approval of my Silver Award project?

The Troop Leader. If you are a Juliette, your parent/guardian approves your project.

My troop is bridging from Junior Girl Scouts in the spring, can we begin work on Silver Award activities?

You may begin work on your Silver Award requirements beginning on October 1st after completing 5th grade.

How do girls know when a Journey is completed?

A Journey is completed when a girl has earned the Journey awards, which includes creating and carrying out a Take Action Project.

What makes the award's guidelines for a Take Action Project different from the Journeys?

In contrast to Journey Take Action Projects, which give girls themes on which to base their Journey, Girl Scout Silver Award Take Action projects have no pre-designed theme. Girls select their own theme, design, and execute their Take Action Project.

Can a group of Girl Scouts work on their Silver Award together?

Yes, it is important, however, that each girl has an individual leadership role and each girl logs her own hours. No more than four Girl Scouts per group.

If I have done similar activities in pursuit of other Girl Scout awards, can these activities count toward the Girl Scout Silver Award?

Activities done prior to working on the Silver Award or as activities counting towards other leadership awards DO NOT count toward the number of hours for the Silver Award. However, hours earned toward the Girl Scout Silver Award can count toward the President's Volunteer Service Awards (see www.presidentialserviceawards.gov).

Do I need to follow any specific safety rules?

Yes, you should be aware of the safety guidelines that are in the Safety Checkpoints as well as any health and safety guidelines from GSGLA, city, county, or state.



I am finished with my Silver Award project and have completed the GSGLA online Silver Award Final Report eForm, what do I do with it?

The eForm will automatically be submitted to your council staff liaison. We recommend printing a copy of your completed online Silver Award Final Report for you and your Troop Leader/advisor as a record of your completion.

What is the final deadline for completing the Silver Award Project?

You must have completed your project and have submitted your online Silver Award Final Report eForm by September 30th following your 8th grade year, or before bridging to Senior Girl Scouts, whichever comes first.

What is the difference between a Troop Leader and a Project Advisor in the Girl Scout Silver Award process? Do we need both?

A Troop Leader's (or group leader's) role in the Silver Award process is to review projects based on Take Action standards, help girls with time management, and provide general support. A Project Advisor is someone who has specific knowledge or experience about the issue you are addressing in your project. For example, if you are doing a project to benefit a homeless shelter, your project advisor might be the person who runs the shelter; or if you are doing a literacy project, the project advisor might be a librarian. It is recommended that you find a Project Advisor, but it is not a requirement. More information on adult roles in your Silver Award can be found on page 10.

Who oversees and approves my project if I am not in a troop or group?

As an individually registered Girl Scout you can complete all of the activities on your own with the supervision and guidance of a parent/guardian. Your parent/guardian approves your project.

Do I need to complete the Girl Scout Silver Award before I work on the Girl Scout Gold Award?

You do not need to earn the Girl Scout Silver Award to begin the Girl Scout Gold Award. The Gold Award pre-requisites are either a Silver Award and one Senior/Ambassador Journey or two Senior/Ambassador Journeys. Therefore, earning a Silver Award means that you only have to do one Journey and can get started on your Gold Award sooner in your Senior Girl Scout years (note that you cannot submit a Gold Award proposal until April 1 of your 9th grade year).



SILVER AWARD PROJECT EXAMPLES

One of the roles of the troop/group advisor and Girl Scout Silver Award project advisor is to help a girl or groups of girls move a project that may be a good idea to a great idea. It is important to differentiate between a community service project and a Girl Scout Silver Award Take Action project. The latter should involve planning and individual opportunities for leadership and decision making. When working on a group project, each girl needs to play an individual role. Here are several activities that start as good service projects, but with some careful coaching, have moved into the caliber of a Girl Scout Silver Award Take Action project.

Good Service Project?	Great Girl Scout Silver Award Take Action Projects
Volunteering many hours at a Park Service site picking up litter.	Working with the park to establish an ongoing “Junior Ranger” Program for neighborhood children during the summer and weekends.
Working at the local library doing children’s story hours.	Creating an after-school reading program for a homeless shelter after meeting with the children and establishing needs — building bookshelves and selecting books from donations.
Sewing pillows for very ill children in a hospital.	Assessing needs for the children’s hospital with administration and children. Teaching younger girls to sew “keeper pillows” and special head covers for ill children in several hospitals.
Planting flowers with a group in a park during a community service day.	Organizing a community wide park clean-up, beautification day and BBQ that becomes an annual event involving businesses and families. Planting window boxes, painting porches and cleaning up vacant lots are some of the completed tasks.



Need more inspiration? Below are some other Silver Award ideas. You should also talk to your Troop Leader, Service Unit Manager, and older girl troops to learn about past Silver Award projects.

- Clean up a nature trail/area and install interpretive signs.
- Create a science nook at a school or camp site.
- Make puppet boxes to accompany stories for local preschool children.
- Plan and coordinate a math day for girls at the local community center.
- Put on a bicycle safety fair in your community.
- Create a summer reading program at a library.
- Make blankets for cancer patients and film interviews about their experiences.
- Organize a career fair for a middle school.
- Landscape a local community building or camp-site.
- Collect sports equipment and hold a sports day for children at a local shelter.



PROJECT IDEA WORKSHEET

It is recommended that you use Part 1 of this workbook to develop your Silver Award project idea. However, if you would like to do additional brainstorming, you may use the following project idea worksheet.

Community, social, or global issues I am interested in: *(refer to your Issues Chart from Part 1 of this workbook)*

It would be great if I could make a difference in:

My community would benefit from:

MY PROJECT IDEA:

Now that you have an idea, expand it by asking yourself:

How can I help more people?

How is leadership included in my project? Who am I leading?

Who will benefit from the project?



How can I learn more about the project topic? *(get in touch with the people on your Community Contact List from Part 1 of this workbook)*

Who else in the community can I involve? *(refer to your Community Contact List from Part 1 of this workbook)*

How much will this project cost? How will I earn the money I need?

What resources will I need to carry out my project? How will I get them?



SILVER AWARD RESOURCES

Here are some quick and useful links to the main things that will be needed to complete the Silver Award process.

- [Silver Award Final Report](#)
- [Silver Award Final Report Attachments](#)
- [SEME Manual](#)
- [SEME Application](#)
- [Safety Activity Checkpoints](#)



SILVER AWARD LEADER/MENTOR TIPS & GUIDANCE

Thank you for taking on the very important role of Silver Award Leader/Mentor. You are tasked with being an impartial sounding board for Cadette Girl Scouts pursuing the second highest award in our organization. Your role is to be a support, source of advice, and project manager. The project belongs to the girls, but they will likely need your assistance in keeping them on track – remember this is the girls' project, so you'll want to poke them, not push them. Instead of telling the girls exactly what they should be doing, instead help guide the conversation by asking insightful questions that will allow the girls to reach the solution/recommendation/idea on their own.

When working with girls to help develop a *good* idea into a *great* Take Action project, please use the below matrix both at the *beginning* of her project and *before you approve* her Final Report to ensure her project meets Take Action criteria:

What's the WHY (root cause)	Who is involved (leading a team)	Measurability (numbers)	Sustainability (lasting effect)	50 hours (each girl)
What is the root cause of the issue that the project is addressing? Why is addressing it important?	Who will you be working with? Who is your community partner?	What can you count in your project? e.g. how many bags, workshops, attendees?	How will you ensure that your project continues to have an impact after you turn in your Final Report?	How will each girl get her own accumulation 50 hours of leadership experience?

When working with girls endeavoring for the Silver Award, please remember:

- Silver Award projects need to be small teams of no more than 4 so that each girl gets a quality 50 hour leadership experience. Solo projects are OK.
- This is more than a collection project.
- Each girl must complete and submit her own [Final Report](#) submissions via eForm found on the GSGLA website. Remember [three attachments](#) need to be uploaded with each Final Report:
 - Time log (each girl has her own time log and accumulation of 50 hours)
 - Budget (one per project)
 - Original hand-written signatures